

Imagine School at North Port Elementary Campus



Student and Family Handbook 2018-2019

ARRIVAL/DISMISSAL PROCEDURES

Rules of the Road: *Student safety is our community's #1 priority.*

1. For arrival, all vehicular traffic must follow one-way school entrance via Commerce Parkway under no circumstances may a vehicle park in one-way traffic lanes or otherwise block either moving traffic or cars parked in legitimate parking spaces.
2. Vehicle drivers are to respect all other vehicle and pedestrian traffic while on campus. Line-cutting or any other actions meant to either bypass or expedite the normal traffic procedures is **extremely** dangerous and is prohibited unless otherwise directed by school staff or law enforcement.
3. School staff and student safety patrol will be on hand during regular hours to help load and unload children. Drivers are **prohibited** from exiting the vehicle unless it is an emergency. **If an emergency does occur: the driver must place the vehicle in park and turn off the vehicle prior to exiting.**

Failure to comply with above rules or with any other established traffic laws will be reported to North Port Police Department.

Arrival

7:00AM-7:20AM: Before Care Arrival

Students are to be dropped off in the Carpool area and will walk inside via the school's cafeteria door for check-in. School staff will be present outside the school during this time. School staff will be on hand to supervise students.

7:20AM-8:00AM: Regular Arrival

Students are to be dropped off in the Carpool area and will walk inside via the school's cafeteria door for check-in. School staff and student safety patrol will be on hand to assist with arrival.

8:00AM and later: Tardy Arrival

Students are to walk inside via the school's front door for check-in. It is highly recommended that parents accompany their child into the front office. The student will be recorded as tardy and be issued a tardy pass prior to entry into the classroom.

Dismissal

Students must record how they are travelling home via the "How Will You Be Going Home Form" located with the child's homeroom teacher. Any student who rides a bike or walks must be registered as such with the school. It is the responsibility of the parent to ensure that this information is accurate and kept up to date.

2:00PM: Deadline for Early Dismissal/Student Sign out/Change in Dismissal Procedure

Changes to how a student is transported home may not occur after 2:00PM. Additionally, students will not be signed out or otherwise dismissed for a non-emergency after 2:00PM. This policy is to ensure a safe and orderly dismissal while minimizing confusion and anxiety for students.

2:30 to 2:45: Vehicle stacking

Parent/Guardian vehicles are welcome to stack in anticipation of dismissal beginning at 2:30PM. Vehicles may not stack prior to 2:30PM as this causes a potential barrier to Emergency Response Units (Fire Trucks, Ambulance, etc). Vehicles will line up in single file formation as to not block any traffic on campus. Stacked vehicles may wrap around the building in single file, also making sure that space remains for traffic to continue around the school unimpeded by and vehicles waiting for school dismissal. Carline A will stack in the school parking lot and off of Commerce Parkway. Carline B will stack on Innovation Avenue. Please make sure that no driveways for the neighboring businesses are blocked.

2:40PM-2:50PM: Transition

Bus rider and walker dismissal begins at 2:40PM. Students and staff will transition from the classrooms into designated areas for dismissal. Bus students will go to the bus loop. Walkers will be dismissed at this time. Carpool students will be dismissed at 2:45PM and will move to carlines A and B from the cafeteria once their vehicle has been identified by staff.

2:50PM-3:05PM: Dismissal

At 2:50PM school staff will direct the first vehicle in line to advance to the student pick up area. School staff will call the student(s) listed on the ISNP CARPOOL PLACARD, which must be displayed. School staff and student safety patrol will then assist students into the vehicle. Unless otherwise instructed by school staff, all vehicles will wait until the vehicle in front has moved ahead. When able, traffic should progress forward to increase the overall efficiency by which students are loaded into cars. Any person attempting to pick up a student without an official ISNP CARPOOL PLACARD may be asked to either:

- present identification prior to taking possession of a child
- check-in at the front office, where the school staff will check identification against list of people named as alternative custodians on student's emergency card.

After 3:10PM: Aftercare

At approximately 3:10PM, or earlier if vehicle traffic is absent, dismissal will end and any remaining students will be taken to the front office.

ISNP Before School Care

Before school care is available at the elementary campus to students in grades K-12 who need to arrive at school between 7:00-7:20 for a monthly fee. Transportation to the upper campus is provided. For more information, please contact Francesca Hull by phone at (941) 426-2050 or by email Francesca.Hull@imageschools.org.

ISNP After School Care Program

The YMCA is a fee-based after school program providing enrichment opportunities for grades K-5 during non-school hours. These activities include recreation, tutoring, character education, and more. The program runs from 2:45 to 6:00PM Monday through Friday. For more information, please call (941) 475-1234.

Attendance

Attendance is very important. School hours are 8:00AM-2:45PM. We encourage you to make every attempt to help your child be in school every day and to be on time.

Absences

If your child is going to be absent from school, we ask that you notify the school either by note the day before or by phone (426-2050) on the morning of the absence. Please use the attendance hotline option. It is for the safety of your child that we ask to be notified in this manner.

Absences of more than five consecutive days require a note from a doctor. In cases of illness of more than several days, unfinished work may be sent home to be completed during the recovery period.

All absences, which have not been specifically identified as excused, are unexcused absences. A student who has 15 unexcused absences within 90 calendar days is a habitual truant under state law. The student may be dealt with as a child in need of services under Chapter 984, Florida Statutes.

Visitor Procedures

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 enter and receive clearance via RAPTOR prior to entering the campus.

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 will then be given a guest pass to authorize their entrance onto the campus. Siblings/children who are not enrolled at Imagine School at North Port are not permitted on campus during the school day.

Cafeteria

Parents are welcome to eat lunch with their children. Adult lunches cost \$3.50. Please call the main office before 9:00AM to order lunch so we have an accurate lunch count.

Lunch Program

Sarasota County School District provides breakfast and lunch for our school. Parents are able to pay online (myschoolbucks.com) or by check. In the event a student forgets or misplaces their lunch money or lunch, a meal will be provided to them and charged to their account for the first two occasions. After the second time, a letter will be sent home and information will be passed on to the building administrators for collection. Students wishing to bring their lunch may do so. Milk purchases will be available for those bringing their lunch.

LUNCH (milk included): Elementary \$2.25

BREAKFAST: Elementary \$1.00

ADULT Lunch: \$3.50

In the lunchroom, we expect children to use appropriate table manners. Appropriate student behavior during the lunch period is not only desirable but necessary in order to accommodate the number of students eating.

Health/Medication

If illness occurs during the day, children will be dismissed only if a parent or other designated adult picks them up at school. No student will be excused from gym or recess unless a directive is received from the child's physician stating that due to a recent illness or injury the student should not participate.

Because of the increasing number of children who must take oral medication during school hours, parents must adhere to the following guidelines for the protection and safety of the child:

The School must have:

- A written statement from the prescribing physician stating the name of medication, dosage, and time to be given.
- A release form, signed by the parent or guardian, granting permission for the child to take the medication in school.
- All medication must be in its original container labeled by the pharmacist. When possible, all medication should be given at home.

Only the school nurse or staff member delegated by the principal assists in the administration of medication. Children are not permitted to have medicine in the classroom or on their person.

PLEASE NOTE: MEDICATION MAY NOT BE SENT TO SCHOOL WITH A CHILD. A parent or responsible adult must bring the medication to the School Nurse and sign the appropriate permission form at the same time.

Emergency Procedures

A copy is available in the front office for review.

Grading and Homework Policy

Grading of assignments will reflect the evaluation of the student's level of achievement and progress according to state and national standards. Grades will be reported in the form of a letter grade, except for Kindergarten and special classes such as Art, PE, and Media/Technology, which will use other methods to communicate grades (Satisfactory/Unsatisfactory, Pass/Fail, etc.).

Example of Gradebook Setup

Categories	Weight
Major Assessments/Projects	40%
Assignments	40%
Minor Assessments/Projects	20%

ISNP Grading Scale

90-100% = A

80-89% = B

70-79% = C

60-69% = D

Below 60% = F

Assessments

At ISNP, we believe in individualized assessment and evaluation in order to improve instruction and guide our students towards mastery learning. We also believe in thoughtful intervention and providing intensive help for struggling students. Therefore, at the teacher's discretion, students may be able to retake an assessment or use an alternate assessment if the student received a grade of 69% or below.

Communication of Grades

At ISNP, we value communication between parents, teachers, and students. Therefore, teachers will provide interim progress reports to parents 4.5 weeks into each marking period. These progress reports need to be signed and returned. Teachers will also update their gradebook at least once each week in order to provide the most current and accurate progress of their students. Teachers will also utilize their grade level communication plan which may include but is not limited to communication folders, e-mail, and telephone as tools for communicating successes and needs for improvement of students.

Homework

At ISNP, homework will be given in the form of quality, rather than quantity. Specific subject area teachers may assign homework that will be an extension of learning that is connected to the unit of inquiry or for practice of specific skills. Your child may be given an average of 10 minutes of homework per night per grade level; (for example; Kindergarten would have 10 minutes of homework, 1st grade would have 10 minutes of homework, 2nd grade would have 20 minutes, 3rd grade would have 30 minutes, etc.). This homework time may include studying for subject area assessments. Students who do not complete class work during class time may be required to complete it at home in addition to their homework. Assigned projects might require some work to be done at home that cannot be completed in the classroom (interviews, extended reading and researching, etc.). Teachers will also communicate with parents about learning opportunities in the home to support their child's developing understandings. We encourage you to have your child(ren) read every night and share with you what he/she has read.

Report Cards and Progress Reports

There are four nine week reporting periods in the school year. A report card is available online at the end of each of these periods.

Progress Reports are issued at the midpoint of each of these periods to indicate a possible grade of below a C, work that is substantially below the level of the last report card, or work that has substantially improved.

Parent-Teacher Conferences

Parent conferences will be held twice during the school year. During these conferences a parent should feel free to ask questions and share important information and feelings with the teacher. It is quite appropriate to let a teacher know in advance what particular subjects, questions or information you would like covered during the conference. A parent or teacher may request a conference at any time.

Communication

Open and constant communication is at the heart of what makes our school a wonderful place for students. Our school strives for a 24 hour turnaround time (unless on a weekend) for responding to all correspondence from parents. Additionally, teachers have access to their email (firstname.lastname@imageschools.org) and their individual voicemail throughout the day. Calls made

to classrooms during the day will most likely be sent directly to voicemail in order to provide for a learning environment free from interruption. Appointments can be made for conferences with any and all school staff via either email or telephone call. Also, the school principal has an “open door” policy which allows for direct access to school leadership should they not be otherwise engaged.

Pledge of Allegiance

The Pledge of Allegiance will be broadcast during live morning announcements. Students have the right to opt out of participating in the Pledge of Allegiance.

Pupil Records

Parents/Guardians requesting to review and/or receive copies of his/her child’s records may do so in person or in writing. We will comply within 30 days of the request.

Withdrawals

If a parent would like to request a transfer to another classroom teacher, the parent needs to contact the Dean of Students to fill out a transfer request form. When pupils transfer out of school, parents should notify the office and classroom teacher as soon as possible so that the proper paperwork can be promptly processed.

Field Trips

Field trips will be planned by teachers throughout the school year. While field trips are fun, they are not just time out of school. Field trips are planned to allow students opportunities to learn, to experience, and to relate their learning to the real world.

We encourage our students to be representatives of Imagine School at North Port by demonstrating positive and respectful behavior. Students are expected to follow adult directions, obey bus policies and to be well-behaved. It is important to remind students that our school and community will be judged by their behavior. Students who have, by their actions, shown a negative behavior pattern may be excluded after consultation by the teacher and principal with the student and his/her parents. In this case and in cases where a child does not have his/her parents' permission to attend a field trip, the child must report to school as usual.

Parents will be asked to chaperone. It is understood that when parents agree to chaperone a field trip, younger children do not attend. Chaperones will be asked to help with supervision. Chaperones must have been cleared through the PALS system regulated by Sarasota School Board. Chaperones may not smoke on field trips (indoors or outdoors.)

Assemblies

There will be many school assemblies throughout the year. Our assemblies include opportunities for recognition of student talent and school spirit. There will also be assemblies where we engage outside performers or speakers.

When a class comes in for an assembly, students are to keep their voices soft. When the person introducing the program begins, it is important for everyone to be silent and pay attention to the speaker and the program. Appreciation for a program is shown by clapping only. When the assembly is over, students should remain seated quietly until their class has been called to leave the auditorium.

Lost and Found

The school cannot be responsible for money or valuable items (ex: iPods, mp3 players, handheld games) that are lost or damaged. These items are not used in the classroom unless the teacher chooses to do so.

Children's clothing, footwear and possessions should be clearly marked with their first and last names. Unclaimed clothing, lunchboxes, etc. will be placed on the lost and found box in the cafeteria. Parents and students are encouraged to check the box periodically. At the end of each month, items not claimed will be given to charity.

Money

When the need arises, your child may be asked to bring money to school. Notices sent home with the children will explain these requests. Field trips and school pictures are some reasons your child may be taking money to school. When sending money, put the exact amount in a sealed envelope with your child's name and grade on the front.

Parent Groups

We encourage you to become an active member of our Parent/Teacher Organization and Parent Volunteer Program.

Excellence Committees

The Imagine School at North Port Excellence Committees consists of teachers and parents who work together for the benefit of children. Through volunteerism, fundraising and overall involvement with the school, the Excellence Committees enriches the educational experience of every child.

Joining an ISNP Excellence Committee is easy! Just pick up the form from the front office. Please feel free to contact one of the following people with your questions:

Kim Fernandez, Parent Choice Committee Staff Leader: kimberly.fernandez@imageschools.org

Stephanie Catlin, Economic Sustainability Staff Leader: stephanie.catlin@imageschools.org

Kerry Gardner, Character Education Committee Staff Leader: kerry.gardner@imageschools.org

Alison Brannack, Academic Growth Committee Staff Leader: alison.brannack@imageschools.org

Amy Van Pelt, School Development Committee Staff Leader: amy.vanpelt@imageschools.org

Jennifer DeMaio, Shared Values Committee Staff Leader: jennifer.demaio@imageschools.org

Volunteer Program

Parents and guardians are allowed to volunteer at the discretion and review of the principal. There is a 20-hour volunteer recommendation per family. Parents can volunteer time and/or services at our school. Opportunities include, but are not limited to, help in classrooms, cafeteria duty, Excellence Committee events, help at arrival and dismissal time, etc.

SCHOOL PROGRAMS

Health Services

A qualified health aide serves our school during school hours. Her responsibilities include providing health and emergency services, keeping all health records, administering vision and hearing screenings, administering medication, and facilitating the use of community resources when needed. The health aide provides immunization status to the state, as required by law, and reports communicable diseases as appropriate. Primary responsibility for the overall health of the school child lies with the parent. The school is not legally authorized to diagnose conditions or prescribe medication. This is the function of the private family physician or other medical facility. The school is responsible for the welfare of school children during the school day, including emergency handling of sudden illness and accidental injury, but is not responsible for subsequent treatment.

Sufficient rest is important for your child to recover from any illness and prevent complications. Keeping him/her home early in an illness may avoid lengthy absenteeism at a later date. Please keep your child home if:

- s/he shows symptoms of more than a common cold
- if s/he has a fever
- if s/he has diarrhea or vomiting
- if s/he is irritable and out of sorts due to an ear infection, etc.
- if s/he has been ill during the night and has not slept well
- if s/he has been diagnosed with strep – must be on antibiotics for 24 hours before returning to school

When your child is ready to return to school following an illness, s/he will be expected to participate in the regular school day including gym and outdoor recess.

Section 504

Section 504 is a part of the Rehabilitation Act of 1973 that prohibits discrimination based upon disability. Section 504 is an anti-discrimination, civil rights statute that requires the needs of students with disabilities to be met as adequately as the needs of the non-disabled are met.

Multi-tier System of Supports (MTSS)

A process mandated by the Florida Department of Education to ensure high-quality instruction and intervention match individual student needs. This practice involves assessing learning rate over time and level of performance to make important instructional decisions to improve student learning. Students who require instructional intervention beyond what is universally provided in the areas of academics and behavior are provided with targeted interventions delivered individually or within small groups at increasing levels of intensity. If this process does not produce change, an evaluation may be requested for possible ESE (Exceptional Student Education) placement.

ESE

Exceptional Student Education means specially designed individualized or group instruction or special services or programs to meet the unique needs of students with disabilities. These educational services and programs are provided at no cost to the parent.

Speech and Language Therapy

Speech and Language Therapy is provided to students who have been identified with a speech/language disability. Various speech and language skills are targeted to improve a student's access to the general curriculum.

Sports Programs

Imagine School at North Port is a member of the Florida Sun Coast Sports League (FSCL). ISNP fifth grade students are eligible to try out for these middle school sports teams. They must have the following documents on file before participating: current physical documentation, parent consent and release form, and transportation form. The FSCL sanctions these sports annually:

Boys' Flag Football
Boys' Soccer
Girls' Soccer
Girls' Volleyball
Cross Country
Boys' Basketball
Girls' Basketball
Cheerleading