



**IMAGINE
WESTON –
Parent/Student
Handbook**

**2016-
2017**

Imagine Weston – 2500 Glades Circle – Weston, FL 33327 – tel:
954.659.3600 –
fax: 954.659.3620 - ImagineWeston.org
August 16, 2016

IMAGINE WESTON

Imagine Charter School at Weston

Parent–Student Handbook

MISSION STATEMENT

Imagine Weston is dedicated to preparing students for leadership, academic excellence and exemplary character in a safe, nurturing environment.

CHARACTER MISSION STATEMENT

All members of our school community are united and committed to the goal of developing positive character by teaching, promoting and demonstrating the six pillars; ***Trustworthiness, Respect, Responsibility, Fairness, Caring, and Citizenship***, in addition to our Imagine shared values of ***Justice, Integrity and Fun***.

VISION STATEMENT

Imagine Weston is a tuition-free, public charter school servicing students in grades Kindergarten - 8th grades, private extended care and with a VPK with wrap-around classes available. Each student at Imagine Weston 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 life-long learners.

One of the key aspects of Imagine Weston is parent involvement which contributes to the student's and school's success. Imagine Weston parents/guardians will be required to volunteer a minimum of 30 hours per household, per school year. These hours can be met through both "in" and "out" of school volunteer opportunities.

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 GROWTH** – 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.
- **SCHOOL and SAFETY 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.

SECTION 1

.....**SCHOOL
STRUCTURE**

**SECTION 2....SCHOOL CALENDAR, SCHEDULE &
ATTENDANCE POLICIES**

**SECTION 3.....GENERAL
SCHOOL POLICIES**

**SECTION 4.VOLUNTEERING, PARENT ORGANIZATIONS &
COMMUNITY**

**SECTION 5.....ACADEMICS &
SCHOOL PROGRAMS**

**SECTION 6.....STUDENT EXPECTATIONS & CODE
OF CONDUCT**

1. School Structure

Imagine Charter School at Weston (K-8) has a Governing Board which is the governing body of the school. The Governing Board is ultimately responsible for monitoring and reporting the financial and educational success of the school, and is responsible for ensuring its 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 monthly for the 3rd Tuesday of the month, beginning in August, at 5:30 P.M., at the school.

Governing Board Members 2016-2017

Imagine Charter School at Weston (K-8)

President - Patrick Sandoe	Member- Jason Montan
Vice President – Erika Barnes	Member- Donald Francey
Secretary – Sylvia Allen	Member- Jhanet Garcia
Treasure – TBA	Member- Priscilla Prado-Stroze
Parent Liaison –Radhika Paul	Member- Pascale Royal

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
- ✓ Each Board member will represent the school in a positive, affirmative manner

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

Imagine Charter School @ Weston – 5111
Governing Board Public Input Process

1. Parent, teachers, community and school stakeholders are invited to attend monthly Governing Board meetings.
2. Prior notice of Governing Board meetings is given one week in advance of the meeting via the school's website, email blast and signage posted on the school's front door.
3. A reoccurring item on each month's Governing Board agenda includes "Public Input".
4. At the time the Governing Board reaches "Public Input" on the agenda, any attendee is allowed to speak on the topic they have chosen to address.
5. The Governing Board utilizes Robert's Rules of Order for timelines each attendee is allowed to speak regarding a topic/issue.

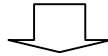
6. The Governing Board may or may not choose to respond to the “Public Input”.
7. The Governing Board closes “Public Input” when all topics have been addressed and a motion is made and voted on to close “Public Input” by the Board.
8. The following month’s Governing Board meeting will approve the minutes of the prior month. This provides a record, and recaps the discussion on the topics discussed, and the issues or concerns initiated under “Public Input”.

The Principal and Administrative Team is 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 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

Imagine Weston -----Who Can Help?

Begin With Your Child's Teacher



Team Leader(s)
 VPK – Miriam Altuna
 Kindergarten – Karen Breitbart
 1st – Jessica Cornilliac
 2nd – Elena Grau
 3rd – Kristen Mason
 4th – Lorna Ince
 5th – Candy Teolis & Lorena Najera
 Middle School – Patricia Roach



<p>Barbara Marcus, ESE Specialist & ESOL Doreen Jalali, ESOL Aide</p> <ul style="list-style-type: none"> ESE Concerns Individual Education Plan (IEP) Meetings EP plans & meetings: Gifted Child Study team ESOL 	<p>Regina Green Guidance Director</p> <ul style="list-style-type: none"> Guidance Concerns Testing Coordinator Child Study Team RTI coordinator Positive Behavior Support 504 plans Articulation to High School 	<p>Christine LoSchiavo DPC/Registrar/IMT</p> <ul style="list-style-type: none"> Immunization Forms Change of Address and Phone numbers Registration Transportation Lottery Student records
<p>Susana Padilla, Curriculum Specialist</p> <ul style="list-style-type: none"> Professional Development Modeling/Coaching Teachers Collaborative Problem Solving School of Excellence Plan (SEP) 	<p>Curriculum Leaders</p> <p>Lorna Ince – Writing/ ELA – K-5 Ian Dingcong- Writing/ELA- 6-8 Lorena Najera – Math– K-5 Terry Goldberg – Math – 6-8 Candy Teolis – Science – K-5 Rosa Tabares – Science – 6-8 Anne Cicale- Social Studies- 6-8</p>	<p>Karen Gross Business Manager</p> <ul style="list-style-type: none"> All Collection of monies Budget Keeper Business operations Human Resources Staff information and updates
<p>Maria Henwood, Director</p> <ul style="list-style-type: none"> Aftercare 	<p>Bobbi Raymaker, Speech Therapist</p> <ul style="list-style-type: none"> Speech 	<p>William Martinez, COL-U.S.A. Cleaning Facilities Maintenance</p> <ul style="list-style-type: none"> Facility Repair and Maintenance
<p>Joanna Heer, NSLP</p> <ul style="list-style-type: none"> Free/Reduced lunch Lunch Accounts 	<p>SLA Management, Brian Albertson Dining Services</p> <ul style="list-style-type: none"> Food Service Questions/concerns 	<p>VPK & Extended Day Director Mrs. Miriam Altuna</p>

Theresa Sumner, Assistant Principal
 Responsible for smooth operation and management of the school

Nadine M. Laham, Principal

Responsible for smooth operation and management of the school

****Please note that if you have contacted the teachers or other personnel and are not 100% satisfied with the solution, please contact the Assistant Principal or Principal immediately.**

2. School Calendar, Schedule, & Attendance Policies

SCHOOL SCHEDULE

Hours of Operation

School Hours – 7:45 A.M. to 2:30 P.M. **Classes begin promptly at 7:45 A.M. for grades 6th-8th and 8:00 A.M. for K-5th.**

Main Office Hours – 7:30 A.M. – 3:30 P.M.

Teacher Hours – 7:30 A.M. - 3:30 P.M.

After Care Hours – 2:30 P.M. to 6:00 P.M.

Phone Numbers

Main Office

..... 954-659-3600

Registrar

.....954-659-3613

Fax

.....954-659-3620

Website

.....
ImagineWeston.org

Schedule

7:15 A.M. - 7:50 A.M.

..... Arrival of
Students

7:45 A.M.6th - 8th grades-Students and all
Teachers in Classrooms

7:50 A.M.K-5th grades-
Students in Classrooms

8:00 A.M.School Begins (after this time students are
considered tardy)

10:30 A.M. – 1:15 P.M.

.....
Lunch

9:50 A.M. – 11:45 A.M.
Early Release Day Lunch

2:30 P.M.

.....
.. Student Dismissal

2:30 P.M. – 6:00 P.M.

.....Aft
er Care

ENROLLMENT

As a tuition-free public charter school serving grades K-8, Imagine Weston is open for enrollment to all residents of Broward County, Florida.

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 only when seats are available. 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.

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 begin the school year as a full-time student.

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 for the next school year. Forms will be sent home with your child during the month of January and must be returned within two weeks.

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 call the **Attendance Line at 954-659-3607** and leave a message that morning to report the absence and reason for the absence, or send an email. If you do not call in 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. See section of "Pattern of Nonattendance."

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:**

Tips for Improving Attendance

1. Good attendance benefits your child's education. Students who miss a day of school not only miss instruction, but must make up work and catch up with the new material at the same time. Make education a family priority and emphasize the important role education plays throughout life.
2. The school bus is a consistent way to ensure your child arrives at school in a timely manner. Arriving late can be disruptive for your child, the teacher, and the other children in the class.
3. Try to schedule doctor and dentist appointments on early release days, school holidays or at the beginning or end of the school day.
4. Monitor your child's attendance through Virtual Counselor to keep track of absences. If an absence is marked incorrectly, please contact the school attendance secretary.
5. There are 180 school days out of the 365 days in a year; therefore, families are encouraged to take vacations during the summer vacation or other school breaks throughout the year. Vacations are not considered excused absences.

6. Keep in mind that patterns are formed early. It is more difficult to break a bad habit (children begging to stay home from school “just this once”) than saying “no” in the beginning.
7. If there are reasons why your child is not coming to school (school phobia, relationships with peers, academic difficulties), please contact the school counselor so that the underlying issue can be addressed.

PATTERNS OF NON-ATTENDANCE

Imagine Weston chooses to follow the Broward County and Florida Statutes Attendance Policy. **Non-attendance for instructional activities is established by tardiness, early-sign-outs, or unexcused 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.

WHAT IS A PATTERN OF NON-ATTENDANCE?

If the student exhibits a pattern of nonattendance, principals 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)).

Parents and students may verify absences at any time at school or at home by contacting the school or by accessing electronic attendance records through Virtual Counselor.

If after an accumulation of absences as noted above, the principal and/or his designee determines that the reasons for time out of school are invalid, the principal/designee shall refer the student to the Collaborative Problem Solving Team to determine if early patterns of truancy are developing and provide appropriate interventions (F.S. 1003.26 (1)(b)), and/or the State Attorney's Office will be notified due to non-compliance with compulsory school attendance laws. However, if the principal and/or his designee determine that the reasons for the absences are valid and there are no early signs of truancy, the parent must provide a note (to be kept on file at the school) that provides the reasons for those absences. No further action will be taken

ABSENCES

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

UNEXCUSED ABSENCES

1. Absences not excused as defined in the previous section, are considered unexcused.
2. 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. Students who receive the first shot in a series of immunizations but who are late obtaining subsequent shots will be given three days grace period, after which they will be excluded from school and the resulting absences will be considered unexcused.

MAKE-UP WORK (This does not apply to specific homework provided under FS 1003.01 to certain suspended students).

1. **Excused & Unexcused Absences:** Make-up work for credit and grade is allowed for ALL excused & unexcused absences. **Students are entitled to two days per each day absent to make up the work, excluding the return to school date.**
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. This will incur a consequence of an after school detention for each tardy beyond the 5 times.
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))

Consequences:

1. The homeroom teacher will contact you after 3 tardies per marking period and the student will serve a detention with the teacher from 2:30-3:30 PM.
2. After 5 tardies per marking period, the student will serve detention in the administration building from 2:30-4:00 PM.

EARLY SIGN-OUTS

1. No students shall be released within the final 30 minutes of the school day unless the principal 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)

Procedure:

1. The homeroom teacher will contact you after 3 early sign-outs per marking period and the student will serve a detention with the teacher from 2:30-3:30 PM.
2. After 5 early sign-outs, the student will serve detention in the administration building from 2:30-4:00 PM.

2016-2017 Tardy Policy

In order to be in compliance with the Broward County School Board Policy we recommend that all elementary students enter through the school gates by 7:35 A.M. in order to comfortably reach their classrooms on time for 7:50 A.M. morning work. All middle school students should enter the gates by 7:30 A.M. to be in their seats by 7:45 A.M. As a charter school it is mandatory for us to follow the Broward County School Board Policies regarding tardiness. A student is considered tardy if they are not in their designated classroom by either 7:45 A.M. for middle school or by 8:00 A.M. for elementary school. The school gates will be locked by 7:55 A.M. daily and a late pass given to each student arriving after this time. The Pre-K gate will be locked at 8:00 AM.

Additionally, parents must park and walk their child into school to sign in their student after 8:05 A.M. Students will not be permitted to enter classroom without a parent signature after 8:05 A.M. (Parents of 6th – 8th graders would need to sign in if it's after 7:55 A.M.) Monitoring of this process will be done by the Florida State Attorney's Office. For further questions regarding the **attendance policies of the Broward County Public Schools, please consult the current Broward County Code of Student Conduct Handbook.**

ARRIVAL/DISMISSAL PROCEDURES

Parents are not permitted to walk into a teacher's class at any time to informally conference with the teacher, as important arrival and closing procedures are being conducted during arrival and dismissal. 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 12:00 P.M.

In the event a student is habitually picked up late and at the discretion of school administration, that a 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.

Arrival

Car Riders: Students are to be dropped off via the car pool lane **between 7:15 and 7:45 A.M.** School personnel will be available during that time period to ensure the safety of the students. Additionally, the City of Weston has approved the west side of Royal Palm Blvd. for vehicle parking, which may also include student drop off and pick up. **At no time is parking or drop-off permitted at the Cambridge School next door, the community of San Messina or in the warehouses across the street. Parking at Publix is permitted only in designated areas.** Children should not be dropped off on Glades Circle or in the middle of Glades Parkway.

Bus Riders: Bus riders will be dropped off at the bus loop in the front of the school.

Bicycle Riders: By law bicycle riders **MUST** wear helmets. All bicycle riders are to enter the campus using the main entrance at the front of the school, walk their bicycles to the bicycle rack, and lock them each day.

Instruction in the classroom begins at 8:00 A.M. for students in K-5th grades and 7:45 A.M. for students in 6th -8th grades. Students in grades 6th-8th grades will report directly to their homeroom classroom (600 & 700 buildings) upon arrival.

Students in grades K-4th will report to the cafeteria upon arrival, unless tardy, and sit by grade level.

- 5th grade students will report directly to their homeroom classroom in the 500 bldg., and 600 bldg. (Mrs. Slater)

- Students will exit the cafeteria in the morning through the doors on the west side (closest to the bathrooms) and walk through the breezeway to the 200 building. In the event of inclement weather, students will exit the cafeteria through the east doors and proceed through the 700 à 600 buildings.

Dismissal

The academic day concludes at 2:30 P.M. for all.

Car Riders: All car riders are to be picked up in the car pool lane. School personnel will be available to assist with pick-up until the last car is through the lane at approximately 2:55 P.M. **The Carpool permit must be displayed in the car window with the student's name(s) on it. This year's placard is a hang-tag and can be cut out and hung from the rearview mirror. Lost or damaged permits can be purchased from the front office for a \$5.00 replacement fee.** Students will not be released to any vehicle without the proper identification. **ALL** persons designated to pick up your child(ren) either by car or as a walker should have their name on the student emergency card. We will not release a student to any person without the proper permissions and identification.

Students must sit in their assigned color section with siblings or other students who are going in the same vehicle.

In addition, there is no cell phone usage in the carpool lane.

Bus Riders: All bus students are to report to the front of the school at their designated time. We have two runs. First run bus riders line up at the front of the school. Second run bus riders report to either the 100 or 200 building, depending on the bus color.

Walkers: Parents picking up students at dismissal time are requested to remain in the appropriate waiting area at the side of the school and **MUST** have a "Walker" sign. **ALL** persons designated to pick up your child(ren) either by car or as a walker should have their name on the student emergency card. ***We will not release a student to any person without a valid "Walker" sign, the proper permissions and identification.***

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. Bus and Car Riders will follow the same procedures as listed above unless otherwise notified. Parents will be permitted to enter campus and pick up their child in the breezeways provided that they have a "Publix Walker" sign or Car Pool Permit.

Rainy Day Dismissal

Procedures: 10 minutes before the end of the day (this will be announced)

All PE students in the cafeteria, due to rain, will move to the west side (water fountains) of the cafeteria in order to leave the other half of the cafeteria available for PreK, K and

1st grade students. Since it is raining, all PreK, K and 1st graders who are first run bus (red, green, pink & purple), activity buses (Tag gymnastics, Coral Reef Gymnastics, YMCA, Broadway Kids, VIP Kids & Creative Child) and walkers, are to walk through the buildings to stay dry. Each team of primary teachers will decide which teachers will walk and supervise the first run bus riders, activity buses and walkers in the cafeteria until they are called for. The other members of the team will combine and hold second run bus, aftercare and carpool. Each group will be called individually over the loud speaker when it is safe and clear to be dismissed.

1. **First Run Buses (red, green, pink & purple).** Have students report to their bus and load immediately!
Teachers are to hold ALL students until you hear which group will be dismissed next.
2. **Activity Buses** will be called next (Wait for the announcement)!!!
3. **Walkers**, grades 2-8 will then be called. This will take time so that we can match students and parents.

Please be patient as we have limited staff to complete this process.

Emergency Dismissal

In the event of an emergency, the decision to dismiss school early will be made by the Imagine Schools South Florida Region following the advice from Broward County and Law Enforcement officials.

Each student **MUST** have an Emergency Dismissal Card. Please discuss with your child the instructions as to where they are to go in the event of an emergency. All emergency dismissal forms must be kept in the office. It is imperative that this information is submitted to the front office at the beginning of each school year. Any changes in student information must be immediately brought to the front office.

Students will not be released to ANYONE without a valid “Walker” sign or proper ID. The sign can be obtained during the Meet and Greet or in the main office the first week of school. Students will only be dismissed to those persons whose names are on the emergency card.

Leaving Campus

Students may not leave campus at any time during the school day, including during After Care and on-campus activities.

Backpacks

Students need a doctor’s note in order to use a rolling backpack. The school will provide a tag for the backpack upon receiving the doctor’s note. The tag must remain on the backpack for the entire 2016/17 school year. No tag, no rolling backpack.

PARKING, PEDESTRIAN TRAFFIC AND CARPOOL GUIDELINES

Parking

Empty staff parking spots after 8:00 A.M. should remain open since some staff members have staggered schedules. All non-school staff may park at their own risk across the street in perimeter **parking spaces that face a street** located at the Publix parking lot only in the designated spaces. Parking is also available along the western side of Glades Parkway near the intersection of Glades Circle and Glades Parkway. At no time is parking permitted at the Cambridge School next door, the community of San Messina or in the warehouses across the street. Parking in the fire lanes in front of the school is prohibited. Cars parked in non-designated locations are subject to being towed. Unless marked "GUEST", **all spots in the parking lot have been assigned to staff members and they are reserved for staff only. Double parking and parking along the curb within the parking lot is not allowed in the parking lot.**

Car Pool

- v All cars picking up children in the car pool lane must have a car pool sign on display in the car window. These are distributed at Meet and Greet prior to the first day of school, or in the front office. Replacement signs will incur a \$5.00 fee.
- v The correct way to enter the school to drop off or pickup your child is to make a RIGHT hand turn into the school carpool loading zone.
- v A left-hand turn from Glades Circle is not allowed for anyone from 7:30 A.M. - 8:30 A.M. and from 2:15 P.M. - 3:30 P.M.
- v Courtesy in the carpool line is necessary; Do not cut in front of another vehicle.
- v For your child's safety we ask that you allow students to exit and enter from the passenger or right side of your vehicle.
- v Please remain in your vehicle. Staff will be available to assist your child with exiting and entering the vehicle.
- v Please make sure your carpool sign is visible.
- v 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 emergency 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 and security.
- v 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 12:00 P.M. to make arrangements.
- v Please follow the directions and signals of the traffic controller and school staff.
- v Please pull as far forward as possible before dropping off or picking up.
- v Cell phone use is prohibited in the carpool area.
- v Keep belongings for school in the car so that the trunk does not have to be opened.
- v Arrive on time. Lines are rare from 7:15 -7:40 A.M. If you arrive after 7:45 A.M., be prepared for delays and please be patient.
- v Remember that a long carpool line is not an acceptable excuse for tardiness to school because your vehicle is delayed in carpool traffic.

Pedestrian Crossing

The intersection of Publix, the school and Glades Circle is NOT a crosswalk. Crossing at this location is strictly prohibited and extremely unsafe. The City of Weston has provided crossing guards at the correct pedestrian crossing location: GLADES PARKWAY and GLADES CIRCLE. **Additionally, walking through the carpool loop to access the staff parking area is prohibited.** Students must be walked on the sidewalk at all times. Please do not cut through the bushes or shrubbery either.

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.

Broward Sheriff's Office routinely patrols the school campus area and will issue citations at their discretion to enforce all applicable laws and regulations.

3. General School Policies

CAFETERIA AND SCHOOL LUNCH FEES

Please refer to SLA Management, LLC at <https://www.slamgmt.com>. Student may make payments for lunches may be either mailed by the parents to the address listed in the policy or dropped off in the front office.

Parents seeking assistance must speak with Joanna Heer directly.

Staff members are asked to keep lunch accounts for themselves and their own children current.

A complete lunch for PreK-5th grade students will cost \$3.75. Students in grades 6th-8th 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.

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 Wednesdays and Fridays except when there is an Early Release scheduled. 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 PTP at: imagineatwestonptp@outlook.com

PEANUT/FOOD ALLERGIES

We strive to be a peanut-free school. If your child has a peanut or other serious food allergy, please contact the guidance counselor, and let the classroom teacher know as soon as possible. A peanut allergy is considered an airborne allergy and may cause life threatening allergic reactions if exposed by being in close proximity to 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.

BIRTHDAY AND CELEBRATIONS

Birthday celebrations are held during lunch time in the cafeteria only; parents may acknowledge their child's 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. Unfortunately, **candles are not permitted** according to State and County Fire Codes, as well as balloons, birthday plates and napkins. Snacks should be "finger friendly." Children can enjoy small baked goods such as cookies, cupcakes or doughnuts. Unfortunately due to Federal regulations, **homemade food cannot be served.** Birthday celebrations during "black out" testing days are not permitted. Please refer to the school calendar for testing days. The celebration may take place the next open day that visitors are permitted back in to school.

FORGOTTEN LUNCHES

Students who have forgotten lunches will be allowed to charge 1 lunch for the day at the discretion of the food service provider. A student will not be permitted to charge any additional lunches if the lunch account is in the negative. Sandwiches will be available in this case. We do not allow any children to go without lunch. **BAG LUNCHES AND SNACKS WILL NOT BE DELIVERED TO THE CLASSROOM. THEY WILL BE DELIVERED FROM THE OFFICE TO THE CAFETERIA IN TIME FOR LUNCH.**

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 an hour.

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 has so that we may be proactive in reducing possible exposure to allergens and be prepared in the event of a medical emergency. We welcome Parent Volunteers to help staff the clinic.

MEDICATION

Imagine Weston chooses 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 or under a doctor's direction. All proper forms from the health department and doctor are to be completed and kept 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. A new Authorization for Medication/Treatment Form must be completed and signed by the healthcare provider and parent for any new medication(s), changes in dosage, or changes in current medication(s).

Medication is **never** given to students or kept in the classroom. This includes Tylenol, cough medicine and over-the-counter remedies. Parents or guardians are required to fill out the appropriate forms for dispensing medication, and only designated personnel will administer it from the clinic. Forms are available in the front office.

As per Policy 6305, students with special health conditions, e.g., asthma, diabetes and hypersensitivity, regardless of grade, may carry medication on self, only if approved by their physician and noted on the Medication/Treatment Authorization form.

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, PAIN MEDICATIONS, COUGH DROPS, COUGH MEDICINE, and OVER THE COUNTER MEDICATIONS.**

All other medications, including over-the-counter, must be transported by the parents/guardians. Therefore students are prohibited from possessing any medication while on school grounds except as indicated above.

Students found to be in violation of School Board Policy 6305 shall be subject to the disciplinary action identified below.

ILLNESS OR INJURY AT SCHOOL

Should a student become ill during the school day, the parent or guardian will be contacted and asked to **pick up the student within an hour**. 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. Please be sure that we have all current contact numbers on file. Notify us immediately if you have changed numbers or have moved.

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.

Several times during the year, the PTP will enlist the services of a professional company to ensure that the school is free from lice and nits. When a child is identified as having head lice or nits, the child will be excluded from class and activities and sent home. Due to the nature of why the student is being sent home we ask that all parents pickup students promptly to avoid any uncomfortable feelings a child might have while waiting to be picked up. Any student found to have head lice will be given the "Head Lice Parent Information" form informing his/her parents of findings and necessary treatments. **Upon return to school, a parent or an adult must accompany each student. Personnel will inspect each student for live lice and/or nits. Evidence of live lice and/or nits is grounds for immediate exclusion from school.**

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 the School Board of Broward County and Imagine Weston and that parents can be located in case of an emergency.

Should you need to withdraw a child, please contact the Registrar at 954-659-3613. Requests must be in writing before any action can take place.

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 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 enter their information into “Raptor”. They will then be issued a guest pass authorizing their entrance onto the campus. All visitors will surrender their driver license or other government issued I.D. to the office for the entire duration of their stay on campus. Licenses/IDs will be returned upon visitor’s exit from campus.***

Siblings/children who are NOT enrolled at Imagine Weston are not permitted on campus. Please assist us in enforcing these policies.

MASS EMAIL SYSTEM

Imagine Weston 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, Imagine Weston is eager to find ways to facilitate open and constructive communication.

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 when you sign up on our website. Look for the CONNECT WITH US and sign up as many email addresses for your family that you would like to receive on your smart phones, computers, tablets, etc. 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” our email blasts. If you are experiencing problems receiving school emails, please contact your local Internet Service Provider or software retailer for more information.

Imagine Weston’s parent emails should not be used for personal, political, business or social purposes.

Technology

Terms of use:

1. Your use of any information or materials on sites you access is entirely at your own risk.
2. You agree that, through the portal, you will not perform any of the following acts:
 - Attempt to access devices or resources to which you have no explicit, legitimate rights
 - Copy, reproduce, or transmit any copyrighted files or information other than in accordance with the requirements and allowances of the copyright holder

- Launch network attacks of any kind including port scans, DoS/DDoS, packet floods, replays or injections, session hijacking or interception, or other such activity with malicious intent
 - Transmit malicious software such as viruses, Trojan horses, and worms
 - Surreptitiously install software or make configuration changes to any device or application, by means of the installation or execution of key loggers, registry keys, or other executable or active application or script.
3. You agree that you will use the access provided here responsibly and with full regard to the safety, security, and privacy of all other users, devices, and resources.
 4. You agree that you will be mindful of the cultural sensitivities of others while using this portal so as not to provoke reaction or offense, and that you will not intentionally access pornographic, graphically violent, hateful, or other offensive material (as deemed by us) regardless of others' sensitivities.
 5. You understand that we reserve the right to log or monitor traffic to ensure that these terms are being followed.
 6. You understand that unauthorized use of resources through this portal may give rise to a claim for damages and/or be a criminal offense.
 7. Computers-Laptops and tablets:
 - a) Must be used in a classroom or hallway with adult supervision
 - b) Must be in a classroom or locked in cart, charging overnight. Teachers will keep an inventory of the computer numbers and the student to which it was assigned.

Please be aware that there is a new Bring Your Own Device (BYOD) that will be in effect beginning the 2016-2017 school year. You must read, understand, and enforce all the guidelines and procedures for the new policy at the end of the packet.

4. Volunteering, Parent Organizations & Community

BROWARD EDUCATION FOUNDATION (BEF)

The Broward Education Foundation on behalf of Imagine Weston is a nonprofit organization that raises funds to be used only for the schools. The name of the team that solicits donations is called S.C.O.R.E. (School and Community Organizing Resources for Education). The Foundation provides supplemental monies funded by generous contributions from our families, area businesses and yearly FUNDRAISER events. The support provided by the Foundation helps to enhance library and media resources, technology resources, computers, laptops, instructional materials/textbooks to enhance the curriculum, school programming needs and other materials for students. The money donated to the Foundation is deposited into a Broward Education Foundation (BEF) account separate and apart from the school's budget. All Foundation

donations are therefore tax deductible. S.C.O.R.E. donor levels for parents and businesses are available on our website.

PARENT TEACHER PARTNERSHIP (PTP)

The Parent Teacher Partnership (PTP) has been organized at Imagine Weston to support the school's instructional programs and enhance community school relationships. The PTP sponsors a wide variety of family oriented events like Pasta Bingo Night and Fall Fun Day for both students and families to enjoy. All parents are welcome at PTP general meetings and encouraged to take an active role in your child's educational experience. Prior notice of PTP General Meetings are given via email or flyers/newsletters and sent home with students.

What is the purpose of the PTP?

While the teachers and staff at the Imagine Weston do an excellent job of educating our children, the PTP helps create a well-rounded environment through other educational and social programs. In addition to the fun events listed above, the PTP also supports educational programs such as "Meet the Masters" and "Junior Achievement".

Why should I join the PTP?

Imagine Weston will only continue to excel with the support of its parents. Parents can provide support in many areas from volunteering during the day, donating goods, helping plan events, and fundraisers.

Why does the PTP do fundraisers and where does the money go?

The PTP needs to raise funds to support the events and programs such as Fall Fun Day, Meet the Masters, Pasta Bingo Night and Teacher Appreciation. They also bring in funds to award grants to teachers for enhancements they otherwise may not have in their classroom.

What can I do for the PTP?

There are many avenues that parents can take to help the school and the PTP. A great variety of volunteer opportunities are available during the day or at night. There are opportunities from leadership roles to simple set up/clean up of events. Your role can be catered to your interests and strengths. Your hours are also counted toward the required school volunteer hours. The more volunteers the easier the task! For those parents that have a very tight schedule, we always accept donations. You can also clip Box Tops labels and send them into school.

How do you keep track of my hours?

The PTP has listened to requests and now it is easier than ever to keep track of your own time and sign up for volunteering at the school or events. **Please sign up at**

Raptor: <https://apps.raptorware.com/vsoft>. You will be receiving information about volunteering opportunities at the school and at the same time keep track of your hours.

Your 2016-2017 P.T.P Executive Board:

<u>OFFICE</u>	<u>NAME</u>	<u>EMAIL</u>
President icwpresident1@gmail.com	Kari Pallotto	
VP of Fundraising iwfundraising@gmail.com	Martha Gosselin	
VPs of School Events icwevents1@gmail.com	Paula Rodriguez	
Secretary icwsecretary@gmail.com	Eugenia Constantino	
VP of Staff Appreciation icwroomparents@gmail.com	Monica Perrino	
VP of Volunteers icwvolunteers@gmail.com	Mayra Velez	
Treasurer	Michelle Rauch	miggy5@bellsouth.net

If you have questions or would like to express your interest in helping the P.T.P. in any area, please e-mail your Executive Board above.

VOLUNTEERS

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 Imagine Weston's continued success.

Each family has signed an agreement with Imagine Weston to donate/contribute 30 hours of volunteer service. This is just 3 hours per month. 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. The best way to ensure that you complete your hours is to start right away. Parents and/or legal guardians are allowed to volunteer at the discretion and review of the principal. Donations to the S.C.O.R.E. program shall not be considered fulfillment of volunteer hours.

All visitors/volunteers must sign-in at the front office. **Visitors/Volunteers are not allowed to have other children accompany them; NO EXCEPTIONS.** This policy

ensures the safety, minimizes interruption and promotes full concentration in each activity on campus.

Tracking of mandated hours will be handled by the individual parent and the PTP in conjunction with the school administration. It is the responsibility of the parent volunteer to log each volunteer activity and track volunteer hours. The new Raptor system will be able to track your volunteer hours. Failure to do input your hours into the Raptor system will result in hours not accounted for during the totaling process. A more detailed overview will be presented at the Volunteer Orientation.

GUIDELINES FOR VOLUNTEERS

- All volunteers will be required to register in the “Raptor” system. Failure to do so will result in being prohibited from entering the campus. Registration should be completed prior to assisting on campus. Volunteers working with children must have a valid driver’s license for identification and pass an immediate computerized background check (LobbyGuard). Your government issued I.D. is left at the front office until you exit the campus.
- 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 while on the Imagine School campus.
- 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 not allowed to administer any kind of medication to students.
- 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.
- 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 or on a field trip. Exceptions apply in the bi-literate Spanish portion of the classroom.
- Homeroom parents must be able to communicate effectively in English with teachers, students, PTP members and administration.

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 Business Manager, Karen Gross at 954-659-3600.**

5. Academics & School Programs

ACCREDITATION

Imagine Charter School at Weston is accredited from the Southern Association of Colleges and Schools (SACS).

CURRICULUM DESIGN – FLORIDA STANDARDS

The Florida Standards, which were implemented school-wide beginning 2013-2014, are designed to be rigorous and relevant to the real world, reflecting the knowledge and skills that our young people need for success in college and careers. Imagine Weston 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.

Grades 6th – 8th adhere 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.

HOMEWORK

Homework and Grades Policy: K-8

Introduction

Homework at Imagine Weston is viewed as **an important instructional tool** and should be part of the educational experience that supports students' efforts towards reaching proficiency related to the content standards. Assignments will vary in accordance to the needs of the class and will relate to classroom instruction. Homework is not a substitution for classroom instruction. Homework assignments are intended to reinforce and extend learning initiated in the classroom. Homework can also stimulate creativity, critical thinking and awareness that learning can take place outside of the classroom. The guidelines below indicate how students, parents, teachers and administrators all have a responsibility for the success of homework.

Homework Policy Guidelines for Students

- Always do your best work
- **Record your homework assignment in your take-home folder and/or agenda/planner**
- Understand assignments clearly **before** leaving class (ask teacher for help if there is something you do not understand)
- Bring home the proper materials to complete the assignments
- Hand in completed assignments **on time**
- Complete any work missed due to an excused absence from class (2 days per day absent)
- Understand how homework will be graded
- Talk to your parents and teacher if you are having difficulty with homework
- Do not cheat, plagiarize or engage in any other dishonest practices in the completion of homework

Homework Policy Guidelines for Parents

- Be familiar with the philosophy and guidelines of the homework policy
- Check your child's assignment in their take-home folder, agenda and/or website
- Provide a time and place to do homework assignments with limited interruptions
- Ask your child guiding questions** to help your child summarize what has been learned (your child should be able to show and explain his/her work to you)

- Prohibit cheating, plagiarism and any other dishonest practices in the completion of homework

Homework Policy Guidelines for Teachers

- Assign purposeful homework on a regular basis in keeping with the homework policy (all assignments should be directly tied to the learning goals for that day/week)
- Homework assignments are subject to change based on the completion of the lesson
- Students are to understand clearly all homework assignments (provide clear directions and instructions)
- Require that each student have a take-home folder and/or agenda
- Incomplete class work should be completed at home, but is not in lieu of the homework assignment
- Teachers should post descriptions of homework and assignments on Engrade on a weekly basis. In elementary school, K-5th grades, there should be a minimum of 2 formal or informal assessment grades, other than homework checks, per week and 18 per quarter, with the exception of social studies and writing. In middle school, 6th-8th grades, there should be a minimum of 12 grades per course within each 9 week period.

- Teachers should coordinate assignments, tests, and projects with other teachers, as appropriate, to avoid overburdening students.
- Assignments should be discussed, checked and when appropriate, corrected (with specific feedback) and returned to students in a timely manner.

Homework Policy Guidelines for Administrators

- Include this homework policy in all teacher, parent and student handbooks
- Require teachers to communicate homework policy to students and parents
- Make certain that teachers are implementing the homework policy consistently and uniformly
- Assist teachers, when necessary, in implementing this homework policy
- Observe use of homework during classroom visits
- Review homework samples and assignments periodically
- Give suggestions to teachers, when necessary, on how assignments could be improved

Time Frame of Homework Assignments

While it is understood that the time it takes to complete homework assignments may vary with each child, the times below are the general guidelines for each grade level. If your child is having difficulty on a consistent basis completing assignments within the time frames established, please contact your child's teacher for assistance.

Homework Time Frame – daily total approximate times based on teacher discretion Does Not Include Reading

Kindergarten	10 minutes of homework*
Grade 1	20 minutes of homework
Grade 2	30 minutes of homework
Grade 3	40 minutes of homework
Grade 4	50 minutes of homework
Grade 5	60 minutes of homework
Grade 6	90 minutes of homework (*GEM = + 45 min.)
Grade 7	90 minutes of homework (*GEM = + 45 min.; H.S. credit subject = + 30min.)
Grade 8	90 minutes of homework (*GEM = + 45 min.; H.S. credit subject = + 30min.)

Student should be encourage to read for pleasure every night and including vacations.

*Reading also includes having adults reading to children.

**Students in grades 2 – 5 Bi-literate classes may have an additional 15 min. of homework due to work in both English and Spanish

**Examples of Guiding Questions:

1. What are the clue words in the question?
2. Explain your reasoning for choosing or arriving at the answer.

3. What is the author's point of view?
4. What is the main idea/ theme of the story?
5. What is the problem/conflict in the story? How is it resolved?
6. Compare and contrast the characters and conflicts in the stories (multi-text).
7. Did you go back in the text to find the answer (evidence)?
8. Did you show your work? (math)
9. Did you check your work?

REPORT CARDS AND ONLINE GRADE ACCESS

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 through the Broward County Public Schools (browardschools.com) 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.**

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 his/her 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.

Awards Criteria

In order to encourage academic excellence, an honor roll system has been implemented. There are two honor roll categories for students in grades two through five- Principal's Honor Roll: "A" Honor Roll for students who earn all A's, and "A/B" Honor Roll for students who earn A's and B's.

Honor Roll

- Ø Principal's Honor Roll – Students who earn straight A's in academics and all "S's" in Specials and Work, Social Skills, and Behaviors on the Report Card during a

marking period in elementary school; no more than 3 “N’s” on the Character Ed report card in elementary school.

- Ø Honor Roll – Students who earn A’s and/or B’s in academics and all “S’s” in Specials and Work, Social Skills, and Behaviors on the Report Card during a marking period; no more than 3 “N’s” on the Character Ed report card in elementary school.

Each quarter honor roll students will be acknowledged in his/her homeroom in front of their classmates by administration and their teacher.

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: Grades 6th – 8th

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

- Ø 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.
- Ø 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

Each quarter honor roll students will be acknowledged in his/her homeroom in front of their classmates by administration and their teacher.

Additionally, there are several “Awards” given throughout the year. These include Monthly Imagine Kids-of-Character awards (Walk of Fame) based on the Six Pillars of Character, etc.

PROMOTION

Imagine Weston 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 sunshine Common Core 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 Assessment. 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, students in grades 6th – 8th must pass each core subject in order to be promoted to high school. Core subjects are Language Arts, Math, Science and Social Studies (including an end of course exam for Civics in 7th grade). In addition, 8th graders must successfully complete a Career Educational Plan for High School, as part of their U.S. History course.

In accordance with state statute, **failure to pass all core classes each year of middle school (6th-8th) will result in your child not being able to matriculate to 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.

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 their 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 may call the school between the hours of 7:30-7:50 A.M. and 2:45-3:30 P.M. to schedule a conference with their child's teacher. Phone calls to teachers cannot be transferred to the classroom during the instructional school day. However, email requests to teachers are transmitted immediately and are preferred. During the instructional day teachers are limited as to their amount of time and availability to check and respond to email. Parents should expect a turnaround time of 24-48 hours from any staff member when responding to email correspondence. Siblings are not permitted to attend conferences.

FIELD TRIPS

Field trips are considered to be an important part of positive, intellectual and academic development. Imagine Weston 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, and decide on the parent chaperones. Parent chaperones are for field trips that are designated as such. **Parents do not chaperone "Staff Chaperoned" 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. Fluency in English is required to be considered for chaperoning an off-campus field trip.**

Chaperones will be selected by the teacher from the parents that have received volunteer clearance. Imagine Weston follows the Broward County volunteer standards and all volunteer paperwork and clearance through the volunteer computer background

checker in the front office must be submitted prior being selected as a chaperone for any field trip.

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 at least 1 month prior to the trip.

Children are not permitted to be released for dismissal to a parent during a field trip unless pre-arranged with the Assistant Principal or Principal, and a release of liability form is signed.

Class Trips Beyond the School Day or Overnight

Fingerprints are only valid for one year. For overnight trips, a list of all participating students and chaperones must be submitted to Principal at least 10 days prior to departure.

Chaperones must be able to speak English in order to communicate with students and personnel directing the field trip.

Field Trip Spirit Shirts / Trip Shirts

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

ASSESSMENTS

All students in grades 1 - 8 are formally assessed on the Renaissance Learning's STAR Reading and Math in the fall in order to attain baseline data, after the first and second marking periods and again in the spring in order to assess learning gains among all the Imagine Schools. We will also administer the Florida Standards Assessment (FSA) in Reading and Math for grades 3 – 8 and NGSSS FCAT 2.0 Science for grades 5 & 8. The FAIR state assessment is administered for 4th -8th grades and End-of Year exams (Civics, Spanish, Algebra, Geometry). 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.

AFTER SCHOOL CARE

After School Care will be available for those parents who are in need of supervision for their children after school hours. The times of the After Care program are from 1:00 – 2:30 the morning PreK only. The After Care program for the afternoon PreK session runs between 2:30 P.M. to 6:00 P.M. For information on fees and registration contact Maria Henwood after 1:00 pm at 954-659-3600.

6. Student Expectations & Code of Conduct

Character Education is an important part of the everyday life at Imagine Weston. 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.

Imagine Weston's Character Development Pledge

IMAGINE WESTON PLEDGE

I am Imagine Weston
and I pledge to be my best.
I'm a J.I.F. kid of character
and role model to the rest.

Imagine Weston students
have Integrity and Fun.
We believe in Justice
for each and everyone.

Imagine Weston scholars
are good citizens who care.
We are trustworthy, respectful,
responsible, and fair.

CODE OF STUDENT CONDUCT

Imagine Weston follows the School Board of Broward County Code of Student Conduct. This outlines policies and procedures relating to student's rights and responsibilities. Please refer to link to the Code of Student Conduct on our website at www.imagineweston.org. It can also be found on the Broward County School's website <http://www.browardschools.com/index.asp>. After reviewing this document, the enclosed parent signature page must be printed, signed and returned to the classroom teacher.

DISCIPLINE PLAN

The staff of Imagine Weston 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 Rules
- 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 (part of the Student Code of Conduct) for details of the consequences in each situation.

Uniform Policy

In order to create a consistent and safe environment free of distractions, the school has developed a Dress Code and supporting Uniform Policy. Enforcement of this policy is the responsibility of all staff members and parents to teach and model. **Parents should inspect their child's attire for compliance of the Uniform Policy before sending them to school.** This includes outerwear such as sweatshirts, sweaters and leggings. However, in cases of certain religious requirements or by reason of a student's disability a parent may opt-out of the uniform policy by emailing/writing the principal and stating the reason for the exemption. The principal will meet with the parent to discuss and determine the need for the exemption.

The Imagine Charter School at Weston (grades Pre-K – 5th) uniform consists of the following:

- Imagine Charter School collared shirts (white, light blue, navy, pink, striped)
- Khaki or navy bottoms (**solid**), including pants, shorts, capris or skorts; belt on pants
- **No “skinny jeans”, stretch pants, leggings or sweat pants** are allowed
- White, or navy socks, closed-toe shoes and sneakers only (excluding knee high sneakers); no boots
- Navy or white leggings permitted on cold weather days only
- Plain, **non-logo** (other than the Imagine logo) zippered navy blue sweatshirts, windbreakers or sweaters
- Spirit shirts (**current year**) must be worn for field trips
- Spirit shirts (**current year**) may be worn with **blue** jeans on Fridays. No other colored jeans are permitted.

Grades 6th -8th uniform consists of the following:

- Imagine Charter School collared shirts in red, royal blue, teal, black and purple
- Khaki, navy or black (**solid**) bottoms, including pants, shorts, capris or skorts. Pants must be worn at the waist, and skirts may be no shorter than 3 inches above the knee.
- **No “skinny jeans”, stretch pants, leggings or sweat pants** are allowed
- Socks with closed-toe shoes or sneakers only (excluding knee high sneakers); no boots
- Navy or white leggings permitted on cold weather days only
- Plain, **non-logo** (other than the Imagine logo) zippered navy blue sweatshirts, windbreakers or sweaters
- Middle school students must look neat and in uniform at all times
- Spirit shirts (**current year**) must be worn with uniform bottoms for field trips
- Spirit shirts (**current year**) may be worn with **blue** jeans on Fridays. No other colored jeans are permitted.

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. **Jeans are not a part of the school uniform, except on Friday's accompanied by the yearly Friday shirt.**

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 and pants under the school uniform are not a part of the dress code.**

Outerwear and Jackets

Only Imagine Schools Outerwear or **solid colored windbreakers (see above for specific color choices)**, 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 piece. Please write student's name in each article of apparel and equipment.

DRESS DOWN PASS

The school operates a fundraiser called the "Friday Dress Down Pass". Participation in the program is optional. However, students not participating in the Dress Down program must adhere to the regular uniform dress code for Fridays. Previous years' Dress Down shirts and field trip shirts are **not** permitted. We encourage all students to purchase a Friday shirt since it will also be used on one-day field trips.

For a cost of \$40.00, a student will be able to purchase a "Dress Down" pass/shirt. There is a separate shirt for the elementary and middle schools. The student will then be able to dress down every Friday with the current year's Friday shirt with either jeans, jean shorts, or approved uniform bottoms. There will be a two week period at the beginning of the school year where "Dress Down" money will be collected. Students will be actively monitored to ensure compliance related to Dress Code, Uniform Policy, and Dress Down Days.

To ensure continuity of uniforms and to ensure proper length and appropriate fit of bottoms, **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. Retail store-bought bottoms must look like those offered by In Unison.

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:

- Ø 1st violation of dress code – communication from the teacher to parent
- Ø 2nd violation of dress code – written communication sent home from school administration
- Ø 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.

2016/17 SCHOOL CALENDAR-BROWARD COUNTY PUBLIC SCHOOLS*

AUGUST				
M	T	W	T	F
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29	30	31		

SEPTEMBER				
M	T	W	T	F
			1	2
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28	29	30

OCTOBER				
M	T	W	T	F
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28
31				

NOVEMBER				
M	T	W	T	F
	1	2	3	4
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28	29	30		

DECEMBER				
M	T	W	T	F
			1	2
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28	29	30

JANUARY				
M	T	W	T	F
2	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27
30	31			

FEBRUARY				
M	T	W	T	F
		1	2	3
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28			

MARCH				
M	T	W	T	F
		1	2	3
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28	29	30	31

APRIL				
M	T	W	T	F
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28

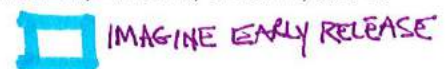
MAY				
M	T	W	T	F
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29	30	31		

JUNE				
M	T	W	T	F
			1	2
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28	29	30

- Employee Planning (no school for students)
- Schools & Administrative Offices Closed
- Schools Closed
- Report Cards Issued
- Interim Reports Issued
- Early Release Day
- First & Last Day of School

Hurricane make-up days in order of preference: 10/27/16, 1/12/17, 2/23/17, 3/23/17, 6/8/17

*Year-Round Schools Follow Different Calendars



Imagine Weston: Imagine Charter School Weston
Web 2.0, Internet Safety Plan & Parent Authorization

Student's Name: _____ Student ID: _____ Grade:

Homeroom Teacher's Name: _____ School Year:

Initial only one of the following:

_____ **I DO AUTHORIZE** my student [_____ (parent/guardian initials)] to participate in the collaborative online environments that require individual student accounts. I give permission for sharing of my student's works and performance on/with educational Web 2.0 resources, including but not limited to sites, blogs, wikis, and podcasts. I understand that there will be no identifying information (last names) posted. Work may be used by the teacher for future reference as examples of student work. I grant permission to the teacher to create an account for free education related websites for students under 13 years of age.

_____ **I DO NOT AUTHORIZE** [_____ (parent/guardian initials)] to participate in the collaborative online environments that require individual student accounts.

Device Type (make and Model): _____

Serial Number: _____ **Year:**

Print Parent/Guardian Name: _____

Parent/Guardian Signature: _____ Date: _____

Student's Name Printed _____

Student's Signature: _____ Date: _____

**Imagine Weston: Imagine Charter School Weston
Personally Owned Computing/Network Device
Acceptance of Responsibility and Device Use Agreement Permission Form**

I _____ agree to let _____
Name of Parent/Guardian Name of Student

bring his/her personally owned computing device for instructional use in Imagine Charter School at Weston (noted as Imagine Weston in the remainder of this document). I understand that the student named above will be permitted to use his/her personally owned device, subject to the conditions in this document, the Broward County Code of Student Conduct and the conditions outlined in the Imagine Weston Parent/Student Handbook 2016-2017.

I understand that if I agree to allow my child to use his/her own device that Imagine Weston, their governing boards, Imagine Schools, Inc., and Imagine Schools Non-Profit are not responsible for any device or data loss, theft, damage or other associated costs of replacement or repair incurred during the school day or at home as a result of participation in this program. I understand that Imagine Weston will be unable to store, support or troubleshoot student owned devices. The student named above will take full responsibility for the device and will appropriately secure the device when not in use.

Imagine Weston uses technological measures such as filtering to promote internet safety. Filtering limits students' ability to access harmful internet sites from any device connected to the school's network, but only when this equipment is used in school. Access through cellular networks does not provide the same measures of filtering. Students should only use the school's network (not private cellular service) for internet access while on Imagine Weston property.

Your use of any information or materials on sites you access is entirely at your own risk.

You agree that, through the portal, a student may not perform any of the following acts:

- Attempt to access devices or resources to which you have no explicit, legitimate rights
- Copy, reproduce, or transmit any copyrighted files or information other than in accordance with the requirements and allowances of the copyright holder
- Launch network attacks of any kind including port scans, DoS/DDoS, packet floods, replays or injections, session hijacking or interception, or other such activity with malicious intent
- Transmit malicious software such as viruses, Trojan horses, and worms
- Surreptitiously install software or make configuration changes to any device or application, by means of the installation or execution of key loggers, registry keys, or other executable or active application or script

You agree that you will use the access provided here responsibly and with full regard to the safety, security, and privacy of all other users, devices, and resources.

You agree that you will be mindful of the cultural sensitivities of others while using this portal so as not to provoke reaction or offense, and that you will not intentionally access pornographic, graphically violent, hateful, or other offensive material (as deemed by us) regardless of others' sensitivities.

You understand that we reserve the right to log or monitor traffic to ensure that these terms are being followed.

You understand that unauthorized use of resources through this portal may give rise to a claim for damages and/or be a criminal offense.

I understand that any violation of the above rules/conditions may result in the loss of the network and/or device privileges as well as other disciplinary action.

I have verified my student is aware that all aspects of guideline and policies on Information Communication Technology (ICT) use. Access applies to the use and care of their personal device while on Imagine Charter Schools property or while involved in any school sponsored event/activity.

I understand that the purpose of allowing my student to use their own device is to participate in teacher approved activities in support of the curriculum. Uses of these devices for unrelated activities beyond or outside the Imagine Weston educational program are prohibited.

Parent/Guardian's Signature

Date

Student Acceptance:

I agree to adhere to the Policies and Guidelines in place for Information Communication Technology (ICT) use. I will utilize the device(s) for instructional purposes only while at school or on the school's network.

Student Signature

Student ID

Grade

