



Imagine School at Lakewood Ranch

The Student/Family Handbook **A Guide for Students, Parents and Teachers**

3 year olds, VPK, Kindergarten-8th grade
Home of the “SHARKS”

Imagine School at Lakewood Ranch

10535 Portal Crossing

Bradenton, FL 34211

Tel: 941-750-0500

Fax:

www.imagineschoolslakewoodranch.com

School Office Hours

8:00 a.m. - 4:00 p.m.

Student Hours

8:20 a.m. – 3:10 p.m.

Doors Open for Students: 7:50 a.m.

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Imagine School at Lakewood Ranch

Our Vision:

Imagine School at Lakewood Ranch is an innovative learning community where every child is inspired to succeed.

Our Mission:

At Imagine Lakewood Ranch, teachers, parents, students, community members, and school leaders are committed providing a unique educational experience for children, that is innovative, exciting, and most importantly, FUN. The enthusiastic, energetic, and dedicated personnel of Imagine Lakewood Ranch will create and environment of academic excellence while fostering both leadership and character within our students. Imagine Lakewood Ranch shall be a learning community filled with achievement and hope where every child will be given and opportunity to succeed.

This Handbook:

This handbook is a guide to the policies and procedures for Imagine School at Lakewood Ranch and is meant to augment the “*Manatee County Conduct of Student Conduct*” All stakeholders, from teachers to students, from school leader to parents, are dedicated to developing a learning environment that is not only safe and secure, but also efficient and well managed. The information outlined in this handbook will help our school meet this endeavor.

*****On the last page of this document, you will find a Student/Family Handbook Acknowledgement Form. Once you and your child(ren) have perused this document, you are asked to both sign and date the Acknowledgement Form and return it to your Homeroom Teacher.*****



Imagine Schools' Six Measures of Excellence

Shared Values

- **Justice:** Treating everyone equitably, uniquely and appropriately.
- **Integrity:** Living up to our commitments; it requires freedom mixed with responsibility and accountability
- **Fun:** Creating an environment where all stakeholders participate in decisions and take responsibility for results.

Parent Choice

We believe that, given a choice of public schools, parents will seek out the best school for their child.

Academic Growth

We evaluate the learning gains of each student, and the achievement of our teachers and schools, in a way that truly measures the annual improvement experienced.

Positive Character Development

We believe that a school must cultivate a culture of character in order to be a successful community. We teach the 4'R to our students with the same vigor that we teach the core curriculum. These R's are": Respect, Responsibility, Right Choice and Reflection.

Economic Sustainability

We want our schools to be strong and vibrant both for children enrolled now and for their children, so we take living within our means very seriously.

New School Development

Our goal is to serve the educational needs of as many students in our community as possible.

Our Staff and Faculty

School Leader-Selenia Quinones

Receptionist/Secretary-Arlene Butz
Business Manager/HR-Wayne Anderson
Registrar-Diane Tisone
LPN-Tiffany Barnett
Academic Coach-Dawn Patterson
ESE-Amanda Perry

3 year old Program

Tinna Gardana
Niki Brunke

Kindergarten

Angie Kaliher
Darlene Dodge
Erin Hicks

2nd grade

Keri Moritz
Jane Lanier-PRAESTO
Lisa Deramo-POD

4th grade

Kathleen Chase
Charlene Tillman-PRAESTO

Middle School

Laura Persun-6th/7th Math
Ashley Waganheim-6th Science/Language Arts
Trent Williams-6th Soc. Studies/PE
Roger Meadows-7th/8th Social Studies
Joan Dykes-7th/8th Math/ 6th Social Studies
Amanda Hart-7th/8th Science
Candace Blanton-7th Language Arts
Patricia Ungar-8th Language Arts

Custodial

Jim Wilson
Lisa Opsincs

VPK

Melanie Cullen
Kathy Lawson
Roxie Borchert
Mckenzie Wadle

1st grade

Darcie Pleasant
Stephanie Mihlbauer
Amy Cates-POD

3rd grade

Katie Heck
Kathy Hughes
Joy Waganheim-PRAESTO

5th grade

Susan Nickerson
Angie Wilson-PRAESTO

Enrichment/Specials

Howard Zehr-Elem. PE
Betsy Hall-Media/Elem. Art
Trent William-MS PE
Rebecca Mislal-MS Art

Bus Drivers

Richard Greene
Tracy Suggs
Howard Zehr

General School Operations

School Hours

7:00-8:00 Before CARE
8:00-8:15 Car-Riding Students Can Be Dropped Off
8:00-8:20 Breakfast is provided
8:15-Students Enter Classrooms
8:20- Tardy Bell
8:25-School Begins
3:10- End of the School Day
3:15-6:00 After CARE

ARRIVAL AND DISMISSAL PROCEDURES

CARE Arrival is from 7:00-8:00

- *Parents must come inside to drop off the students (sign-in).
- *You will come to the front lobby to sign them in.
- *At the lobby, we will walk the students to the CARE Room (room may differ).

Arrival Procedures

Arrival procedures for this year are basically the same. Cars can enter from either entrance. However, we do ask that Intermediate and Middle School students arrive on campus using the MS Wing/Loop.

In addition, at 8:10 our school buses will be entering from the Front/Main Entrance. To avoid congestion in the Front/Main drop off, it may be best to use the MS Wing/Loop during morning arrival. In addition, our VPK parents will enter the campus at the Front/Main Entrance and will park to walk their child into the school. VPK parents may park in the open spaces.

Important Notes:

- Drop off begins at 7:50am
- Students can be dropped off utilizing either entrance.
- Students who are dropped off between 7:00-7:50am will be in our BEFORE CARE Program at a cost.

-Buses will enter campus from the Main/Front Entrance between 8:10-8:20.

-Tardy bell will be at 8:20. We need the students here on time as we have a great deal of instructional time planned for this year.

Car Arrival: You will be able to enter the school premises from either the Main/Front Entrance or the MS Wing/Loop.

We will have staff and safety patrols in place to ensure that the students walk from the drop off area to the Buildings in a safe, orderly fashion.

When using our Drop Off Loop, we encourage our families to be very cautious and careful when driving.

- Drivers should not be on their cell phones.
- There is no passing of cars.
- Drive slowly, speeding is unacceptable.
- Stop at the Stop signs.

The patrols and teachers will open the right back door or passenger door.

The students will walk and wait outside their classrooms until 8:15am. Teachers and Patrols will be watching the students as they are waiting for their teachers to open the classroom doors.

Classroom doors will open at 8:15am.

Dismissal Procedures

Dismissal will begin at 3:10.

CARE students will be taken to their designated rooms. (K-2nd graders are walked by a teacher; 3rd-5th graders are gathered at the Lunch Room)

Bus students will be loaded in the usual location, which is on the MS/Loop.

Buses leave at 3:15 or so.

Car rider dismissal will be from both loops. Elementary students and siblings will use the Front/Main entrance. Intermediate and Middle School students will use the MS/Loop.

It is imperative that you display your DASHBOARD FORMS with your students name, grade and teacher.

Teachers will call students and they will be loaded in your cars by staff or safety patrol members.

*Without a DASHBOARD FORM, you will need to check into the front office with ID. You may have as many signs as your family needs for multiple cars. Additional forms can be picked up in the front office. We appreciate your assistance in this matter.

If your child is not picked up by 3:30, he/she will be placed into CARE at a cost of \$10.00 per student.

CARE Dismissal

To pick up your child from CARE, you will need to come to the front office lobby to sign them out.

We will call for the student, and they will come to the front office.

ATTENDANCE /TARDY POLICY

Attendance

It is in the best interest of the students to be present at school on a consistent basis. When students are not present, they miss valuable class and teaching time that can lead to the children not mastering content being covered in class.

If your child will be absent, you must call the school by 8:00 AM to notify us of the absence. An email message to either Ms.Quinones or to our registrar, Diane Tisone will be sufficient as a notification.

Within one day of the absence, written explanations, or emails are required for an absence to be excused. All other absences will be considered unexcused.

Tardy

The first bell is at 8:15. Students that enter the school premises **AFTER** 8:20 will be considered tardy. Parents must come into the school office and sign- in children that are tardy.

Parents please give your child adequate time daily to get to their homerooms on time.

Excused Absences may be granted for:

- Student Illness
- 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, a determined and approved by the principal or principal's designee..
- Pre-arranged absence with administrative approval.

Questions regarding Attendance/Tardy Policy.

Q: How many excused absences can I have? A: You are allowed nine excused absences. Your parent may excuse nine absences per year. When you have reached your limit, official documentation is then required for every additional absence.

Q: How can I make up work when I am absent? A: After an excused absence, you must arrange with your teacher for any make-up work. You have the same number of days that you were absent to make up your work. This rule does not apply to some long term assignments. (A long term assignment is when a student has 10 or more days to complete the work.) These long term assignments will be due on the specified date unless excused in writing by the teacher or Principal. It is your responsibility to make these arrangements and to submit the make-up work.

Q: How many unexcused absences can I have? A. In Manatee County, state law requires the regular attendance of children between the ages of 6 and 16 and makes parents and legal guardians legally responsible for seeing that their children attend school. Five unexcused absences in one month or fifteen unexcused absences in a 90 day period may result in a referral for truancy court action. If you have accumulated a total of 10 unexcused absences, the District Truancy Department will send a letter by U.S. mail to the address on school records. The letter will request a meeting to discuss the potential truancy issue. Family vacations during scheduled school time are considered unexcused absences.

Q: What happens if I am late for school? A: If you arrive at school late for any reason, you must report to the office and receive a tardy admit slip. The tardy will be deemed as excused or unexcused. You are expected to be in school at the start of the school day, every day.

Q: What is an excused tardy? A: An excused tardy is when you are late for school due to sickness, injury, death in your family, medical or dental appointments with a

note from the physician, school sponsored activities, court date, or other reason approved by the school Principal. For elementary students, parents must accompany the student to the office when they are tardy. If an elementary student arrives late and comes into the office unaccompanied by an adult, he/she will receive an unexcused tardy.

Q: What is an unexcused tardy?

A: An unexcused tardy is when you are late to school due to, but not limited to, oversleeping, missing the school bus, shopping trips, pleasure trips, or excessive tardiness due to illness without a physician's verification that the medical condition justifies your tardiness.

Q: How many times am I allowed an unexcused tardy? A: Habitual tardiness is unacceptable and unfair to other students because instruction is interrupted every time a late student arrives. Every three unexcused tardies within a grading period, or three unexcused early dismissals, or any combination of both, count as one unexcused absence. Please note that five unexcused absences in one month or 15 unexcused absences in a 90 day calendar period may result in Truancy Court for the parent/student. Also, individual schools may develop school-based consequences for tardy students.

Q: May I leave school early in the school day? A: To be considered present for the day, you must be in attendance for at least half of the school day. You are expected to be in school for the full day. However, if you must leave school early, you must go to the office and receive permission for early release. Parents of elementary and middle school students must report to the office to pick up their child. High school students may sign themselves out early at the age of 16 or older, following the school sign-out procedures.

Q: What are excused reasons for leaving school early?

A: Excused reasons for early dismissal follow the same guidelines as excused absences. They include: illness or injury, major illness or death in your immediate family, subpoena or forced absence by a law enforcement agency, a major disaster, a documented appointment with a doctor or dentist, discovery of head lice, participation in another academic class or program, or other parental requests as judged appropriate by the Principal.

Q: What happens if I leave school early for unexcused reasons?

A: Numerous early dismissals are unacceptable and unfair to the other students whose instruction is interrupted each time a student leaves early. Every three unexcused early dismissals within a grading period, or every three unexcused tardies, or a combination of both, will count as one unexcused absence. Please note that five unexcused absences in one month or 15 unexcused absences in a 90 day calendar period may result in Truancy Court for the parent/student. Also, individual

schools may develop school-based consequences for unexcused early dismissal students.

AGENDAS

All students will need to purchase a \$5.00 agenda per school year. Agendas should be used consistently in class to copy daily course assignments and serve as, one of many, communication platforms between teacher and parents/guardians. Parents are encouraged to check agendas daily. All grade levels use agendas to communicate between home and school.

BUS RIDERS

Students must register to become bus riders at the beginning of the school year – at Open House or during the first week of school. While every consideration will be taken to accommodate the largest number of students possible, the number of seats is limited, so a waiting list may be put in place if enrollment exceeds capacity.

Riding the bus is a privilege, not a right.

Imagine School at Lakewood Ranch follows the overall policies listed in the *“Manatee District, Code of Student Conduct.”* A verbal warning will be given to students who do not follow the bus rules as outlined below. If a student does not correct their behavior after a verbal warning, and a parent conference, use of the bus for that student may be suspended. For a list of rules and consequences please see the *“Manatee District, Code of Student Conduct”* or visit our website www.imagineschoolslakewoodranch.com

Bus riders must be at the respective bus stop at the predetermined time (adjusted each year) in the morning. Students must enter the bus, put their seatbelts, be seated quickly and quietly. No parents are allowed on the bus. Students will be dismissed to their respective bus per the Dismissal Procedure.

CLINIC

The school nurse or the covering assistant teacher will be on duty to call parents when children are no longer able to stay at school. Please make an effort to pick up your child as soon as possible, usually within the hour.

If your child tells you he doesn’t feel well in the morning before school, please keep him at home, as minor problems sometimes become worse as the day progresses.

Students are not permitted to attend school within 24 hours of having a fever of 100.3 or more. Students must be fever free without fever reducing medications (Tylenol, Motrin, etc.) for 24 hours before returning to school.

Please provide more than one working emergency contact phone number and keep the school informed of any change in phone numbers so we may contact you in an emergency.

Medications

For students to take medication during the school day at Imagine School at Lakewood Ranch, a Medication/Treatment form must be completed by the parent. Ms. Tiffany Barnett, LPN will be able to assist you with this form. The doctor prescribing this medication/treatment must sign the form as well.

STUDENTS ARE NOT ALLOWED TO KEEP MEDICINE IN CLASSROOMS OR SELF-ADMINISTER MEDICATION (e.g., cough medicine, aspirin and other non-prescription items) without a signed authorization.

All medication (prescription or non-prescribed over-the counter) to be administered to an elementary student shall be provided and retrieved to the designated staff person at school by the student's parent or legal guardian. The medication must be in the original container with the current prescription label.

In the event medication is delivered or retrieved by an adult other than the student's parent or legal guardian, the adult shall present written authorization from the child's parent or legal guardian. If prior arrangements have been made with the Principal or his/her designee, as parent or guardian may go into the school to administer prescribed or non-prescribed (over-the counter) medication to his or her child upon completion of a "*Medical Authorization*" form.

CHARACTER EDUCATION

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 ISLWR is meant to be an opportunity to educate our students and inspire them towards high expectations. Our focus is on the good, responsible choices we want students to make, rather than the poor choices we want them to avoid.

Imagine School at Lakewood Ranch focuses on these four building-wide Character expectations:

Respect
Responsibility
Right Choice
Reflection

These expectations will help frame the way that staff, students and parents interact on our campus.

For more information on PBIS (Positive Behavioral Interventions and Support) and School Wide Behavior Expectations please visit our website.

www.imagineschoolslakewoodranch.com

CONFERENCES

All parent/teacher conferences are to be scheduled directly with the classroom teacher and are usually held twice a year as needed; one formal (in person) and one informal (in writing or phone). Teachers are not available for conferences during the school day except by prior arrangement. We encourage parents to take an interest in their child's activities at school and would like for you to visit the classroom. If you would like to visit your child's classroom, please contact the teacher in advance.

CONTACT INFORMATION CHANGES

Notify the school immediately with any address, phone or email change.

EMERGENCY

In the event that the school should be closed or need to dismiss early due to an emergency (i.e. hurricane, tornado, etc) you will be contacted by School Reach, via email or phone call.

We will follow Manatee School District decisions when it comes to weather related school closings. Please view <http://www.manatee.k12.fl.us/> to find the latest info on school closings.

EXTENDED CARE

Extended Care programs are mornings from 7:00 a.m. to 7:50 a.m. and afternoons from 3:00 p.m. to 6:00 p.m. for a fee. Pricing and registration forms are available at the front office or online at www.imagineschoolslakewoodranch.com

EXTRA-CURRICULAR ACTIVITIES

Notices will be sent home and also advertised at the front office and website (www.imagineschoolslakewoodranch.com) as they arise.

These activities may include but are not limited to: sports, yearbook, newspaper, reading club, choir. Kiwanis club, etc.

Afterschool Sports (5th-8th grade): A \$60.00 fee per sport will be charged per athlete. This fee is non refundable. Students must have a physical form and a signed Athlete Contract.

Volleyball, Flag Football, Cross Country, Basketball, Soccer, Tennis, Cheerleading and Golf

Additional Activities: Jackies' Art Club, Drama Kids, Imagine Dance Team

DISCIPLINE

Code of Conduct: Imagine School at Lakewood Ranch expects our students to show respect for themselves, other students, faculty, staff, visitors, and school property while here on campus. We expect students to behave in ways that are acceptable and conducive to learning.

Discipline is essential for the development and growth of a person, as well as being one of the essential ingredients to a safe, smooth running school. Discipline is also a vital factor in establishing a climate for learning and for bringing about good relationships among the students and staff.

The school staff and administration expect students to come to school ready to learn and participate in a positive way. Students will be taught skills to help them learn how to make right choices from wrong ones. They will be encouraged to accept responsibility for their actions and learn the effect their choices have on themselves and others.

Misbehaviors on the part of the students can generally be corrected in the classroom environment. However, if a student's behavior limits the learning of other students, or prevents teachers and staff members from accomplishing their duties, the teacher or administration may contact a parent/guardian to request support in correcting negative behaviors and discuss consequences of such choices.

A detailed version of the *Manatee District, Code of Student Conduct* is available on our website www.imagineschoolslakewoodranch.com and on the Manatee County School District website www.manatee.k12.fl.us/students/code_of_conduct.html

Failure to make the RIGHT CHOICES may result in the following consequences: Verbal warning, classroom consequence, students sent to buddy classrooms, documentation and family contact, detention/loss of privileges, suspensions, expulsion, and/or any appropriate consequence as define by administration.

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 the intent to harm any pupil, teacher, administrator, other school personnel, or visitor is absolutely prohibited.

-Imagine School at Lakewood Ranch is a drug-free zone. Illegal drugs on campus are absolutely prohibited.

-Imagine School at Lakewood Ranch is a smoke-free environment. Smoking 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

Inappropriate Items: Imagine School at Lakewood Ranch follows the overall policies listed in the "*Manatee County, Code of Student Conduct.*" In most cases the classroom teacher will decide what is and is not appropriate in their classroom.

Examples:

Toys: Should not be brought to school unless requested by the teacher (e.g., show and tell, educational activity, etc.); such items may be confiscated by the administration or teacher. Any non-weapon collected will be returned to the student at the end of the school day, but repeated misbehavior will result in additional discipline (e.g., detention, suspension, etc.). This return policy will be judged on a case-by-case basis with parents/guardians informed, with a right of appeal to the principal, if return is denied.

Skateboards, etc: shoes with wheels in them and scooters are not permitted to be ridden on school property and are discouraged. However, if the student brings such items to school they must turn the item into their homeroom or another trusted teacher to hold during the school day.

Weapons: Pocket knives, cap guns, and any other dangerous toys, toy weapons or weapons are not to be brought to school; Manatee County has a ZERO TOLERANCE policy on weapons of any kind on school grounds. If a student has a knife or any other weapon at school, the situation may be call for suspension, expulsion and/or the calling of law enforcement.

Animals: No animals may be brought to school except by special arrangement.

Videos: Teachers must preview videos before being presented to the class. Only movies rated G will be permitted to be shown. PG movies may be shown with parent consent and administrative approval. Any questionable material must be discussed with the Principal.

Mobile phones: may be carried but must be turned off and in the student's backpack during school. **If a family chooses to allow their student to bring a mobile phone to school, said devices are the responsibility of the student.**

Imagine School at Lake wood Ranch is not liable or responsible for any loss or damage.

Other electronics (e.g., mp3 players, iPods, games, cameras, etc) are not permitted on school grounds. No electronics may be used on campus. If any of the aforementioned devices are brought to school the student will be subject to disciplinary action. **Imagine School at Lake wood Ranch is not liable or responsible for any loss or damage.**

Consequences for Electronics

1st Offense - The item(s) will be confiscated by the teacher and returned at the end of the school day.

2nd Offense - The item(s) will be confiscated and only returned to a parent or guardian by the Administration.

PROHIBITION OF DISCRIMINATION

No student, shall, on the basis of race, color, national origin, sex, gender orientation, disability, marital status, age, religion, or any other basis prohibited by law, be excluded from participation in, be denied the benefits of or be subjected to discrimination or harassed under any educational programs, activities, services, or in any policies or practices by Imagine School at Lakewood Ranch.

Any student who believes he/she has been discriminated against or has been harassed by an employee, student, or other third party, who is subject to control of the School, is encouraged to forward their complaints to:

Ms. Selenia Quinones, School Leader
10535 Portal Crossing
Bradenton, FL 34211
941-750-0900 ext.102

Discrimination and Harrasment Prohibited: Complaint and Grievance Procedures:

http://www.manateeschools.net/departments/legal/pdfs/Policy_2-19.pdf

FIELD TRIPS

Teachers may plan several field trips during the year as part of the educational program. They will notify parents well in advance of any trip. **Signed permission slips and payment (if applicable) must be received by the due date in order for the student to be allowed to participate.** Due to deadlines enforced by different venues, many field trip payments are non-refundable even if a student misses the trip due to illness. Teachers will request parent chaperones as needed. Anyone who wants to volunteer must receive a badge from the front office before attending.

LUNCH

Children need healthy meals to learn. Imagine Schools at Lakewood Ranch, offers healthy meals every school day. Students will be assigned a lunch period. Due to safety concerns we are not able to heat lunches for students. Please do not send items that require heating. Hot lunches are offered throughout the year. Families are welcome to eat lunch with their child (see Visitor Procedure).

Our lunch program is offered by Gullett Elementary.

Regular Breakfast and Lunch Program: Breakfast costs \$1.10; lunch costs \$2.00 (these prices are subject to change). Your child(ren) may qualify for free or reduced price meals please apply online on our website or you may receive information from the front desk.

Student lunch accounts must be reviewed by the parents/guardians to ensure that money is available for the students to purchase their meals. To review your student's account go to: **MyPaymentsPlus.com**

To apply for Free and Reduce Breakfast/Lunch go to:

www.manateeschoolfood.net

Any students with a negative lunch balance will receive a cheese sandwich lunch, and may not participate in any field trips or sport activities until the balance is paid in FULL

LOST AND FOUND

Please write your student's FIRST and LAST NAME on their lunch box, notebooks and all clothing (e.g., jackets, sweaters, uniforms, etc.). The Lost and Found is located in the Lunch Room. Unclaimed items will be donated to charity.

MEDIA CENTER/LIBRARY

Library books may be checked out from the media center. Books must be returned on time and in good condition. If a book is lost or destroyed, the student will be required to pay the

full replacement cost. Parent volunteers are welcome and encouraged to fulfill their volunteer requirements by shelving books in the media center.

MONEY COLLECTION

Throughout the year students may turn in money for field trips, fundraisers and other school-related activities. **Imagine is only accepting a check or money order** as form of payment. Checks returned for insufficient funds may be subject to a \$25.00 service charge payable to the school. Also you may be asked to pay future items with a money order. The exception for money collection might be for activities such as a dress down day, a bake sale, Kona Ice, etc. as part of a school fundraising.

PARENT INVOLVEMENT

PI - Parent Involvement Team: The PI Team at Imagine School at Lakewood Ranch is happy to contribute to the welfare of the school by organizing parent volunteers and coordinating academic and fundraising activities. Please join us and help make our school the best that it can be. Membership applications and more information available in the front office, on the PI's facebook page, Imagine PI Team or you can email Kim Wilson at imaginepitem@gmail.com

Volunteer Program: The PI (Parent Involvement Team) also administers our volunteer program for parents. School volunteers are always needed and **each family is required to contribute 20 hours of volunteer time each school year.** There are many opportunities available for parents to get involved (e.g., classroom assistance, library duty, fund raising activities, field trip chaperone, etc.). **Those parents that complete all 20 hours by April 15th of each year, will ensure that their child(ren) will have a seat in the school for next school year.**

Acceptable ways to accrue your hours are as follows:

- Time spent in the classrooms.
- Time spent in any area of the school (library, PE, lunch room, etc.)
- Completing items at home for the teacher.
- Assisting with events related to the school.
- Attendance of Imagine PI Meetings.

We understand that there are situations that arise that make it difficult for parents to complete their hours. If you fall into one of these situations, you will need to speak to Ms. Selenia Quinones about your adherence to this policy.

Volunteers are required to sign in and out of the front office. Visitor badges must be worn and visible at all times.

PARKING

We are asking that parents and visitors do not park in Main/Front Entrance parking spots during Arrival and Dismissal. These areas need maintain open and free to help with our students and families' safety. All other parking spots may be used.

Parents should not be parking on the road. This is extremely dangerous and illegal.

The parking across the school (Sherwin Williams) is not for our use.

PARTIES/TREATS

Teachers will make the final decision on parties appropriate to the children and related events. Teachers will decide on days and times that may best suit the needs of the grade level. Birthday parties are not to be held at school for any grade level. However, any parent wishing to send cupcakes, cookies and/or drinks to celebrate a birthday can contact the teacher for approval in advance.

Due to student allergies, we ask that classroom treats be **store bought**. We ask that there be no classroom treats with any sort of NUTS. We also ask to make classroom treats a nutritious choice.

STUDENT DRESS CODE

The 2013-2014 dress code will be strictly enforced and school uniforms are mandatory for all students every day. We at Imagine School at Lakewood Ranch find that simple, comfortable uniforms or a dress code mark learning as a serious endeavor and minimize student competition and distraction regarding dress. Cooperation of parents is essential as we work together to ensure that the uniform policy is followed and enforced. If a student is not in proper uniform, parents will be notified.

Students must wear polo shirts and bottoms that fall within our dress code requirements.

Shirts must be purchased through our vendors however bottoms may be purchased through our vendors or other outside vendors.

The **contact information** for our three vendors is the following:

- Shirts & Giggles: Please Call: (941) 896-8880.

- ASAP: Please visit www.myasapflorida.com/Lakewood or call: (941) 708-2727

Tops:

- Polo Shirts with our logo (long or short sleeve) in these colors: Black, Light Yellow, Light Blue, Royal Blue.
The **shirts must be tucked in** during the school day.
- The boys may wear a sweater vest. The sweater vest should be navy or royal blue in color.
- Long or short sleeved shirts may be worn under uniform shirt in white or black only.

Bottoms:

- Khaki, Black, or Navy Bottoms
 - Girls: Shorts, Skorts, Pants, Jumper (logo required), or Dress Capris
 - Boys: Shorts and Pants
- No cargo pants or jeans
- The bottoms should fit the student. We want the students to be comfortable. This means that the bottoms should not be too baggy or tight.
- Shorts and Skorts should be no more than 4” above the knee.
- Leggings and shorts worn under jumpers must be solid white or black only.

Outerwear: Sweatshirts/Jackets:

- All sweaters, jackets and sweatshirts must be solid color in White, Black, Light Yellow, Light Blue or Royal Blue. The Imagine School at Lakewood Ranch Logo is preferred. The color must be and must match the uniform colors. Please refrain from multi-colored sweatshirts or clothing with writing on it.
- For colder days, students may wear an outer coat of their choice, hats and gloves. These items may not be worn in the classroom.

Belt:

- All Intermediate – Middle School students should have a belt when wearing pants/shorts/skorts with a belt loop. If our students are wearing the elastic band pants, they will not need a belt. All VPK – Primary students may choose to wear a belt.

Friday Spirit Day Attire:

Spirit Days: Every Friday is Spirit Day for Imagine School at Lakewood Ranch Students. Students K-5 are encouraged to wear their royal blue Spirit T-Shirt and grades 6-8 their dark gray Shark Shirt or the gray ISLWR Athletic Shirt. Blue

jeans may be worn on Fridays. Jeans should fit the student. NO Skinny Jeans Allowed.

P.E. Dress:

Middle School students will need to purchase a gym uniform that will consist of an ISLWR Logo T-Shirt and black gym shorts. We are currently working with our vendors on supplying this option to parents.

Additional Dress Code Guidelines:

- Shorts and skorts must be no more than 4” above the top of the knee.
- Solid color rubber-soled tennis shoes or dress shoes must be worn with solid color socks that match the outfit! Lights, wheels, characters or shoes that make sounds are not allowed.
- No flip flops, crocks, open-backed shoes or sandals may be worn at any time.
- Shirts must be tucked in at all times.
- Natural hair colors are the only acceptable colors.
- No hats, sweatbands, visors, or sunglasses.
- Visible pierced body jewelry other than that worn on the ear is not permitted.
- Earrings: Stud-type earrings or small-hooped earrings are acceptable.
- Uniforms may not be too loose or too tight.
- Hair is to be well groomed and neat and not be distracting to the school atmosphere (i.e Mohawk).

****The administration reserves the right for final approval. If your child arrives at school not following the dress code outlined above, school administration reserves the right to send the child home. Parents will be notified when students violate the Uniform Policy and/or Dress Code.***

Consequences for violation of uniform code:

1st – Warning (note/call to parent)

2nd – Warning (note/call to parent), detention with teacher

3rd – Warning (note/call to parent), detention with teacher, sent home day of violation (possible referral)

STUDENT PROGRESSION POLICY

Imagine School at Lakewood Ranch follows the Manatee County Schools Student Progression Plan in regards to student promotion/retention. A copy of the full student progression plan may be found at :

RELIGIOUS OBSERVATIONS

Imagine School at Lakewood Ranch follows the overall policies listed in the *“Manatee District, Code of Student Conduct”* Our school community recognizes and supports the value of learning about diverse cultures, customs and world religions. Where appropriate in the instructional program, teachers may wish to examine observances of the world’s major religions, with particular emphasis on those represented by students in the classroom, our school and community. Through instruction, students must be provided with opportunities to understand the ways in which people are similar as well as the ways they are different. The following information may be appropriately shared:

- Name of the holiday
- Purpose of the holiday
- When the holiday is held (date and location)
- Who participates in the holiday
- Traditions associated with the holiday
- How the holiday reveals the historical experience and culture
- Regional differences in the recognition of the holiday

While religious holidays may be acknowledged as described above, they may not be observed. This means that religious symbols such as crosses, nativities and menorahs may be used as teaching aids in the classroom provided that the symbols are displayed as examples of the cultural and religious heritage of the holiday and are temporary in nature (temporary being the period that the instructional unit is in progress). Religious symbols may not be used as decorations. Symbols of religious holidays that have acquired a secular meaning such as Dreidels, Santa Claus and Christmas Trees are permissible decorations.

In addition, music, art, literature and drama with religious themes may be included in teaching about religion, provided that they are presented in a religiously neutral, prudent, and objective manner, and related to sound, secular educational goals. Religious music or drama may be included in school events, such as holiday programs, as long as they are part of the secular program and not focused on any one religion or religious observance. Such events must not promote or denigrate any particular religion, serve as a religious celebration, or become a forum for religious devotion.

Students’ participation should be voluntary in the recognition of any holiday. At all times, the major goal of this policy and all activities is to promote sensitivity, respect, and tolerance for all.

REPORT CARDS

There are four grading periods (quarters). *Report Cards* will be sent home after each 9-week grading period. In addition, students receive a *Progress Report* approximately 4-5 weeks into each quarter. For exact dates see the school Calendar at www.imagineschoolslakewoodranch.com

RESOLVING ISSUES

Many misunderstandings and problems can be resolved through discussion between the parent and teacher/or other appropriate school personnel. These guidelines are step-by-step procedures to assist you when you are attempting to solve a problem. Please make every effort to gather accurate facts as possible.

Step One: Contact the teacher or staff member involved. Many times this is a part of gathering facts.

Step Two: If further clarification is desired, you are advised to schedule a conference with the School Leader to resolve any additional issues. The School Leader will either help you resolve the issue and/or schedule additional meetings.

Step Three: Contact the Governance Board President whose email address can be found on the school's website:
<http://www.imagineschoollakewoodranch.com>

Most issues are satisfactorily answered at Step One. Our teachers are always open and willing to communicate. The other steps are provided as an additional means of addressing your concerns. **Parents should never engage another student directly over any issue and should follow the procedure outlined above.**

Please note that school personnel are not required to suffer verbal or physical abuse by parents, students, or others. While such situations are rare if any parent is acting abusive they will be asked to leave the school; the principal will follow-up in writing advising the parent that they are not welcome back unless their behavior changes. If the parent returns and continues to be disruptive, law enforcement will be called and asked to take appropriate action.

VISITORS

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 Lakewood Ranch you are agreeing to abide by our policies. All visitors are required to sign-in at the front office where they will receive a visitor badge that is to be prominently worn at all times while on school grounds.

WEBSITE

Please feel free to visit our school website - www.imagineschoolslakewoodranch.com - for copies of this manual, announcements, teacher updates and websites and other important information.

WITHDRAWALS/MOVING

Please contact the front office at least three days before a move is planned so that textbooks and library book, fees and other materials can be returned. You will need to complete a “Withdrawal Form” so that we can send all necessary records to your child’s new school.



Imagine School at Lakewood Ranch

The Student/Family Handbook A Guide for Students, Parents and Teachers

Please review our Student/Family Handbook on our Imagine School at Lakewood Ranch website: www.imagineschoolslakewoodranch.com . If a hard copy of the handbook is needed we may provide you with a copy at the front office.

I have read and understand the ISLWR Student/Family Handbook.

Parent/Guardian Signature

Student Signature

Date

****Please return signed form to the Homeroom Teacher****

The Student/Family Handbook is a “living document” which may be revised during the school year, please check with the digital copy on the school website www.imagineschoolslakewoodranch.com for the latest edition at any given time. If you notice any errors or omissions to The Students/Family Handbook, please feel free to bring them to the attention of the Principal.