



**Imagine Foundations Public
Charter School**

**PARENT/STUDENT
HANDBOOK
2011-2012**

**14111 Oak Grove Road
Upper Marlboro, MD 20774**

www.imaginefoundations.org

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Ms. Chenee` Dwarte, Principal

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**“Developing dynamic individuals through hard work, academic achievement
And character education.”**
www.imaginefoundations.org

Chenee’ Dwarte –Principal

Welcome to a new school year! All of us here at Imagine Foundations Public Charter School are ready to work with you as full partners to ensure success for every student.

Our mission at Imagine Foundations Public Charter School is: “Developing Dynamic Individuals through Hard Work, Academic Achievement and Character Education.” We seek to provide an environment that enables students to achieve positive personal growth and continuous academic progress. Therefore, we believe all students 1.) can learn; 2.) are entitled to a safe and physically comfortable environment that promotes student learning; 3.) learn best when they have appropriate opportunities for success; 4.) are valued individuals with unique physical, social, emotional, and intellectual needs. In order to achieve this mission, a commitment to continuous improvement is imperative. With our school’s mission in mind, we are determined to provide rigorous academic learning opportunities for all students on a daily basis, particularly in the areas of reading, language arts, mathematics, science, art, music and history. To this end, all students will be involved in exciting learning experiences this year to help them reach their fullest potential.

We expect our students to work very hard to meet the Imagine Foundations Public Charter School and PGCP standards for promotion. It is expected that all students, parents, teachers, administrators, and support staff put forth maximum effort to ensure that goals are met so that all students can excel. Our Imagine Foundations Public Charter School family looks forward to working with you and your child(ren) this year. Please do not hesitate to contact your child’s teacher first, if you have a concern. We will do all that we can to ensure that every child’s needs are met everyday.

School Mission Statement

“Developing dynamic individuals through hard work, academic achievement, and character education.”

School Vision

It is our vision to create a school environment that helps students gain academic confidence, strong character, determination and the academic skills necessary for entrance into university.

School Mantra

Excuses are tools of incompetence that build monuments of nothingness and bridges to nowhere, and those that practice in their use, are seldom, capable of anything else.

School Pledge

Our Deepest fear is not that we are inadequate. Our deepest fear is that we are powerful beyond measure. It is our light, not our darkness that most frightens us. We ask ourselves, “Who am I to be brilliant, gorgeous, talented, and fabulous?” Actually, who are you not to be? Your playing small does not serve the world. There is nothing enlightened about shrinking so that other people won’t feel insecure around you. We are meant to make manifest the glory that is within us. It’s not just in some of us; it is in everyone. And as we let our light shine, we unconsciously give other people permission to do the same.

School Hours

Before School Care 6:30 a.m. - 8:15 a.m.

Breakfast 8:00 a.m. - 8:25 a.m.

Student Arrival 8:15 a.m. - 8:30 a.m.

Student Dismissal 3:05 p.m.

After School Care 3:05 p.m. - 6:30 p.m.

Tardy Policy

Tardy passes will be issued after 8:30 a.m. A student that enters a classroom with a late pass is considered tardy. Any time a child has 3 unexcused tardies in one month, the parents will be notified and a meeting with an administrator will be scheduled. Excessive tardies may result in the return to the boundary school.

Absences

Anytime a student returns to school after an absence, a note signed by a parent or guardian MUST be brought from home. If a student is going to be absent, please call the school office before 9:30 a.m. Acceptable excuses for students' absences are illness, death in the family, a school sponsored event or activity that has been previously approved or a religious holiday.

Children who have excused absences will be permitted to make up any missed assignments. The student will be permitted to make up work for each excused absence per the schools make up policy. If the absence is unexcused, the student will receive a zero for all missed assignments, tests, or class projects.

Any student that does not maintain satisfactory attendance as defined by the state of Maryland will be required to attend his/her boundary Prince George's County Public School.

Arrival

Students are expected to be in attendance every day. Regular school attendance teaches responsibility and establishes a daily routine for students. It is equally important that students report to school on time. There is no supervision before 8:00 a.m. for students who are not enrolled in the before school program. All students dropped off before 8:00 a.m. will be placed in the before school program and charged the daily rate. In addition, if the problem persists, a mandatory conference will be scheduled between the parents of the child(ren) in question and the school principal.

Breakfast Drop Off

- Students who are not purchasing breakfast should not arrive before 8:00 a.m. Breakfast is served from 8:00-8:20 a.m. daily. Breakfast will not be served after 8:20 a.m. If your child is purchasing breakfast please drop him/her off in front of Leeland Hall.

Morning Drop Off

- Parents should drive up to the front of the main building (Seton Belt Hall), stop and let your child out of the car.
- There will be staff members at the front of the building directing parents as to where to stop as well as assisting students with getting out of the vehicle. This will take place all school year long.
- Parents will not need to get out of the car. If you need to get out of the car for any reason, you will have to park in the parking lot.
- Please adjust your schedules accordingly as school starts at 8:30 a.m. Students will receive a tardy pass after 8:35 a.m.

Dismissal

Students must leave the school grounds immediately after dismissal. Early dismissal ends at 2:30 p.m. After that time, parents/guardians must wait for their children in the parent pick up area of the school. Students will be called to the designated door for pick up. All students who are not picked up by 3:20 p.m. will be placed in After School Care and will be charged the daily rate.

Afternoon Pick Up/Dismissal

- Dismissal will begin at 3:05 p.m.
- Please drive into the school parking lot and follow the direction of the staff member.
- You will be directed to drive around our traffic circle and pull up to the front of the school. Your child will be called and will walk to your car once you are at the front of the main building.
- Please do not drive off once your child gets into the car. You will need to wait until you receive directions from a staff member to proceed.

- After all students in the 1st round are safely in all vehicles, then the 2nd round of students will be loaded. This process will take place until all students have been picked up.
- **Please note that for the first couple of weeks of school the dismissal process may take longer than 20 min.** However, it is still the parent's responsibility to pick up his/her child by 3:20 p.m. All students are sent to aftercare after 3:21 p.m.
- Please be advised that if you need to get out your car for any reason, you must park in the parking lot.

Early Dismissal

If your child will need to be dismissed prior to the end of the school day, we ask that you come to the school office and sign him/her out with a school employee. The office staff will send for your child. Early dismissal ends at 2:30 p.m. Following that time, regular dismissal will commence; any parent who picks up a child early more than two times without relevant documentation will be required to meet with school administration about the matter. Only individuals listed on the EMERGENCY CONTACT FORM will be allowed to pick up students from the school during the school day. A valid picture ID will be required for any individual picking up students. If someone arrives at the school to seek the release of a student and the person's name is not on the emergency contact card and/or the person does not have valid photo identification, the student will not be released. Additionally, early dismissal after a field trip is not permitted.

Parents must contact the school before 2:30 p.m. to change a child's dismissal procedure for the day.

Emergency Dismissal Information

An Emergency Information Card will be sent home with each child for parents to give specific plans for children during emergency situations. It is the parent's responsibility to return the required card to school and to make sure that IFPCS has updated contact information if or when the emergency contact information changes. In addition, the procedures for emergency dismissal should be discussed with each child.

Delayed Opening and Early Closing Dismissal

Our school may be faced with delayed openings or early dismissals due to inclement weather, emergency conditions, etc. This is a concern to us all. The decision to delay the opening of a school or close early is made as soon as possible by the PGPCS Superintendent. Imagine Foundations school personnel are not responsible for the final decision to delay or close school.

An announcement is provided by 38 radio stations and eight television stations. The goal

is for parents to tune in to the stations for the status of school delayed openings and early dismissal times. Dismissal may occur before inclement weather begins.

- You can access the Prince George's County Public Schools web page at www.pgcps.org
- Parents can sign up to receive free e-mails and/or text alerts about delayed openings and early dismissals at www.schoolsout.com
- After 6 a.m. you can also access the school systems voice mail bulletin board at (301) 952-6000 option 1.

Delayed Openings- Start of school will be either one or two hours later than the usual time. Springboard will also follow the same delayed opening schedule. For example, if Springboard opens at 6:30 a.m. and there is a one hour delay, Springboard will open at 7:30 a.m. A delayed opening has no effect on dismissal time unless announced.

Early Closing/Dismissal- Dismissal of school prior to the regular closing time. When the announcement is made for early closing/dismissal, please begin arriving at school to pick up your child/ren. Imagine Foundations will allow a 15 min grace period from the closing time announced for you to pick up your child/ren. Thereafter, student(s) will be placed in the Springboard After School Program and charged the daily rate. All students will be served lunch before they are sent home. Springboard will also follow the same early closing/dismissal schedule. For example if early dismissal is two hours early and Springboard closes at 6:30, it will close at 4:30.

Illness

The importance of regular attendance cannot be over emphasized, however, students should not be sent to school when they are ill. If a student becomes ill during the school day and it appears that they would be best cared for at home, a parent will be contacted to pick the student up. Those sent home with fever, vomiting or diarrhea should not return to school until they have been free of each symptom for 24 hours.

School personnel must be notified of any student's chronic illness (i.e. asthma, diabetes, heart conditions or seizures) or new diagnosis. This heightens awareness in case of emergency. Please keep the school informed of phone number changes and emergency contact information.

Medication

Medicines, including over-the-counter ones are forbidden in school. If it becomes absolutely necessary that a child takes medicine while he/she is in school the parent must provide a signed Physician's Authorization Form for medicine to the school nurse along with the labeled medication. The label must match the form signed by the child's physician. This form can be obtained through the Prince George's County Public Schools website at www.pgcps.org via Health Services or from the school nurse. All medications are secured and will only be administered by the school nurse or the Certified Medication Technician.

Injury

The Procedures listed below will be followed for an injured student:

1. Teachers will send the student to the nurse's office if the injury is minor.
2. Teachers will notify the nurse's office if the student is unable to be moved.
3. Trained personnel will administer basic first aid.
4. The parent (s) will be called and the injury described. For a minor injury, the parent will make the decision about removing the student from the school. Emergency contact persons will be called if the parent cannot be reached.
5. The paramedics will be called for critical injuries that require the type of care that school personnel cannot offer and the parent or emergency contact will be notified.
6. An accident report will be completed and filed for every accident.

Immunizations

Students entering the school system must be compliant with their immunizations, unless exempt for religious or medical reasons. If not, they are given 20 calendar days to become compliant before being excluded from school. For a list of recommended immunizations per grade level or immunization catch up schedule you may access the section for parents under Health Services on the Prince Georges County Public School website at www.pgcps.org or see the school nurse.

School Breakfast and Lunch Program

IFPCS participates in the federal school lunch program and follows the PGCPS lunch menu and calendar. Breakfast and lunch is served in the cafeteria daily. Students who bring lunch from home are able to purchase milk or juice. Occasionally, students lose or forget lunch or lunch money. When this happens, the student should report to the office after opening exercises (before 9:00 a.m.). A parent will be contacted and asked to deliver the money or a lunch to school. **NO LUNCH CHARGES** can be made since public funds do not allow schools to extend credit. **Students are not allowed to bring sodas or candy to school. Any soda or candy bought to school will be discarded. Parents are not permitted to bring fast food to school or take their children out to lunch.**

Prepayment for Meals:

All parents are encouraged to pre-pay for lunch monthly. This can be done online at www.pgcps.org or with the school cafeteria manager.

Free/Reduced Price Lunches

An application for Free or Reduced Price meals will be sent home with students on the first day of school. Parents must apply for this benefit yearly. It should be completed and returned to the office as soon as possible. Notification pertaining to qualification for free/reduced lunch will be sent promptly.

Breakfast and Lunch Menus

Monthly breakfast and lunch menus will be sent home at the beginning of each month in the Monday folder. As an added convenience, parents may view breakfast and lunch menus online at <http://www.pgcps.org/~lunch/webdocs> or on the IFPCS website at www.imaginefoundationspubliccharterschool.com.

Cost

Breakfast \$1.50

Lunch \$2.50

Milk \$.50

Cafeteria Behavior

Lunch time is a time when students enjoy socializing with other classmates and friends, however, students are expected to use proper table manners during the consumption of meals. Student lunch periods are 30 minutes in length. Students are required to remain silent during the final 10 minutes of the lunch period in order to finish eating, trash collection and to prepare to return to class. Please review good table manners with your child.

NOTE: Due to health department regulations no outside food is permitted for student breakfast or lunch that was not prepared at home or school i.e. McDonald's, Wendy's, IHOP, etc.

Field Trips

Participation

Participation in field trips is a privilege. Students serve as representatives of the school. We ask that each parent review proper behavior with your child to ensure the safety of all students. If a student has a pattern of disruptive behaviors, he/she will not be permitted to attend school sponsored field trips. The decision is at the discretion of the classroom teacher. All students are required to be in full school uniform on field trip days. Any student that is not in full school uniform the day of a field trip will not be permitted to attend and will not be provided a refund.

Chaperones

IFPCS will seek to provide experiences beyond the classroom walls in the form of field trips. Parents may be asked to assist the teacher as chaperones. Parents serving in this capacity may not have other children accompany them. Parents who are officially selected as chaperones will receive volunteer hours. Additionally, all chaperones must have a background check completed with the PGCPD security office prior to requesting a chaperone assignment. The chaperone list is limited and at the discretion of the classroom teacher.

ALL parents who would like to attend a student field trip must do so as an Official IFPCS Chaperone. In order to become an Official IFPCS Chaperone you must attend the *Chaperone Training Program* which will be offered two times during the school year. Anyone who has not attended the *Chaperone Training Program* **WILL NOT** be permitted to attend the field trip.

Permission

Written permission must be given for students to participate in field trips. A field trip permission slip will be sent home with details about the trip that will take place. Please make sure that you send the forms back in a timely manner so that we can adequately prepare for the field trip. Without a signed field trip permission slip and/or money, the student will not be permitted to participate. **Permission slips and/or money submitted after the advertised date will not be accepted.** Please be mindful of the date to return permission slips and money as late payments cannot be accepted.

Payment

All money and permission slips must be turned in according to the teacher's instructions, prior to the field trip or the student will not be permitted to take part in the field trip. There will be NO REFUNDS on any field trip money. Please be mindful of the date to return permission slips and money as **late payments will not be accepted.**

Early Dismissal

Early dismissal after a field trip is strictly prohibited.

Students Not Attending the Field Trip

Students who have 5 or more uniform demerits during a month, have been suspended from school or referred to the office for disruptive behavior will not be permitted to participate.

Students who do not attend the field trip for any reason will remain on school grounds with a teacher and will complete a review work packet.

Field Trip Dress Code

Students **MUST BE IN FULL UNIFORM** for all field trips. If a student is not in **FULL UNIFORM** on the day of the field trip, he/she will not be permitted to attend.

School Dress Code

IFPCS is a uniform school. A higher standard of dress encourages greater respect for individuals, students and others, and results in a higher standard of behavior. Our dress code guidelines indicate appropriate school dress during normal school days. IFPCS reserves the right to interpret these guidelines and/or make changes during the school year. Students are expected to follow these guidelines. Every student in attendance shall wear the school uniform. Male students are only permitted to wear the prescribed boy's oxford uniform. Female students are only permitted to wear the prescribed girl's uniform.

Uniform Demerits

Any student who is partially out of uniform will receive a uniform demerit. Any student that is missing a major component of the school uniform will not be admitted and/or allowed to remain in school. In the unfortunate event that this happens a parent (s) will be contacted and expected to bring the appropriate uniform to school immediately.

Student uniforms are checked daily at 8:45 a.m. If a student receives a uniform demerit, he/she will have recess detention for that particular day the demerit was issued. If a student receives 5 or more uniform demerits in a month, he/she will not be permitted to attend the next scheduled field trip.

All uniforms should be purchased from the official IFPCS school uniform provider. IFPCS is not responsible and/or required to accept school uniforms that are purchased elsewhere.

If a student comes to school out of uniform, a parent will be required to bring the correct uniform to school before the child can be admitted to class.

Boys Uniform (K-5)

Male students are required to wear daily:

Black or Brown shoes (must be all black or all brown; and designed with the intention that only a male would wear them. Example: Buster Brown shoe. **Tennis shoes are not permitted except during physical education class**).

Brown socks

Brown belt

School logo oxford shirt

School tie

Boys Uniform (6-7)

Same as uniform above with Middle School tie

Girls Uniform (K-5)

Female students are required to wear daily:

When wearing the jumper

School jumper

Black or navy blue shoes (example; Mary Jane's) with navy blue or black socks or tights

White peter pan blouse

Note: Female students are also permitted to wear the Oxford (male) student uniform with black or brown shoes and the school crossbow tie (**tennis shoes are not permitted except during physical education class**).

Girls Uniform (6-7)

Same as Oxford (male) uniform above with Middle School crossbow tie. Also, Middle School girls can wear the navy blue skort with the Imagine Logo with the Oxford shirt instead of the plaid jumper.

Note: Capri's are NOT permitted.

Hair

Hair must be neat and clean with no "unnatural" colors (i.e. fluorescent, bright green, Mohawks, etc.) No hats or bandanas may be worn. Any hairstyle that is deemed disruptive to the learning environment by school administration is strictly prohibited.

Shorts

Khaki uniform shorts may be worn for boys or girls from the start of the school year until October 1 and from April 15 to the end of the school year. Students are expected to wear all of the other components of the school uniform with the shorts.

Jewelry

Excessive and expensive jewelry is not permitted. Students with nose, lip and facial piercing will be required to remove the jewelry while attending school or any school related event.

Physical Education (PE) Uniforms

There is no PE uniform. All Students are permitted to change into tennis shoes for physical education class.

THERE IS A ZERO TOLERANCE POLICY FOR DRESS CODE VIOLATIONS

Parental Custody/Guardianship

Parents or guardians should submit a copy of any legal documents, which indicate who has legal custody of the child and their school records. This will be kept in his/her permanent student file. In the absence of legal documentation, school officials will only release the student and/or records to those individuals whose name appears on the student's data card.

Family Rights and Privacy Act

The revised Family Rights and Privacy Act became a Federal law in November 1974. The intent of this law is to protect the accuracy and privacy of student educational records. Without your prior consent, only you and authorized individuals having legitimate educational interest will have access to your child's educational records. In special instances, you may waive this right of access to allow other agencies working with your child to have access to those records.

SchoolMax Family Portal

Parents/guardians are encouraged to check their children's grades, attendance and disciplinary actions on SchoolMax. You can access the SchoolMax Family Portal database from the PGCPs website's homepage. Contact the school secretary to obtain login access.

Grading Scale

- a. In reporting to parents/guardians, a grade is used to indicate the performance of each pupil in relation to the attainment of learning outcomes and approved curriculum.
- b. A student enrolled for twenty-one (21) days or more after the start of the quarter must receive a grade for that grading period.
- c. The grades of students who transfer into Prince George's County Public Schools from an accredited/approved school will be averaged with grades earned at IFPCS for similar subjects to determine a marking period grade. If necessary, questions about transfer students' grades will be referred to the Division of Academics.
- d. Interpretation of the meaning of grades as they appear on the report card are as follows:

Kindergarten and Grade 1

PR= Proficient- child can reliably demonstrate indicator.

IP= In Process-child demonstrates indicator with assistance.

ND= Needs development-child does not demonstrate indicator.

TL= To be taught later.

Grade Percentage Each Per Quarter for grades K-1 in All Core Subjects

| | |
|-----|-------------|
| 55% | Classwork |
| 40% | Assessments |
| 5% | Homework |

Grades 2-5 and Middle School Grades 6-8

- A= Excellent Progress at the level of instruction indicated 90-100%
- B= Above Average progress at the level of instruction indicated 80-89%
- C= Average progress at the level of instruction indicated 70-79%
- D= Below Average progress at the level of instruction indicated 60-69%
- E= Unsatisfactory progress (failure) at the level of instruction indicated below 60%.
- I= Incomplete. The “I” grade may be used for elementary students who have been lawfully absent from school and have not had an opportunity to make up missed work in a timely manner.

Grade Percentage Each Per Quarter Grades 2-5 All Core Subjects

| | |
|-----|-------------|
| 50% | Assessments |
| 35% | Classwork |
| 15% | Homework |

Grade Percentage Each Per Quarter Grades 6-8

Math

Classwork 30%, Homework 20%, Assessments 50%

Science

Classwork 40%, Homework 15%, Assessment 45%

Reading/Language Arts

Classwork 25%, Homework 25%, Assessment 50%

Social Studies

Class work 25%, Homework 25%, Assessment 50%

Failure to achieve a “C” average in a required course by the end of the school year may necessitate the return of the student to the regular area boundary school. In addition, any student that does not maintain satisfactory attendance as defined by the state of Maryland will be required to attend his/her boundary Prince George's County Public School.

All Imagine Foundations Public Charter School students are required to meet the Prince George's County Public School System requirements for promotion to the next grade. For more information on the PGCPs Promotional Policy visit www.pgcps.org.

Honor Roll for Imagine Foundations is A's and B's in all subject areas on the report card in a quarter. Principal's List for Imagine Foundations is all A's in every subject area on the report card in a quarter.

Homework Policy

The purpose of homework is to reinforce important skills that were taught throughout the day and develop good study habits in children early on in their academic lives.

Guidelines for Homework

- Grade K- not to exceed 45 minutes nightly
- Grade 1- not to exceed 60 minutes nightly
- Grade 2- not to exceed 80 minutes nightly
- Grade 3- not to exceed 90 minutes nightly
- Grade 4- not to exceed 90 minutes nightly
- Grade 5- not to exceed 120 minutes nightly
- Grade 6- not to exceed 120 minutes nightly
- Grade 7- not to exceed 120 minutes nightly

Additionally, a student that does not complete class work in class during the scheduled time may have to complete class work as an additional homework assignment.

These times are a guide and are based on the average child's ability and on concentrated, undistracted time for doing homework. There will be occasions when the homework assignment may take less time one day and may take slightly more time on another day. By keeping children on a regular study routine, it will establish academic discipline while enhancing reading and writing skills.

Each student will be given time during class to write their homework assignments in their Daily Agenda books so it is the sole responsibility of the student to make sure that he/she has written down the correct homework assignment. After completing the homework assignment, the parent/guardian(s) should review the assignment and sign the daily agenda book. **As a school policy we do not accept late work. However, acceptance of late homework and/or class work assignments is at the discretion of the classroom teacher.**

If a child does not understand the home assignment after trying to complete it at home, there are several places that provide homework assistance to students. By using the following web address, you will be directed to several sites that are recommended by PGCPS.

http://www.pgcps.org/~region4/parent_resources.html

Homework should be completed by students. Parents may help in the following ways:

- Show an interest in your child's work.
- Provide a consistent place and time for quiet study.
- Assist in practicing with spelling words and number combinations.
- Encourage home reading and listen to your child read.

- Review the homework for neatness and completeness.
- Refrain from doing the work for your child.
- Discuss problems related to home study with your child's teacher.

If the student is still unable to complete the assignment, please contact your child's teacher for further clarification/assistance.

Study Skills

IFPCS takes educating our students very seriously. Here are a few tips on how parents can assist their child work toward academic success. Please make sure your child does the following:

- Come to school prepared to work with all necessary supplies.
- Ask for help from school personnel if assignments need to be explained further.
- Have a specific quiet place at home to study, away from distractions such as television, radio, etc.
- Take home all necessary books/documents needed for assignments.
- Review and proofread all assignments after completion.
- Use the public library regularly and check out books to READ!
- Normalize bedtime and wake-up times so that your child gets enough rest.
- Be proud of your child's performance at school and celebrate their success at home.
- Take advantage of any after school and/or Saturday school tutoring sessions.

Grievance Procedure

If a student or his/her parents feel they have a grievance or complaint they should do the following:

1. Carefully analyze the problem-be sure that you have all of the FACTS from all parties involved.
2. Arrange a conference with the teacher (s) involved.
3. If not resolved, arrange a conference with the school administration.

Parent Volunteer Hours

Parents are encouraged to volunteer 40 hours per two family households. Single parent households are encouraged to volunteer 15 hours per school year. Parents have many opportunities to volunteer their time both at school and at home. Any parent (s) interested in volunteering at the school should speak with your child's teacher first. In order to volunteer in a classroom parents must be fingerprinted at the PGCPs Board of Education.

Communication

Communication is absolutely essential for success in any human endeavor. The IFPCS administrative team and staff recognize this and strive to facilitate open and frequent communication with parents at all times. IFPCS communicates between school and home via:

1. Monday folders
2. Daily student agenda books
3. SchoolMax Parent Portal
4. Parent/Teacher conferences
5. Progress Reports
6. Report Cards
7. Telephone calls
8. Email
9. Parent College
10. Family Surveys
11. Student Surveys

From time to time, surveys will be sent home to ask your opinion. Additionally, the End of the Year Survey will be conducted and your participation is crucial so that the school can determine areas that are working well and areas that need improvement.

In addition to the report cards and conferences, school correspondence will be sent home in a folder on Monday from your child's teacher. The parent/guardian will be asked to sign and return. All students will receive Monday folders which contain important notices for parents and students. Students should return the folders to their homeroom teacher at the beginning of the following week. If your child loses the Monday folder, the replacement cost is \$3.00.

Your child's agenda book is the teacher's primary means of communicating to you homework assignments, daily student behavior, test scores, etc. It is imperative that you ensure that your child has his/her agenda book each day and that you check your child's agenda book daily for teacher correspondence. Please make sure that you check your child's backpack daily for informal notes from the teachers or from our staff.

Please feel free to consult with your child's teacher regarding any questions that you may have. It is the desire of the IFPCS administrative team and the faculty to be of service to both parent and student, and every teacher welcomes the opportunity to speak with any parent about their child's progress. We do urge, however, that such visits be made by making an appointment with the teacher at a convenient time before or after school hours. Parents are asked not to meet with a teacher before or after class unless a conference has been scheduled.

School sponsored parent conferences will be scheduled twice per year for each student. It is important that every attempt be made to attend these meetings to keep abreast of the progress of your child. If you are unable to keep your scheduled appointment, please contact the school to reschedule for a more convenient time.

Telephone

The school has a business telephone to help transact the business of the school and the lines must be kept open. Students may not use the telephone except for emergencies.

It is difficult to deliver a personal message to an individual student without interrupting the instructional program. Please do not ask the staff to deliver messages to students except in an emergency.

Cell Phones

Students may bring cell phones to school. However, phones must be turned completely off (not on silent or vibrate mode) and kept out of sight during the school day. If a phone is turned on during the school day or is plain view, it will be confiscated and a parent/guardian will be required to pick it up. Also, cell phones must remain turned off on the school bus. Continued violations of this policy will result in further disciplinary action.

Visitors

Visitors, including PARENTS, are NOT permitted to go to their child's class unannounced during school hours because this disrupts the student's normal routine and instruction. There will be two formal parent visit days during the school year for classroom observations. Outside of those selected dates, if you would like to observe your child's class you will have to make an appointment with an administrator. For the safety and protection of all students, visitors (including parents) must sign-in out in the office and obtain a written pass before proceeding to a classroom. Cooperation will enable the school to provide a safe and orderly learning environment for all students.

Textbooks, Equipment, Materials and Supplies

The textbooks issued for student use is the responsibility of the student and/or parent. Any damaged or lost books must be paid for before another book is issued for student use. Any student who has not paid for a lost book will not be permitted to participate in school activities, field trips, dances, etc. if they have an outstanding lost book debt. Parents that are interested in purchasing a textbook for student use at home should contact a school administrator.

Students will be expected to provide all basic supplies such as paper, pencils, crayons, rulers, scissors, markers, glue, etc. Any additional supply needs will be requested in writing by the classroom teacher. Please help your child come prepared for school by packing his/her homework and supplies in the evening to avoid the last minute morning rush. Ultimately, it is the student's responsibility to check and be sure that everything needed for the next day has been packed.

Labels

Please label all personal property such as: lunch boxes, sweaters, raincoats, uniforms, etc.

Lost and Found

Throughout the school year, items which have been lost are turned into the school office. If a student loses an item, he/she may come to the office to claim an item that belongs to them. There are many items lost and never claimed each year. These items are donated monthly to various charitable organizations. Therefore, please label your child's personal belongings.

Birthday Party Policy

Student birthday celebrations may only be conducted on Fridays from 2:30 -3:00 p.m. If schools are closed on Friday, parties can be held on the last day of the school week. If the materials for the party do not arrive by 2:40 p.m. the party will have to be rescheduled. **Parents must contact the child's teacher if you wish to celebrate your child's birthday.** Only individually wrapped refreshments will be permitted. If you plan on having a cake, a parent must be available to cut and distribute the cake.

Computer and Internet Acceptable Use

Imagine Foundations adheres to the federal requirements and guidelines stipulated under TITLE XVII—CHILDREN’S INTERNET PROTECTION ACT. Visit <http://www.ifea.net/cipa.html> to view this document in its entirety.

A. Educational Purpose

Imagine Foundations PCS internet system has a limited educational purpose. Activities that are acceptable include classroom activities, career development, and high quality personal research. You may not use the Imagine Foundations PCS network for entertainment purposes (except for those periods of time that the school has designated as “open access” when school is not in session).

Imagine Foundations PCS has the right to place reasonable restrictions on the material you access or post through the system. You are expected to follow the rules set forth in Imagine Foundations PCS disciplinary code and the law in your use of the network.

B. Internet Management

Embracing the Internet as a critical and essential component in today’s world is essential if our students are to become functional members of society. The benefits attained by the advancement of technology bring with it associated costs and a wide range of risks, in particular, the exposure of students to inappropriate material and people.

As part of our commitment to Internet security we offer Firebox 700, a web-blocker application by Watch Guard Technologies. Firebox 700 provides Imagine Foundations PCS with the ability to block objectionable material and captures the window when questionable material is accessed.

C. Student Internet Access

The Web is a global database system providing access to information from around the world. Students may have access to Internet Web information resources through their classroom, library, or school computer lab. E-mail is an electronic mail system, which allows students to communicate one to one with people throughout the world.

D. Unacceptable Uses

The following uses of Imagine Foundations PCS Network are considered unacceptable:

1. Personal Safety and Personal Privacy

You will not post personal contact information about yourself. Personal contact information includes your address, telephone number, school address, home address,

etc. This information may not be provided to an individual, organization, or company including web sites that solicit personal information. You will not agree to meet with someone you have met online. You will promptly disclose to your teacher or other school employee any message you receive that is inappropriate or makes you feel uncomfortable.

2. Illegal Activities

You will not attempt to gain unauthorized access to Imagine Foundations PCS Network or to any other computer system through the network or go beyond your authorized access. This includes attempting to log in through another person's account or access another person's files. You will not make deliberate attempts to disrupt the computer system or destroy data by spreading computer viruses or by any other means. You will not use the network to engage in any other illegal act, such as arranging for a drug sale or the purchase of alcohol, engaging in criminal gang activity, threatening the safety of person, etc.

3. System Security

You are responsible for your individual account and must take all reasonable precautions to prevent others from being able to use your account. Under no conditions should you provide your password to another person. You will immediately notify a teacher or the system administrator if you have identified a possible security problem. Do not go looking for security problems because this may be construed as an illegal attempt to gain access. You will avoid the inadvertent spread of computer viruses by following the virus protection procedures. No software is to be downloaded on the computer systems at any time without the explicit consent of the system administrator.

4. Inappropriate Language

Restrictions against Inappropriate Language apply to public messages, private messages, and material posted on Web pages. You will not use obscene, profane, lewd, vulgar, rude, inflammatory, threatening, or disrespectful language.

You will not post information that could cause damage or danger of disruption. You will not engage in personal attacks, including prejudicial or discriminatory attacks. You will not harass another person. Harassment is persistently acting in a manner that distresses or annoys another person. If you are told by a person to stop sending them messages, you must stop.

You will not knowingly or recklessly post false or defamatory information about a person or organization.

5. Respect for Privacy

You will not repost a message that was sent to you privately without permission of the person who sent you the message. You will not post private information, including personal contact information about another person.

6. Respecting Resource Limits

You will use the system only for educational and career development activities and limited, high quality, self-discovery activities. You will not download large files to the computer desktop.

You will not post chain letters or engage in “spamming”. Spamming is sending an annoying or unnecessary message to a large number of people.

7. Plagiarism

You will not plagiarize works that you find on the Internet. Plagiarism is taking the ideas or writings of others and presenting them as if they were yours.

8. Copyright

You will respect the rights of copyright owners. Copyright infringement occurs when you inappropriately reproduce a work that is protected by a copyright. If a work contains language that specifies appropriate use of that work, you should follow the expressed requirements. If you are unsure whether or not you can use a work, you should request permission from the copyright owner. If you have questions, ask a teacher.

9. Inappropriate Access to Material

You will not access material that is designated for adults only or is profane or obscene (pornography), that advocates illegal or dangerous acts, or that advocates violence or discrimination towards other people (hate literature).

If you mistakenly access inappropriate information, you should immediately tell your teacher. This will protect you against a claim that you have intentionally violated this policy. Your parents should instruct you if there is additional material that they think would be inappropriate for you to access. The school fully expects that you will follow your parent’s instructions in this matter.

E. Disciplinary Actions

The Imagine Foundations PCS Network is a limited forum; therefore, the school may restrict your speech for valid educational reasons. The school will not restrict your speech on the basis of a disagreement with the opinions you are expressing.

You should expect only limited privacy in the contents of your personal files or record of Web research activities. Routine maintenance and monitoring of the network may lead to discovery that you have violated this Policy, the school disciplinary code, or the law. An individual search will be conducted if there is

reasonable suspicion that you have violated this Policy, the Imagine Foundations PCS disciplinary code or the law.

Your principal and the system administrator have the right to eliminate any expectation of privacy by providing notice to the students. Your parents have the right to request to see the contents of your e-mail files.

Imagine Foundations PCS will cooperate fully with local, state or federal officials in any investigation related to any illegal activities conducted through the school network.

In the event there is a claim that you have violated this Policy or the school disciplinary code in your use of the network, you will be provided with a written notice of the suspected violation and an opportunity to present an explanation before a neutral administrator or will be provided with notice and opportunity to be heard in the manner set forth in the Imagine Foundations PCS disciplinary code.

F. Limitation of Liability

The school makes no guarantee that the functions or the services provided by or through the Imagine Foundations PCS will not be responsible for any damage you may suffer, including but not limited to, loss of data or interruptions of service. The school is not responsible for the accuracy or quality of the information obtained through or stored on the system.

The school will not be responsible for financial obligations arising through the unauthorized use of the system. Your parents can be held financially responsible for any harm to the system as a result of intentional misuse.

The Legal and Educational Analysis of Internet Use policy upon which this model policy is based is available on the web site: <http://netizen.uoregon.edu>

Parent Teacher Organization (PTO)

A great portion of each child's day is spent at school; therefore, his/her growth and development become a joint responsibility between the home and school. Everyone is urged to become active in helping further the goals and growth of the PTO.

The faculty, staff and administration hope that all of the parents will become active members supporting the school and the association. Officers will be elected yearly according to the school's bylaws and district/state guidelines.

The PTO will sponsor fundraisers throughout the school year. Monies generated by fundraising events will be used to purchase materials and equipment for the students.

PTO board meetings are held regularly and are open to anyone who wishes to attend. All members are eligible to vote on issues brought before them for consideration during the general PTO meeting.

PTO Executive Board consists of the following members:

President - Katrina McCrae
Vice President - Katedra Nixon
Treasurer - Stephan Sereda
Recording Secretary - Alexis Pike
Correspondence Secretary - Ernestra McBurrows

To contact the Imagine Foundations PTO email
www.imaginefoundationspto@yahoo.com

Check the school website for more detailed information about the PTO.

Code of Conduct

In addition to reading this handbook, we also require you to read the PGCPSC Code of Student Conduct. Each handbook contains a page that requires the signature of the student and parent/guardian. These signed forms must be returned to the school for placement in the student file. Please note that students/parents are responsible to abide by the codes of conduct of Imagine Foundations PCS and the Prince George's County Public School Student Code of Conduct.

The code of conduct at Imagine Foundations PCS exists to protect the rights of all students and adults and to establish a safe well-ordered environment where students and teachers can focus on quality teaching and learning. Mutual respect, good manners, and positive behavior are essential elements of the daily life at IFPCS.

School authorities will hold students and parents strictly accountable for any action which interferes with the learning process, good order, and/or day-to-day operations at IFPCS. Multiple suspensions and/or office referrals may result in a student having to return to their boundary school.

Student Rights

Students have the right to feel safe from threats and bodily harm. Disruptive behaviors are never acceptable, and when they occur, they will result in time out, exclusion from participation in class activities, detention, suspension or expulsion.

Parents who have a conflict with a student other than their own child are requested to speak to the administration. At no time may parents approach the student directly.

All students and employees will be treated with respect. Slurs, innuendoes, hostile treatment, violence or other verbal or physical conduct against a student or employee will NOT be tolerated.

School wide Discipline Policy

The code of conduct at Imagine Foundations is designed to support a positive learning environment. Any violation of rules and regulations harmful to the rights and privileges of others will not be tolerated. Imagine Foundations PCS adopted a disciplinary behavioral policy to monitor, assist, and or further reprimand those individuals who continually violate school policies and procedures.

Imagine Foundations Public Charter School has a mandatory School wide Discipline Policy. All teachers have a paper traffic light with every student's name on a clothespin. The traffic light has three circles one green, one yellow, and one red. The circles have two parts each (except the red on the grades 6-7 light). Every student starts each day on the first part of green. If your child does not follow one of the expectations he/she will

move their clothespin. The first consequence is a verbal warning (green 2). The second consequence is reflection sheet (yellow 1). The third consequence is a phone call home (yellow 2). The fourth consequence is recess detention (red 1). The fifth consequence is an office referral (red 2).

All teachers follow this discipline policy. Once your child switches to their next classroom teacher they start back on green. Each day, teachers will mark your child's agenda book to communicate with you what color your child was on. Please be sure to have conversations with your child daily about what color they were on in each class and why. Remember, there are two parts to each of the circles (except for the grades 6-7 red).

IFPCS Expectations

1. We will be responsible
2. We will be respectful
3. We will be safe

IFPCS Consequences Grades K-5

1. Verbal Warning (green part 2)
2. Reflection Sheet (yellow part 1)
3. Phone call home (yellow part 2)
4. Recess Detention (red part 1)
5. Office Referral (red part 2)

IFPCS Consequences Grades 6-7

1. Verbal Warning (green part 2)
2. Reflection Sheet (yellow part 1)
3. Phone Call home (yellow part 2)
4. Office Referral (red)

Consequences for the Traffic Light

Grades K-5

First Circle - Green – Top- Super Productive Day
Bottom- Verbal Warning

If students are in verbal warning at the end of the day, teachers will record the initials VW inside the green stamp, in their Agenda Book.

Second Circle - Yellow – Top-Reflection Sheet
Bottom-Phone call home

If students are at the top of yellow at the end of the day, teachers will record the initials RS inside the yellow stamp, in their Agenda Book. Reflection Sheets will be signed by

the Classroom Teacher. They should also be signed by the parent and returned to the teacher the next day.

Third Circle - Red – Top- Recess Detention
Bottom-Office Referral

If students are at the top of red at the end of the day, teachers will record the initials RD inside the red stamp, in their Agenda Book.

Students, who moved their clip down to recess detention after recess, will have recess detention the next day.

Students will move through each area of the traffic light, before a teacher writes an Office Referral, unless it's for fighting/hitting or any other inappropriate behavior/language.

Students, who receive an Office Referral during the month(s) of a scheduled field trip, will not be able to attend the field trip.

Grades 6-7

First Circle - Green –Top- Super Productive Day
Bottom- Verbal Warning

Second Circle - Yellow – Top- Reflection Sheet
Bottom- Phone Call home

If students are at the top of yellow at the end of the day, teachers will record the initials RS by the stamp, in their Agenda Book.

Third Circle - Red – Office Referral

If students are at the top of red at the end of the day, teachers will record the initials RS inside the red stamp, in their Agenda Book.

Students will move through each area of the Chart, before a teacher writes an Office Referral, unless it's for fighting/hitting or any other inappropriate behavior/language.

Students, who receive an Office Referral during the month(s) of a scheduled field trip, will not be able to attend the field trip.

The consequences indicated above may be reduced or exceeded based upon the particular circumstances. In addition, violations of state or local law will be reported to the appropriate law enforcement authorities when required. Imagine Foundations PCS in conjunction with the School Board of Prince George's County Public Schools reserves the right to expel students with repeated offenses in accordance with the School Code of Conduct.