

# **HOW WE EDUCATE**

## **Ages and Stages**

The Primary and Intermediate Grades are designed to provide developmentally appropriate educational experiences for children 5 through 11 years old. These students are typically inquisitive, developing independence and beginning to understand themselves as thinkers and learners.

The Middle School is designed to provide developmentally appropriate educational experiences for children 11 through 14 years old. These students are typically very energetic but require a lot of sleep; they are forming a sense of independence and peers are a very important part of their social being.

## **Parent Partnership**

The parent partnership is of the utmost importance. Consistency between school life and home life helps children feel secure and able to reach their maximum potential. The family and school must work together continuously to provide clear and appropriate expectations and procedures for the children. Children feel most secure and thrive in an environment with clear expectations and procedures. Cooperation among the adults in a children's world provides them with a sense of security which enables them to grow, develop and learn.

Middle School students at this time in their development require a hands-on approach from both parents and school. The need for a strong partnership between the parent, student and teachers is a valuable tool to ensure a successful transition into high school. The students need to see everyone involved in field studies, school activities and parents helping at school. The students need to become more independent but guided with the help of the adults involved. This is not a time to step back because they seem grown up. They need us more than ever.

## **Curriculum**

The Imagine School at Palmer Ranch provides an integrated course of academic studies that is defined by the Common Core State Standards. The curriculum incorporates important skills such as critical thinking, problem-solving, creativity, innovation, collaboration and communication. The current standards adopted by the State Board of Education for Reading/Language Arts, Mathematics, Science, Social Studies, Health, and Physical Education are found at [www.corestandards.org](http://www.corestandards.org).

# ATTENDANCE POLICY

**Definition of “Present”** – *According to the State of Florida: “A student must be in attendance for at least the following amount of time at each educational level to be considered “Present” for the day”:*

- **Elementary School:** The equivalent of half the school day
- **Middle School:** The equivalent of four periods (200 minutes)

## **ABSENCES**

Your child’s attendance is imperative. We understand, however, that circumstances will arise requiring your child to be absent. State law requires that schools report absences as either excused or unexcused. The following outlines the differences in excused absences versus unexcused absences and the procedures you need to follow to ensure an absence is reported to the state appropriately.

### **Excused Absences**

It is the **parent’s responsibility** to notify the school in writing of the reason for any and all student absences. **In order for your child’s absence to be reviewed to determine if it is excused or not, you must provide the front office or the teacher with written documentation explaining the reason for the absence within three (3) days of the child’s return to classes.**

#### **Excused Absences may be granted for:**

- Student illness (if documented by parent or medical doctor).
- Observance of a religious holiday or service that is recognized as such by members of the student’s faith.
- Medical appointment with documentation.
- Death in the family.
- Subpoena by law enforcement agency or mandatory court appearance.
- Other individual student absences beyond the control of the parent or student, as determined and approved by the principal or principal’s designee.
- Pre-arranged absence with administrative approval.

### **Steps to follow to request an Excused Absence:**

- Written notice/email from the parent/guardian must be received by the school office within 3 school days of the absence. A student's absence cannot be formally excused verbally or via the school attendance line; written documentation or an email from the parent/guardian is required.
- Parents must list a specific reason for any absence; otherwise it will be recorded as unexcused.
- Three (3) or more consecutive days of absence for illness may require a doctor's note or other substantiating evidence.
- The written or emailed notice must include the following information:
  - Students FULL name
  - Date of Absence(s)
  - Grade
  - Homeroom Teacher
  - Reason for absence

### **More than 20 excused absences may result in retention as determined by Imagine School Administration.**

#### **Unexcused Absences**

- Absences not specifically identified by administration as excused, are **unexcused** absences.
- When a child has accrued five (5) unexcused absences, a letter is generated and mailed to the parent/guardian.
- A student who has 15 unexcused absences within 90 calendar days is subject to interventions, referral to other agencies for family services, and a truancy petition in accordance with Florida State Statute 984.151. In addition, the parent/guardian may be subject to criminal prosecution under Chapter 1003.27, Florida Statutes.

#### **Parent/School Agreement**

ISPR adheres to the Parent/School Agreement set forth in the Student Re-assignment Application. This agreement is as follows:

*I will require my child to follow/obey the published school rules and/or "Code of Student Conduct". If advised by the school that my child has a behavior or attendance problem, I will: (A) contact or come to the school when asked; and (B) take appropriate action to change or correct my child's behavior. If, in the judgment of the school principal, my efforts to change my child's behavior or attendance problem do not succeed, my child will be returned to his/her districted school immediately. In cases where a reassignment is granted, parents/guardians shall be responsible for transportation.*

## **Arrival Before 8:00AM**

The instructional day begins promptly at 8:15 A.M. Students who report to school **EARLIER than 8:00 A.M.** will be checked into the YMCA CARE Program. All fees and policies pertaining to this program will apply. Elementary students arriving after 8:00 A.M. but before 8:15 A.M. are to report directly to their classrooms; middle school students arriving after 8:00 A.M. and before 8:10 A.M are to report to the multi-purpose room.

## **Tardies**

**A student is considered tardy if they are not in their class by 8:15 A.M.**

**Tardy Policy-Students late to first period get a mark on their tracking card (Middle School) AND will be marked tardy. Pink tardy slips MUST be acquired from the office if a student will enter a classroom after 8:15am. Tardiness will not be tolerated, as it disrupts the classroom schedule. Excessive tardiness will be addressed by the principal, and may affect your child's placement at Imagine School at Palmer Ranch.**

Any student arriving late to class must report to the office. **A parent/adult must sign in students who are tardy.**

If there is a medical issue with the student causing excessive tardies, the parent must notify the office and bring in proper documentation from their physician explaining the issue.

Excessive tardiness will be addressed by administration and all tardies will be reflected on the student's report card. **Five tardies in a quarter will preclude a student from Honor Roll or Perfect Attendance awards.** This pertains to first period attendance for elementary students. For middle school students this includes tardies to any and all classes if the tardy is not pre-approved for a school-based activity.

## **Early Release/Dismissal**

We expect our families to make every attempt in arranging non-school related appointments for their children **outside of normal school hours**. If this is not possible, a parent or guardian must report to the school office to properly check their child in or out of school **no later than 2:30 P.M.**

- A parent/adult, who is listed on the emergency card, must sign the student in/out from the office.
- The student will not be called out of class until an approved adult has completed the proper paperwork at the front office.
- We are not able to pull a child out of class in advance of your arrival to the school even if you call us as you are driving to pick him/her up.
- **All early dismissals must be accomplished by 2:30 P.M.**

All students remaining on the school grounds after 3:30 P.M. will be sent to the CARE Program and will be charged according to their current rates. (See CARE Program information on page 38 and in Attachment C of this handbook for more information)

## **Dismissal/Phone Calls to School/Messages**

Upon exiting the classroom, students must remain in the dismissal area until they have a teacher's permission to leave. **FOR THE SAFETY OF YOUR CHILD(REN)** parents are requested to remain in their vehicles, following all parking lot procedures. **Please do not get out of your vehicle. The teacher will direct your child to your car.**

**Dismissal is not an appropriate time for a parent/teacher conference. If you would like to speak with your child's teacher please make an appointment in advance.**

**Buses will depart promptly at 3:15 P.M.** If you have identified your child as a bus rider s/he will be placed on the bus unless you notify us **in writing** of other dismissal arrangements.

**The office cannot be responsible for delivering messages to students except in an emergency.** Messages for teachers will be placed in their mailboxes, which they check daily, or you may be able to leave a voice message on the classroom phone. Please note, the faculty's responsibility is educating students during the school-day. As a rule, messages/e-mails will be checked and responded to as soon as possible. Please review after-school arrangements with your child before s/he leaves for school, especially on rainy days. We do not want to jeopardize your child's safety and we will not make a change in his/her normal routine unless we have a **written** note from you. **Without a written note as confirmation, teachers will have to follow your child's normal after-school routine.** Parents should not call school to change the way students go home. **FOR SAFETY REASONS, we cannot accept phone calls that change the way students are to go home!** Again, be sure you have made arrangements with your child before they leave for school.

## **Dismissal Procedures**

### **Car Riders**

- Parents **MUST** have a car tag hanging on the rearview mirror in order to pick up your child. Please do not remove this tag from the mirror. If you do not have your car tag, you will have to park and go to the front office. You will need to show identification to pick up your child.
- To ensure your child's safety the person picking up must be on the emergency card for pick up.
- In order to keep traffic flowing, please follow the staff members directing traffic.
- Please stay in your vehicle at all times. A staff member will direct your child to your vehicle.
- Students will be sitting by grade level for dismissal. Siblings will not be grouped together. Staff members will make sure every child gets to their car safely.

### **Bus**

- Please send a written note to school if your child will be riding the bus with another student. **To ensure availability, the school must have 24 hour notice.**
- Please make sure your child follows all bus rules or the privilege will be revoked.

### **Walk Up**

- Parents must have a Walk Up Pick Up (WuPu) card to pick up your child. If you do not have this card, you will have to go to the front office and show identification to pick up your child.
- To ensure your child's safety the person picking up must be on the emergency card for pick up.
- Walkers will be dismissed through the side door on the west side of the multi-purpose room.

If you are picking up your **Preschool student** at 3:15 older siblings will report to the Preschool room for dismissal. Please make sure your child's teacher knows how your child is getting home on a daily basis. If your child is going home a different way than usual, you must send a written note. If there is no written note your child will go home as regularly scheduled. In case of emergency, there is a **2:30PM cut off for dismissal changes.**

### **CHANGE OF ADDRESS OR PHONE NUMBER/ EMERGENCY NUMBERS**

It is important that we have your current address and telephone numbers, both at home and at work. **We require emergency numbers and ask that you keep these updated.** If you move during the school year, or if your telephone number is changed, please notify the school office immediately in writing.

# HEALTH POLICIES

## Immunizations

All students must receive standard health immunizations for their age. An immunization record is required for the school files for all students.

### **Immunization Requirements**

#### **Preschool**

- 4 DTPs (Diphtheria, Tetanus, Pertussis)
- 3 Polio
- 4 Hib (Haemophilus influenza Type B)
- 1 MMR (Measles, Mumps, Rubella)
- 3 Hepatitis B
- 1 Varicella (chicken pox)

#### **Elementary and 6th**

- 5 DTPs
- 4 Polio
- 2 MMRs
- 3 Hepatitis B
- 1 Varicella (chicken pox) for grades 3, 4, 5 & 6
- 2 Varicella for KG and grades 1 & 2

#### **Middle School, 7<sup>th</sup>**

- 1 tetanus-diphtheria-pertussis vaccine (Tdap)

For additional information visit [Immunize Florida](#) .

## Sickness Policy

When is a child too sick to be at school, or on a school bus? This question will likely present itself during the year; we offer the following guidelines for you to observe for the safety and health of all the children.

### **Keep your child at home if s/he has:**

- **Temperature over 100° F in the morning.** A child may not return to school until s/he has been free of fever for 24 hours, without a fever reducer (Tylenol or aspirin).
- **Rashes** that you cannot identify, or have not been diagnosed by a physician. If your child has been sent home with an unidentified rash, he/she may not return to school without a doctor's note stating he/she is not contagious.
- **Lice/nits**
- **Impetigo** of the skin. Impetigo starts as red pimples. These eventually become small vesicles surrounded by a reddened area. When the blister breaks, the surface is raw and weeping. The

lesions occur in moist areas of the body such as the creases of the neck, groin, the underarm, the face, hands or edge of diaper.

- **Pink Eye** a contagious bacterial, viral, or allergic condition characterized by tearing, irritation, inflammation of the lining of eyelids or covering of eye, swollen eyelids, and crusting or discharge in one or both eyes.
- **Diarrhea**, watery or greenish bowel movements that look different from and are much more frequent than usual. We must send children with diarrhea home, to prevent contagion and maintain sanitary conditions.
- **Vomiting**
- **Severe sore throat.**
- **Severe cold and fever, sneezing, cough and/or nose drainage.**
- With **contagious diseases**, a child must be kept home. Some of these are measles (red or German), chicken pox, mumps, and roseola.
- If your child **seems really sick** without obvious symptoms, please keep him/her at home. In this case, a child may look and act different. He/she may be unusually pale, irritable, tired, or uninterested.

If your doctor places your child on an antibiotic, the **child may not be brought in until s/he has had medication for at least 24 hours.**

You will be called to come and take your child home if s/he becomes sick during the day. By helping us observe good health standards, you will be protecting your child and the others at Imagine School at Palmer Ranch. We appreciate your cooperation.

## **HEALTH ROOM**

Imagine School at Palmer Ranch has two certified Health Aides on campus. You will be contacted if your child has a health problem that needs your immediate attention. Otherwise, children will remain in the clinic, checked periodically, and when ready they will be sent back to the classroom. **If you are contacted and requested to pick up your child due to illness, it is imperative that the student be picked up as soon as possible.** Please do not send your child back to school until the child is completely well and has been free of fever for 24 hours.

If there is an emergency, **IT IS URGENT THAT WE HAVE ACCURATE PHONE NUMBERS WHERE WE MAY CONTACT YOU OR THE EMERGENCY CONTACTS** listed on your Emergency Card. The Emergency Card **contains vital pieces of information that we must have completely filled out and returned to us.** Please contact the Health Room and the front office if any information on the Emergency Card changes during the school year.

## **MEDICATION AT SCHOOL**

The policy on medication administration by school personnel is very specific. Thank you in advance for your compliance with these rules. Before school personnel can administer any medicine at school, the following criteria must be met:



School personnel can only administer FDA approved medications that have been ordered by a physician, INCLUDING over-the-counter medications such as Tylenol or Motrin. The physician's order for medicines taken on a regular schedule must include the dose, how the medicine is to be administered, and the specific time of day that the dose is due. The physician's order for medicines taken on an "as needed" basis must include the dose, how the medicine is to be administered, the reason for giving the medicine and the frequency between "as needed" dosages.

Parental consent is needed on every medicine that is ordered by the physician. The parent will sign a medication authorization form on each medication ordered by the physician. This form is available in the Health Room as well as in all Sarasota County physicians' offices.

All medications must be brought to the school by the parent/guardian. **AT NO TIME IS A STUDENT ALLOWED TO CARRY MEDICINES TO AND FROM SCHOOL.** If the parent/guardian cannot deliver the medicines himself, special arrangements must be made authorizing another adult to transport the medications to or from school. All medicines will be counted in the Health Room in front of the parent/guardian, and both adults will sign the medicine count.

All medicines purchased by prescription will have the prescription labels that match exactly the doctor's order. All medicines purchased "over-the-counter" will be delivered in original, UNOPENED packages and with the child's name on it. Physician orders and parental consents are valid for one entire school year, beginning in the fall and ending on the last day of school.

### **First Aid**

Please note, school officials are only permitted to wash an injury with soap and water and apply a non-medicated bandage. If we feel your child's injury requires more attention, you will be notified immediately.

### **Emergency Numbers**

It is the parent's responsibility to keep emergency numbers correct, up to date and filed with the Imagine School at Palmer Ranch office.

When students become ill at school, every effort shall be made to notify parents, guardians, or an emergency contact person. An accurate emergency information card must be on file in the main office. Students will be released to persons on the emergency card **ONLY** unless otherwise notified by the parent in writing.

**It is imperative that Imagine School at Palmer Ranch have a current telephone number where parents may be reached at any time during school hours. The school must be immediately notified as changes occur. An emergency number must be on file in the school office.**

## **Medical Reasons to be Excused From PE**

Physical Education, an important part of the school curriculum, is concerned not only with students' physical development, but also with their mental, emotional, and social development.

**Excuses from participation in Physical Education for medical reasons will be granted upon a physician's request.** Be sure the physician lists the types of activities the student can, or cannot, take part in and how long the medical condition will last.

# **EMERGENCY WARNINGS**

## **Fire Drills/Evacuation**

The faculty and/or staff will follow the directions posted in each room. We shall leave the building quickly and silently in an orderly manner. Once the building is emptied and the signal given, we will return immediately in an orderly manner.

## **Tornado**

The faculty and/or staff will follow the instructions posted in each classroom.

## **Inclement Weather**

If it should become necessary to close the school for any reason, the announcement will be made over the local radio/T.V. stations. When possible, notification will be posted on our website and/or via email/phone. In times of natural disasters, such as hurricanes, the school will follow whatever instructions the School District renders regarding the closing of area schools.

## **Communication During an Emergency**

**Our primary concern in emergency situations is the safety of our students.** The decision of when and how to notify families is made in conjunction with emergency personnel that are on the scene (i.e. the chief of police, the fire chief, etc). The decision of when and how to release students during an emergency is also made in conjunction with emergency personnel.

# **FAMILY AND VISITOR EXPECTATIONS**

**We expect all parents/guardians on our campus to act in a respectful, appropriate manner. By choosing to send your child(ren) to Imagine School at Palmer Ranch you are agreeing to abide by our policies, attend Teacher-Parent conferences, attend community meetings, turn in paperwork in a timely manner, participate in fundraising efforts, complete your parent hours by the deadline, and thoughtfully participate in your child's education as defined by the administration. The parent partnership is a powerful one and can only succeed if you are actively engaged in your child's education. Our philosophy demands your respectful participation. We retain the right to dismiss families that fail to follow all policies contained within this handbook.**

## **Family Participation**

We, as educators, could not do our jobs without the support of families. Parent participation is appreciated and respected by all members of our school. It is our desire that all families will learn about the school through our website and by visiting the campus and classrooms to volunteer regularly. It is a joy to get to know the teachers and students your children interact with daily. Please join the PTO, attend community events and fundraisers, go on field studies with your children and get to know the other families in our ISPR community. Students are most successful when we all work together.

## **Family Hours**

Family involvement is of the utmost importance in our school. Children learn most effectively when their parents are an integral part of their learning process. Imagine School at Palmer Ranch requests **(20)** twenty service hours per family each year.

Throughout the year teachers may request assistance for special events or assistance with additional supplies.

## **Family/Teacher Communication**

E-mail is an effective way to communicate with faculty and is convenient for both parties. All e-mails will be responded to as soon as possible.

GradeBook is the online tool for communicating student progress. Teachers update progress bi-monthly, at a minimum. All parents are encouraged to utilize GradeBook to monitor their child's progress. Parent login to GradeBook can be found at <https://scsparentportal.sarasota.k12.fl.us/portal/> and is listed as ESD/Crosspoint Parent Portal.

Telephone messages will be forwarded to the classroom only in cases of emergency. Messages can be left on voice mail at the teacher's extension number, and will be responded to as soon as possible. Cell phones are not to be used on school grounds during school hours.

Student agendas are used to facilitate two-way communication between home and school. The planner is a vital link between you and your child's teacher and will be sent home daily. Primary parents are given the responsibility for checking their children's agendas daily. Intermediate and Middle School students have the responsibility to bring the agenda to their parents for review and signature when needed.

Tracking cards are a tool used to facilitate communication with Middle School students and their families. They are designed to be an early warning system to alert parents to potential patterns of undesirable behavior. Parents are required to sign tracking cards by the last day of the week in which the mark was received. Failure to do so may result in a phone call home and/or lunch detention for the student. **It is the student's responsibility** to have his/her parent sign the card and discuss why the card has been marked. The goal of tracking cards is to facilitate conversation between parent and child in the hopes of preventing further undesirable behaviors. Student consequences occur after five marks have been received.

The website is a tool to obtain information regarding our school. Please check the website regularly to insure that you have the most current information possible regarding our community at [www.ImagineSchoolsPalmerRanch.org](http://www.ImagineSchoolsPalmerRanch.org).

A Communication Folder will be sent home on the last day of each school week and contains important information. It is the responsibility of the parents to read all information. Information regarding picture day, class photographs, school functions, parties and sign-up sheets, field studies, etc. are sent home in the communication folder.

Parent/Teacher Conferences are held at scheduled times during the school year and available upon request. Please refer to the "Student Progress and Development" section of the parent handbook for detailed information.

## **Telephoning Your Child**

**Students will not be called to the phone.** Messages will be delivered to the child only in cases of emergency. Make every effort to arrange afternoon pickup schedules ahead of time, as **students are not permitted to use school phones to arrange for afterschool activities.** Emergencies will be handled through the main office.

## **Internet Alert**

Parents need to monitor internet websites. If Imagine School at Palmer Ranch can be identified on these sites the parents will be asked to appear before administration. This may result in dismissal from Imagine School at Palmer Ranch.

## **Classroom Supplies**

Throughout the year teachers may request additional supplies for classroom activities and events. One parent hour per \$20 spent will be earned.

## **Visitor Badges**

For the protection of the students, all parents and visitors to Imagine School at Palmer Ranch must register in the office through Raptor and wear a visitor's name tag to remain on school grounds. Dismissal and arrival time is the only exception to this rule. If you need to speak with your child's teacher, please make arrangements in advance. Teachers cannot stop classroom activities to hold parent conferences.

If you are visiting to volunteer on school grounds, please sign in to both the PALS and Raptor systems to ensure your parent hours are tracked. It is the parent's responsibility to enter their volunteer hours into PALS.

## **Parent/Visitor Parking**

When visiting Imagine School at Palmer Ranch, parents and visitors are asked to park in the open lot to the right of the driveway facing the entrance. Parking in designated spaces is required.

# FIELD STUDIES

Field Studies are an integral part of our philosophy and curriculum. They are an important extension of our classrooms. Our students are expected to participate in all field studies even if their parent does not attend.

## Permission Slips

A written permission from the parent is required for every child. **Field Study Permission Slip deadlines will be strictly enforced. Failure to return completed permission slips on time will result in your child not attending the field study. Telephone permission is not acceptable.** The only children that are permitted to go on the field studies are those that are students in that particular class.

**\*\*Siblings are not permitted to attend field studies, no exceptions.**

## Refunds

Field studies organized by Imagine School at Palmer Ranch are non-refundable. Field studies contracted through outside agencies are subject to the agency's refund policies.

## Exclusion from Field Studies

ISPR's administration reserves the right to exclude students from field studies with cause. Circumstances that may result in exclusion from a field study include, but are not limited to:

- Poor grades
- An established pattern of misbehavior

## Chaperones

Parents are often asked to assist with supervision and/or transportation.

- Chaperones are to supervise the group to which they are assigned. You are not to be on your cell phone or socializing with other chaperones.
- Chaperones must wear appropriately fitted clothing. Clothing depicting nudity, adult language, and/or illegal activities for minors is prohibited.
- It is important that we model the behavior we expect of our children.
- The field studies have been carefully planned by your child's teacher. Comments regarding a field study you have been on should be discussed with your child's teacher in a respectful manner and appropriate setting.
- If you chaperone a field study, you must start and end your day at the school. Please do not make arrangements to meet at the field study or leave the location of the field study without permission from the teacher.
- Head counts will be taken upon arrival at the location and prior to departure.

- Parent hours are earned in accordance with the “Parent Hour Guidelines” in the Parent Teacher Organization section of this handbook. A valid driver’s license and Proof of Insurance is required for anyone driving on a field study.
- According to Florida law, if you plan to be on campus or chaperone a field study, you must have been approved through the PALS system. The only exception to this is arrival and dismissal.
- According to Florida law, if you plan to attend an overnight field study you must be fingerprinted. This is a lengthy process so please begin the paperwork several weeks before the trip.

**\*Field study procedures and policies are non-negotiable. They are put into place to provide for the safety of the participants.**



# **STUDENT EXPECTATIONS**

## **All-School Behavior Expectations**

1. Students will help create a positive atmosphere that maximizes teaching and learning.
2. Students will show pride in our school by treating school property and learning materials with care. Students will share responsibility for keeping our school building in order. This includes keeping the school clean and free of litter!
3. Students will each take responsibility for making ISPR a Bully-Free School by showing care and consideration for fellow students, and immediately reporting any and all incidents of bullying. They will keep gossip and rumors to themselves and use words that help but never harm.
4. Students will show respect for themselves and others by using an appropriate voice level and by using respectful language and gestures.
5. Students will respect other people's property by asking permission before borrowing their belongings and using care when borrowing things that do not belong to them.
6. Students will respect the personal space of others by keeping all body parts and objects to themselves.
7. Students will exhibit self-control to maintain their own safety and the safety of those around them.
8. Students will wear school uniform shirt, slacks, and shoes in appropriate colors. See page 30 for detailed dress code information.

## **Laws of the Longhorns**

- Respect the rights and property of others.
- Be prepared and do your best.
- Be a good sport at all times.
- Use kind words and actions toward others.
- Behave with honesty and integrity.

## **Consequences**

Failure to act in accordance with the Laws of the Longhorns may result in the following consequences:

Verbal warning, classroom consequence, student sent to buddy classroom, documentation and family contact, planned discussion, detention/loss of privileges when appropriate, referral to the office, suspension, expulsion, and/or any appropriate consequence as defined by administration.

## Parent/School Agreement

ISPR adheres to the Parent/School Agreement set forth by the district. This agreement is as follows:

*I will require my child to follow/obey the published school rules and/or "Code of Student Conduct". If advised by the school that my child has a behavior or attendance problem, I will: (A) contact or come to the school when asked; and (B) take appropriate action to change or correct my child's behavior. If, in the judgment of the school principal, my efforts to change my child's behavior or attendance problem do not succeed, my child will be returned to his/her districted school immediately. In cases where a reassignment is granted, parents/guardians shall be responsible for transportation.*

## Anti-Bullying Policy

The faculty and staff at Imagine School at Palmer Ranch have made a commitment to provide a bully-free school for all our students. Bullying is defined as deliberate hostile activity, repeated over time, and marked by an imbalance of power, intent to harm, and/or threat of aggression. **We have adopted a no-tolerance policy when it comes to all types of bullying behavior (physical, verbal, relational aggression, sexual harassment, and cyber-bullying).** This policy will be supported through direct education, immediate consequences, and strong school-wide character development, in order to create and maintain a physically and emotionally safe learning environment.

## Zero Tolerance for Bullying, Harassment, Weapons and Drugs

- Bullying, that is deliberate hostile activity, repeated over time, and marked by an imbalance of power, intent to harm, and/or threat of aggression.
- Harassment (sexual harassment, sexual advances, or other forms of religious, racial, physical or emotional harassment) by any pupil, visitor, teacher, administrator, or other school personnel, which create an intimidating, hostile or offensive environment will not be tolerated under any circumstances.
- Firearms, knives, or any other object that may be used with intent to harm any pupil, teacher, administrator, other school personnel, or visitor is absolutely prohibited.
- Imagine School at Palmer Ranch is a drug-free zone. Illegal drugs on campus are absolutely prohibited.
- Imagine School at Palmer Ranch is a tobacco-free environment. Tobacco use of any kind is strictly prohibited anywhere on school grounds.

**ANY BEHAVIOR AS DESCRIBED ABOVE WILL NOT BE TOLERATED AND MAY RESULT IN YOUR CHILD'S PLACEMENT BEING RESCINDED.**

## **Communication**

Consistent communication among and between teachers, support staff, the leadership team, and parents is essential to the success of developing students who are reflective of our school's vision. All adults share the responsibility of communicating information about student infractions to relevant stakeholders in a prompt, positive, and professional manner. The underlying purpose of this communication should always be in the best interest of the student and his/her individual improvement.

## **Cellular Telephones**

The use of cellular telephones is not permitted by students during school hours; it is disruptive to the learning process, distracting and disrespectful. Students may have cell phones at school but they must be turned off and stored away from immediate access during the instructional day. A breach of this policy may result in the cell phone being removed from the student and taken to the principal, where it can be retrieved by the child's parent.

## **Academic Honesty**

ISPR expects all members of the school community to abide by standards of academic integrity, as is consistent with the standards of Justice, Integrity, and Fun. The principle violations of academic honesty are plagiarism, cheating, and collusion.

**Plagiarism** is the act of taking the words, ideas, data, illustrative material, or statements of someone else, without full and proper acknowledgment, and presenting them as one's own.

**Cheating** is the use of improper means or subterfuge to gain credit or advantage. Forms of cheating include the use, attempted use, or improper possession of unauthorized aids in any examination or other academic assignment submitted for evaluation; the fabrication or falsification of data; misrepresentation of academic or extracurricular credentials; and deceitful performance on examinations. It is also cheating to submit the same work for credit in more than one class, except as authorized in advance by the classroom teacher.

**Collusion** is assisting or attempting to assist another student in an act of academic dishonesty.

It is the responsibility of students, independent of the teacher's responsibility, to understand the proper methods of using and quoting from source materials and to take credit only for work they have completed through their own individual efforts within the guidelines established by the teacher. The faculty member who observes or suspects academic dishonesty should first discuss the incident with the student. If the teacher is convinced that the student is guilty of academic dishonesty, he or she shall impose an appropriate consequence in the form of a zero on the assignment in question. The consequence reflects the seriousness of the dishonesty and the teacher's assessment of the student's intent. In an instance where a teacher does impose a grade penalty because of academic dishonesty, he or she will notify the parents.

# Parent/Student Agreement

Dear Imagine School at Palmer Ranch Parent(s) and Student,

Congratulations on your acceptance of placement into Imagine School at Palmer Ranch. Faculty, students and families have worked hard to establish our school as a high quality place of learning. We are proud of our accomplishments and know that you and your family will contribute to our continued success. We all work together toward this success. The privilege of choice comes with certain responsibilities and understandings. In accepting this charter school placement, you have agreed to conduct yourselves in the following manner.

## Students will:

- Be aware of, abide by and follow all school rules, routines and procedures.
- Be aware of, abide by and follow all transportation rules, routines and procedures.
- Arrive on time every day prepared with necessary supplies, books and materials.
- Complete all class work and homework assignments.
- Follow the dress code and uniform requirements established by the school.
- Actively contribute to a positive, safe and cooperative school environment.
- Notify parent of all tracking card marks and have parent sign accordingly.

## Parents and family members will:

- Be aware of, abide by and follow all school rules, routines and procedures, including those stated in the family handbook.
- Be aware of, abide by and follow all transportation rules, routines and procedures.
- Monitor the timely completion of homework and assignments.
- Assure that students arrive on time every day.
- Assure that students follow the dress code and uniform requirements established by the school.
- Communicate with school personnel in a timely and civil manner.
- Provide accurate and up-to-date contact information.
- Actively contribute to a positive, safe and cooperative school environment.
- Review & sign agenda book daily (K-5) & review &/or sign tracking cards weekly (6-8).

Failure on the part of the student or parents and family members to abide by these agreements may result in the revocation of the charter school placement.

# CHARACTER EDUCATION

## Character Education Philosophy

One of the Imagine Schools' Six Measures of Excellence is Positive Character Development. Teaching students to become moral citizens goes hand in hand with our positive behavior plan, and is the shared responsibility of our teachers, staff, and parents. Discipline at ISPR is meant to be an opportunity to educate our students and inspire them toward high expectations. We have adopted the motto "Got JIF" as the core values underlying our teaching of positive behavior. Our focus is on the good, responsible choices we want students to make, rather than the poor choices we want them to avoid.

## Character Education Committee

Our Character Education Committee meets periodically on an as needed basis throughout the school year on character related issues, programs, and ideas. Task Forces are then assembled to carry out individual projects. Parents and teachers alike are encouraged to share their ideas as they relate to positive character development, and to be part of the process of developing our Character Education program.

***The mission of the Character Education Committee is to cultivate in our learning community a culture of character that produces successful citizens, visionary leaders of tomorrow. We want our students to be able to judge what is right, care deeply about what is right, and be able to do what is right.***

In order to accomplish this mission, students must become informed, empathic, and independent thinkers. As part of the Imagine Schools' family, our school is characterized by a common culture based on the shared values of Justice, Integrity, and Fun. Integrity means living up to commitments to others and the local community. Integrity requires freedom mixed with accountability. Justice means to each person what he or she deserves, and to each person what is appropriate; because each person is unique, each must receive special treatment. Justice does not mean sameness or equality, but that each person is treated uniquely and appropriately. Fun involves the empowerment of all members of the community, because each person can make a valuable contribution by taking action and making decisions, and can be held responsible for the results. In our school community, the shared values of justice, integrity, and fun are clearly articulated, actively modeled, and behaviorally reinforced.

## Students of the Month "Got JIF"

Rewarding those students who are exemplifying the behaviors we are endeavoring to foster provides a positive means to gain attention in the school environment. A student who is observed exhibiting or modeling behavior consistent with the Shared Values of Justice, Integrity, or Fun may be recognized as a Student of the Month.

# **STUDENT LIFE**

## **Dress Code - Pre K thru Eighth Grade**

### **Shirts**

- Imagine School shirt colors are light blue, navy or red with school logo
- Middle School students may also wear a rugby style shirt available at [www.InUnisonKids.com](http://www.InUnisonKids.com)
- Shirts must be purchased from [www.InUnisonKids.com](http://www.InUnisonKids.com) or at on-site sales.
- Short or Long sleeve polo style shirts acceptable
- There is a polo dress available in navy through [www.InUnisonKids.com](http://www.InUnisonKids.com)

### **Bottoms**

- Navy and Khaki colors only (Shorts, Skorts or Pants Only)
- Fitted to the waist (should not fall down without a belt)
- Appropriately fitting - no tight pants, skinny jeans, jeggings or colored jeans
- Shorts or Skorts should be an appropriate length for school - at or below the fingertips when the child's arms are held straight down their sides. No short shorts, sagging or undergarments should be showing.
- Traditional uniform and neat cargo bottoms only. Loose fitting, sweat, jersey, pajama and basketball short bottoms are not permitted.

### **Outerwear**

- Navy Sweatshirt, Sweatshirt Hoodie, Jacket or Sweater with the school logo (available through In Unison Kids)
- We recommend having your child's name embroidered on the back near the tag to prevent loss.
- If outerwear is worn inside school during school hours, it must have the Imagine School logo on it, no exceptions.

### **Socks**

- All students will wear short socks. Any color or design is permitted.

### **Shoes**

- Students are permitted to wear close toed and closed back shoes only. Crocs, heeled shoes, slippers and shoes with wheels are not permitted. Athletic shoes should be worn on PE days.

## **Prohibited Items**

Radios, tape players, pagers, laser pointers, electronic games, CD players, IPODS or any other unnecessary devices deemed potentially disruptive are not permitted at school. Students bringing any of these for a class project must make arrangements with the teacher for safe-keeping. DO NOT bring collectibles, any trading cards, skateboards, or any item not related to instruction or class activity. Students may have cell phones at school but they must be turned off and stored away from immediate access during the instructional day.

Prohibited items will be confiscated and may be returned to a **parent** at a later date. **Imagine School at Palmer Ranch is not responsible for personal property.**

## **Backpacks**

We ask that you provide a backpack for your child. Backpacks and lunch containers may not be defaced or decorated in any manner. **Backpacks that are oversized, have wheels, lights and/or sounds are not permitted.** For your convenience, Imagine School at Palmer Ranch backpacks are available for purchase through our front office. Please stop by for an order form.

## **Bus Service**

School buses are an extension of your child's day at Imagine School Palmer Ranch. Ensuring the safety of your child(ren) is a top priority. Respectful language and behaviors are expected of all individuals who ride on our buses.

Riding the bus is a privilege; students have a responsibility to:

- Obey the Bus Driver.
- Stay in assigned seat at all times.
- Always wear your seat belt.
- Ride only assigned bus.
- Board and depart bus at assigned stops only.
- Parent/Guardian must be at the stop when bus arrives or the student will be returned to school.
- No unauthorized individuals are allowed on the bus. This includes parents.
- No objects are to be placed in the aisle or in the way of any doors including Emergency Doors.
- **The bus is an extension of the classroom. Classroom behavior is expected. Disrespectful language and actions toward others will not be tolerated. This includes, but is not limited to, spitting, hitting, kicking, pushing, yelling and cursing.**
- Eating, drinking or tobacco is NOT ALLOWED on the bus.
- A student suspended from riding the bus is suspended from all school transportation.
- No skateboards on the bus.

## **Bus Service (cont.)**

Failure to follow the school bus rules will result in the following consequences:

- 1<sup>st</sup> Infraction: Parent notified
- 2<sup>nd</sup> Infraction: One week suspension from riding the bus
- 3<sup>rd</sup> Infraction: Permanent suspension from riding the bus

## Textbooks and Supplies

Students are expected to take care of the textbooks and library books issued to them. Lost books are no excuse for not completing class assignments. The full purchase price shall be collected for lost, destroyed, or unnecessarily damaged textbooks.

Students are expected to take care of classroom supplies. The full purchase price will be collected for lost, destroyed or unnecessarily damaged materials.

Middle School students are expected to be prepared for class daily. Paper, pencils, pens, textbooks, etc. are the responsibility of the student. See class syllabi for detailed information regarding what materials are needed for each class.

## Water Bottles for Physical Education

Due to the climate conditions in Florida, water bottles are required for participation in physical education classes. It is the parent's responsibility to provide their child with a water bottle and the student's responsibility to bring a full water bottle to class. Faculty reserves the right to prohibit students without full water bottles from participating in class. Non-participation due to not being appropriately prepared will negatively affect your child's physical education grade.

## Bringing Things from Home

Non-curricular items are not permitted at school. Occasionally, young children require a personal item to be brought to school. This is permissible with homeroom teacher approval. If this becomes a problem, the teacher will hold the item and return it to the parent.

## Lost and Found

All items brought to school must be boldly labeled with the student's complete first and last name. This includes all uniform pieces. Should you lose anything, check in the Lost and Found Bin. For sanitary and health reasons lunch boxes left on campus must be disposed of when found. All lost and found items must be claimed by the end of each calendar month. **Any items left at that time will be donated to a charity or disposed.**

## Lunch

Nutritious foods are vital to the health of your child. Therefore, candy, soda, and energy drinks are not permitted. Make sure lunches are clearly labeled with your child's name. Lunches that need to be kept cold must have an ice pack. Thermoses for hot food are helpful as we are not able to heat foods. **No lunches will be heated or refrigerated for students.**

For your convenience, school lunches can also be purchased through the School District of Sarasota County.



## **Snack**

Primary and Intermediate students are permitted to have a **nutritious** snack. Please check with the homeroom teacher for specific guidelines. Candy, soda, energy drinks, and other sugary snacks are not permitted.

## **CAFETERIA EXPECTATIONS**

The reinforcement of Positive Character Development, teaching students to become moral citizens, goes hand in hand with our positive behavior plan and is the shared responsibility of our teachers, staff, and parents. We have adopted the Shared Values of Justice, Integrity, and Fun as the core values underlying our teaching of positive behavior. The following cafeteria expectations were designed to correspond with the behaviors that model our Shared Values:

- **L** Listen to directions
- **U** Use a quiet voice
- **N** No sharing food
- **C** Clean up after yourself
- **H** Hands up to leave your seat

*\*Use of the cafeteria is a privilege. Failure to adhere to these rules will result in disciplinary action and possible loss of cafeteria privileges.*

## **LUNCHROOM BEHAVIOR NOTIFICATION**

Students will receive a lunchroom notification for both positive and negative behavior. Examples of negative behavior include throwing food, disrespect, pushing, or any other major issue. Examples of positive behavior include assisting another student/lunchroom staff, treating others with respect, and treating the lunchroom respectfully.

## **EATING LUNCH WITH YOUR CHILD**

Family dining tables have been set up in one area of the lunchroom. Family members must eat at these tables. Families may only eat at the family lunch tables with their own child.

## Holidays

It is our philosophy that every family has its own individual way to celebrate holidays. Please discuss with your child's teacher any concerns that you may have regarding holidays in advance. Honoring family requests regarding the celebration of holidays is only possible when teachers are given the time to prepare appropriately.

## Birthdays

Birthdays are celebrated on each child's date of birth whenever possible. It is the **parent's responsibility** to schedule an exact time and date with the homeroom teacher prior to the day you want to celebrate your child's birthday at school.

Permissible birthday celebrations include:

- Individualized recognition during homeroom
- Birthday Books! – One individual who is important in the life of your child may bring a hard cover book to read aloud in celebration of your child's birthday. If you wish to donate the hard cover book to the classroom library, your child's teacher will personalize the inside cover to honor your child's big day.
- A goody bag or token gift for each child can be brought into class and will be distributed at the end of the school day for the children to take home.
- Please make arrangements with the teacher in advance if you would like to provide a birthday snack for your child's class.

**Invitations to off-campus celebrations will only be distributed on Fridays if there is an invitation for each child in the class.**

## Make-Up Work

It is the sole responsibility of the student to obtain make-up work after an excused absence. Work that was assigned prior to a student's absence must be submitted on the day of return. Tests and make-up work must be submitted within the deadline(s) set by the teacher(s). Imagine School at Palmer Ranch's guideline for completing make-up work is as follows: upon their return to school, a student will have at least one day for each day they were absent to make up their assignments. A student that has been suspended **will be given make-up work for credit**. For full credit, all make-up work given during a suspension is due on the date of their return to school. Any work turned in 1 day after the date of return will be credited at **50%**. Two days after the student's return to school, all make-up work not turned in will result in a **zero**.

# Longhorn Athletics

The following section is to be read by you and your athlete so that you both know what is expected of this year.

## Athletics

The athletics program strives to teach values that help build character, self-discipline, determination, commitment and cooperation between teammates to achieve a common goal. The athletic program is held in conformity with the general objectives of ISPR, and functions as an extension of the overall educational experience. Our goal is to create the opportunity for student athletes to develop and improve their athletic abilities.

Students will be required to pay a sports fee. Athletes will not be able to keep the uniforms at the end of the season.

The following sports are offered:

- Flag football (boys), volleyball (girls), cross country (co-ed), basketball (boys, girls), soccer (co-ed) (spring semester), cheerleading (girls)

The following forms are required for participation:

- Consent and Release: To be signed by parent and student annually

## Academic Expectations

ISPR Athletes class average must not fall below an overall 2.0 GPA. If an athlete's GPA is found to be under a 2.0 that athlete will sit out practices and games. He/She will be required to be present, dressed properly, and sit on the sidelines to help support their team. At such time as all his/her grades have risen above a 2.0 GPA, he/she is off probation and able to participate again. Grade checks will be completed biweekly. **Student athletes are expected to attend all practices and games.** Student athletes are expected to be in attendance at school on all practice and game days. Their attendance record at school is expected to be exemplary, as they are an example to other students. Student athletes are required to be in school at least 4 hours to participate that day. If attendance becomes an issue, dismissal from the team is possible.

## Behavior Expectations

ISPR Athletes are expected to follow all the ISPR school and classroom rules and procedures. Additionally, they must adhere to the guidelines in the Imagine School at Palmer Ranch Family Handbook. As students and student athletes, they are to set the example for other students to follow. If an athlete is issued a detention, office referral, or suspension, disciplinary action will be taken. Consequences for behavioral infractions may include sitting out of practices and/or games, probation from team participation, and dismissal from the team. **Players are expected to** represent their team and ISPR in a respectful manner at all times; accept interpretations made by

officials with dignity, whether or not you agree; shake hands with opponents before and after games; and cheer for our team, not against your opponent. All school rules apply at all athletic events. **Spectators are expected to** uphold high standards of good sportsmanship at all ISPR sporting events. As fans, you are expected to follow the same conduct rules as our student athletes. ISPR faculty, coaches and officials reserve the right to remove adults exhibiting disrespectful or inappropriate behavior from the event.

### **Sports Team Fees**

For students who participate in a sports team, there is a \$100.00 **non-refundable** league fee. This fee allows a student to participate in one sport. If a student chooses to participate in multiple sports throughout the year, an additional \$50.00 **non-refundable** fee will be required for each additional sport they would like to participate in. All checks are to be made out to Imagine School at Palmer Ranch and all money must be turned in to the coach prior to the first practice of the particular sport the student is playing. Fees will help cover team uniforms, league fees, field/referees fees, coach's pay and equipment costs.

### **Dress and Uniform Policy**

Athletes will be required to wear the proper uniform that is specific to that sport. Any athlete that does not dress in proper uniform will not be allowed to participate in events or games that day. All uniforms must be turned back in to the coach of that specific sport at the end of the season. Players that do not turn their uniform back in will have their report cards held until their uniform is turned in. In the case of a lost or damaged uniform the player will have to pay the cost of buying a new uniform to the school. If payment for a new uniform is not received students will have their report cards held until payment is received.

**School employees/coaches will not be held responsible for any injury during games or practices. Students must turn in their consent and release form to the coach before they will be allowed to play in any practices.**

### **Transportation**

Students will travel off of school grounds for games, practices and/or events. Students will be responsible for finding their own ride to and from all games and practices. Since **car pooling is highly recommended**, and almost a necessity, we require a signed transportation form from each parent. The form establishes your agreement/consent to allow your child to ride to and from games with another adult or parent/guardian of a teammate.

### **Interested in Volunteering?**

If any parent or guardian is interested in supporting any of our sports teams (donations, transportation, and assistant coaching) please contact the coach.

# **STUDENT PROGRESS AND DEVELOPMENT**

## **Assessments**

Students' progress and potential is assessed regularly to provide ongoing information regarding your child's growth and development. Observations, classroom discussion, review of student work samples, and formal assessment are used to direct responsive teacher practices. Informed professional judgment, best practices, and educational research provide the backbone to ISPR's assessment processes. In addition to faculty practices, students are empowered to engage in their own assessment, providing information to guide curricular discussion, making for the individualization of student experiences.

*Florida Kindergarten Readiness Screener (FLKRS)* is administered to assess the readiness of each child for kindergarten within the first 30 school days of each academic school year.

*FAIR (Florida Assessments for Instruction in Reading)* was developed by the Florida Center for Reading Research in collaboration with the Just Read, Florida! Initiative. FAIR provides teachers diagnostic screening and progress monitoring information that is essential to guiding their instruction to students.

*Stanford 10* is a standardized test required by Imagine Schools. It will be administered in the fall and spring to all of our students and serves as a record of each student's academic growth for the school year.

*Florida's K-12 Assessment Program* including FCAT 2.0, FCAT, Florida EOC Assessments, NEAP and international assessments. For additional information go to the [Bureau of K-12 Assessment](#).

## **Parent/Teacher Conferences**

Parent/Teacher conferences are held by request. This is a time to exchange information and set goals, as well as report on your child's progress. There are times when it is appropriate for the student to be present during a conference. When either a teacher or parent feels that conferences are necessary, an appointment will be scheduled.

## **Academic Grading Scale**

The academic grading scale is representative of your child's academic achievements. The scale, governed by state statute, is as follows:

<u>Grade</u>	<u>Percentage</u>
A	90-100
B	80-89.99
C	70-79.99
D	60-69.99
F	below 59.99

## **Homework**

Outside activities DO NOT excuse any student from completing a homework assignment. The purpose of homework is to practice and reinforce classroom skills. Full credit will be received only when homework is turned in ON TIME.

## **Progress Reports**

Student progress can be monitored by parents regularly through the school's online grading system. Information on how to access grades will be made available at the beginning of the school year. Parents are encouraged to monitor student progress on a regular basis.

## **Report Cards**

Report cards will be distributed quarterly via Friday Folders and/or electronically.

## **Honor Roll (Grades 3-8)**

**Straight A Honor Roll:** All A's in subject areas and no weaknesses in effort or work habits.

**A & B Honor Roll:** More A's than B's in subject areas and no weaknesses in effort or work habits.

**Please note, 5 tardies to class will make him/her ineligible for honor roll and perfect attendance awards.**

## **Promotion/Retention Policy**

Consistent effort on the student's part is the beginning of learning. Hence, when a student has multiple failures by reason of lack of effort judged by his/her teacher, such a student will be asked to consider whether he/she should continue at Imagine School at Palmer Ranch. **Continued lack of effort and responsibility in studies may lead to dismissal.** Overall failure for the year on a given subject may require the student to attend summer sessions at an approved school and/or retention. The final decision will rest with the administration.

Middle school students who receive a failing grade in 1 or 2 core classes are required to attend summer school and receive passing grades in all classes in order to be enrolled at ISPR for the following school year. Middle school students who receive a failing grade in 3 or more classes will be retained. Eighth graders who are retained will be reassigned to their districted school.

Florida House Bill 7087 (The A++ Plan) requires all Middle School students to meet specific criteria for promotion between 6<sup>th</sup>, 7<sup>th</sup> and 8<sup>th</sup> grades and into high school. Additional information can be found at the following link:

[http://www.myfloridahouse.gov/FileStores/Web/Statutes/FS07/CH1003/Section\\_1003.4156.HTM](http://www.myfloridahouse.gov/FileStores/Web/Statutes/FS07/CH1003/Section_1003.4156.HTM).

# **Parent Involvement**

## **Parent Teacher Organization**

The [Parent Teacher Organization](#) is the parent-run organization of Imagine School at Palmer Ranch. The PTO plans and coordinates community-building activities and fundraising projects throughout the school year. All funds raised by the PTO go directly to enhance the learning environment and/or student experience at our school.

### **Mission Statement**

The purpose of this PTO is to provide:

- Programs and fundraisers that enhance educationally related opportunities for our students, our teachers, and the community.
- A structure where its parents can have a voice in support of their school system.
- A vehicle for parent and teacher interaction, through cooperative undertakings. Ideas are shared and pursued with trust and confidence.

The PTO is a group of dedicated parents and teachers that wants the best for our children. We are dedicated to enriching student's education and young lives through community fundraisers/events for the whole family and curriculum enhancements. We also provide opportunities for volunteerism because we know that when parents are involved at school children go farther and the schools they go to are better. When parents, school staff, students and the community work together, the students win.

### **Meetings**

General PTO meetings take place three times a year, September, January, and May during Town Hall Meetings. Please see [online school calendar](#) for exact dates and times. Please see [online school calendar](#) for exact dates and times.

## **Homeroom Parents**

School involvement makes a dramatic difference for your child and our community. Becoming a Homeroom Parent is the perfect opportunity to get to know the teachers involved in your child's everyday life. Homeroom parents work closely with teachers to help plan classroom activities and holiday parties. They are a vital part of consistent communication to all parents in a particular classroom. Homeroom parents don't necessarily have the time; they just have the heart.

## **Fundraising**

The PTO sponsors major fundraising initiatives each year. They are spread throughout the school calendar to help families take advantage of volunteer hours and provide the school with consistent financial support. In addition, there are a few community fundraisers to provide our families an opportunity to get to know each other. All funds raised by the PTO go directly to enhance the learning environment and/or student experience at our school.

## **Family Volunteer Hours**

Family involvement is of the utmost importance in our school. Children learn most effectively when their parents are an integral part of their learning process. Imagine School at Palmer Ranch requests **(20)** twenty service hours per family each year. Donations of \$20 may be made to ISPR for each hour a parent is unable to serve.

Each family is responsible for ensuring their service hours are submitted for approval via PALS. If you do not have access to the web, you may utilize the computers available in the school's front office or at any Sarasota County public school. Any questions regarding PALS should be directed to the front office.

The service hour year ends the last day of school. The minimum 20 service hours must be **completed and entered** into PALS no later than the last day of school.

Throughout the school year, numerous opportunities are available in and out of the classroom to fulfill volunteer hours. Imagine School at Palmer Ranch believes service hours are an opportunity to get involved with your child's education, rather than an obligation. Service hours should be fulfilled in several capacities, rather than only in one category. The PTO expects each family to earn at least half of their total service hours in a service capacity, and no more than half via monetary contributions.

## **Parent Hour Guidelines**

Although any and all parent/family involvement and participation is greatly appreciated, the following guidelines will be used to determine those activities that earn parent hours. Once earned, parent hours are not transferable, but family and friends may work at Imagine School Palmer Ranch on your family's behalf.

- **School Supplies:** Participation in the pre-paid school supplies is not eligible for parent hours.
- **Uniforms:** The cost of uniforms (school day, sports, etc.) is not eligible for parent hours.
- **Classroom Purchases/Donations:** Purchases and donations for classroom items for the teacher/class to use earn parent service hours at the conversion of 1 hr for every \$20.00. (Examples: classroom item from Teacher's wish list; contribution of food/supplies for a class holiday party; books for the teacher to use in his/her classroom).
- **Teacher Gifts:** Personal gifts to teachers (birthday, end-of-the-year, teacher appreciation, etc.) are not eligible for parent hours.
- **Parties:** Volunteering time and/or donating supplies for a school-generated party earns parent service hours at the conversion of 1 hr for every \$20.00. (Examples: Time spent making cupcakes for a winter party; time volunteering in the classroom assisting with the party; cost of ingredients/supplies for the party). Time/expenses related to celebrating a birthday are not eligible for parent hours. Time spent at the classroom party in a non-volunteer capacity does not earn parent hours.
- **Field Studies (Chaperoning):** Chaperoning a field study earns parent service hours. It is the discretion of the teacher to determine the necessary number of chaperones. If you transport/chaperone only your child and it's due to the teacher's determination, you may still



earn parent hours. Maximum parent hours for overnight field studies is 10 hrs = 1 night, 15 hrs = 2 nights, 20 hrs = 3 or more nights. The cost of field studies or cost/time for attendance at sporting event is not eligible for parent hours.

- **Sporting Events:** Transporting ISPR team members to/from a sporting event earns parent service hours if you are transporting more than just your own child.
- **Lunch:** Assistance in the cafeteria during lunch earns parent hours; time spent eating lunch with your child does not earn volunteer hours.
- **Volunteering:** Time spent volunteering in a classroom, the media center, Book Fair, school office, school work day, etc. is eligible for parent hours.
- **Making Items for Sale (ie. bake sales):** The value of the materials purchased to make a gift for sale, as well as your time to make the item is eligible for parent hours. Purchases at the sale itself are not eligible for parent hours.
- **Special Events (Winter Show, etc.):** Attending school events in which you volunteer in some capacity earns parent service hours. Time spent at the event in a non-volunteer capacity does not earn parent hours. The costs of tickets for attending the event, or for costumes, etc. are not eligible for parent hours.
- **Fundraisers:** Attending school fundraiser meetings in which you volunteer in some capacity earns parent service hours. Please refer to the information sent home with each fundraiser for additional parent hour opportunities.
- **Meetings:** Attending task force meetings, PTO, and fundraiser or event meetings are eligible for parent hours for the time in attendance per parent. Attendance at Open House, Parent/Teacher conference or Meet & Greet (meetings specific to your child) is not eligible for parent hours.

# Volunteers

## PALS

Our volunteer program is a part of the District's PALS program. We have a very active volunteer program at Imagine School Palmer Ranch. Volunteers read one-on-one with individual students, work with small groups for instructional activities, help children with special needs, chaperone field trips, and assist in the lunchroom and media center.

All volunteers must be approved by the School District PALS office. Applications are now completed online in the main office at Imagine School Palmer Ranch. The Florida Department of Law Enforcement (FDLE) reviews applications for approval. **All FDLE approved volunteers must be within eyesight or hearing distance of a school board employee.** Please note that in order for you to accompany your child on a field trip, you MUST be approved as a PALS volunteer.

### **ONLINE REGISTRATION MUST BE COMPLETED BY ANY PERSON THAT WILL:**

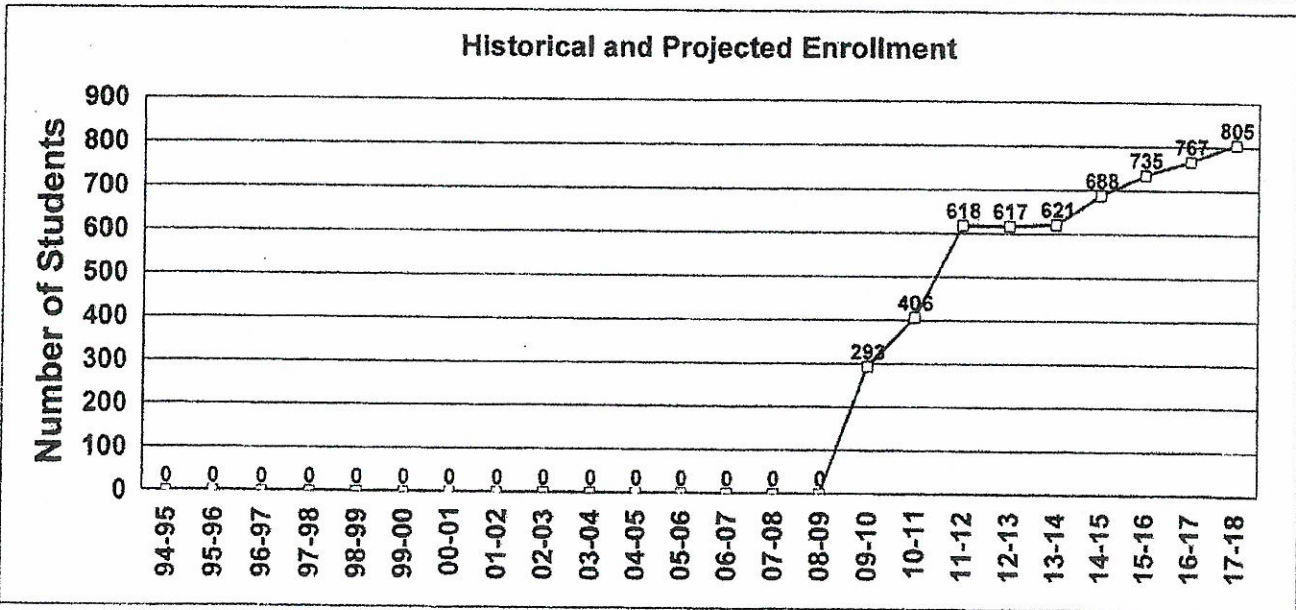
- Volunteer in a classroom
- Chaperone a field study
- Attend an overnight field study
- Do volunteer work with the PTO
- Volunteer in the lunchroom or media center
- Have ANY contact with ANY children, in ANY way.

Have every member of your family who intends to participate in our community complete the PALS online registration. This includes parents, guardians, grandparents, or any friend of relative that might be helping you fulfill your parent hours. Every person must register online in our main office or at any Sarasota County public school.

**NO PALS REGISTRATION----NO VOLUNTEER  
OPPORTUNITY**

**The School Board of Sarasota County, Florida**  
**Imagine Charter School at Palmer Ranch**  
**Student Enrollment for the Period 2010-2011 through 2017-2018**  
 Historical Student by enrollment by Grade level information (Based upon October of each school year)

Student Enrollment by Grade Level								
	2010-2011	2011-2012	2012-2013	2013-2014	2014-2015	2015-2016	2016-2017	2017-2018
PreKindergarten		61	37	38	38	38	38	60
Kindergarten	44	66	76	75	75	75	75	75
First	49	53	62	76	90	90	90	90
Second	38	50	52	65	76	90	90	90
Third	37	40	57	50	65	76	90	90
Fourth	42	42	38	60	64	82	82	90
Fifth	45	52	43	36	60	64	82	90
Sixth	83	99	75	65	80	80	80	80
Seventh	68	88	90	75	70	70	70	70
Eighth		67	87	81	70	70	70	70
Ninth								
Tenth								
Eleventh								
Twelfth								
<b>Total by Grade</b>	<b>406</b>	<b>618</b>	<b>617</b>	<b>621</b>	<b>688</b>	<b>735</b>	<b>767</b>	<b>805</b>
Students by Program funded through the Florida Education Finance Program								
Basic Education	330	449	448	450	499	533	556	584
Dropout Prevention								
E.S.O.L.	3	10	18	18	20	21	22	23
Students with Disabilities k-3	17	23	37	37	41	44	46	48
Students with Disabilities 4-8	54	69	71	71	79	84	88	93
Students with Disabilities 9-12								
ESE Level 4								
ESE Level 5								
Vocational								
<b>Total Students by Program</b>	<b>403</b>	<b>651</b>	<b>573</b>	<b>577</b>	<b>639</b>	<b>683</b>	<b>712</b>	<b>748</b>



**Principal's Certification (Revised 5/22/13 at schools request)**

"I have reviewed the above student enrollment projection for the school year 2013-2014"

Signature and Date *[Signature]* 5/22/13

I am in agreement with the 2013-2014 projection      Circle One       Yes      No  
 If your not in agreement please attach rationale and individual grade level changes