

# Imagine Elementary at North Lauderdale Charter School



2018-2019

## Family Handbook

Erin Kelly, Principal  
1395 South State Road 7  
North Lauderdale, FL 33068

**Office:** (954) 973-8900  
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**Attendance Line:** (954) 973-4288

[www.imagenorthlauderdale.org](http://www.imagenorthlauderdale.org)

## **MISSION STATEMENT**

It is all about the students. No exceptions. No excuses.

## **VISION STATEMENT**

At Imagine Elementary at North Lauderdale Charter School, we strive to ensure all students demonstrate **above-average** academic growth each year. We are committed to partnering with parents/guardians to implement a rigorous and individualized learning plan designed to meet the unique needs of each student.

## **CHARACTER MISSION STATEMENT**

All Imagine North Lauderdale stakeholders will work together to grow students' minds and guide their hearts.

## **CHARACTER PLEDGE & SCHOOL-WIDE RULES**

**I** will show

**M**anners and Respect

**A**ccept Responsibility and be a

**G**oal Getter.

**I** promise to

**N**ever Give Up and

**E**ngage in Learning at All Times.

## **GOVERNING BOARD**

The Learning Excellence Foundation of East Broward County, Inc. is the governing body of the school. The Governing Board is responsible for monitoring and reporting the financial and educational success of the school. The Governing Board is also responsible for ensuring the Charter is implemented as submitted to Broward County Public Schools. The Governing Board will delegate all day-to-day operational responsibilities to the Principal.

The Governing Board consists of an elected group of parents/guardians and community members who are responsible for the school's successful operation. Parents/guardians who have educational, operational or managerial concerns should contact the appropriate personnel at the school.

In the event a parent/guardian requests an item to be placed on the Governing Board agenda, a written request with a detailed explanation must be submitted to the Principal at least one week in advance. Parents/guardians will be notified of upcoming Board meetings with a Parent Link, the school website, and a banner posted outside of the school.

### **Governing Board Members**

Joyce Ferguson – Board Chairperson

Evelyn Graves – Board Vice Chairperson

Linda Arnold – Board Secretary and Treasurer

Patricia Hackett – Board Member

Julie Klahr – Board Attorney

### **Parent Liaison**

Mrs. Louise Burgess, 954-973-8900, [louise.burgess@imagineschools.org](mailto:louise.burgess@imagineschools.org)

**Parents are encouraged to contact the school's Parent Liaison with any unresolved concerns.**

## **ATTENDANCE AND TARDINESS POLICY**

The parent/guardian of a child of compulsory age is responsible for the child's daily school attendance as required by law (F.S. 1003.24). For students who demonstrate patterns of non-attendance, interventions will be implemented.

### **Broward Truancy Intervention Program**

The Broward Truancy Intervention Program (BTIP) is a joint partnership program of the Broward State Attorney's Office and the School Board of Broward County. The program is designed to prevent excessive absences through parent notification and accountability, school interventions, and daily monitoring of attendance. When a student accumulates 5 unexcused absences, they will be enrolled in the BTIP program. The school will send a letter of notification to the parent's address and parents will be expected to attend a school conference with the Principal, Positive Behavior Interventionist, and/or Social Worker.

**Consequences of truancy can lead up to a referral to the Juvenile Assessment Center or State Attorney's Office, and the loss of Temporary Assistance for Needy Families funds grant through the Learnfare Program.** The grant will be restored only when conditions provided by law are met (30 days of attendance with no unexcused absences).

### **Excused Absences**

- Parents/guardians must call the attendance line at (954) 973-8900 within (48) hours of the absence or send a note to the school to verify the absence.
- It is the parent's/guardian's responsibility to accurately report the student's absence with one of the eight reasons mentioned in the student code of conduct. Only then can an absence be excused.

### **Tardiness**

- Any student arriving **after 8:00 a.m.** will be issued a tardy ticket and marked tardy unexcused. Parents/guardians must follow the same process to excuse a tardy as they do to excuse an absence.
- Tardiness is defined as a student not being in the classroom when a class is scheduled to begin. Students late due to bus and breakfast delays are not considered tardy.
- Tardiness to any class without proper documentation will be considered unexcused.

## ARRIVAL/DISMISSAL PROCEDURES

**Student safety is our top priority. Arrival and dismissal procedures must be strictly enforced in order to ensure our students' safety.**

Imagine Elementary at North Lauderdale Charter School is **not required** to provide supervision more than 30 minutes prior to the official starting time, **nor are they required** to provide supervision for more than 30 minutes after the official school closing time (Florida Statute 1003.31(2)).

### Arrival:

**Students are unsupervised prior to 7:00 a.m. Please do not leave your child unattended prior to staff arrival.**

### **Car Riders**

- Students are to be dropped off at the main gate of the school. Beginning at 7:00 am, school personnel will be available to ensure the safety of the students. **Children should not be dropped off in the bus loop or parking lot.**

### **Bicycle Riders**

- Bicycle riders **MUST** wear helmets (Florida Statue 316.2065). All bicycle riders are to walk their bicycles to the bicycle rack behind the basketball courts and lock them each day.

### Dismissal:

**The academic day ends, and dismissal begins, at 3:00 p.m. At Imagine North Lauderdale, the safety of our students is our top priority.** Dismissal can be a very dangerous time. It is essential that we ensure all of our students are dismissed **ONLY** to those written on the Emergency Card. It is also essential that our students are closely supervised at all times and do not walk in front of on-coming traffic. **Imagine North Lauderdale has dismissal procedures that are designed to maximize the safety of all of our students. Families that choose our school are expected and required to follow the dismissal procedures. In order to ensure the safety of all students and staff members, exceptions to the Dismissal Procedure WILL NOT be made.**

Should a parent have an **emergency/change of plans** that prevents him/her from picking up his/her child on time, the parent/guardian **must** notify the school **prior to 2:00 p.m.** otherwise, the student will proceed with the regular mode of transportation.

### **Car Riders**

- All car riders are to be picked up in the front of the school.
- Parents must remain in their vehicles with the school-issued Car Rider sign on display. Staff members will escort students to approved vehicles. Students will be immediately dismissed to cars that have the "Car Rider" sign displayed in their window. **Cars that arrive without the sign will be asked to pull over and the driver will need to show I.D. so office staff can verify the adult is an authorized contact on the student's Emergency Card.**
- **Students WILL NOT be dismissed to parents/guardians who exit their vehicle and line up outside of the front gate.**
- **In the car rider area, students will only be released to parents who proceed through the car line in a vehicle. Parents/guardians and students are not permitted to walk through the car line while dismissal is in process.**

### **Bus and Day Care Van Riders**

- Students will begin boarding their bus or day care van at 3:00 pm. All bus and day care van drivers will be on post at their vehicle at 2:55 pm. Students with a late bus or day care van will remain seated within

the cafeteria and will be called to dismiss when their approved bus/van has arrived. Students will be brought to the bus area by a teacher.

- It is the student's responsibility to board the correct bus.

### **Walkers**

- **Parents/guardians who use the walker area ARE PROHIBITED from parking in other parts of the shopping plaza and walking up to the walker gate. The walker gate is for families that live in neighborhoods within a mile of the school and walk to campus in the mornings and afternoons.**
- **All adults who use the walker gate will line up in a single file line and display their "Imagine North Lauderdale Walker" sign.** Walkers will remain seated in the cafeteria and will wait to be called to exit. Walkers will only be released to adults who are lined up in an orderly fashion and holding the school-approved sign. Adults without the sign will need to have a photo ID and must appear on the student's Emergency Card. Students who will not be picked up at the walker gate by an adult AND have permission to walk home alone must have an "Imagine North Lauderdale Walker Release" form on file. For safety reasons, students who walk home without a parent/guardian will not be released until the school buses clear the bus loop. An Imagine North Lauderdale staff member will escort approved students across Blvd. of Champions and/or the road behind the shopping plaza by an Imagine North Lauderdale staff member. Students who cross State Road 7 will be escorted to the crossing guard.

### **Inclement Weather Dismissal**

- All students will remain inside the building until it is safe to exit. Please expect delays. Unsupervised walkers will not be released while it is lightening.

### **Early Sign-Outs**

- Students who are dismissed early **MUST** be signed out from the main office, by 2:30 pm.
- Students **will not** be released to any person whose name does not appear on the Emergency Card.
- A photo **ID must** be shown to release a student from the campus.

### **Late Pick Up**

- Students who are not picked up by 3:45 pm will be placed in Imagine North Lauderdale's aftercare and a fee will be imposed.
- Students who are not picked up by 6:15 pm from the 21<sup>st</sup> CCLC program and 5:45 pm from FSA Boot Camp will be required to pay the late pick up fee.

### **The following dismissal procedures apply to all students:**

- **Non Imagine staff members are prohibited from entering the school gate and/or buildings during dismissal (from 2:50 pm until 3:30 pm), unless the adult has a prescheduled appointment with a staff member.**
- Students will be dismissed to the area mentioned on enrollment papers. **Please notify the front office in writing in order to permanently change your child's standard dismissal procedure.**
- **Parking, driving, or walking in the bus zone while buses are present is strictly prohibited.**
- **Per Broward County policy, no students shall be released within the final 30 minutes of the school day, unless the Principal or Assistant Principal deems it an emergency.** Excessive early sign-outs will be considered a pattern of non-attendance and recorded as unexcused absences.

**Parents or guardians who do not adhere to the campus' dismissal procedures, or who are disruptive or confrontational during dismissal will be required to visit campus during a pre-scheduled meeting with Principal Kelly and a Broward Sheriff's Office deputy to review Imagine North Lauderdale's Dismissal Procedures.**

## FOOD AND BEVERAGE POLICY

All students will receive free breakfast and lunch each day, regardless of whether or not the family qualifies for the program. In order to receive free breakfast and lunch, students must have a complete free and reduced lunch form on file to receive the free breakfast and lunch.

### Peanut/Food Allergies

If your child has a peanut or other serious food allergy, please provide all information on attached medical form. A peanut allergy is considered an airborne allergy that may cause a life-threatening allergic reaction just 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 child's class is allergic to peanuts or peanut products. We ask that parents be sensitive to this important issue.

### Nut Free School

Several Imagine North Lauderdale students have a severe food allergy to peanuts/nuts whereby any exposure to peanuts/nuts may cause a life-threatening allergic reaction that requires emergency medical treatment. It is critical that Imagine North Lauderdale staff members strictly prohibit peanuts/nuts in order to prevent a life-threatening allergic reaction.



Please help us ensure we provide all of our students with a safe school environment. **Do not send any peanut or nut products to school.** If your child has eaten peanuts/nuts before coming to school, please be sure your child's hands and face have been thoroughly washed before entering school. Thank you for your help in supporting our nut-free procedures and keeping our school safe!

### Prohibited Food Items

**Soda, sugary drinks, candy, and fast food items are NOT permitted at school.** Students may not bring prohibited food items into the building. All prohibited food items will be confiscated. The school is not obligated to store, return, or replace confiscated food items. Additionally, parents may not deliver fast food meals or snacks to students. For safety reasons, please do not send glass containers or food items needing microwaving or heating to school. Microwaves are not available.

**Appropriate Snacks:** We encourage parents to promote healthy eating habits by packing healthy lunches and single-serving snacks. Students may purchase Smart Snack (USDA approved) versions of their favorite snacks, including chips, popcorn, and Rice Krispy treats on campus during arrival each morning. Students are encouraged to bring bottled water to school; however, they may not bring flavored water or any other type of beverage.

### Birthday Celebrations

**Birthday celebrations are held during lunch time only.** Parents may acknowledge their child or teacher's birthday by visiting campus during their child's lunch time in order to serve a treat with the whole class. If the parent sends in a treat to share, the treat will be shared during lunch or during the last five minutes of the school day, at the teacher's discretion.

In ALL cases, birthday treats should be limited to small snacks easily distributed by the student. Snacks should be "finger friendly," such as cupcakes, cookies, fruit or vegetables. Unfortunately, due to Federal regulations, homemade food cannot be served and purchased items **MUST** include a list of ingredients. Birthday celebrations during testing days are not permitted. Unfortunately, candles are not permitted according to State and County Fire Codes.

## **DISCIPLINE PLAN and BROWARD COUNTY DISCIPLINE MATRIX**

All Imagine Elementary at North Lauderdale Charter School students participate in the school-wide, Positive Behavior Support (PBS) plan. Teachers expect, model, and enforce rules, procedures, incentives, and consequences that are consistent across grade levels. Before a student is referred to administration, he or she receives at least two classroom interventions. **After a child is referred to administration, consequences follow the Broward County Discipline Matrix.**

Please refer to the Broward County Discipline Matrix to better understand county-required consequences.

## **PARENT RESPONSIBILITIES**

**Thank you for choosing Imagine Elementary at North Lauderdale as your partner in your child's education. Our team is committed to ensuring our campus is safe and that our students achieve above-average learning gains and positive character development. No exceptions! No excuses!**

**Parent Responsibilities:** We expect all parents/guardians who visit campus to act in a respectful, appropriate manner. By choosing to send your child(ren) to Imagine School at North Lauderdale, you are agreeing to abide by our policies, attend Teacher-Parent conferences, turn in paperwork in a timely manner, and thoughtfully participate in your child's education. **The parent partnership is a powerful one and can only succeed if you support your child's educational and character development needs. Our philosophy demands your respectful participation.**

**I, as a parent, will support our children's learning in the following ways:**

- ⊗ *Partnering with the school to provide clear expectations that support students' academic and character development*
- ⊗ *Providing incentives and consequences to ensure my child adheres to the anti-bullying policy, Code of Conduct, and Broward County Discipline Matrix*
- ⊗ *Communicating with all school staff members in a frequent, professional, and respectful manner.*
- ⊗ *Speaking to my child daily to discuss his/her school day and progress made toward accomplishing academic and positive character development goals*
- ⊗ *Adhering to attendance and timeliness requirements*
- ⊗ *Adhering to safe arrival and dismissal procedures*
- ⊗ *Checking and signing my child's agenda daily*
- ⊗ *Monitoring my child's homework so it is completed nightly and providing help to the best of my ability*
- ⊗ *Reviewing and signing/returning all Wednesday Folder documents*
- ⊗ *Attending Parent –Teacher conferences and Title I Family Learning Nights*
- ⊗ *Participating, as appropriate, in decisions relating to my children's education.*
- ⊗ *Promoting positive use of my child's extracurricular time*
- ⊗ *Monitoring the amount of television my children watch and the content my child views on electronic devices.*
- ⊗ *Staying informed about my child's education and communicating with the school by promptly reading all notices either received by my child or by mail and responding, as appropriate*
- ⊗ *Serving, to the extent possible, on advisory groups, such as being the Title I, Part A parent representative on the school's School Improvement Team, and District Title I Policy Advisory Committees*

## **FINANCIAL REPORT**

Imagine Elementary at North Lauderdale's financial report is posted on the school's website, at ([www.imaginenorthlauderdale.org](http://www.imaginenorthlauderdale.org)).

# HEALTH CARE POLICY

## Immunizations

All students **must have** the proper immunizations before enrolling into any Broward County School. Students may be exempt for religious or medical reasons with the proper documentation. The proper form needed to document a student's immunization history is the Department of Health Form 680.

### Minimum Required Immunizations:

<b>Vaccine</b>	<b>Dose</b>
Diphtheria Tetanus Pertussis (DTP) DTP or DTAP	<u>5 doses</u> If the 4th dose was given on or after the 4th birthday, only 4 doses are required. If 5 doses are given the 5th doses must be given between the ages of 4 and 6 years.
IPV: Polio or OPV Oral Poliovirus	<u>4 doses</u> If the 3rd dose was given on or after the 4th birthday, only 3 doses are required. If 4 doses are given the 4th dose must be given between the ages of 4 and 6 years.
Hep B: Hepatitis B	<u>3 doses</u> An alternative 2 dose series for adolescents 11-15yrs is available.
MMR: Measles, Mumps, Rubella	<u>2 doses</u> If the 1st dose was given sooner than the students first birthday, it is considered invalid and another dose is necessary. The second dose may be administered before age 4-6 years provided more than 4 weeks have lapsed since the first dose.
Td: Tetanus Diphtheria booster or Tdap: Tetanus Diphtheria & Pertussis	<u>1 dose</u> Required for grades 7th-12th

## Varicella

**One dose of varicella vaccine** is required for grades Pre K and grades 1 thru 7.

**Two doses of varicella vaccine** are required for Kindergarten students (effective 2008-2009 school year). Thereafter the subsequent grade will be included in the requirement (e.g. 2009-2010 Kindergarten and 1st grade, 2010-2011 Kindergarten 1st and 2nd grades, etc.).

A varicella vaccine is **NOT** required if a history of varicella disease is documented by the Health Care Provider.

## Clinic, Illness, and Chronic Health Issues

The school clinic serves as a temporary resting place for sick children and to administer minor first aid care. Please be reminded the clinic is **not staffed by a school nurse or school employee**. Parents will be notified if it is necessary to pick up a child who is unable to return to class.

For the sake of others, as well as your own children, parents/guardians are asked to keep home any child that exhibits a fever of 99.9 degrees or higher.



## **HEALTH CARE (continued)**

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 must be kept home and the parent/guardian must notify 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.

It is very important for physicians to assist you in filling out the required medical forms for the school if your child has a chronic health issue such as asthma, need for eye glasses, or any other health issues.

**We cannot assist your child if we do not know about his/her medical condition. Please contact Mrs. Louise Burgess to communicate any medical needs and she will coordinate a plan to ensure your child's needs are best met.**

### **Medication**

Imagine Elementary at North Lauderdale Charter School follows the School Board of Broward County medication administration policy. This policy states that schools **may not** administer any medication to a student during school hours unless an Authorization Medication/Treatment Form is completed by the parent/guardian and the healthcare provider.

**Please contact Mrs. Louise Burgess if you have questions about the Authorization Medication/Treatment Form.**

### **Emergency Situations**

Fire rescue may be called in cases of emergency (severe allergic reaction, fracture, etc.). Administration will attempt to notify parents, but if contact cannot be made, the student may be transported to the nearest hospital (Northwest Medical Center) if recommended by the paramedic. If a parent/guardian is not present at the time of transport, a member of the administrative team will accompany the child and remain at the hospital until the parent/guardian arrives.

## **HOME-SCHOOL COMMUNICATION POLICY**

Open communication is essential to create a positive learning environment and support your child's success in school. In order to ensure that school staff can properly address each child's needs in a timely and effective manner, the lines of communication are kept open at all times.

### **Parent/Teacher Communication**

- **Parents are required to attend at least two Parent-Teacher Conferences a year.** Conferences are best arranged by directly contacting the teacher.
- Please make appointments for conferences before or after school hours.
  - Morning Conferences: must end by 7:25 a.m.
  - Afternoon Conferences: Tuesdays, Wednesdays, Thursdays, and Fridays after 3:30 p.m.
- To ensure adequate teacher supervision of our students, **please do not** engage in a conference during student arrival and dismissal times.
- Teachers cannot be interrupted during instructional time to speak with parents/guardians. Please either email the teacher or leave a message with the Office Manager and the teacher will respond within 48 hours. If you have an emergency conference need during instructional hours, a member of the Instructional Leadership Team will meet with you.
- Whenever possible, try to resolve issues/conflicts with the teacher before contacting the Principal. Most issues can be resolved when there is open and honest communication with your child's teacher.
- Parent Link phone calls will be used to notify parents/guardians of important events occurring at Imagine Elementary at North Lauderdale Charter School. Please do not ignore Parent Link calls, as you may miss important communication.
- Please check your child's agenda and sign daily.
- Please sign your child's Independent Reading Log daily.
- Each Wednesday, please check your child's Wednesday Folder, sign the Weekly Progress Report, and return any necessary documents every Thursday.

**Please make sure you notify the front office if there are any changes regarding your address or phone number. This will ensure you continue to receive Parent Links and that we can contact you in case of emergency.**

## **HOMEWORK POLICY**

Imagine Elementary at North Lauderdale Charter School follows the Broward County School Board Homework Policy. The School recognizes the importance of assigning meaningful and quality homework to students.

**All students are required to read for a minimum of 30 minutes each night. All students are also required to complete nightly Calendar Math homework activities.**

Additional homework assignments vary by homeroom teacher and grade. The general guideline for homework is that ten minutes per grade level, per night, will be assigned.

- K – 10 minutes/night
- 1<sup>st</sup> – 20 minutes/night
- 2<sup>nd</sup> – 30 minutes/night
- 3<sup>rd</sup> – 40 minutes/night
- 4<sup>th</sup> – 50 minutes/night
- 5<sup>th</sup> – 60 minutes/night.

Periodically, however, students may need to account for additional time when projects, exams, etc. are issued. For questions regarding your child's homework expectations, please contact his/her teacher directly.

**Students who participate in 21<sup>st</sup> Century or FSA Boot Camp tutoring programs are excused from completing any homework they do not complete while in their afterschool tutoring program.**

In order to ensure your child develops responsible learning habits, please clearly state your expectations that he/she take responsibility for completing nightly homework assignments. **Please check and sign your child's agenda and your child's Independent Reading Log each day.**

## **OUT-OF-FIELD TEACHERS and REQUESTS TO TRANSFER STUDENTS**

**Out-of-Field Teachers:** Imagine Elementary at North Lauderdale Charter School's administrators strive to ensure all instructional staff members are highly-qualified and teach courses listed on their Florida Teacher's Certificate. Due to urgent staffing and enrollment needs, however, some instructional staff members may be assigned to teach courses and/or students in which they are not certified. Teachers who teach courses and/or students not listed on their Florida Teacher's Certification and/or Florida Statement of Eligibility are considered out-of-field. Out-of-field teachers are notated on the Imagine Elementary at North Lauderdale Charter School website ([www.imaginenorthlauderdale.org](http://www.imaginenorthlauderdale.org)).

**Requests to Transfer Students from Out-of-Field Teachers:** Parents whose children are assigned to out-of-field teachers may request their child be transferred to an in-field teacher within the grade in which the child is currently enrolled. Parents seeking a student transfer should submit a written request to Erin Kelly, Principal and/or Sharon Bailey, Assistant Principal. The school administrators will approve or deny the request within two weeks. If the request is denied, an administrator will notify the parent of the specific reasons for the denial.

**Requests to Transfer Students from Any Teacher:** Parents may request their child be transferred to another teacher within the grade in which the child is currently enrolled. Parents seeking a student transfer should submit a written request to Erin Kelly, Principal and/or Sharon Bailey, Assistant Principal. The school administrators will approve or deny the request within two weeks. If the request is denied, an administrator will notify the parent of the specific reasons for the denial.

## **PARENT TEACHER ORGANIZATION (PTO)**

Imagine Charter at North Lauderdale Elementary needs parents who are interested in serving on the Parent Teacher Organization (PTO). This organization's goal is to actively support the school's instructional programs and enhance community/school relationships. The PTO sponsors a wide variety of family-oriented activities and events throughout the school year. All parents are encouraged to join as well as attend general meetings. All parents/guardians will be notified by Parent Link regarding upcoming meetings and events. Please contact Louise Burgess, Office Manager, if you are interested in serving on the PTO.

## **PLEDGE OF ALLEGIANCE OPT-OUT**

The Pledge of Allegiance will be recited at the beginning of each school day. Students have the right not to participate in reciting the pledge. Upon written request by his or her parent, the student will be excused from reciting the pledge, including standing and placing the right hand over his or her heart. When the pledge is given, unexcused students must show full respect of the flag by standing at attention.

## **PROMOTION/RETENTION POLICY**

Imagine Elementary at North Lauderdale Charter School adheres to the provisions in the **School Board of Broward County's Student Progression Plan Policy 6000.1, which is updated annually.** To demonstrate grade level mastery, students will need to demonstrate proficiency as follows:

### **Kindergarten**

Must recognize 48 of 52 letter names AND 20 of 26 letter sounds AND understand 15 of 21 concepts of print.

OR

Must score a 70% or greater on the Houghton Mifflin Harcourt Journeys Common Core 2014 Benchmark Test

### **First Grade**

Must score 55% or greater on the Primary End of Year Test OR

Must score a 70% or greater on the Journeys Benchmark Test.

### **Second Grade**

Must score 65% or greater on the Primary End of Year Test OR

Must score a 70% or greater on the Journeys Benchmark Test.

### **Third Grade**

Must score in the 55<sup>th</sup> percentile or greater on the current version of the SAT 10 OR

Pass 19/19 Portfolio Assessment Tests OR

Must score a Level 2 or greater on the statewide reading Florida Standards Assessment.

### **Fourth Grade**

Must score a Level 2 or greater on the statewide reading AND math Florida Standards Assessment OR

Must score a 70% or greater on the Houghton Mifflin Harcourt Journeys Common Core 2014 Benchmark Test

AND Must score 60% or greater on the Go Math Common Core End of the Year Test

### **Fifth Grade**

Must score a Level 2 or greater on the statewide reading AND math Florida Standards Assessment OR

Must score a 70% or greater on the Houghton Mifflin Harcourt Journeys Common Core 2014 Benchmark Test

AND Must score 60% or greater on the Go Math! Common Core End of the Year Test

## TECHNOLOGY AND SOCIAL MEDIA POLICY

At their own risk, students may have cell phones and/or personal electronic devices in school.

All personal electronic devices must remain OFF at all times while on school grounds and may NOT be set to silent or vibrate. Students may not display or use personal electronic devices during arrival, while in the cafeteria, during dismissal, or while riding the school bus.

Upon entering the classroom, students are required to turn their personal electronic devices in to the teacher, who will store them in a secure area. Personal electronic devices will be returned to the students immediately prior to dismissal. No cell phones or other personal technology may be used for communication purposes, except under the direction of a teacher or administrator for instructional purposes.

Students are strictly prohibited from communicating via personal electronic devices and/or social media while they are on campus.

If a student violates Imagine North Lauderdale's Technology and Social Media Policy, the students' personal electronic device(s) will be taken to the Front Office. A parent will be required to schedule an appointment to meet with the Principal, Assistant Principal, or Office Manager in order to review the Technology Policy and pick up the device.

The school is not held liable for wireless communication devices that are lost, stolen, confiscated, or broken while on campus.

In order to maintain our focus on teaching and learning, school staff members are not responsible for investigating and/or resolving student technology or social media communication made outside of the instructional day or while students were not on campus.



## PROHIBITED ITEMS POLICY

Imagine North Lauderdale's team members are dedicated to maintaining student safety and advancing students' academic and social performance development. All campus activities relate to learning or positive character development – there is not a time or a place on campus where toys brought from home are allowed. Students who choose to bring toys on campus violate campus policy and will most likely have those toys confiscated. Prohibited toys include toy guns, water guns, fidget spinners, trading cards (i.e. Pokémon cards), poppers, handheld games, and anything else that disrupts the learning environment.

The school is not liable for prohibited items that are lost, stolen, confiscated, or broken while on campus.

If students' prohibited items are confiscated, they will be turned in to the front office. In order to collect those items, a parent will be required to schedule an appointment to meet with the Principal, Assistant Principal, or Office Manager in order to review the Prohibited Items Policy and pick up the device.

## UNIFORM POLICY

To create a unified community and safe environment free of distractions, the school has a Uniform Policy. Extensive research demonstrates the positive effect of school uniforms - students who come to school dressed properly achieve higher academically and conduct themselves more appropriately while at school.

### Shirts

- ❖ Uniform polo shirts may be black or gold and should include the Imagine North Lauderdale logo. However, any solid color polo shirt is acceptable.
- ❖ In the case of cold weather, sweaters, jackets, undershirts, and turtlenecks may be worn, but **students are prohibited from wearing hoods in the building.**
- ❖ Undershirts should NOT be shown below the hemline.
- ❖ Shirts may not be tied or knotted at the waist or back.

### Bottoms

- ❖ Bottoms must be uniform shorts or pants. Girls may wear skirts or skorts. Shorts, skirts, and skorts may not be higher than 3" above the knee.
- ❖ Jeans are allowed on Fridays, after \$1.00 "Dress Down" payments have been made.

### Shoes

- ❖ Sneakers and non-marking rubber sole shoes are required.
- ❖ Shoes must have a closed toe and closed heel.
- ❖ Flip-flops, sandals, Crocs, slippers, and heels are not permitted for safety reasons.

### Purchasing

**Please contact Mrs. Louise Burgess at 954-973-8900 for uniform needs and/or questions.** Uniform shirts are sold in the front office and must be paid for in cash.

### Friday Dress Down

The school operates a fundraiser called "Friday Dress Down". Participation is optional. Students not participating in Friday Dress Down must adhere to the regular uniform dress code.

For a cost of \$1.00 per Friday, a student can wear jeans and/or a casual, but school-appropriate, outfit. If student dress causes a disruption, the school reserves the right to revoke this privilege. Students who dress down but do not pay \$1.00 will receive a Class Dojo consequence and will be responsible for paying their outstanding balance before they can participate in a school-wide Positive Character Celebration.

Students will be actively monitored to ensure compliance related to Dress Code, Uniform Policy, and Friday Dress Down and must follow the School Board of Broward County dress code on casual days. Students may be prohibited from attending school-wide Positive Character Celebrations due to violations.

### Non-Compliance with the Uniform Policy

All students must come to school wearing the approved uniform. **Students who do not arrive to school wearing a uniform shirt will be loaned one when they arrive to their classroom and will be required to wear it for the day.**

Non-compliance of the policy will result in the following actions:

- 1<sup>st</sup> – 3<sup>rd</sup> violation of dress code – communication from the teacher to parent, in the student agenda or with a phone call. Student fine using school-wide Positive Behavior System (PBS) guidelines.
- Ongoing violations of dress code – written communication sent home from school administration and/or student removal from monthly incentive celebrations.

## **Uniform Accommodations**

The school allows reasonable accommodations based on religion, disability or medical condition.

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

This Uniform Policy was reviewed and approved by the Imagine Elementary at North Lauderdale Charter School Governing Board, for inclusion in current and future student handbooks and for implementation for all students. This statement certifies that the Governing Board of Imagine Elementary at North Lauderdale Charter School has implemented and will continue to implement the above school-wide Uniform Policy.

Joyce Ferguson  
Governing Board Chair

Erin Kelly  
Principal



## **VISITOR POLICY**

In order to maximize campus safety and ensure that teacher planning and classroom instruction times remain uninterrupted, parents/guardians are unable to access common areas of the campus between 7:25 am and 3:30 pm. Likewise, parents are prohibited **from walking students directly to their classrooms**. Students will be supervised by Imagine North Lauderdale staff members as they walk from the cafeteria to their classroom each morning.

Teachers are unable to conference with parents from 7:25 am to 3:30 pm due to the fact that they are teaching students and/or engaging in required planning activities. Please make appointments for conferences before or after school hours.

- Morning Conferences: **must end by 7:25 a.m.**
- Afternoon Conferences: Tuesdays, Wednesdays, Thursdays, and Fridays after 3:30 p.m.

**Parents who are attending school ceremonies, birthday celebrations at lunch, family nights, and pre-scheduled conferences must arrive fifteen minutes early to the event to sign in and obtain a Visitor's Pass at the front office. Parents and guardians must show a valid photo I.D. before being issued a Visitor's Pass.**

## **VOLUNTEERS**

Volunteers are an integral part of our school community. In order volunteer on a field trip, you **must first complete** the Broward County School Board Volunteer Application. The volunteer application includes a criminal background check. The application is available in the front office or at <http://www.getinvolvedineducation.com/volunteers/>.

**IMAGINE CHARTER SCHOOL AT  
NORTH LAUDERDALE ELEMENTARY  
FAMILY HANDBOOK SIGNATURE PAGE  
2018-2019**

**Please read the Family Handbook and sign and return this page only**

It is a **requirement** that each parent/guardian and student understands and complies with all school policies and procedures. **Please sign and return this page only to the school.**

Please initial each line below:

- \_\_\_\_\_ I have read and will comply with the school policy on **Attendance and Tardiness.**
- \_\_\_\_\_ I have read and will comply with the school procedures on **Arrival and Dismissal.**
- \_\_\_\_\_ I have read and will comply with the school policy on **Food and Beverages.**
- \_\_\_\_\_ I have read and will comply with the school **Discipline Plan and Broward County Discipline Matrix**
- \_\_\_\_\_ I have read and will comply with the **Parent Responsibilities.**
- \_\_\_\_\_ I have read and will comply with the school policy on **Health Care.**
- \_\_\_\_\_ I have read and will comply with the school policy on **Home/School Communication.**
- \_\_\_\_\_ I have read and will comply with the school **Homework Policy.**
- \_\_\_\_\_ I have read and will comply with the school's student **Promotion/Retention Policy.**
- \_\_\_\_\_ I have read and will comply with the school **Technology and Social Media Policy.**
- \_\_\_\_\_ I have read and will comply with the school **Prohibited Items Policy.**
- \_\_\_\_\_ I have read and will comply with the school **Uniform Policy.**
- \_\_\_\_\_ I have read and will comply with the **Visitor Policy.**

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Date

\_\_\_\_\_  
Student Name

\_\_\_\_\_  
Grade

\_\_\_\_\_  
Date