

# Imagine -Chancellor Campus Parent–Student Handbook

## **VISION STATEMENT**

Empower all students to become caring, responsible, accountable, and productive citizens.

## **MISSION STATEMENT**

Imagine-Chancellor will establish, equip, engage, and evaluate every student through authentic curriculum and a nurturing learning environment.

## **CHARACTER MISSION STATEMENT**

The Imagine-Chancellor Family will develop an understanding that other people matter through interpersonal relationships.

<b>SECTION 1 .....</b>	<b>SCHOOL STRUCTURE</b>
<b>SECTION 2....</b>	<b>SCHOOL CALENDAR, SCHEDULE &amp; ATTENDANCE POLICIES</b>
<b>SECTION 3.....</b>	<b>GENERAL SCHOOL POLICIES</b>
<b>SECTION 4.VOLUNTEERING, PARENT ORGANIZATIONS &amp; COMMUNITY</b>	
<b>SECTION 5.....</b>	<b>ACADEMICS &amp; SCHOOL PROGRAMS</b>
<b>SECTION 6.....</b>	<b>STUDENT EXPECTATIONS &amp; CODE OF CONDUCT</b>

# **1 School Structure**

Imagine Schools- Chancellor Campus Governing Board is the governing body of the Campus. The Governing Board will be ultimately responsible for monitoring and reporting the financial and educational success of the school. The Governing Board (LEF) is responsible for ensuring the Charter is implemented as submitted to Palm Beach County Public Schools. The Governing Board will delegate all day-to-day operational responsibilities to the Principal.

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

However, in the event that there are unresolved issues with the Administration, parents may contact Mr. Rod Sasse, Executive Vice-President, at 954-870-5031.

In the event a parent requests an item to be placed on the Governing Board's agenda, a written request with a detailed explanation must be submitted to the principal of the school at least two weeks prior to the scheduled meeting.

### **Governing Board Members 2016-2017**

Chris Johnson-Chair  
Penny Martin Pickett-Co-Chair  
Tom Sutterfield  
Elizabeth Stephan  
Erika Singletary  
Jennifer Weser  
Lisa Talty  
Julie Klahr- Board Attorney

#### **The Governing Board is responsible for:**

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

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

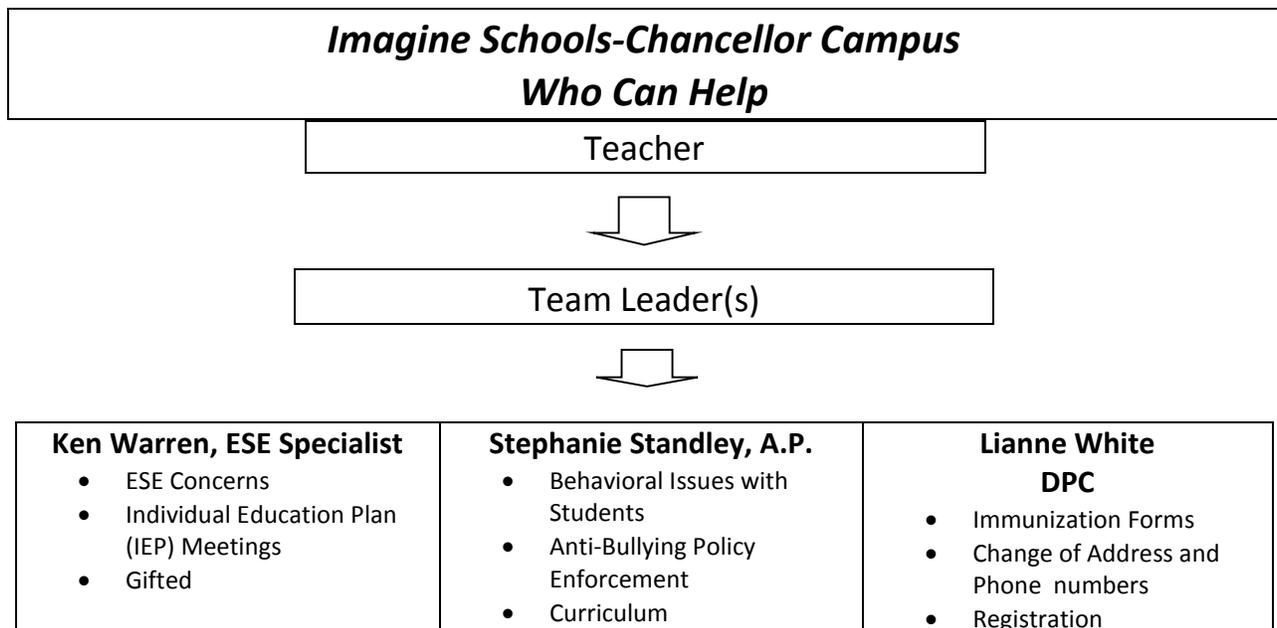
#### **The Principal and Administrative Team is responsible for:**

- ❖ Screening, hiring, and evaluation of all faculty and staff
- ❖ Management of all human resource issues including termination of faculty and staff
- ❖ Assurance of compliance with school charter and applicable state and Federal laws
- ❖ Development, implementation, and supervision of school policies and procedures
- ❖ Development, implementation, and supervision of the school budget
- ❖ Development, implementation, and supervision of the school curriculum and academic programs
- ❖ Development, implementation, and supervision of school discipline policies
- ❖ Development, implementation, and supervision of student recruitment procedures
- ❖ Development, implementation, and supervision of professional development and faculty in-service
- ❖ Development, implementation, and supervision of student services and activities
- ❖ School Improvement Plan

- ❖ Maintenance of school accreditation by the Southern Association of Colleges and Schools
- ❖ Selection of instructional methods and supervision of instruction
- ❖ Selection and management of curricular materials, furniture, furnishings, and technology
- ❖ Management of school business operations
- ❖ Management of the school campus and maintenance of school buildings
- ❖ Management of communications and public relations with all stakeholders
- ❖ Management of school fundraising, grant applications, and the acquisition of alternative funding sources
- ❖ Coordination of work and activities with Imagine Schools Non-Profit
- ❖ Coordination of work and activities with the Governing Board

## Organizational Chart and Communications Protocol

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



<p><b>Lianne White</b> <b>Administrative Assistant to the Principal</b></p> <ul style="list-style-type: none"> <li>• Assist the Principal</li> <li>• Testing Coordinator</li> <li>• Records</li> </ul>	<p><b>Jorge Puente-Duaney</b> <b>Business Manager</b></p> <ul style="list-style-type: none"> <li>• All Collection of monies</li> <li>• Budget Keeper</li> </ul>	<p><b>Angela Dolci</b></p> <ul style="list-style-type: none"> <li>• Before Care</li> <li>• After Care</li> </ul>
<p><b>Mary Salas</b></p> <ul style="list-style-type: none"> <li>• Facilities Manager</li> </ul>	<p><b>Connie D’nofolo</b> Food Service Questions/Concerns</p>	

<p><b>Susan Onori, Principal</b> Responsible for overall operation and management of the school</p>
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# 2 School Calendar, Schedule, & Attendance Policies

## Hours of Operation

Before Care- 7:15 A.M.-8:15 A.M.

School Hours – 9:00 A.M. to 4:00 P.M.

Main Office Hours – 7:15 A.M. – 5:00 P.M.

Teacher Hours – 8:15 A.M. – 4:15 P.M.

After Care Hours – 4:00 P.M. to 6:00 P.M.

## Phone Number

Main Office ..... 561-585-1189

Fax .....561-585-1166

## Schedule

8:15 A.M. - 8:55 A.M. ....	Arrival of Students
9:00 A.M. ....	School Begins
10:35 A.M. – 1:50 P.M. ....	Lunches
3:30 P.M. ....	Dismissal Grades K-2
3:45 P.M.....	Dismissal Grades 3-4
4:00 P.M.....	Dismissal Grades 5-8
4:00 P.M. – 6:00 P.M. ....	After Care

## ATTENDANCE

Your child’s academic and social progress is influenced to a great extent by regular participation in school. Regular attendance without tardiness is the key. When your child will be absent from school, please call 561-585-1189 and leave a message that morning to report the absence and reason for the absence. If you do not call in to report the absence within 48 hours your child will receive an “unexcused absence.” You must call in each day that your child is out.

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

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

### PATTERNS OF NON-ATTENDANCE

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

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

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

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

## **ABSENCES**

### **EXCUSED ABSENCES**

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

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

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

### **UNEXCUSED ABSENCES**

Absences not excused as defined in the previous section, are considered unexcused.

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

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

1. **Excused Absences:** Make-up work for credit and grade is allowed for ALL excused absences.
2. **Suspensions:** Make-up work for credit and grade is allowed. It is the student's responsibility to get the missed work. All work is due on the day of return from the suspension. Student is NOT allowed to participate in any school activities during the suspension period.

### **TARDINESS**

Tardiness is defined as a student not being in the classroom when the class is scheduled to begin.

1. Parents must follow the same process to excuse a tardy as they do to excuse an absence.
2. Excessive tardiness will be addressed on a case-by-case basis to determine if there is a pattern of non-attendance. Non-attendance for instructional activities is established by tardiness, early-sign-outs, or absences for all or any part of the day.
3. Tardiness to any class without documentation may be considered unexcused.
4. Habitual tardiness is defined as being tardy 5 times within a marking period.
5. Principals have the discretion to excuse tardiness for extenuating circumstances.
6. Unless excused under the provisions of this policy, accumulated tardiness will be recorded as unexcused absences. (F.S. 1003.02 (1) (b))

### **EARLY SIGN-OUTS**

1. No students shall be released within the final 30 minutes of the school day unless the principal/designee determines it is an emergency.
2. All schools will establish procedures for early release that ensure that all students are treated consistently.
3. Excessive early sign-outs will be addressed on a case-by-case basis to determine if there is a pattern of non-attendance. Non-attendance for instructional activities is established by tardiness, early-sign outs, or absences for all or any part of the day.
4. Unless excused under the provisions of this policy, accumulated early sign-outs will be recorded as unexcused absences. (F.S. 1003.02)

## 2016-2017 Tardy Policy

As a charter school it is mandatory for us to follow the Palm Beach School Board Policies regarding tardiness. In order to be in compliance with the Palm Beach County School Board Policy, all students must enter the school gates by 8:55 A.M. to be in their classrooms by 9:00 A.M. A student is considered tardy if they are not in their designated classroom by 9:00 A.M. and a late pass will be given to each student arriving after this time. Additionally, parents must park and walk their child in to school to sign in their student after 9:00 A.M. Students will not be permitted to enter classroom without a parent signature after 9:00 A.M.

## ARRIVAL/DISMISSAL PROCEDURES

### Arrival

**Car Riders:** Students are to be dropped off via the car pool lane, **NO EARLIER** than 8:15 A.M. School personnel will be available to ensure the safety of the students at this time.

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

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

**Instruction in the classroom begins at 9:00 A.M. Therefore, students entering the front gate after 8:55 A.M. will receive a late pass and will be marked tardy since there is no physical way for the student to be sitting in their seats in the classroom at 9:00 A.M.**

### Dismissal

The academic day concludes at 3:30 P.M. for students in grades K-2, at 3:45 P.M. for grades 3-4 and at 4:00 P.M. for students in grades 5-8.

**Car Riders:** All car riders are to be picked up in the car pool lanes. School personnel will be available to assist with pick-up until the last car is through the lane at approximately 4:15 P.M. All younger siblings will be dismissed at the same time as their older sister/brother at their designated time. These students will wait in a supervised classroom. Parents will be charged a fee of \$25 for any student picked up after 4:15 p.m.

**Bus Riders:** All bus students are to report to the front of the school at their designated time.

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

Should a parent have an emergency that prevents them from picking up a child on time, the parent or appropriate designee must notify the school prior to 12:00 P.M.

In the event a student is habitually picked up late and at the discretion of school administration, that student will be enrolled in the After School Care program at the standard cost to parent/guardian. Parents will be notified in writing as necessary.

**Inclement Weather Dismissal:** Bus and Car Riders will follow the same procedures as listed above unless otherwise notified. Walkers, and bicycle riders will report to the cafeteria. Parents will be permitted to enter campus and pick up their child in the cafeteria. Students will be permitted to use the school phone as necessary to contact parents.

## **PARKING, PEDESTRIAN TRAFFIC AND CARPOOL GUIDELINES**

### **Parking**

The school parking lot is available for parent parking on the south side of the school. Empty parking spots at the rear of the school may be used for parent parking after 9:00 A.M.

### **Car Lane**

The correct way to enter the school to drop off or pickup your child is to turn onto Miner Road into the school car lane loading zone.

- ❖ For your child's safety we ask that you allow students to exit and enter from the passenger or right side of your vehicle.
- ❖ Please remain in your vehicle. Staff will be available to assist your child with exiting and entering the vehicle.
- ❖ Please follow staff directions and signals.
- ❖ Please pull as far forward as possible before dropping off or picking up.
- ❖ Cell phone use is prohibited in the car lane area.

### **Pedestrian Crossing**

A crossing guard is stationed at the correct pedestrian crossing location at the front of the school. Additionally, walking through the carpool loop to access the staff parking area is prohibited. Students must be walked on a sidewalk at all times.

### **Cell Phone Usage in the School Zone**

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

Boynton Beach police officers routinely patrol the school campus area and will issue citations at their discretion to enforce all applicable laws and regulations.

# 3 General School Policies

## **UNIFORM POLICY AND DRESS CODE**

In order to create a consistent and safe environment free of distractions, the school has developed a Dress Code and supporting Uniform Policy. It is the belief of the school administration and staff that students who come to school dressed properly will achieve higher academically and conduct themselves more appropriately while at school. This belief is supported by extensive research on the positive effect of school uniforms on student learning and behavior and is also stated in our approved charter. The school allows reasonable accommodations based on religion, disability or medical condition. Therefore, Imagine Schools-Chancellor Campus enforces a mandatory uniform policy for all students. The school uniform consists of the following:

### **Grades K-8**

- The school shirts are collared with a “polo like” design.
- The ONLY approved uniform vendor is “InUnison”.
- The bottoms must be a dark blue or khaki (shorts, pants, or skorts) without decoration or design. Cargo pants and/or shorts are acceptable.
- Friday “dress down” shirts must have the school identification.
- Belt or bottoms with built in elastic waistband.
- Socks and closed-toe shoes or sneakers.
- Jeans are to be worn only on Friday Dress-Down Days with the Friday T-Shirt.

In addition, students must keep their hair neat and out of their eyes. Students are not permitted to wear hair or makeup in a fashion that is a distraction to the learning environment. Blue jeans are not a part of the school uniform, except on Fridays.

On cold weather days the uniform policy is still in effect. Colored leggings and pants under the school uniform is not a part of the dress code. All outerwear must be navy blue.

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

## **Non-Compliance with Uniform Policy**

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

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

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

## **CAFETERIA AND SCHOOL LUNCH FEES**

Imagine Schools-Chancellor Campus has contracted with the Palm Beach County School Board for school food service. Breakfast is available at no charge each day and lunch is available for purchase each day for \$1.95. A lunch menu will be available each month on the website or in the front office. All questions or concerns regarding food service should be directed the Palm Beach County Food Service Department at 561-434-8000.

### **Free and Reduced Lunch Program**

Parents can apply for free or reduced-priced meals when there is a hardship in the family. If your child received free or reduced price lunch last school year (2015-2016) in a **PALM BEACH COUNTY** Public School, he/she will be eligible for free/reduced lunch for the **FIRST TEN DAYS** of the new school year. **A NEW FORM MUST BE FILLED OUT** if you want your child to continue to receive free/reduced price meals for the 2016-2017 school year. Please read the free/reduced price lunch form over **CAREFULLY** and fill out each section. An incomplete form will result in the child not receiving breakfast/lunch at the discounted rate.

### **Peanut/Food Allergies**

If your child has a peanut or other serious food allergy, please notify the front office, teacher and the Food Service Manager at 561-585-1189. A peanut allergy is considered an airborne allergy and may cause life threatening allergic reactions just by someone who is in close proximity of peanuts. The school asks that parents be aware of this potentially deadly condition when packing student lunches or snacks. Please check with your child's teacher to see if a student in your class is allergic to peanuts or peanut products. We ask that parents are sensitive to this important issue.

## **Bag Lunches and Lunches from Home**

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

## **Birthday and Celebrations**

Parents may acknowledge their child or teacher's birthday by sending a treat to share with the whole class. In ALL cases, birthday treats should be limited to small snacks easily distributed by the student. Balloons, birthday plates and napkins are permitted. Snacks should be "finger friendly." Children can enjoy small baked goods such as cookies or doughnuts. Birthday celebrations during "black out" testing days are not permitted. Please refer to the school calendar for testing days. The celebration can take place the next open day that visitors are permitted back in to school.

## **Forgotten Lunches**

Students who have forgotten lunches will be allowed to charge 1 lunch for the day at the discretion of The Palm Beach County Food Service Department. A student will not be permitted to charge any additional lunches if the lunch account is in the negative.

# **HEALTH CARE**

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

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

## **CLINIC**

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

we may be proactive in reducing possible exposure to allergens and be prepared in the event of a medical emergency.

## **MEDICATION**

Imagine -Chancellor Campus chooses to follow the Palm Beach County School Board Policy on medication. School Board policy expressly states that school personnel CANNOT DISPENSE medicine to students unless it is a long-term requirement and all proper forms from the health department and doctor are completed and on file at the school. School Board Policy 6305 outlines the rules regarding possession of over-the-counter and prescription drugs.

If a short-term illness occurs and a child is required to take medication, it may be necessary for you to keep your child at home. If the child is not contagious, he/she may be sent to school, but it is your responsibility to either adjust the time medication is to be taken or to come to administer the medication yourself. Please consult your physician for information. UNDER NO CIRCUMSTANCES IS A CHILD PERMITTED TO CARRY MEDICINE IN SCHOOL. THIS INCLUDES ASPIRIN, COUGH DROPS, COUGH MEDICINE AND ASTHMA INHALERS.

## **Illness or Injury During the School Day**

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

## **Head Lice**

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

When head lice are identified at school, parents will be notified of the affected students and provided information on treatment of the hair and the household. However, students must be free of head lice and nits for a minimum of 48 hours after treatment in order to return to school.

## **CHANGE OF ADDRESS/INFORMATION OR WITHDRAWAL**

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

Should you need to withdrawal a child, please contact Lisa Tierney at 561-585-1189. Requests must be in writing before any action can take place.

## **VISITORS**

Parents are welcome to visit the school. Arrangements to visit and observations of the classroom should be made in advance (at least 24 hours) and at a time agreed upon with the classroom teacher (maximum 1 Hour). All visitors to the school MUST sign in at the school front office. UNDER NO CIRCUMSTANCES SHOULD PARENTS ENTER THE SCHOOL AND GO DIRECTLY TO A CLASSROOM. ALL VISITORS WILL BE REQUIRED TO SHOW A VALID PHOTO I.D. AND MUST SIGN INTO THE COMPUTER TO RECEIVE A VISITOR BADGE AUTHORIZING THEIR ENTRANCE ONTO THE CAMPUS. Siblings/children who are not enrolled at Imagine -Chancellor are not permitted on campus. Please assist us in enforcing these policies

# 4 Volunteering, Parent Organizations & Community

## **PARENT TEACHER ASSOCIATION (PTA)**

Imagine -Chancellor has a very active parent organization called the Parent Teacher Association (PTA). This organization actively supports the school's instructional programs and enhances community school relationships. The PTA sponsors a wide variety of family oriented activities and events throughout the school year. All parents are encouraged to join as well as attend general meetings. Prior notice of PTA General Meetings are given via email or flyers and on our website.

### **Who are the members of the PTA?**

Parents and Teachers/Staff of Imagine Schools-Chancellor Campus.

### **What is the purpose of the PTA?**

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

### **Why should I join the PTA?**

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

### **Why does the PTA do fundraisers and where does the money go?**

The PTO needs to raise funds to support events throughout the school year. They also bring in funds to award grants to teachers for enhancements they otherwise may not have in their classroom.

### **What can I do for the PTA?**

The programs and events are organized, funded and run by the PTO members. We invite you to participate through membership dues and volunteering. A great variety of volunteer opportunities are available. They have everything from leadership roles to simple set up/clean up of events.

## **VOLUNTEERS/Coordinator: Erika Singletary 561-506-3751**

Volunteers are an integral part of our school community. It has been our experience that parental involvement plays a key role in the day to day functioning of our school. In every area, from direct classroom support to front office, cafeteria and clinic, active volunteer support is critical to Imagine Schools-Chancellor Campus.

We ask each family to donate 30 hours of volunteer service. This is just 3 hours per month. Studies show that volunteering directly impacts the success of the student. We believe that your participation at school is valuable to your child's education. The best way to ensure that you complete your hours is to start right away. All school volunteers will be required to complete a Palm Beach County Schools Volunteer Application form. This form includes security and background information that each person must provide in order to be eligible to volunteer. Parents and/or legal guardians are allowed to volunteer at the discretion and review of the principal. All visitors/volunteers must sign-in at the front office. Visitors/Volunteers are not allowed to have other children accompany them; NO EXCEPTIONS. This policy ensures the safety, minimizes interruption and promotes full concentration in each activity on campus.

### **Guidelines for Volunteers**

- Volunteers working with children must have a valid driver's license for identification and pass an immediate computerized background check.
- Volunteers must wear the appropriate "Volunteer Identification" while on campus.
- The safety and education of students must be the main concern of volunteers while engaged in school activities.
- Volunteers are expected to dress modestly and appropriately for an elementary school/middle school.

- Cell phones should be switched off or placed on vibrate while on campus. Visitors are asked not to speak on cell phones while on campus.
- Volunteers should not bring personal food or beverages into the classroom.
- Comparing and criticizing teachers and students is unacceptable volunteer behavior.
- Please remember to keep what happens in the classroom confidential. Please do not discuss the lives or learning of the students with other students or adults who are not in the classroom.
- Punctuality and reliability are expected since classroom teachers plan for volunteer assistance. If you are unable to come at your scheduled time, please call the office, send a note, or try calling someone else to see if he/she can substitute for you.
- Volunteers are unable to administer any kind of medication to a student.
- Chaperones on a school field trip are considered volunteers and must have all pertinent paperwork and backgrounds done prior to attending the field trip.
- Overnight chaperones must be Level 2 Fingerprinted in the current year by Palm Beach County Public Schools.

## **Business and Community Partnerships**

In order to maintain our focus, delivery and development of a world class education program we must establish and maintain high-value, high-quality win-win vendor and business partnerships. Central to our mission is community partnership, and as such we seek out and desire to effectively engage local businesses for the provisioning of services whenever possible. If you are interested in becoming a Business Partner with the school, please contact Lianne White at 561-585-1189.

# 5 Academics & School Programs

## **ACCREDITATION**

Imagine Schools-Chancellor Campus is accredited from the Southern Association of Colleges and Schools (SACS).

## **Interim Reports, Report Cards and Online Grade Access**

Report Cards are sent home at the conclusion of each 12 week grading period for grades K-5 and 9 week grading period for grades 6 -8. Furthermore, all grades may be accessed by signing on to ENGRADE. Your child's teacher will inform you on the process and procedures for accessing ENGRADE.

## **HOMEWORK**

Imagine Schools-Chancellor Campus chooses to follow the Palm Beach County School Board Policy on homework. The School Board recognizes the importance of assigning meaningful and quality homework to students. Research indicates that schools in which homework is routinely assigned and assessed tend to have higher achieving students. Homework fosters student achievement, independence and responsibility and serves as a vital link between school and home. Therefore, it is the policy of Palm Beach County Public schools that meaningful and quality homework is required at all the grade levels in all schools.

### **Teacher Responsibility**

- a. Set clear standards and expectations for the quality of work based on the needs of students.
- b. Create an effective system for communicating homework guidelines for parents and students.
- c. Review homework and provide timely and appropriate feedback regarding the completion of assignments as a step toward mastery of standards.
- d. Coordinate projects so that all students have access to research and resource materials including textbooks and digital tools such as flash drives, electronic textbooks and websites.
- e. Assign homework that is academically challenging and developmentally appropriate to the student's level of competence.
- f. Design quality homework, which is relevant to the curriculum and/or tied to mastery.
- g. Allow for varied learning styles by including choices in types of assignments when possible.
- h. Provide students with a reasonable estimate of the amount of time necessary to complete each homework assignment.
- i. Provide specific written explanation, rubric or model, of long term assignments so that the requirements, expectations and timelines are clearly understood by the students.
- j. Provide students the opportunity to ask questions to clarify assignments before leaving class.
- k. Evaluate group projects based upon a predefined rubric which includes individual student participation and group process and allow time in class for individuals and groups to work on projects.
- l. Collaborate between teachers at the secondary level regarding when homework would be assigned. There should be a balance of projects so they are not assigned at the same time.
- m. Be considerate when assigning homework due the day after a religious holiday and district assigned school breaks and weekends.
- n. Ensure that students receive feedback on each assignment so that students comprehend their level of understanding of the learning.
- o. Create an effective mechanism or system to communicate homework assignments. If appropriate and accessible place homework assignments on the teacher's website for further clarification.
- p. Suggest time limits on homework at the elementary level.
- q. Modifications for ESE and ESOL students will be addressed through the IEP or the student's PMP.

### **Student Responsibility:**

- a. Understand that homework is part of the course requirement.
- b. Ask questions to clarify homework assignments before leaving class.

- c. Complete and submit homework assignments by the due date.
- d. Complete all assignments honestly in accordance with the teacher's directions.

### **Parent Responsibility:**

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

## **CONFERENCES**

Conferences are an excellent way of keeping parents informed of the overall progress of their child in school. Parents will be contacted at least twice during the school year by the teacher(s) to schedule a conference either by phone or in person. Parents may also request a conference at any time for questions or concerns. Parents may call the school to schedule a conference with their child's teacher. Phone calls to teachers cannot be transferred to the classroom during the instructional school day. Email requests to teachers however are transmitted immediately and are preferred. However, during the instructional day teachers are limited as to their amount of time and availability to check and respond to email. Parents should expect a turnaround time of 24-48 hours from any staff member when responding to email correspondence. Siblings are not permitted to attend conferences.

## **FIELD TRIPS**

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

All field trip chaperones must have filled out proper Palm Beach County paperwork and have been cleared through the school's background check computer prior to attending a field trip. Overnight field trip chaperones are selected by a lottery and must have Level 2 security clearance from Palm Beach County Public Schools at least 1 month prior to the trip.

## **ASSESSMENTS**

Students are assessed in a variety of ways as he/she progresses through Imagine Schools-Chancellor Campus. First the school assesses grades K-8 four times per year using the Renaissance STAR standardized test in the fall to get a baseline score and in the spring so that we can assess your child's growth and learn their progress. We also administer all county and state standardized tests. While we love to have our volunteers in the school all year, it is usually necessary to have a "no visitors" policy to the school during assessments to limit distraction for all.

## **BEFORE AND AFTER SCHOOL CARE**

Before and After School Care will be available for those parents who are in need of supervision for their children before and after school hours. The times of the Before Care are from 7:15 A.M. to 8:15 A.M. and the times for After Care 4:00 P.M. -6:00 P.M. For registration fees and monthly costs, please call Mrs. Lisa Tierney at 561-585-1189.

# 6 Student Expectations & Code of Conduct

## **CODE OF STUDENT CONDUCT**

Imagine Schools-Chancellor Campus chooses to follow The Code of Student Conduct issued by the School Board of Palm Beach County. This outlines policies and procedures relating to student's rights and responsibilities. Please refer to the Code of Student Conduct booklet in the event of any questions or concerns regarding expectations of student behavior.

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

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

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

classroom. Please refer to the Palm Beach County Discipline Matrix for details of the consequences in each situation on our website.