2014-2015
PARENT & STUDENT
HANDBOOK

IMAGINE SCHOOL AT BROWARD

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Coral Springs, FL 33067
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www.imaginebroward.org

Imagine School at Broward
Parent & Student Handbook

MISSION STATEMENT

Imagine School at Broward is committed to excellence in academics, character and spirit by building, developing and fostering partnerships between our schools and external stakeholders that, together, create a community of caring life-long learners. At Imagine School at Broward, we strive to provide students with a safe and nurturing learning environment in conjunction with challenging educational opportunities that prepare them for lives of leadership in a rapidly changing world.

VISION STATEMENT

Imagine School at Broward (ISAB) is a public, tuition-free, public charter school currently servicing students Kindergarten through 8th grade, with a VPK program and private extended care, located in Coral Springs, Florida.

Each child at ISAB is treated as a unique individual and is encouraged to reach his/her own true potential. The parents, students and staff work together to create a positive, warm, loving environment in which the student can develop their whole self. Our goal is to encourage students to develop into global thinkers and lifelong learners.

A MISSION TO GROW ON

Imagine Schools focuses upon these six measures of excellence:

- **SHARED VALUES–** believing in a school climate that promotes integrity, justice, and fun
- **ACADEMIC ACHIEVEMENT –** providing a unique instructional delivery model that meets the differentiated needs and learning styles of all children
- **CHARACTER DEVELOPMENT –** encouraging and supporting strong character growth through community and service learning projects and activities
- **PARENT CHOICE –** facilitating parent involvement in shared decision making and working to achieve high levels of parent satisfaction
- **ECONOMIC SUSTAINABILITY –** promoting an in-depth understanding of fiscal responsibility and growing our school through cost-effective measures
- **NEW SCHOOL DEVELOPMENT –** growing Imagine Schools increases the number of students, of all ages and abilities, we will have the opportunity to reach and teach. New school development will also provide our teachers and school leaders the opportunity to grow professionally and to serve other communities

IMAGINE SCHOOL AT BROWARD PLEDGE

I will show responsibility for my actions and my school work.
I will respect myself, my school and others.
I will increase my knowledge by working hard in class.
I will strengthen my character by supporting my family, peers and community.
I pledge to believe in myself and know that I have the power to make good choices.

CURRICULUM DESIGN FOR ISAB

The new Florida Standards are designed to be robust and relevant to the real world, reflecting the knowledge and skills that our young people need for success in college and careers. ISAB is committed to ensuring all of our students receive the latest instruction including technology and are ready for the future.

Imagine Schools Academic Excellence Framework
This year we will follow the tenets of the Imagine Schools Academic Excellence Framework. All Stakeholders: School leaders, Regional Leaders, Executive Vice Presidents, Governing Board Members, Teachers, Parents, and Students will understand the importance of and use the **Cycle of the 4 E's**:

Establish - Laying the foundation for the goals you want to attain and developing the path to reach those goals.
Equip - Obtaining the resources (knowledge, strategies, relationships, capital, technology) you need to accomplish your goals.
Engage - Employing your resources and taking the necessary steps to execute your plan.
Evaluate - Assessing the outcomes and taking stock of the effectiveness in accomplishing your goals.

Elementary Grades: Our clusters consist of Kindergarten/1st grade, 2nd/3rd grade and 4th/5th grade. Students will have a Language Arts literacy block which will also blend Science and Social Studies fiction and informational text. The other block will focus on Mathematics and STEM (Science, Technology, Engineering, and Mathematics). Teachers will loop with classes for 2 years.

Middle Grades adheres to the philosophies/tenets of the Association for Middle Level Education (www.amle.org). This organization promotes the development of young adolescent through exploration, integration of curriculum, and the spirit of teaming. We also believe in the infusion of Imagine's Character Education "Digging Deeper" into curriculum and modeled daily by staff.

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1. School Structure

GOVERNING BOARD

ISAB's Governing Board is the governing body of the school. The Governing Board will be ultimately responsible for monitoring and reporting the financial and educational success of the school. The Governing Board is responsible for ensuring the Charter is implemented as submitted to Broward County Public Schools. The Governing Board will delegate all day-to-day operational responsibilities to the Principal.

The Governing Board consists of an elected group of parents and community members who are responsible for the school and its successful operation. Parents who have educational, operational or managerial concerns should contact the appropriate personnel in the School. However, in the event that there are unresolved issues with the Administration, parents may contact Ms. Jacquelyn Vernon, Regional Director at (954)796-4744.

In the event a parent requests an item to be placed on the Governing Board's agenda, a written request with a detailed explanation must be submitted to the principal of the school at least two weeks prior to the scheduled meeting. Governing Board Meetings are tentatively scheduled bi-monthly for the 3rd Thursday of the month, beginning in September, at 5:30 P.M., at the school.

Governing Board Members 2014-2015

Dan Tarquinio – Chair
Linda J. Silver
Leslie Adams
Ananda Rampat
[Vacancy – to be filled]
Nancy Clewner – Charter School Liason

The Governing Board is responsible for:

- Management and the business affairs of the Governing Board
- Approval of the annual budget of anticipated income and expenditures, as well as the preparation of the annual financial audit report
- Filing of the annual report to the School Board
- Maintenance of written records of attendance and minutes of its meetings
- Elects community replacements when members' terms expire

Meetings of the Governing Board are open to the public and comply with the Sunshine Laws of the State of Florida.

The Principal and Administrative Team are responsible for:

- Screening, hiring, and evaluation of all faculty and staff
- Management of all human resource issues including termination of faculty and staff
- Assurance of compliance with school charter and applicable state and Federal laws
- Development, implementation, and supervision of school policies and procedures
- Development, implementation, and supervision of school improvement plan
- Development, implementation, and supervision of the school budget
- Development, implementation, and supervision of the school curriculum and academic programs
- Development, implementation, and supervision of school discipline policies
- Development, implementation, and supervision of student recruitment procedures
- Development, implementation, and supervision of professional development and faculty in-service
- Development, implementation, and supervision of student services and activities
- School Improvement Plan
- Maintenance of school accreditation by the Southern Association of Colleges and Schools Selection of instructional methods and supervision of instruction
- Selection and management of curricular materials, furniture, furnishings, and technology
- Management of school business operations
- Management of the school campus and maintenance of school buildings
- Management of communications and public relations with all stakeholders
- Management of school fundraising, grant applications, and the acquisition of alternative funding sources
- Coordination of work and activities with Imagine Schools Non-Profit
- Coordination of work and activities with the Governing Board

Organizational Chart and Communications Protocol

Good communication is essential to the effective operation of every institution. In order to insure that all needs and issues are addressed in a timely and effective manner by the school staff, parents and other stakeholders need to follow the proper protocol and address the staff member directly overseeing their area of concern. **Parents and stakeholders should first bring all academic, social, and emotional concerns directly to their teacher**. Communication should begin with informal communication by email, in-person, or by note. A formal conference should be held before bringing an issue to staff at the next level of responsibility. After sufficient time to address an issue has been provided, generally one to three weeks, then parents may move their concern to the next level on the organizational chart, repeating this process as necessary.

Charter School Liaison

When a parent has an issue that cannot be resolved by working through the channels on the following chart, there is a Charter School Liaison person who will work with parents to resolve issues, and will share those issues with the Governing Board. The Charter School Liaison for ISAB for the 2014-2015 school year is Nancy Clewner. She can be reached at 954-255-0020 or via email at nancy.clewner@imagineschools.com.

Imagine School at Broward - Who Can Help

Begin with your child's Teacher

Academic Coaches and Department Heads

- Jessica Arguez – Intermediate Language Arts
- Brooke Davidson-London – Intermediate Math
- Kim Dura – Upper Primary Language Arts
- Misha Fletcher – Upper Primary Math
- Ellen Yucht – Primary Language Arts
- Michele Lukstein – Primary Math
- Debra Rahn-Darling – 6-8 Math & Team Leader
- Zsuzsanna Uveges – 6-8 LA & SS
- Lisa Hammond – 6-8 Science and Technology
- Josh Yesner – Athletics
- Matthew Gayle – Specials
- Brett Mrakovich – Science Fair

Shaquita Mills **ESE Specialist** • ESE/504 Concerns • Individual Education Plan (IEP) Meetings • Gifted • Health Screenings • Child Study Team (MTSS)	**Sabrina Acevedo** **Principal's Assistant** • Office Manager • Parent Emails • Parent Assistance • Facilities • Activity Calendar/Enrichments • Volunteer Hours • On-Site Medication	**Melanie Chevalier** **IMT/Registrar** • Change of Address and Phone numbers • Registration/Lottery/Waitlist • Student Records and Immunization forms • Attendance/Attendance Emails
Cindy Brown **Director** • Before Care • After Care • Preschool	**Amaya Corral** **Curriculum Specialist** • Professional Development • Modeling/Coaching Teachers • Collaborative Problem Solving • School of Excellence Plan (SEP) • ADVANCed	**April Leonard** **Business Manager** • All Collection of monies • Budget Keeper • Governing Board Secretary
Roni Prager, Coordinator **Before & After Care** • Payments • Questions and Concerns	**Rebecca Chouinard** **Cafeteria Manager** • Free/Reduced Lunch • Lunch Accounts	**Bonnie Emerson** **Speech Therapist** • Speech • Hearing
Cristin Hartstein **Personnel Administrator** • Human Resources • Staff Information and Updates • Articulation to High School • Test Coordinator • ESOL Contact	**Nancy Clewner, Teacher on Administrative Task Assignment** • Administrative Designee • Schedule Changes • Behavior Support • Grades 4 – 8 • Cafeteria • SEPR • Engrade/FLVS Administrator • Governing Board Liason	**Lynda Miller** **Office Assistant** • Receptionist • Parent Assistance • New Student & Parent Orientation • Attendance • On-Site Medication • Uniform Compliance • Volunteer Hours

Linda Arnold, Principal

Responsible for smooth operation and management of the school

2. School Calendar, Schedule, & Attendance Policies

Hours of Operation

Elementary Grade Student Hours	8:30 A.M. - 3:00 P.M.
Middle Grade Student Hours	9:15 A.M. - 3:45 P.M.
VPK	8:45 A.M. - 11:45 A.M.
Extended VPK	8:45 A.M. - 2:45 A.M.
Doors Open Pre-School	8:30 A.M.
Doors Open Main School	8:10 A.M.
Main Office Hours	8:10 A.M. - 4:00 P.M.
Teacher Hours	8:00 A.M. - 4:00 P.M.
Before Care Hours	7:00 A.M. - 8:15 A.M.
After Care Hours	2:45 P.M. - 6:00 P.M.
Breakfast Only - Elementary	8:00 A.M. - 8:20 A.M. (enter through the back of the school)
Breakfast Only – Middle	8:45 A.M. - 9:05 A.M. (enter through the back of the school)

Contact Information

Main Office …… 954-255-0020
Attendance Line ……attendance.broward@imagineschools.com
Registrar ……954-255-0020 x171
Fax ……954-255-1336
Business Office……954-255-0020

Schedule

8:10 A.M. –8:30 A.M ……Arrival of Elementary Students
8:30 A.M……Elementary Grades Begin (after this time students are considered tardy)
8:50 A.M ……Arrival of Middle Grade Students
9:15 A.M ……Middle Grades Begin (after this time students are considered tardy)
10:30 A.M. – 1:30 P.M ……Lunch
3:00 P.M (All primary students, and siblings of primary students in Grades 3-5 only)
3:15 P.M. (Intermediate students)
3:45 P.M. (Middle grade students and their siblings) ……Dismissal
2:45 P.M. – 6:00 P.M. ……After Care

*Middle grade students with elementary grade siblings ONLY may be dropped off at 8:10 with their elementary school sibling. Those middle grade students must report to the cafeteria.

Imagine School at Broward 2014-2015 Calendar

Friday, August 15, 2014	Meet and Greet	
Monday, August 18, 2014	First Day of School	1st Qtr Starts
Monday, August 25, 2014	Start STAR testing	
Tuesday, August 26, 2014	Open House Kindergarten -1st Grades	6:45pm
Wednesday August 27, 2014	Open House 2nd Grade-3rd Grades	6:45pm
Thursday, August 28, 2014	Open House 4th - 5th Grades	6:45pm
Monday, September 01, 2014	No School	
Wed., September 03, 2014	Open House Middle Grades	6:45pm
Thursday, September 4, 2014	McDonald's Night	5:00-8:00pm
Tuesday, September 09, 2014	PTO Volunteer Meeting	6:30pm
Tuesday, September 16, 2014	Go Math Night	6:45pm
Thursday, September 18, 2014	Interims Issued 1st Quarter/Catalog Kick-off	
Friday, September 19, 2014	Lice Check	
Thursday, September 25, 2014	No School	
Friday, October 03, 2014	Catalog Fundraiser Ends	
Friday, October 10, 2014	Fall Pictures	
Monday, October 13, 2014	Fall Book Fair Begins	
Saturday, October 18, 2014	Fall Festival	
Thursday, October 23, 2014	Early Release / Middle Grades Fall Dance	1st Qtr Ends
Friday, October 24, 2014	No School	
Monday, October 27, 2014		2nd Qtr Starts
Tuesday, October 28, 2014	Science Fair Night	
Tuesday, November 04, 2014	No School/Teacher Planning	
Tuesday, November 11, 2014	No School	
Wed., November 12, 2014	Make-up Pictures	
Thursday, November 13, 2014	Report Cards Issued 1st Quarter	
Thursday, November 20, 2014	PTO Meeting 8:45am/ Scoop Night Interims Issued 2nd Quarter	5:30-8:30pm
Tuesday, November 25, 2014	Imagine Early Release	
Wed., November 26, 2014	No School	
Thursday, December 18, 2014	Early Release/Middle Grades Winter Dance	2nd Qtr Ends
Friday, December 19, 2014	Teacher Planning-Begin Winter Break	
Monday, January 05, 2015	Return to School	3rd Qtr Starts
Friday, January 09, 2015	Class Pictures	
Tuesday, January 13, 2015	PTO Meeting	6:30pm
Friday, January 16, 2015	Imagine Early Release	
Monday, January 19, 2015	No School	
Wednesday, January 21, 2015	Report Cards Issued 2nd Quarter	
Friday, January 30, 2015	100th Day of School	
Tuesday, February 10, 2015	Interims-3rd Quarter Issued	
Friday, February 13, 2015	Middle Grades Dance	

Monday, February 16, 2015	No School	
Thursday, February 26, 2015	Early Release	
Monday, March 02, 2015	Dr Seuss Week	
Tuesday, March 03, 2015	PTO Meeting	8:30am
Friday, March 13, 2015	Spring Pictures	
Thursday, March 19, 2015	Early Release	3rd Qtr Ends
Friday, March 20, 2015	No School/Teacher Planning	
Monday, March 30, 2015		4th Qtr Starts
April 6, 2015-April 10, 2015	Spring Book Fair	
Wednesday, April 15, 2015	3rd Quarter Report Cards Issued	
Friday, April 17, 2015	Family Night	
Tuesday, April 28, 2015	PTO Meeting	6:30pm
Thursday, April 30, 2015	Interims Issued 4th Quarter	
May 4, 2015 - May 8, 2015	Teacher Appreciation Week	
Friday, May 15, 2015	Volunteer Hour Deadline	
Friday, May 22, 2015	Imagine Early Release	
Monday, May 25, 2015	No School	
Saturday, May 30,2015	Drama Class Play	
Thursday, June 04, 2015	Early Release/ Last Day of School	4th Qtr Ends
	4th Quarter Report Cards Issued	

ENROLLMENT

As a tuition-free public charter school serving grades K-8, ISAB is open for enrollment to all residents of Broward County, Florida. Additionally, ISAB is home to a private pre-kindergarten program, offering voluntary pre-kindergarten (VPK) for children age 4.

Re-Enrollment Process
In order to secure your child's place for each successive school year, you will be **required** to fill out a re-enrollment form in January for the next school year. **Forms will be sent home with your child on January 16 and must be returned within two weeks by January 30.**

Lottery Selection Process
Because space is limited, enrollment spots are awarded through a lottery selection process, with preference given to siblings of currently enrolled students. Families interested in registering a child for the following school year must complete the pre-enrollment process within the allotted time period. From there, names will be randomly selected in the lottery selection in a public assembly located on campus. **Open registration for lottery will be February 2 - March 13, 2014. Lottery selection will be March 19. Parents will be notified on March 20.**

Completing Enrollment
To comply with State of Florida and Broward County requirements, only children whose parents have properly completed and submitted all necessary forms including, but not limited to, certificates of immunization, physical examinations and others will be permitted to attend ISAB and begin the school year as a full-time student.

ATTENDANCE

Your child's academic and social progress is influenced to a great extent by regular participation in school. Regular attendance without tardiness is the key. When your child will be absent from school, please email the school at attendance.broward@imagineschools.com. If you do not email to report the absence within 48 hours your child will receive an "unexcused absence." You must call in each day that your child is out. You will receive a letter once your child receives 3 unexcused absences. Please note, five tardies will equal one unexcused absence.

We encourage you to schedule your child's appointments after school hours. If this is not possible, parent/guardians must come to the main office first to have their child released. Office personnel will notify the classroom teacher to inform the teacher that your child needs to report to the office. For your child's safety, the teacher will not release a child to anyone who has not signed them out at the office. Office personnel will not release a child to anyone not listed on the Emergency Contact Card, unless the school is notified by the parent in writing in advance.

Research has shown that there is a strong correlation between attendance and achievement in school. Therefore, our attendance policy will be strictly enforced in accordance with the Broward County Attendance Policy listed below.

Patterns of Non-Attendance

ISAB chooses to follow the Broward County Attendance Policy. Non-attendance for instructional activities is established by tardiness, early-sign-outs, or absences for all or any part of the day. The maximum number of days that a student may be absent without acceptable documentation justifying the absence is 5.

A. A student who has had at least five unexcused absences, or absences for which the reasons are unknown, within a calendar month, or 10 unexcused absences, or absences for which the reasons are unknown, within a 90 calendar-day period, may be exhibiting a pattern of non-attendance (F.S.1003.26 (1) (b)).

B. Unless acceptable documentation is presented/submitted, an accumulation of daily absences (excused or unexcused), by tardiness, or early sign-outs that equals 5 days (30 hours) in a marking period or 10 days (60 hours) within two marking periods may establish a pattern of non-attendance.

C. If the student exhibits a pattern of nonattendance, the principal may request documentation for subsequent absences. (F.S. 1003.24(4)) Non-attendance for instructional activities is established by tardiness, early-sign-outs, or absences for all or any part of the day. "Habitual truant" means a student who has 15 unexcused absences within 90 calendar days with or without the knowledge or justifiable consent of the child's parent, is subject to compulsory school attendance under s. 1003.21 (1) and (2) (a), and is not exempt under s.1003.21(3) or s. 1003.24, or by meeting the criteria for any other exemption specified by law or rules of the State Board of Education. (F.S. 1003.01 (8)).

Excused Absences

Students must be in school unless the absence has been permitted or excused for one of the reasons listed below (F.S. 1003.24(4), 1003.26)

1. Illness of student
2. Illness of an immediate family member
3. Death in the family
4. Religious holidays of the student's own faith
5. Required court appearance or subpoena
6. Special event. Examples of special events include important public functions, conferences, state/national competitions, as well as exceptional cases of family need. The student must get permission from the principal/designee at least five days ahead of time.
7. Scheduled medical or dental appointment
8. Students having, or suspected of having, a communicable disease or infestation which can be transmitted are to be excluded from school and are not allowed to return to school until they no longer present a health hazard (F.S. 1003.22). Examples of communicable diseases and

infestations include, but are not limited to, fleas, head lice, ringworm, impetigo and scabies. Students are allowed a maximum of five excused days absence for each infestation of head lice.

Students on field trips and students who attend alternative to suspension programs are not considered absent.

Unexcused Absences
Absences not excused as defined in the previous section, are considered unexcused.
1. Students without a completed Certificate of Immunization indicating compliance with the current required schedule of immunizations will not be allowed to attend classes until this document is provided or a waiver is obtained. Absences due to non-compliance with immunization requirements shall be considered unexcused. (F.S. 1003.22(1)4).
2. For students transferring into Broward County, including but not limited to foster care students, or homeless students, a temporary 30-day waiver of both health examination documents and certificates of immunization must be granted. (F.S. 1003.22(1) (5) (e)).
3. Students who have been externally suspended may be offered an opportunity to participate in an alternative to suspension program. If they do not attend, the assigned days, the absences will be considered suspensions.

Make-Up Work (This does not apply to specific homework provided under FS 1003.01 to certain suspended students.)
1. Excused Absences: Make-up work for credit and grade is allowed for ALL excused absences. However, students have two days to turn in the assigned work for each day of excused absence, except for work which has been previously assigned which is due on the first day of return from any excused absence.
2. Suspensions: Make-up work for credit and grade is allowed. It is the student's responsibility to get the missed work. All work is due on the day of return from the suspension. Student is NOT allowed to participate in any school activities during the suspension period.

Tardiness
Tardiness is defined as a student not being in the classroom when the class is scheduled to begin.
1. Parents must follow the same process to excuse a tardy as they do to excuse an absence.
2. Excessive tardiness will be addressed on a case–by–case basis to determine if there is a pattern of non-attendance. Non-attendance for instructional activities is established by tardiness, early-sign-outs, or absences for all or any part of the day.
3. Tardiness to any class without documentation may be considered unexcused.
4. Habitual tardiness is defined as being tardy 5 times within a marking period.
5. Principals have the discretion to excuse tardiness for extenuating circumstances.
6. Unless excused under the provisions of this policy, accumulated tardiness will be recorded as unexcused absences. (F.S. 1003.02 (1) (b)).

Early Sign-Outs
1. No elementary grade student shall be released after 2:30 pm and no middle grade student shall be released after 3:15 pm, unless the principal/designee determines it is an emergency.

2. All schools will establish procedures for early release that ensure that all students are treated consistently.
3. Excessive early sign-outs will be addressed on a case-by-case basis to determine if there is a pattern of non-attendance. Non-attendance for instructional activities is established by tardiness, early sign-outs, or absences for all or any part of the day.
4. Unless excused under the provisions of this policy, accumulated early sign-outs will be recorded as unexcused absences. (F.S. 1003.02)

TARDY POLICY

As a charter school it is mandatory for us to follow the Broward County School Board Policies regarding tardiness. In order to be in compliance with the Broward County School Board Policy, all elementary students must enter the school doors by 8:25 A.M. to be in their classrooms by 8:30 A.M, and all middle grade students must enter the school doors by 9:10 A.M. to be in their classrooms by 9:15 A.M. A student is considered tardy if they are not in their designated classroom by 8:30A.M. The front school doors will be locked by 8:30 A.M. daily and a late pass given to each elementary student arriving after this time. Middle grade students entering after 8:50 A.M. will enter through the rear of the school. However, **parents must park in the front of the school and walk their child in to school to SIGN IN their elementary student after 8:30 A.M and after 9:15 A.M. for middle grade students.** Elementary students will not be permitted to enter a classroom without a parent signature after 8:30 A.M. and for middle grade students after 9:15 A.M. Monitoring of this process will be done by the Florida State's Attorney's Office as they do all schools. For further questions regarding the **attendance policies of the Broward County Public Schools, please consult the 2013-2014 Code of Student Conduct Handbook which can be located on our website at www.imaginebroward.org.**

ARRIVAL/DISMISSAL PROCEDURES

Arrival
Car Riders: Students are to be dropped off via the car pool lane, **NO EARLIER** than 8:10 A.M. School personnel will be available to ensure the safety of the students. Children should not be dropped off on Westview Drive or NW 56th Drive.

Bicycle Riders: By law bicycle riders MUST wear helmets. All bicycle riders are to walk their bicycles to the bicycle rack outside the red wing doors, and lock them each day. Students then enter school through the front doors.

Instruction in the elementary classroom begins at 8:30A.M. Therefore, elementary students entering the front door after 8:30 A.M. will receive a late pass and will be marked tardy. Elementary students need to be sitting in their seats in the classroom at 8:30 A.M.

Instruction in the middle grades begins at 9:15 A.M. Therefore, middle grade students entering the front door after 9:15 A.M. will receive a late pass and will be marked tardy. Middle grade students need to be sitting in their seats in the classroom at 9:15 A.M.

Dismissal
The elementary academic day concludes at 3:00 P.M., and the middle grade academic day concludes at 3:45 P.M.

To alleviate long car lines, we will have three dismissal times:

- 3:00 P.M. K-2 grades and any siblings in Grades 4 and 5.
- 3:15 P.M. 3-5 grade students.
- 3:45 P.M. All remaining 4^{th} thru 8^{th}grade students.

Cars in lines earlier than dismissal time will not be allowed to park or block car line. Coral Springs Police Department is very concerned about our dismissal and the traffic problems parents are causing. We have moved to three dismissals to assist with this. Each dismissal zone will have a distinct time and color. You will be assigned a time and dismissal zone according to siblings and direction turning when leaving the school. Do not get into a carline before your dismissal time. You will be asked to leave the school and circle around until the designated time. It is suggested that if you arrive early, you may stage in the shopping centers on the west side of University Drive.

Parents are to display their child's car pool sign in the front passenger window. School personnel will be available to assist with pick-up until the last car is through the lane. **Elementary students (without middle grade siblings) remaining at school after 3:30 and middle grade students remaining after 4:05 will be brought to the office or aftercare.**

Mini Bus Riders: All mini bus students are to report to the preschool exit at their designated time.

STUDENTS WILL NOT BE RELEASED TO PARENTS WITHOUT A VALID CAR POOL SIGN OR PROPER ID. NO EXCEPTIONS WILL BE MADE TO THIS RULE.

Parents are not permitted to walk into a teacher's class at dismissal time to informally conference with the teacher. Many important closing procedures are being conducted at that time.

Should a parent have an emergency that prevents them from picking up a child on time, the parent or appropriate designee must notify the school prior to 2:30 P.M.

Students must be picked up within 15 minutes of their designated dismissal time. If an elementary student (without a middle grade sibling) is not picked up by 3:30 P.M, or a middle grade student is not picked up by 4:15 P.M., they will be brought to the office to call you, then, sent to aftercare. In addition, in the event a student is habitually picked up late, and at the discretion of school administration, that student will be enrolled in the After School Care program at the standard cost to parent/guardian. Parents will be notified in writing as necessary.

Inclement Weather Dismissal: Car Riders will follow the same procedures as listed above unless otherwise notified. Walkers and bicycle riders will report to the cafeteria. Students will be permitted to use the school phone as necessary to contact parents.

VPK Arrival and Dismissal: VPK students must be walked into their classrooms and signed in/out each day. VPK students will be brought to designated dismissal zones and signed out in the zone. Parents should enter the school in the rear of the building at the rear Yellow Wing door.

Holding Room for Elementary Siblings of Middle Grade Students: Elementary school students with older siblings attending the middle grades only may attend the Holding Room until the middle grades are released everyday at 3:45 pm. The Holding Room is free to siblings only, and parents must register their elementary grade sibling at the beginning of the school year. For a fee of $5 per day, the student will receive a snack and homework assistance. At 3:45 pm the middle grade student must pick up their younger sibling(s) in the Holding Room. If the Middle grade student is absent or attending an after school activity, the younger sibling must be picked up at their normal dismissal time of 3:00 pm or 3:15 pm.

PARKING, PEDESTRIAN TRAFFIC AND CARPOOL GUIDELINES

Transportation
ISAB does not provide bus transportation. The school office staff can supply names and phone numbers to help facilitate car pool arrangements. Please call the school information for more information.

Parking
The rear school parking lot is available for parent parking for before and after care drop off and pick-up. The "Proud Parent" parking spot is a reserved space for the parent(s) who win the right to park in the space during the annual PTO fundraiser. Parking in the grass or fire lanes in front of the school is prohibited. Cars parked in non-designated locations are subject to being ticketed and towed by the Coral Springs Police Department.

Car Pool
The correct way to enter the school to drop off or pickup your child is to make a RIGHT hand turn from Westview Drive into the parking lot. Cars will stack in a large "S" shape. The left side must be kept clear for emergency vehicles.

- Eastbound traffic on Westview Drive is not permitted to make a left-hand turn onto NW 56th Drive from 7:30 A.M. - 9:00 A.M. and from 2:15 P.M. - 3:30 P.M. During these times, the speed limit on both roads is 15 miles per hour.
- Always drive with extreme caution on our campus, following the State of Florida school zone speed law of 15 miles per hour.
- For your child's safety we ask that you allow students to exit and enter from the **passenger or right side** of your vehicle.

- Please remain in your vehicle. Staff will be available to assist your child with exiting and entering the vehicle. At NO TIME may cars be left unattended at the curb or in the car line.
- Please make sure your carpool sign is visible.
- Students will not be released to any vehicle without a carpool sign until it can be verified that the driver of the vehicle is listed on the student's form. If you do not have a carpool sign, please park and sign your student out from the main office. This is for your child's safety.
- If you have any pick up carpool changes and the individual picking up your child does not have your carpool number on their vehicle, you must call the front office by 2:30 P.M. to make arrangements.
- Please follow staff directions and signals.
- Please pull as far forward as possible before dropping off or picking up.
- **Cell phone use is prohibited in the carpool area.**
- Keep belongings for school in the car so that the trunk does not have to be opened.
- Arrive on time. Lines are rare from 8:10 A.M. – 8:20 A.M. If you arrive after 8:20 A.M., prepare for delays and be patient.
- Remember that this is not an acceptable excuse for tardiness to school because your vehicle is delayed in carpool traffic.

Pedestrian Crossing

Walking through the carpool loop to access the staff parking area is prohibited. Students must cross the carpool loop using the crosswalk and must be on the sidewalk at all times.

Cell Phone Usage in the School Zone

For the safety of our students and staff members, cell phone usage is not permitted in the school zone.

Coral Springs Police routinely patrols the school campus area and will issue citations at their discretion to enforce all applicable laws and regulations.

3. General School Policies

UNIFORM POLICY AND DRESS CODE

In order to create a consistent and safe environment free of distractions, the school has developed a Dress Code and supporting Uniform Policy. It is the belief of the school administration and staff that students who come to school dressed properly will achieve higher academically and conduct themselves more appropriately while at school. This belief is supported by extensive research on the positive effect of school uniforms on student learning and behavior and is also stated in our approved charter. Therefore, ISAB enforces a mandatory uniform policy for all students.

The elementary grades uniform consists of the following:

- ISAB collared shirts, tucked in during all assemblies.
- Uniform quality khaki or navy bottoms, including pants, shorts, capris or skorts.
- White or navy socks, closed-toe shoes and sneakers only (excluding knee high sneakers and boots).
- Navy or white leggings (footed) permitted on cold weather days under pants or skirts only.
- Zippered navy blue windbreakers or sweaters are permitted on cold weather days.
- Elementary grade students may wear long sleeve shirts under their ISAB uniform top. Long sleeve shirts must be the same color of the uniform top, or plain white only. The undershirt cannot be patterned or sparkly, and must be tucked in.
- Spirit shirts must be worn with uniform bottoms for field trips.

The middle grade uniform (6^{th}-8^{th}) consists of the following:

- ISAB collared shirts in red, royal blue, khaki/tan, half gray/half royal blue, tucked in during all assemblies.
- Uniform quality khaki or Navy bottoms, including pants, shorts, capris or skorts. Pants must be worn at the waist, and skirts may be no shorter than mid-thigh length.
- Socks and closed-toe shoes and sneakers only (excluding knee high sneakers and boots).
- Navy or white tights (footed) or leggings under skirts or shorts are permitted on cold weather days under uniform pants or skirts only.
- **Plain, non-logo** (other than the Imagine logo) **navy blue**, windbreakers or sweaters.
- Middle grade students must look neat and in uniform at all times.
- Middle grade students may wear long sleeve shirts under their ISAB uniform top. Long sleeve shirts must be the same color of the uniform top, or plain white only. The undershirt cannot be patterned or sparkly, and must be tucked in.
- Spirit shirts must be worn with uniform bottoms for all field trips.

In addition, students must keep their hair neat and out of their eyes. Students are not permitted to wear hair or makeup in a fashion that is a distraction to the learning environment. **Blue jeans are not a part of the school uniform, except on designated Friday Jeans Club days, as detailed below.**

On cold weather days the uniform policy is still in effect. Cold weather uniforms are available from **In Unison** including long pants, long sleeve shirts, jackets and sweatshirts. **Colored leggings, except for navy or white, and pants, under the school uniform is not a part of the dress code.**

School spirit shirts are available for purchase at Meet and Greet, Back to School Nights, PTO Meetings, Fall Festival and online. All online orders will be delivered the first Thursday of each month. Students are permitted to wear spirit shirts with uniform bottoms each Friday ONLY if they are members of the Jeans Day Club.

To ensure continuity of uniforms, **all** uniform tops **must** be purchased through the school's authorized provider:

In Unison School Apparel
4747 Nob Hill Road, Suite #8
Sunrise, Florida 33351
954-718-7030 or visit their website www.inunisonkids.com

Bottoms, such as shorts, skorts or pants, may be purchased through In Unison or at other local retailers. However, retail store bought bottoms must look like those offered by In Unison and be of uniform quality.

Outerwear and Jackets
Only Imagine Schools Outerwear or **solid colored navy windbreakers,** sweaters and sweatshirts are permitted to be worn in the classroom **without brand name, logos or designs** to stay in keeping with the simple, well-dressed intention of the mandatory uniform pieces. Students may only wear heavy coats and other outerwear **outside on the field**.

Non-Compliance with Uniform Policy
All students must come to school wearing the approved uniform. Non-compliance of the policy will result in the following actions:

- 1st violation of dress code – communication from the teacher to parent
- 2nd violation of dress code – written communication sent home from school administration
- 3rd violation of dress code – Student will be sent to the front office and parent will be notified to pick up child or bring in school uniform items for the child to change into.

Please assist the school in maintaining an environment that is conducive to learning by adhering to the student dress code and uniform policy.

Friday Jeans Club
The school operates a fundraiser called “Friday Jeans Club”. Membership in the program is optional. However, students not participating in the Friday Jeans Club program must adhere to the regular uniform dress code for Fridays.

For a cost of $25.00 for a Single Child Membership or $35.00 for a Multiple Children Family Membership, a student will be able to purchase a “Friday Jeans Club” Membership. The student will be able to wear blue-colored jeans only, without patterns and rips, with either a spirit shirt or a collared uniform shirt. Students who do not participate in the "Friday Jeans Club" may not wear spirit shirts on Fridays. In cases where student dress causes a disruptive or behavioral event, the school reserves the right to revoke this privilege. Students will be actively monitored to ensure compliance related to Dress Code, Uniform Policy, and Friday Jeans Club. For Friday Jeans Club Members **ONLY** there is a casual dress day the last Friday of each month. Students must follow the School Board of Broward County dress code on casual days, and may not wear sandals, boots, or any other footwear that is deemed inappropriate.

Field Trip Spirit Shirts
On any school sponsored field trip students will be required to wear a spirit shirt. This is for safety purposes. These distinctive shirts help to quickly identify any and all Imagine Students.

CAFETERIA AND SCHOOL LUNCH FEES

Daidone Dining Services is the food service provider for ISAB. They have been providing quality food service to area private schools for the past twenty years, with a total of thirty years in the industry. They are excited to contribute to the positive experience of the students and staff while in school each day. During the coming year they will strive to provide high quality, nutritious meals each day prepared and served by their experienced staff, who have worked with their company at other locations.

In addition, ISAB has partnered with the **National School Lunch Program (N.S.L.P.)** whose guidelines and menus provide meals that are both nutritionally balanced, and portion controlled for calorie content. The N.S.L.P. provides menu guidelines, which we will follow for the hot entrée each day and the state mandated alternative. (Please note: the Hot Entrée and alternative of a Turkey and Cheese Sandwich will be the two choices offered daily to N.S.L.P. participants). In addition to the N.S.L.P. lunch items we will offer a selection of ala carte menu items each day, as an alternative, for students and staff to purchase who are not a participant of the N.S.L.P. if they so desire. Our goal is to provide great tasting, nutritious options for all students and staff with a variety of menu items.

A complete lunch for elementary grade students will cost $3.75. Middle grade students will be charged $4.00 for a complete meal. A La Carte Items will also be available for students not

participating in the National School Lunch Program (N.S.L.P). Menus will be posted on line and on our website every two weeks.

Free and Reduced Lunch Program

Parents can apply for free or reduced-priced meals when there is a hardship in the family through the National School Lunch Program (N.S.L.P) that we are providing. If your child received free or reduced price lunch last school year in a BROWARD COUNTY Public School, he/she will be eligible for free/reduced lunch for the FIRST TEN DAYS of the new school year. A NEW FORM MUST BE FILLED OUT if you want your child to continue to receive free/reduced price meals for the school year. Please read the free/reduced price lunch form over CAREFULLY and fill out each section. An incomplete form will result in the child not receiving breakfast/lunch at the discounted rate.

Ice Cream Sales

Ice cream will be available for sale on Wednesday. The cost to the students will be $1.00. If you would like to assist in the selling of ice cream on a weekly basis, please contact the PT0 Volunteer Coordinator. Ice cream may also be purchased by parents for entire classes for birthday celebrations in the cafeteria.

Peanut/Food Allergies

If your child has a peanut or other serious food allergy, please contact your child's teachers. A peanut allergy is considered an airborne allergy and may cause life threatening allergic reactions just by someone who is in close proximity of peanuts. The school asks that parents be aware of this potentially deadly condition when packing student lunches or snacks. Please check with your child's teacher to see if a student in your class is allergic to peanuts or peanut products. We ask that parents are sensitive to this important issue.

Bag Lunches and Lunches from Home

For safety reasons, do not bring glass containers to school or food items needing microwaving or heating. Microwave ovens are not available. Additionally, soda and fast food items are not permitted at school. Students may not have meals delivered by parents from fast food restaurants. Parents must have students eat such foods before arriving on campus. We encourage parents to pack healthy lunches low in sugar and chemicals and encourage healthy eating habits. Student lunches from home should have all utensils.

Birthday and Celebrations

Birthday celebrations are held during lunch time only, unless previously approved by the school principal; parents may acknowledge their child or teacher's birthday by sending a treat to share with the whole class. In ALL cases, birthday treats should be limited to small snacks easily distributed by the student. Balloons are not permitted. Snacks should be "finger friendly". Children can enjoy small baked goods such as cookies, cupcakes or donuts. Unfortunately, due to Federal regulations, homemade food cannot be served. Ingredients should be listed on the package of all store bought food brought into the school. Birthday celebrations during "black out" testing days are not permitted. Please refer to the school calendar for testing days. The celebration can take place the next open day that visitors are permitted back in to school.

In addition, parents may purchase ice cream from the PTO for the entire class to celebrate their child's birthday.

Forgotten Lunches
Students who have forgotten lunches will be allowed to charge 1 lunch for the day at the discretion of Daidone Catering. A student will not be permitted to charge any additional lunches if the lunch account is in the negative. **FORGOTTEN LUNCHES AND SNACKS WILL NOT BE DELIVERED TO THE CLASSROOM, BUT WILL BE DELIVERED TO THE CAFETERIA.**

HEALTH CARE

A healthy body enables children to function at their fullest capacity. The health of our students is important to us. The school is able to provide basic support for students and limited first aid. For the sake of others, as well as your own children, parents are asked to keep home any child the exhibits a fever of 99.9 degrees or higher or other symptoms of illness such as diarrhea, hacking cough, vomiting, etc. Should a child become ill at school, he/she will be immediately isolated from other children. Parents will be notified and expected to pick up their child or make arrangements to take the child home within 20 minutes.

A child should be free from fever or contagious disease for 24 hours before returning to school. If your child has a contagious disease, he/she should be kept home and the fact of the condition reported to the school. Contagious diseases include illnesses such as chicken pox, strep throat, conjunctivitis (pink eye), impetigo, head lice, measles, mumps, scarlet fever or fifth disease, etc.

Clinic
The school clinic serves as a temporary resting place for sick children and to administer minor first aid for minor injuries. Please be reminded the clinic is **not staffed by a school nurse or Teacher's Assistant.** Parents will be notified to pick up children who are unable to return to class. Please notify the school IN WRITING of any known allergies that your child(ren) has (have) so that we may be proactive in reducing possible exposure to allergens and be prepared in the event of a medical emergency.

Medication
ISAB must to follow the Broward County School Board Policy on medication. School Board policy expressly states that school personnel CANNOT DISPENSE medicine to students unless it is a long-term requirement and all proper forms from the health department and doctor are completed and on file at the school. School Board Policy 6305 outlines the rules regarding possession of over-the-counter and prescription drugs. You may view the complete Health Policy and all School Board Policies on the web at www.broward.k12.fl.us/sbbcpolicies.

If a short-term illness occurs and a child is required to take medication, it may be necessary for you to keep your child at home. If the child is not contagious, he/she may be sent to school, but it is your responsibility to either adjust the time medication is to be taken or to come to

administer the medication yourself. Please consult your physician for information. **UNDER NO CIRCUMSTANCES IS A CHILD PERMITTED TO CARRY MEDICINE IN SCHOOL. THIS INCLUDES ASPIRIN, COUGH DROPS, COUGH MEDICINE AND ASTHMA INHALERS, EXCEPT IN CASES WHERE A DOCTOR HAS SPECIFICALLY AUTHORIZED A CHILD TO CARRY AN EMERGENCY DEVICE.**

Illness or Injury During the School Day

Should a student become ill during the school day, the parent or guardian will be contacted and asked to pick up the student as soon as possible. If a student is injured, the school will contact the parent or guardian. If the case is serious or life-threatening, emergency services may be called. A school accident report will be completed and provided to parents in the event of an accident or injury at the school. This does not include minor bumps and bruises.

Head Lice

Students must be free of head lice and nits. It is important for parents to routinely check their children's hair for lice. Lice are small insects about the size of a sesame seed. Nits are tiny yellowish-white oval eggs attached to the hair. Nits do not come off easily like dandruff or lint. Lice do not jump or fly. They are transmitted via head–to-head contact and personal articles such as hats, combs, pillows. Please remind your children not to share such things with others.

When head lice are identified at school, parents will be notified of the affected students and provided information on treatment of the hair and the household. Students must be free of head lice and nits for a minimum of 48 hours after treatment in order to return to school. The school office/principal will routinely check for head lice after all school vacations.

CHANGE OF ADDRESS/INFORMATION OR WITHDRAWAL

Please notify the office staff if there is any change of important information such as phone numbers (including cell phone), addresses (including e-mails), or other pertinent information. This is essential to ensure that accurate information is on file with both the School Board of Broward County and Imagine School at Broward, and that parents can be located in case of an emergency.

Should you need to withdraw a child, please contact the Registrar at 954-255-0020 x171. Requests must be in writing before any action can take place.

PARENT COMMUNICATION

ISAB believes one of the most important partnerships for a school is with the parents of our children. Recognizing that children achieve optimal learning when parents and schools work closely together, ISAB is eager to find ways to facilitate open and constructive communication.

Mass Email System

The school employs a mass email system for delivery of a wide array of school information, student and parent opportunities for extracurricular activities, and school business related items. The email system is generated from parent email addresses listed with the teacher and on the student information card. Due to the number of recipients for the mass email, certain email programs may classify the mass email as "spam." Based on the type of internet connection and software used to view email, parents may need to "white list" the following email address: sabrina.acevedo@imagineschools.com in order to receive the mass emails. If you are experiencing problems receiving school emails, please contact your local Internet Service Provider or software retailer for more information.

ISAB's parent emails should not be used for personal, political, business or social purposes.

The Phoenix Flyer

ISAB and the PTO distribute through email a newsletter called The Phoenix Flyer six times per year. The Phoenix Flyer provides parents with the latest school information, including changes in schedules, reminders and news of classroom or school related activities. It also contains student written articles, poems and interviews. The Phoenix Flyer is also posted to the school's website.

Engrade

Parents will be able to view their child/children's homework assignments and progress from their home computer. It is a web-based program. Assignments and assessments will be posted in a timely manner and parents should check ENGRADE frequently. Each student will have their own unique log-in. Teachers will be responsible for giving every student/parent their log-in. Specific directions will be provided at Back to School Nights in September. It is strongly encouraged that parents set up and utilize their own ENGRADE accounts in order to monitor their child's academic progress and to communicate with teachers.

VISITORS

Parents are welcome to visit the school. Arrangements to visit and observations of the classroom should be made in advance (at least 24 hours) and at a time agreed upon with the classroom teacher (maximum 1 hour). **All visitors to the school MUST enter through the front door only and sign in at the school front office. UNDER NO CIRCUMSTANCES SHOULD PARENTS ENTER THE SCHOOL AND GO DIRECTLY TO A CLASSROOM. ALL VISITORS WILL BE REQUIRED TO SHOW A VALID PHOTO I.D. AND WILL THEN BE GIVEN A GUEST PASS TO AUTHORIZE THEIR ENTRANCE ONTO THE CAMPUS.** Siblings/children who are not enrolled at ISAB are not permitted on campus while you are volunteering. Please assist us in enforcing these policies.

4.Volunteering, Parent Organizations & Community

PARENT TEACHER ORGANIZATION (PTO)

ISAB has a very active parent organization called the Parent Teacher Organization (PTO). This organization actively supports the school's instructional programs and enhances community school relationships. The PTO sponsors a wide variety of family oriented activities and events throughout the school year. All parents are encouraged to join as well as attend general meetings. Prior notice of PTO General Meetings are given via email or flyers/newsletters sent home with students.

Who are the members of the PTO?
Parents and Teachers/Staff of ISAB are members of the PTO.

What is the purpose of the PTO?
The PTO works to support the school, enhance learning experience for all children, and strengthen the community bond. The PTO will sponsor many fun events throughout the year. These are social functions that bring the community together. Some fundraising is done to offset the cost of running these events for students and families.

Why should I join the PTO?
ISAB is an involved and close knit community. It is an organization that you would be proud to be a part of. The PTO will strive to continue to enhance and enrich the children's educational experience, and make a difference in our families' lives.

Why does the PTO do fundraisers and where does the money go?
The PTO needs to raise funds to support the events such as Meet the Masters, Box Tops for Education, Fall Festival, Family Night, Educational Speakers and Programs. They also bring in funds to award grants to teachers and departments for enhancements they otherwise may not have in their classroom, as well as the school to help supplement their needs and make improvements.

What can I do for the PTO?
The programs and events are organized, funded and run by the PTO members. We invite you to participate through membership dues and volunteering. A great variety of volunteer opportunities are available. They have everything from leadership roles to simple set up/clean up of events. Your hours are also counted toward the required school volunteer hours. The more volunteers the easier the task!

VOLUNTEERS (REQUIRED HOURS)

Volunteers are an integral part of our school community. It has been our experience that parental involvement plays a key role in the day to day functioning of our school. In every area, from direct classroom support to front office, cafeteria and clinic, active volunteer support is critical to ISAB's continued success. Studies show that volunteering directly impacts the success of the student. We believe that your participation at school is valuable to your child's education.

As a parent of a child enrolled at ISAB, per our charter, you are **REQUIRED** to volunteer 30 hours per school-year for one (1) child and ten (10) additional hours for each additional child. For example, if you have 2 children, you would be required to do forty (40) hours of service in the school year, three (3) children would require fifty (50) hours, etc. The best way to ensure that you complete your hours is to start right away.

In order to be able to volunteer in the school you must first complete the Volunteer Application that is linked to our school website. This form includes security and background information that each person must provide in order to be eligible to volunteer. You must submit it to the online for clearance ***prior*** to being eligible to work with students. This includes helping in the classroom for holiday parties. Once you are cleared you may begin to volunteer in the school and be around the children. If you plan to be volunteering from home only (ex. grading papers, cutting out things for the teachers or any other at home work) you do not need to complete the application. You must, however, sign in via computer in the front office.

PLEASE NOTE: If the mandatory volunteer hours are not completed by the close of the school year, which is the 15th of May, the student will be withdrawn.

All visitors/volunteers must park in the front of the building, enter through the front door only and sign-in at the front office. Visitors/volunteers are not allowed to have other children accompany them; **NO EXCEPTIONS**. This policy ensures safety, minimizes interruption and promotes full concentration in each activity on campus.

Tracking of mandated hours will be handled by the PTO in conjunction with the school administration. It is the responsibility of the parent volunteer to sign in and for each volunteer activity. Failure to do so will result in hours not accounted for during the totaling process.

Upon entering the school to volunteer, you must first stop in to the office and sign the On Campus Visitor Log, get a badge and sign into the online Hour Tracker on the school computer.

Guidelines for Volunteers

- Volunteers working with children must present a valid driver's license or government issued form of identification, and pass an immediate computerized background check.
- Volunteers must wear the appropriate "Volunteer Identification" while on campus.

- The safety and education of students must be the main concern of volunteers while engaged in school activities.
- Volunteers are expected to dress modestly and appropriately for a K-8 school.
- Cell phones should be switched off or placed on vibrate while on campus. Visitors are asked not to speak on cell phones while on campus.
- Volunteers should not bring personal food or beverages into the classroom.
- Comparing and criticizing teachers and students is unacceptable volunteer behavior.
- Please remember to keep what happens in the classroom confidential. Please do not discuss the lives or learning of the students with other students or adults who are not in the classroom.
- Punctuality and reliability are expected since classroom teachers plan for volunteer assistance. If you are unable to come at your scheduled time, please call the office, send a note, or try calling someone else to see if he/she can substitute for you.
- Volunteers are unable to administer any kind of medication to a student.
- Chaperones on a school field trip are considered volunteers and must have all pertinent paperwork and backgrounds done prior to attending the field trip.
- Overnight chaperones must be Level 2 Fingerprinted in the current year by Broward County Public Schools.
- We are quite proud of the many ethnicities that encompass our school community; however, we must ask that volunteers speak English when communicating with students and staff members on campus.
- Volunteers who work in the clinic must complete a special orientation.

BUSINESS AND COMMUNITY PARTNERSHIPS

In order to maintain our focus, delivery and development of a world class education program we must establish and maintain high-value, high-quality win-win vendor and business partnerships. Central to the mission is community partnership, and as such we seek out and desire to effectively engage local businesses for the provisioning of services whenever possible. If you are interested in becoming a Business Partner with the school, please contact April Leonard (954) 255-0020.

5. Academics & School Programs

ACCREDITATION

ISAB is accredited from Advancing Excellence in Education Worldwide (Advanced Ed). Advanced Ed is one of six regional accreditation organizations officially recognized by the United States Department of Education and accredits over 13,000 public, private and charter schools in the Southeast region of the United States.

PROMOTION/RETENTION POLICY

ISAB adheres to the provisions in the School Board of Broward County's Student Pupil Progression Plan Policy 6000.1. There are very specific benchmarks and assessments students must pass as outlined in Policy 6000.1 in order to be promoted. In kindergarten there are expected benchmarks that kindergarten students are expected to reach by the end of the school year. Students in Grades 1 and 2 are expected to achieve certain Florida Standards. Students in Grade 1 must pass District Assessment tests with a score of 55% or above, and students in 2nd grade must pass District Assessment tests with a score of 65% or above. In grade 3 students must achieve a Level 2 or higher on the Florida Standards Assessments (FSA) in reading. In grades 4 & 5 all students must achieve a Level 2 or higher on both the reading and math assessment tests. In the event a child does not pass the state measures there is an alternative assessment they may take. There are specific proficiency levels also required with the alternative assessments.

Each year, middle grade students must pass each core subject in order to be promoted. Core subjects are Language Arts, Math, Science and Social Studies (including an end of course exam for Civics in 7th grade). In addition, they must successfully complete a Personal Educational Plan for High School.

It is the school's responsibility to notify parents regarding the achievement of your child in regards to promotion/retention. This will be done through Parent Conferences, Interim Reports, and Report Cards throughout the school year. Parent Conferences as well as notices will be sent to you beginning in January of the present school year.

CLUSTER TEAM/TEACHER REQUESTS

While every effort will be made to accommodate requests for specific cluster teams or teachers, ISAB cannot guarantee that such requests will be granted in all circumstances. Final

decisions relating to cluster team or teacher selection are at the discretion of the Principal, taking into consideration the best interests of the child in question.

INTERIM REPORTS, REPORT CARDS, AND ONLINE GRADE ACCESS

Midterm Progress Reports are sent home at the midpoint of each nine week quarter in grades 1 to 8 to inform parents of how their children are doing in the academic areas. Report Cards are sent home at the conclusion of each 9 week grading period in all grades. Kindergarten Progress Reports however do not begin until the 3rd grading period of the school year.

Parents may access Virtual Counselor on the Broward County Public Schools website to obtain test score information as well as academic reports. The Student Identification Number (found on both the interim report and report card) and the Student's birth date are needed in order to log in to the Virtual Counselor system. You will be required to set up access individually and by family.

In addition, parents may log on to our ENGRADE online grading program. Access will be assigned to you by the teacher. ENGRADE is a vital information piece to know where your student is academically during the school year. It is your responsibility to make sure you are checking ENGRADE on a regular basis.

AWARDS CRITERIA ELEMENTARY GRADES

In order to encourage academic excellence, an honor roll system has been implemented. There are two honor roll categories for students in grades Three through Five.

Honor Roll

- Principal's Honor Roll – Students who earn straight A's in academics and all "1's" or "2's" in Specials and Work, Social skills, and behaviors on the Report Card during a marking period.
- Honor Roll – Students who earn all A's and B's in academics and all "1's" or "2's" in Specials and Work, Social skills, and behaviors on the Report Card during a marking period.

Additionally, there are several "Awards" given throughout the year. These include Monthly Imagine Kids-of-Character awards based on the Six Pillars of Character, Physical Education class awards, cafeteria discipline incentives, Reading Stars, Science Fair, Character Essay Contest etc.

AWARDS CRITERIA MIDDLE GRADES

In order to encourage academic excellence, an honor roll system has been implemented. There are two honor roll categories for students in grades sixth through eighth.

Honor Roll

- Principal's Honor Roll – Students who earn straight A's in academics and electives and all "s" for behavior in all classes on the Report Card during a marking period.
- Honor Roll – Students who earn A's and B's in academics and electives and all "s" for behavior in all classes on the Report Card during a marking period

Additionally, there are several "Awards" given throughout the year. These include Monthly Imagine Kids-of-Character awards based on the Six Pillars of Character, etc.

ASSESSMENTS

Students are assessed in a variety of ways as he/she progresses through ISAB. First, all Imagine Schools assess all students twice per year using the Florida Standards Assessment (FSA). These tests are given in the fall to get a baseline score and in the spring so that we can assess your child's growth and learn their progress. We also administer all county and state standardized tests (FSA) While we love to have our volunteers in the school all year, it is usually necessary to have a "no visitors" policy to the school during assessments to limit distraction for all.

HOMEWORK

ISAB chooses to follow the Broward County School Board Policy on homework. The School Board recognizes the importance of assigning meaningful and quality homework to students. Research indicates that schools in which homework is routinely assigned and assessed tend to have higher achieving students. Homework fosters student achievement, independence and responsibility and serves as a vital link between school and home. Therefore, it is the policy of Broward County Public schools that meaningful and quality homework is required at all the grade levels in all schools. Parents will be able to view weekly homework assignments via Engrade.

Teacher Responsibility

a. Set clear standards and expectations for the quality of work based on the needs of students.
b. Create an effective system for communicating homework guidelines for parents and students.
c. Review homework and provide timely and appropriate feedback regarding the completion of assignments as a step toward mastery of standards.
d. Coordinate projects so that all students have access to research and resource materials including textbooks and digital tools such as flash drives, electronic textbooks and websites.
e. Assign homework that is academically challenging and developmentally appropriate to the student's level of competence.
f. Design quality homework, which is relevant to the curriculum and/or tied to mastery.
g. Allow for varied learning styles by including choices in types of assignments when possible.
h. Provide students with a reasonable estimate of the amount of time necessary to complete each homework assignment.

i. Provide specific written explanation, rubric or model, of long term assignments so that the requirements, expectations and timelines are clearly understood by the students.
j. Provide students the opportunity to ask questions to clarify assignments before leaving class.
k. Evaluate group projects based upon a predefined rubric which includes individual student participation and group process and allow time in class for individuals and groups to work on projects.
l. Collaborate between teachers at the secondary level regarding when homework would be assigned. There should be a balance of projects so they are not assigned at the same time.
m. Be considerate when assigning homework due the day after a religious holiday and district assigned school breaks and weekends.
n. Ensure that students receive feedback on each assignment so that students comprehend their level of understanding of the learning.
o. Create an effective mechanism or system to communicate homework assignments. If appropriate and accessible place homework assignments on the teacher's website for further clarification.
p. Suggest time limits on homework at the elementary level.
q. Modifications for ESE and ESOL students will be addressed through the IEP or the student's PMP.

Student Responsibility
a. Understand that homework is part of the course requirement.
b. Ask questions to clarify homework assignments before leaving class.
c. Complete and submit homework assignments by the due date.
d. Complete all assignments honestly in accordance with the teacher's directions.

Parent Responsibility
a. Provide a suitable environment for homework.
b. Remind students that homework is their responsibility.
c. Guide or assist in homework when unusual difficulties arise but never do the homework for their child.
d. Encourage students to ask their teacher(s) clarifying questions concerning their homework.
e. Communicate with the teacher(s).
f. Monitor activities so that sufficient time is provided for homework.
g. Prohibit cheating, plagiarism and any other dishonest practices in the completion of homework.

CONFERENCES

Conferences are an excellent way of keeping parents informed of the overall progress of their child in school. Parents will be contacted at least twice during the school year by the teacher(s) to schedule a conference either by phone or in person. Parents may also request a conference at any time for questions or concerns. Parents of elementary students may call the school between the hours of 8:00 am - 8:20 am and 3:00 pm - 4:00 pm to schedule a conference with

their child's teacher. Parents of middle grade students may call the school between the hours of 8:30 am - 9:00 pm and 4:00 pm – 4:30 pm. Phone calls to teachers cannot be transferred to the classroom during the instructional school day. Email requests to teachers however are transmitted immediately and are preferred. However, during the instructional day teachers are limited as to their amount of time and availability to check and respond to email. Therefore, parents should expect a turnaround time of 24 - 48 hours from any staff member when responding to email correspondence. Parents may utilize ENGRADE to send messages to teachers.

FIELD TRIPS

Field trips are considered to be an important part of positive, intellectual and academic development. ISAB aligns all field trips with Florida Sunshine State Standards for academics as well as school classroom instruction. Each grade level selects field trips as a team, and parents will be fully aware of all details of any planned trip. The school adheres to the guidelines of Broward Schools' policies for field trip procedures. Additionally, teachers have the authority to set student behavior criteria in order for students to be eligible to attend field trips. **Parents are not permitted to meet their child's class at the designated field trip location. Only those parents who are registered chaperones may attend.**

All field trip chaperones must have filled out proper Broward County paperwork and have been cleared through the school's background check computer prior to attending a field trip. Overnight field trip chaperones are selected by a lottery and must have Level 2 security clearance from Broward County Public Schools at least one month prior to the trip.

Field Trip Spirit Shirts

On any school sponsored field trip students will be required to wear a spirit shirt. This is for safety purposes. These distinctive shirts help to quickly identify any and all Imagine Students.

BEFORE AND AFTER SCHOOL CARE

Before and After School Care will be available for those parents who are in need of supervision for their children before and after school hours. The times of the Before Care program are from 7:00 A.M. to 8:30 A.M. The times of the After Care program are from 3:00 P.M. to 6:00 P.M. Parents may enroll their children in both the Before and After School Care programs. Registration fees will apply. Please contact Cindy Brown, Director, for a fee schedule and information.

6. Student Expectations & Code of Conduct

CHARACTER EDUCATION

Character Education is an important part of the everyday life at ISAB. Students recite the character pledge and promote the 6 pillars of character daily. We encourage all parents to read and adapt the Character Pledge into family life to reinforce our Character Education Program

Character Pledge
I will show responsibility for my actions and my school work.
I will respect myself, my school and others.
I will increase my knowledge by working hard in class.
I will strengthen my character by supporting my family, peers and community.
I pledge to believe in myself and know that I have the power to make good choices.

CODE OF STUDENT CONDUCT

ISAB chooses to follow The Code of Student Conduct issued by the School Board of Broward County. The Code outlines policies and procedures relating to student's rights and responsibilities in all Broward County Schools. Please refer to the Code of Student Conduct booklet in the event of any questions or concerns regarding expectations of student behavior. For more information, you may download the Code of Student Conduct from Broward Schools' website at: http://www.browardschools.com/index.asp located under the Additional Information tab for The Code Goes Green.

DISCIPLINE PLAN

The staff of ISAB believes that a positive school environment where children feel safe and secure is necessary to achieve maximum learning potential. A fully implemented school discipline plan assists the staff in creating and maintaining this positive learning environment. The elements of the school discipline plan are as follows:

- School Adopted Values (Character Education)
- School-wide Discipline Policies and Procedures
- Classroom Policies and Procedures
- Positive Reinforcement Program

Each teacher has his/her own behavior management system in the classroom. By the time a student has gotten to administration, he/she has already gone through the steps in the

classroom. Please refer to the Broward County Discipline Matrix for details of the consequences in each situation.

Student Referral Form

In compliance with the Broward Code of Student Conduct, ISAB documents any instance of student misconduct on the school-wide Student Referral Form. This form serves as a record of any school incident of misconduct and as an open line of communication between the school and the student's family.

Electronics/Cell Phone Policy

Students are not permitted to use cell phones and other electronics during the school day. All electronics must be turned off and out of sight while in school. Teachers may permit students to use electronic devices and smart phones in classrooms for instructional purposes at the teacher's sole discretion. All other times, including during class changes, lunch and study hall times, electronic and cell phone use is not permitted.

IMAGINE SCHOOL AT BROWARD
2014 - 2015
PARENT & STUDENT HANDBOOK/CONTRACT
SIGNATURE PAGE

It is a requirement that each parent and student understands and complies with all school policies and procedures. To this effect, we have created a Parent & Student Handbook. In order to keep our school as "green" as possible, we have made the Handbook available on our school website at: www.imaginebroward.org. **Please sign and return this page only to the school. Failure to return a completed Parent & Student Handbook Signature Page will affect your status in good standing with the school and may result in the loss of certain privileges or administrative action up to and including mandatory student withdrawal from the school.** If you are unable to access the internet, please contact your child's teacher or the office to obtain a paper copy of the Handbook.

Please initial each line below:

_____ I have read and will comply with the school policy on Volunteers and will fulfill my hours as described in the Parent & Student Handbook. Non-completion of hours will result in withdrawal of students from Imagine School at Broward.

_____ I have read and will comply with the school policy on Visitors as described in the Parent & Student Handbook.

_____ I have read and will comply with the school student Dress Code and Uniform Policy.

_____ I have read and will comply with all policies and procedures listed in the Parent & Student Handbook and any future policies communicated by the school staff throughout the school year.

Each parent and/legal guardian please sign and print your names as well as the student names below.

_____ _____ _____

_____ _____ _____
Parents/Guardians Signatures Print Name Date

_____ _____ _____

_____ _____ _____

_____ _____ _____
Student(s) Name(s)