

Imagine Schools at South Vero

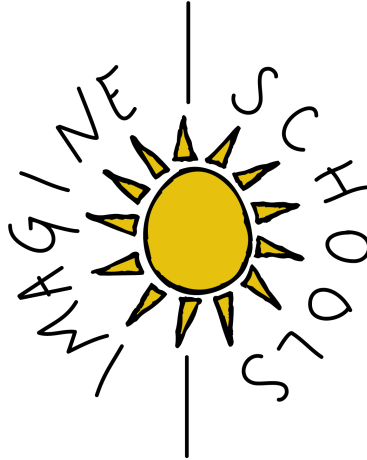


Parent & Student Handbook 2023 - 2024



Imagine Schools at South Vero

This handbook is a guide to policies and procedures for Imagine Schools at South Vero. The Principal is the final authority on these and any policies not covered within the handbook. Please take the time to review the school's Parent and Student Handbook for updates that may occur from year to year.



Vision

We inspire students to reach their full potential.

Mission

We provide rigorous academic instruction and develop life-long learners in a character rich environment.

6000 4th Street

Vero Beach, FL 32968

PH: (772) 567-2728

www.imaginesouthvero.org

School Office Hours: 7:30 am - 4:00 pm

Student Hours:

Elementary (K-5) 8:00 am - 3:00 pm

Middle School (6-8) 7:50 am - 2:50 pm

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School Contact Information

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Imagine Schools at South Vero Board of Directors

Bethany Acosta - Chairman
Davie Partin - Board Member
Sue Flak- Board Member
TBD - Board Member
TBD - Board Member
Lynn Applebee - Parent Liaison

*We are currently interviewing candidates to join the Board.

Imagine Schools

Our Vision: Imagine Schools' vision is for every student to reach his or her full potential and discover the pathways for life-long success.

Our Mission: As a national family of non-profit public charter school campuses, Imagine Schools partners with parents and guardians in the education of their children by providing high quality schools that prepare students for lives of leadership, accomplishment, and exemplary character.

Measures of Excellence

A highly effective school results from a rigorous academic program in a culture of trust and high expectations, led by a visionary instructional leadership team and implemented by talented, dedicated teachers. At Imagine Schools we monitor and evaluate our school performance based on Measures of Excellence:



Parent Choice

Parent Choice is a key indicator of Imagine Schools' performance. Parents choose an Imagine school because the school provides the academic quality, character development, and nurturing environment they want for their children. Imagine Schools' educators provide a positive learning environment by working closely with parents and guardians to fulfill a collaborative responsibility for the academic and personal growth of their children.



Economic Sustainability

Economic Sustainability means stewarding public funds to optimize our students' educational outcomes. Imagine educators ensure, to the best of their ability, that our schools operate within their means and that all resources are used to benefit students' education. Meeting our commitments to academic excellence, character development, and parent choice contributes to fully enrolled and economically sustainable schools.



Character Development

Character Development begins with Imagine teachers and staff teaching, modeling and integrating virtues into every aspect of the school curriculum and culture. Students learn to set academic and personal goals. They grow in their ability to successfully meet their goals as they practice integrity and diligence, while taking responsibility for their studies. Our focus on character helps students attain the virtuous habits needed to live fruitful, honorable lives.



Academic Growth

Academic Growth defines our strong belief that students' progress toward proficiency and beyond is the most accurate indicator both of a student's and a school's academic strength. It is imperative that every

Imagine student develops the skills and habits for successful learning. Imagine educators, students, parents, and board members support and adhere to the Imagine Schools Academic Excellence Framework, which specifies increased rigor, focus, effectiveness, and accountability. This Framework includes an expectation that every student will reach or exceed grade level proficiency within three or fewer years while attending an Imagine School. Imagine educators design their instruction to empower each student to make significant academic progress that is both measured and celebrated.



School Development

School Development refers to Imagine Schools' operational strength—improving each school and enhancing our ability to serve students with a rigorous, relevant education. We operate our schools with integrity, accountability, and a passion for academic excellence. Our schools provide safe, ethical, joyful cultures of learning where adults and students alike can thrive and grow.



Shared Values

Shared values are at the heart of who we want to be. Three particular values guide our work as an organization: Justice. Integrity. Fun. These Shared Values of Justice, Integrity and Fun form the foundation of our educational mission. Imagine educators aspire to live by these values daily and teach them to our students.



Justice gives to each person what he or she deserves and what is appropriate. Justice requires doing all in our power to ensure that every Imagine student has access to an outstanding education. Driven by the unique abilities and needs of each student, Imagine educators design instruction to equip all students to become successful learners. We align goals for each student and adult in our schools with what they need and deserve.



Integrity means wholeness, or how things fit together. Integrity drives us to live and model consistent ethics inside and outside the school. Integrity requires responsibility and accountability. It means every aspect of what and how we teach is done with rigor and fidelity. We hold ourselves individually and collectively accountable for strong academic outcomes, with each individual fulfilling his or her responsibility so that all students can succeed.



Fun means cultivating a *Joy at Work* environment in every school we operate. In our schools, each person has the opportunity to use his or her unique talents and experience to make important decisions contributing to the success of the school. *Joy at Work* combines integrity and justice with accountability for our decisions in order to achieve outstanding results for students and families.

The “Essentials” of Imagine Schools at South Vero

Thank you for choosing Imagine Schools at South Vero as your educational choice. We are committed and dedicated to ensuring that our students are receiving the best educational opportunities in the county. Your child’s well-being is of utmost concern. To ensure your child’s safety, it is important that you are aware of the procedures we have in place. Please spend some time reviewing this handbook that outlines our expectations for students and their families. Please take the time to read and become familiar with this handbook. Please complete the Google Form provided and indicate that you have read and understand the information and expectations in the handbook.

School Hours

Main Building: Before school care program begins at 7:00 a.m.

Front Office: 7:30 a.m. - 4:00 p.m.

Elementary School Students: 8:00 a.m. - 3:00 p.m. Students are tardy at 8:00 a.m. and need to be signed in the front office by a parent after this time.

Middle School Students: 7:50 a.m. - 2:50 p.m. Students are tardy at 7:50 a.m. and need to be signed in the front office by a parent after this time.

School Arrival Procedures

Campus Visitor Procedure: **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.** ALL visitors must have a photo ID. Our background check system will scan the ID, run a check and print a visitor’s badge. Parents should always check with the teacher before visiting the classroom. If you need to make an appointment to discuss an issue with the teacher, please set those up by phone, email, or use your child’s school agenda to communicate with the teacher. Parents who wish to speak with a teacher need to schedule a conference by contacting the teacher via the student’s planner, voicemail or email (links to all teacher emails can be found at www.imaginesouthvero.net). Drop off is not the time to conference as teachers are responsible for supervising students.

Morning Drop-off Procedure: Students shall not arrive to school earlier than 7:30 a.m. unless they are registered for Morning Care. Hallways and the carline are not supervised before 7:30 a.m. so students should be dropped off at the multi-purpose room by a parent. Students are tardy after 7:50 a.m. for middle school and 8:00 a.m. for elementary school. Parents who choose to remain on campus will need to report to the front office and obtain a visitor or volunteer badge.

Car Riders: Students that will be arriving to school as car riders will utilize the driving loops for drop off and enter the campus through the two main gates near these loops. Please adhere to the strict speed limit of 10 miles per hour with no passing. Students that are **car riders should not be dropped off any earlier than 7:30 a.m.** If your child is dropped off earlier than 7:30 a.m.,

he/she will be placed into our before school program. **Please note that a fee will be assessed for the placement of your child into this program.**

Bikers/ Walkers: Students who are walking or riding to school on bicycle may be on campus NO EARLIER than 7:30 a.m. unless registered for morning care. Bike riders MUST wear a helmet and are encouraged to have a bike lock to use with the racks provided at the school.

Breakfast: Students who eat breakfast at school should be dropped off by the multipurpose room and enter the building. They can remain in the multipurpose room until 7:50am. Breakfast will be closed at 8:00 a.m. every morning.

Student Sign-Out Procedure/Early Dismissal: An early departure is any unexcused departure prior to the end of the class or school day. Parents are encouraged to keep students in school for the entire school day with minimum interruptions or requests for early dismissal. Early dismissals interfere with classroom instruction. Dismissal within the final 30 minutes of the school day is prohibited unless the Principal determines that it is an emergency, or the student has a medical, dental, or court appointment that cannot be rescheduled. The cut off for check outs through the office is **2:30 p.m.** Parents arriving after this time should proceed to the carline. No student will be allowed to leave the school with anyone other than the legal parent or guardian, unless that person is listed in the student's contact list and presents the appropriate identification. Any student leaving school during the school day must be signed out in the front office reception area in the main building. For their safety, we do not dismiss students on their own with only a note or telephone call from the parents; they must be signed out through the front office. Parents are not permitted to pick-up students outside the classroom or hallways; please pick them up in the front office.

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.

In order to preserve the testing environment and the continuation of our educational programs / activities, students cannot be signed out during state assessments, semester exams, or school special programs/activities. Please plan medical, dental or other commitments away from these dates. In case of extreme emergency, parents will be required to come in person and administrative approval will be necessary in order to remove the student from school.

School Departure Procedures

Car Riders: Students that will be departing school as a car rider will be assigned a car loop for pick-up based on single rider or sibling riders. Please adhere to the strict speed limit of 10 miles per hour with no passing. Parents/Guardians are asked to display the family identification car tag in the front window to identify which child/children you are picking up. A staff member will escort departing students to their respective vehicles so please remain in your vehicle at all times. Parents/Guardians without a family name car tag will need to obtain one from the front office. Parents/Guardians please stay in cars for safety. **Do not park in the driving loops or on the grass,** and **please do not use your cell phone.** It is safer and quicker if everyone abides by this policy. We must not have cars standing on 4th Street so we have the following policies to

keep your child safe, and keep cars moving off of 4th Street and get you out as quickly as possible.

- Use your rearview mirror hanging sign each day for the entire school year.
- Pull as far forward as possible while waiting in line.
- Stay in your vehicle and follow the guidance of teachers and staff.
- Please do not use your cell phone while in line.
- Do not conference or chat with teachers, or anyone else, while in line.
- No left turns into school (there are signs posted and you can be ticketed).
- Do not park on grass or along the side of the lanes.
- 10. If you have a handicap tag, you may display it and park in a handicap spot.
- Use your turn signal to show your intentions.
- If you are coming to school to watch a child play a sport, use a parking spot for your vehicle.
- Abide by the 10 MPH Speed Limit in the School Parking Lot.

Drop Off

- Families can drop off as early as 7:15 (if not utilizing before care). All students will go to the multipurpose room. At 7:30, middle school students will be dismissed to the courtyard.
- School begins promptly at 7:50 a.m. for middle school students and 8:00 a.m. for elementary students. Students who are late will be marked as tardy.
- Students will proceed along the sidewalk into the school to their classrooms.
 - Support staff will be available to assist kindergartners.
- Each vehicle will have approximately 45 seconds to unload. Please get students ready to exit vehicles in an efficient and timely manner.
- ISV staff will assist students as they exit their cars to ensure they are safely escorted into the school building.

Pick Up

- Kindergarten student dismissal begins at 2:50 p.m. Cars may begin entering the lot at 2:40 p.m.
- Middle school student dismissal begins at 2:50. Cars may begin entering the carline at 2:40 p.m.
- Elementary student dismissal begins at 3:00 p.m. Please **DO NOT** come before this time.
- Families picking up **BOTH** middle school and elementary students may enter the lot beginning at 3:00 p.m.
- If you do not have the appropriate tag at pick up, you will have to park and go into the front office to sign your student(s) out.
- Please have your number tag clearly displayed on your dashboard. Students will be dismissed from their classroom via their Family/Car number.
 - Students will see their name on the board in the classroom once their family's ID is entered.
 - Please ensure your student(s) learn your family/car number.
- When dismissed, students will need to leave the building and wait for their car in the loading zone.
- Parents/Guardians are encouraged to utilize the carline and not park their vehicle.

- Early Appointment Pick-Up and parking must be done prior to 2:30 p.m.
 - You can notify the Front Office in advance and students will be called to the front.
- Any student not picked up by 3:30 p.m. is considered Late Pick-Up unless you have notified the Front Office of an unexpected delay or emergency. They will be sent to aftercare where aftercare fees apply.
- **DO NOT LEAVE YOUR CAR UNATTENDED.**
- If there is room to **PULL FORWARD**, please do so.
- If you make it to the front of the line, and your student has not exited the building in a reasonable amount of time, you will need to exit and re-enter the loop.

If your child is not picked up by 3:30 p.m. he/she will be placed into our afterschool program.

Note: A fee will be assessed for the placement of your child into this program. All students must be supervised at all times while on campus. Students staying after to watch sporting events need to be supervised by a parent or the student **MUST** check into aftercare resulting in a weekly charge.

Transportation Changes: If you have a change in your student's transportation status during the day, email the homeroom teacher or fax a written notice to the front office at (772) 410-0329 prior to 2:30 p.m. For the safety of our students, transportation changes may not be made by phone.

Attendance Policy and Procedures

The expectation of Imagine South Vero is that ALL students will be in attendance each day of the school year. School attendance is the responsibility of the parents and legal guardian. Each day that a student attends school he/she has opportunities to develop personal, social, and academic skills. Failure to attend school in a regular and timely fashion hinders the education progress of our students. Students are expected to be on time each day. We encourage the commitment of students, parents, and staff to work together on this endeavor.

ABSENCES

Florida law requires each parent of a child from five to sixteen years of age to be responsible for the child's school attendance. Students who have attained the age of 16 years and who have not graduated are subject to compulsory school attendance until the formal declaration of intent to terminate school enrollment is filed with the district school board by the student or parent/legal guardian of a student who is less than 18 years of age.

TARDINESS

Tardiness is any arrival at school after the school start time without an approved excuse. Likewise, students who leave school before the end of the school day have their learning interrupted. Unless the reason for leaving or late arrival is covered under Florida Statute, elementary and middle school students who are chronically tardy or leave early without an acceptable excuse more than five (5) times in a calendar month or ten (10) times in a 90 calendar day period will be subjected to action as dictated by 1003.27, F.S.

If the parent is the cause of the chronic tardiness or leaving early without an acceptable excuse, then 1003.27, F.S. shall be used to gain compliance. Tardiness and leaving early without an

acceptable excuse are seen as a form of nonattendance, which is in violation of compulsory attendance statutes. **Any student who is tardy to school MUST be walked and checked in at the front office.**

PARENT RESPONSIBILITY

Florida Statutes, 1003.24 defines the responsibility of parents for the attendance of their child at school and requires them to provide an explanation for any absence from school.

If a student has unauthorized absences sufficient enough to jeopardize academic progress and it is determined that the student's parent or legal guardian is at fault for the absence, in accordance to F.S. 1003.24, the procedures under Florida Statutes 1003.26 and 1003.27 shall be followed by the appropriate school personnel.

If a student is absent from school, the student needs to bring in a signed note from the parent or guardian stating the reason for the absence. If the student misses school because of a doctor's appointment, a note should be obtained from the doctor's office. Written documentation is required for an absence to be excused. Without this documentation, all absences will be considered unexcused until a student brings in this documentation. Students are required to make up all missing assignments in a timely fashion. Parents are encouraged to report their child's absence to school. Having more than 10 excused absences in a semester is considered excessive and a student must have a note from their doctor verifying illness or injury for the absence to be excused.

MONITORING OF ATTENDANCE AND TARDIES

Each school is required to record a student's daily attendance. Students reporting to school/class after the official start time will be marked tardy. Students who are excessively absent, tardy, or leave school early may be referred to the school leadership team for intervention assistance. Students who continue to be excessively absent will be monitored by administration and may be referred for additional services. For further information on attendance requirements, please refer to Florida Law 1003.26(b).

Florida law defines "habitual truant" as a student who has 15 or more unexcused absences within 90 calendar days with or without the knowledge or consent of the student's parent or guardian, and who is subject to compulsory school attendance.

When a student is continually sick and repeatedly absent from school, the student must be under the supervision of a medical doctor in order to receive an excuse. The doctor's statement should confirm that the student's condition requires absence for more than the number of days permitted by the district school board policy.

Having more than 10 excused absences in a semester is considered excessive and a student must have a note from their medical doctor verifying an illness or injury for the absence to be excused.

Parents will also be notified daily when their child is absent or tardy through the school's student data information system. For those students in middle school, these will be reported by class period.

PREARRANGED ABSENCE

Imagine South Vero has a process to allow for no more than five (5) prearranged absence days per year. Students must be in good academic standing with no missing assignments in order to be eligible for approval for a prearranged absence. An email must be sent to the Principal to request a prearranged absence. We kindly ask that you coordinate vacation days with the school calendar.

ATTENDANCE PROCESS

1. Teachers post attendance in FOCUS by 8:45am. for elementary school and at the beginning of each class period in middle school.
2. Students entering the school after attendance has been posted will have their absence changed to a tardy by the front office staff.
3. Students coming to school after their absence are required to bring a note to record their absence as excused. These notes are turned into the front office and the front office staff will change the unexcused absence to excused absence.

INTERVENTION FOR ABSENCES/TARDIES

Tier 1

2-3 consecutive absences/tardies in a semester – Teacher Calls Home (documents in FOCUS)

Tier 2

4 absences/tardies in a semester – Absenteeism/Tardy Letter

6 absences/tardies in a semester – Conference with Teacher

Tier 3

8 absences/tardies in a semester – Parent Meeting with Administration/Attendance Contract

11 or more absences/tardies in a semester – Subject to Dismissal

Visit [Attendance and Enrollment \(fldoe.org\)](http://fldoe.org) for more information on school attendance and frequently asked questions.

Athletics

Imagine South Vero has numerous athletic programs after school. We will provide more information to families and students as the seasons approach. All students participating in our middle school athletic program are required by FHSAA to have a 2.5 or higher GPA in the preceding semester to participate. Please review the Athletic Handbook provided by the Athletic Director as you enroll your child in any sports or extracurricular programs.

Care of School Property

Students are expected to respect the school buildings and property. Containers are provided throughout the buildings and grounds for proper disposal of waste. **Marking or defacing school property is a serious offense incurring an out-of-school suspension or possible arrest.** Restitution will also be required. Any student who misuses school property will be required to make full restitution for damages.

Clinic and Medication Information

Imagine South Vero recognizes it may be necessary to administer medication for the physical/mental health of a student during school hours. The school health staff and/or trained

school personnel, as designated by the principal, are the only ones authorized to administer medications. A **Physician's Authorization for Medication** is required for each prescription medication that is administered. This form must be completed with all required information and signature(s) prior to medication being dispensed. Any change in medication instructions requires a new medication authorization. This form is available from the school health room or on the school's website under Health Room. Prescription medications must be received in the original container by the pharmacist. The label must be consistent with the student's medication authorization form. Over the Counter medications are not provided by Imagine Schools, except Eye Wash, which can be used for first aid treatment unless otherwise noted on the student's individual **Parent Consent for Health Services**. Acetaminophen (Tylenol), Ibuprofen (Advil/Motrin), Naproxen Sodium (Aleve) and cough drops can be given to **MIDDLE SCHOOL STUDENTS ONLY** if provided by the parent to the clinic along with the completed **Medication Authorization Form for Over the Counter Medication** signed by the parent/guardian. **Elementary students** will need a **Physician's Authorization for Medication** for **ANY** medication. This form is also available from the school health room. All **OTHER** Over the Counter medications (including cough drop, vitamins, other topical creams) **MUST** have a **Physician's Authorization for Medication** completed with all required information (appropriate dosage and times) and signature(s) prior to medication being dispensed. **ALL** prescription AND over the counter medications must be delivered to the school health nurse by the parent/guardian. **NO** medications will be accepted by students. Students may not share medication with other students. All authorizations for medication, both prescription and over the counter, are only valid for one school year. **STUDENTS ARE NOT ALLOWED TO KEEP MEDICINE IN CLASSROOMS OR SELF-ADMINISTER MEDICATION** unless an **Authorization for Students to Carry a Prescription inhaler, EpiPen, Insulin, or Other Approved Medication** has been completed by the parent and physician and is on file in the clinic. "Other Approved Medication" shall be defined as prescribed medication used for emergency purposes and/or medication approved by Student Health Services in collaboration with the student's health care provider. ALL medications must be signed for and picked up by a parent/guardian by the end of the last day of school or the medications will be destroyed. **If a student is required to use a wheelchair or crutches due to injury or illness, a doctor's order is required and the parent is to provide the crutches or wheelchair.**

Notification of Illness or Injury: If a student has a medical reason for not participating in physical education, a statement of his/her condition must be obtained from the physician. It is extremely important that parents/guardians inform the clinic and the classroom teacher if their child/children have a known medical condition so that his/her activities can be modified as needed. Examples-Severe allergies/reactions, asthmatic conditions, etc.

Character Development

One of the Imagine Schools' Six Measures of Excellence is 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 Imagine South Vero is meant to be an opportunity to educate our students and inspire them toward high

expectations. Our Character Development Committee meets regularly throughout the school year to discuss and make decisions regarding character-related issues, programs, and ideas. Task Forces are then assembled to carry out individual projects. We have adopted Character Strong as our character development program. Our focus is on the good choices we want students to make, rather than the poor choices we want them to avoid. Students recite the school-wide character pledge each morning on the morning announcements.

Student Character Pledge

I pledge to be a kid of character.

I will be worthy of trust.

I will be respectful and responsible,

Doing what is just.

I will always act with fairness.

I will show that I care.

I will be a good citizen and always do my share.

Conferences

All parent/teacher conferences are to be scheduled directly with the classroom teacher for elementary students and the homeroom teacher for middle school students. 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. In order to change your child's address, please submit a copy of a utility bill. The address cannot be changed without this.

Contracts - Parent and Student

Developing a school with the strength of family and a community that supports the attainment of educational excellence requires the collaborative efforts of students, parents and staff. All stakeholders in your child's education must assume responsibilities if this shared goal is to be achieved. The contracts for Parents and Student in Appendix E and states these expectations between all Imagine South Vero parents, students and Imagine Schools at South Vero.

Discipline

Imagine South Vero takes a preventive, positive approach to discipline rather than focusing exclusively on "punishment." We respond to misbehavior with interventions and consequences aimed at teaching alternative expected positive behaviors, understanding and addressing the root causes of the behavior, resolving conflicts, meeting students' needs and keeping students in school. We take deliberate steps to create a positive school climate in which every student can learn, fully engage in a rigorous curriculum, and feel safe, nurtured, and welcome. In our school, we utilize school discipline as an opportunity for teaching, repairing relationships and fostering growth among the whole school community. For more details *please see Appendix A for the Code of Conduct and Appendix E for the Student Contract.*

Mental and Physical Welfare

Imagine South Vero is committed to the mental and physical welfare of each student. Violence, i.e. fighting, weapon possession, drug use, and racially insensitive acts of bigotry, condescending and/or racially inflammatory remarks, intimidation/bullying from one student or groups against another student or group, are detrimental to the student's welfare, and detract from the educational environment of Imagine South Vero. Hence, any act that is deemed hateful against another through violence, or display of hateful related symbol(s); i.e. a noose, a swastika, or any other related symbolic gesture(s) of hate towards another's culture, race, ethnicity, religion, or sexual preference, will be investigated by the school resource officer and administration. Imagine South Vero has the same procedure for violence, drugs, alcohol, weapons brought on campus, or hateful related acts of racism, anti-Semitism, bullying and/or bigotry from one person or group to another. All students have the right to attend a safe, drug and violent free, and culturally-diverse school where respect for others is paramount. The school and law enforcement reserves the right to conduct random searches as well as probable cause searches by authorized school personnel, trained canines, or authorized third parties. This right to search will extend to any item brought to school property or school-sponsored activity. Searches may include but are not limited to book bags, purses, vehicles, clothing, phones, electronic devices and other personal property.

Uniform Policy

Please see Appendix F for more specific details related to the required Uniform Policy at Imagine South Vero. Students are expected to dress for school and school activities in a way that contributes to their health and safety, promotes a positive school learning environment and does not disrupt the events and activities of the school. The Board finds that school uniforms are necessary for the safety and welfare of students and school personnel. Uniforms promote an environment that enhances learning and safety; encourages the expression of individuality through personality and achievements, not outward appearances; and creates a sense of school pride and belonging. All students in kindergarten through grade 8 are required to wear a school uniform at all times while attending school or any school-sponsored activity during the school day.

Imagine South Vero requires all students to wear uniforms. Students shall wear clothing of appropriate size as determined by the principal or designee's judgment. The size of shirts and pants shall be appropriate to the student's body size and shall not be unduly oversized or undersized. Students must abide by school dress code at all times while on campus or school sponsored functions. **Failure to do so will result in disciplinary action.**

Emergencies on Campus and Closings

When weather conditions make transportation extremely difficult and there is reasonable doubt as to whether school will be in session, please listen to the local television news, radio station updates, Remind (Imagine South Vero Text Alert System) or check the Indian River County School District website (www.indianriverschools.org) for school closing announcements. Our school will close when Indian River County Schools close.

Please review our *School Emergency Guide for Parents* in Appendix G for more information.

Extended Care

The Extended Day Program at Imagine South Vero is a fee based program provided to those parents that need to either drop-off or pick-up their child/children at times other than those stated under school hours. If you are interested in signing your child/children up for this program, please contact the office for an application form.

Before Care Hours: 7:00 a.m. – 7:45 a.m.

After Care Hours: 2:50 p.m. - 5:30 p.m.

Pricing and registration forms are available at the front office or online at www.imaginesouthvero.org. Students must be signed in and out by a parent or guardian each day. Hallways are not supervised before 7:45 am so students should be in the multipurpose prior to this time.

Extra-curricular Activities

Notices will be sent home and also advertised on our website (www.imaginesouthvero.net) as they arise.

Field Trips

Teachers may plan several field trips during the year as part of the educational program. They will notify parents 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, field trip payments are non-refundable even if a student misses the trip due to illness. Teachers will request parent chaperones as needed. Chaperones must have a valid driver's license scanned at the front office two weeks prior to the trip. Any student who has a failing grade in one or more academic subjects and /or has multiple disciplinary referrals/suspensions may not be permitted to attend field trips. Students are **required** to wear an Imagine South Vero uniform on field trips unless otherwise stated. Teachers may choose to designate if a spirit shirt will be allowed to be worn on the field trip permission forms. Students not in the appropriate uniform the day of the field trip will remain at the school and all monies paid will be non-refundable.

Grading Policy

There are multiple purposes for the assignments of grades, including but not limited to the documentation of student and teacher achievement; providing teacher feedback on student progress to students, parents, and teachers; monitoring for continuous student growth and concept mastery; and informing instructional practices and small-group instruction in the classroom.

For Kindergarten and Grade 1, the following grading scale shall apply:

- E = Exceeding Expectations
- S = Successfully Meeting Expectations
- P = Progressing But Needs Support

- N = Not Meeting Expectations
- X = Area of Concern

For 2nd-8th grade, the following grading scale shall apply:

- A (90%-100%) Excellent
- B (80%-89%) Above Average
- C (70%-79%) Average
- D (60%-69%) Below Average
- F (0%-59%) Not Meeting Grade Level Expectations
- NG - Not Graded
- M - Missing Assignment
- I - Incomplete
- T - Turned In

Homework

Homework provides an opportunity for remedial drill, developmental practice, and enrichment activities. Homework should be turned in based on the expectations established in the classroom(s).

Imagine School at South Vero Governing Board

All meetings and minutes of the Imagine Schools at South Vero Governing Board will be posted in the front office as well as on the school's website. The governing board meetings are open to the public and dates of upcoming meetings are posted on the website.

Late/Missing Work

The expectation is students complete all homework, reports, projects and class work. They are due on the date assigned by the teacher. It is the students' responsibility to turn in any missing assignments. Students will be required to make up all classroom work which may include before, during or after school. In the event of an excused or unexcused absence, it is the teacher's responsibility to arrange for the administration of tests and quizzes and provide the student with missed class assignments. Late work will be accepted up to five days after the due date. Each day the assignment is late, ten points will be deducted. At the end of the five day period of time, the student will receive a "M" (missing) in the grade book. Special circumstances will be taken into consideration in the event the student has an excused absence.

Lunch/Breakfast Program

Imagine South Vero 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). Parents are encouraged to fulfill their volunteer requirements by assisting in the lunchroom. All of our breakfasts and lunches are prepared and served according to sound, sanitary and nutritional principles which are designed to make eating at school an enjoyable experience. Lunches will be prepared fresh, on campus, by SLA Management. To purchase a school lunch students may bring a check made out to Imagine Schools at South Vero. For more details, please go to our website at

www.imaginesouthvero.org and click on the SLA link. **Applications for free and reduced lunch can be picked up in the front office.**

Regular Breakfast and Lunch Program: Breakfast and lunch are served daily. Your children may qualify for free meals or reduced price meals; milk and juice are available to purchase. Our food service provider is a registered vendor with the Florida Department of Education and serves fresh, nutritious food to our students and faculty.

Deposits: All deposits MUST be accompanied by a Deposit Form and checks should be made out to 'Imagine South Vero'. Forms and checks/cash should be given to the student's homeroom teacher during homeroom. Forms and checks will not be accepted by the food service staff during the day.

Free or Reduced Price Lunch Program: Families are asked to complete the application to apply for free or reduced price meals. Use one "Free or Reduced Price School Meals Application" for all students in your household. Application forms can be found on www.imaginesouthvero.net. We cannot approve an application that is not complete, so be sure to fill out all required information. Return the completed application to the school.

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.). Many of these articles are lost and unclaimed each year. Lost articles may be claimed in the office when properly identified. Any items left after 30 days will be donated to a local charity. If students find money or articles that other students have lost on the school grounds, they are required to take these items to the office.

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.

Office Telephone

Students **will be allowed** to use the office telephone to phone home regarding forgotten assignments, homework, or projects. Furthermore, it is most difficult for us to accept messages for individual students without interruption of the classroom instructional program. We appreciate your cooperation in not asking us to deliver a message to an individual student, except in an emergency, or if it pertains to how your child will get home that day.

Parental Involvement

Parent Teacher Association (PTA): The greatest portion of your child's day is spent at school. Together we take on the responsibility for his/her growth and development. Working and planning together for the good of our students and the enhancement for our children's education is the function of the PTA. Officers are elected each school year for the board. The PTA 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 is available in the front office or at www.imaginesouthvero.net.

Volunteering: Adult involvement is an essential element for the success of our students at Imagine South Vero. **The school has determined that 10 hours per family constitutes the minimal acceptable level of participation per family.** Adult involvement is **mandatory** for your child/children in grades Kindergarten to 8th grade, to attend Imagine South Vero. **If volunteer hours are not met, student(s) may not be enrolled for the next school year and may be placed on grade level waiting list.** It is the volunteer's responsibility to log their completed hours into v.volunteer. This is located on the computer at the front desk. If a parent wishes, they may donate \$10 worth of supplies for one volunteer hour. **A family may only receive four hours for field trips per school year.** Families can donate up to five hours to families in need. Volunteers are required to sign in and out of the front office. Visitor badges must be worn and visible at all times. Visitor badges are only issued after a valid photo ID has been scanned.

Volunteer Hour Requirement

Families are required to provide 10 hours of volunteer time per family for the school. Throughout the year there will be many opportunities to fulfill these hours. These can be done through participating in school-wide events, field trips, classrooms, lunch room, or campus clean up days. **If you are volunteering for a field trip, only four hours can count towards your total hours. The remaining hours will need to be done on campus.** To get credit for field trips, you must chaperone other students in addition to your own. **Failure to fulfill your 10 hour obligation before the end of the school year may result in the loss of automatic re-enrollment for the next school year. If you have a hardship and are unable to complete your hours, please contact administration.**

Parties and Celebrations at School

Students may bring in a snack for their birthday. If they choose to bring a snack, please keep in mind the use of healthier snack choices. They will not be allowed to serve their snacks during lunch due to federal lunch regulations. Volunteer hours will not be granted for the purchase of birthday snacks. Please pre-arrange any classroom birthday celebrations with the teacher. 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 and are welcome to join the class during their recess period (not to be brought to the school cafeteria).

Pledge of Allegiance

Each morning the Pledge of Allegiance will be recited in class. Per state law those students that wish not to participate in the reciting of the pledge of allegiance are excused from standing and placing their right hand over their heart upon written request by their parent.

Religious Observations

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 of its followers; 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 and Progress Reports

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.imaginesouthvero.net. FOCUS Grade Reporting System is utilized to provide parents access to monitor their student's grades and attendance. Report cards will be sent home with the students. When there is a concern regarding the grades or the child's report card, please contact your child/children's teacher to schedule a conference.

School Payments and Returned Checks

Checks and money orders will be accepted for all financial transactions. Money orders must be made out to: Imagine South Vero. *Please see Appendix C for more detailed information on school policies for payments and returned checks.*

Student Progression Plan

Imagine South Vero follows the Indian River County School District Student Progression Plan in regards to student promotion/retention. A copy of the full student progression plan may be found on the Indian River School District website. *Please see Appendix B for more information on the Student Progression Plan.*

Supplies

Students in all grade levels will be responsible for providing a minimal supply list. A copy of this year's grade level specific supply list can be found on our website: www.imaginesouthvero.net Some middle school courses, including some electives, may require additional fees at times.

Textbooks

Students are issued textbooks without charge. The student is responsible for the books assigned to him/her. It is expected that students will take good care of their books and return them in clean, unmarked, condition. If a book is lost or destroyed the parent will be expected to pay the full replacement price of the textbook. Parents/guardians will be assessed the amount required to replace the lost or damaged textbooks. Students will be put on the school's enrollment waiting list for the next school year if there is a balance.

Withdrawals/Moving

Please contact the office at least three days before a move is planned so that textbooks and library books and other materials can be returned. You will need to complete an "Exit Form" so that we can send all necessary records to your child's new school.

APPENDIX A

Imagine South Vero Code of Conduct & Behavior Expectations

Our Philosophy

Our approach is rooted in a non-punitive, holistic philosophy that embraces diverse perspectives. At the core of our methodology is a restorative discipline model that prioritizes building strong relationships and fostering a sense of community over rigid rules and regulations. We firmly believe that this approach isn't a lenient or permissive response to misbehavior; rather, it holds students accountable while guiding them towards understanding the consequences of their actions on themselves and others. Restorative discipline equips students with essential social and emotional skills, empowering them to make positive choices in the future. By adopting this approach, we effectively address conflicts, instill a sense of responsibility in all members of our school community, mend any harm caused, repair relationships, and successfully reintegrate students back into the fabric of our school community.

Rights and Responsibilities

At our school, we firmly believe that promoting courteous, respectful, and responsible behavior creates a positive and conducive environment for the entire learning community. These responsibilities encompass a wide range of expectations, including but not limited to the following:

Students are entitled to certain rights and responsibilities, which include:

- Being treated with respect, courtesy, and fairness by their peers and school personnel, recognizing their individuality.
- Demonstrating respect towards teachers, staff, fellow students, themselves, and school property.
- Participating in all school activities without discrimination.
- Attend school regularly and on time, come prepared for class, and complete assignments to the best of their ability.

Parents possess both rights and responsibilities, which include:

- Staying informed about their child's attendance, academic performance, and behavioral issues.
- Receiving timely communication about any inappropriate or disruptive behaviors exhibited by their child, as well as being informed about any disciplinary actions taken by the school staff or principal. Furthermore, parents should have a say in how these issues are addressed in a proactive manner.
- Ensuring that their child brings only appropriate items to school and promptly informing school personnel about any concerns that might impact their child's educational experience.

- Actively participating in decision-making processes that pertain to school policies, procedures, and most importantly, the success of their child.

Teachers, the principal, and school staff have both rights and responsibilities, which include:

- Promoting a sense of community within the classroom and fostering an environment where all members of the school community can learn about and respect each other's cultures.
- Ensuring a comprehensive understanding of federal and state laws and regulations concerning the disciplinary process, with particular attention to the needs of students with disabilities and all students.
- Consistently upholding district, school, and classroom policies, rules, and regulations, with a focus on proactive and positive disciplinary approaches, while actively collaborating with students, parents/guardians, and administrators.
- Effectively communicating policies, expectations, and concerns to students and parents/guardians, promptly addressing any complaints or concerns in a language that is easily understandable.
- Engaging parents whenever their child is involved in disciplinary actions, providing them with information and actively involving them in the process.
- Seeking and receiving support to prevent and address student behaviors in a supportive manner, utilizing effective classroom and behavioral management strategies.

Participation and Collaboration

At our school, we have a strong belief in fostering active involvement and collaboration among all members of our educational community. This includes students, parents, guardians, teachers, and school staff. We recognize the crucial role that engaging these diverse stakeholders plays in ensuring the success of our school, and we actively encourage participation from parents, families, and community members.

To facilitate this engagement, we offer structured opportunities for stakeholders to access information, contribute to decision-making processes, and actively participate in shaping the educational experience. As part of this commitment, we maintain an active character development committee and conduct student focus groups to gather valuable insights.

Emphasizing the importance of inclusivity, we value creating a welcoming and inclusive school environment for all families. In our policies and meetings, we take care to be culturally sensitive, respecting the backgrounds of the families in our community. Furthermore, we ensure that our written and oral communications are designed to be as accessible as possible, accommodating diverse language needs.

Notification & Communication

At the start of each school year, our school ensures that parents and guardians receive a copy of our student handbook, which includes the student code of conduct and other essential policy guidelines and procedures. This information is provided during the school registration process,

orientation, or on the student's first day of school. Additionally, we keep the student handbook up-to-date and accessible online on our school's website.

We ensure transparent communication of our policies and behavioral expectations to all stakeholders within the school community by implementing the following strategies:

- **Displaying Positive Core Values:** Our positive core values and behavioral expectations are prominently showcased in high-traffic areas throughout the school. These displays include specific expectations tailored to various settings, such as hallways, bathrooms, and more.
- **Assemblies:** At least twice a year, we conduct assemblies to educate students about our values, discipline policies, and behavioral expectations. The content is age-appropriate, and we also take the opportunity to recognize and appreciate positive behaviors.
- **Schoolwide Teaching Lessons:** Based on data review and identified schoolwide needs, we conduct follow-up teaching lessons that address specific behavioral concerns. This helps to reinforce the expectations and promote a supportive learning environment.
- **Classroom-Based Expectations:** In each classroom, we develop and communicate classroom-based behavioral expectations at least twice a year. These lessons cover the core values, behavioral guidelines, and discipline policies, tailoring the content to suit the unique dynamics of each class.
- **Targeted Classroom Lessons:** As the need arises, we conduct additional classroom lessons more frequently. These targeted lessons are based on data analysis and cater to specific behavioral needs within each class.
- **Informational Sessions:** To ensure comprehensive understanding and involvement, we hold informational sessions for all or specific groups within the school community. These sessions include a meeting before the school year commences and at least two more during the academic year. During these sessions, we provide insights into the student code of conduct and actively seek input on refining and reinforcing behavioral expectations across the entire school.
- **Celebrations:** Each month, students are recognized and celebrated for exemplifying positive character traits both within their classrooms and throughout the school campus. "Character Awards" are presented to selected students from every homeroom during a special celebration attended by the entire school, staff, and parents, acknowledging their outstanding character. Furthermore, students are honored by their peers through "Character Shout-out" announcements during the daily school announcements.

School-Wide Discipline Procedures

The following procedures are to be followed in matters of discipline throughout the school. Focusing on developing the whole child, parents, teachers, and students will work together to consistently reinforce our school behavioral expectations.

All-School Behavior Expectations

1. Students will actively contribute to fostering a positive atmosphere that optimizes teaching and learning.

2. Students will demonstrate pride in our school by handling school property and learning materials with care. They will also take shared responsibility for maintaining the school building in order, ensuring it remains clean and free of litter.
3. Each student will personally assume the responsibility of creating a Bully-Free School environment by showing care and consideration for their fellow students. They are encouraged to promptly report any incidents of bullying they witness or experience. Additionally, they will refrain from spreading gossip and rumors, opting to use words that promote kindness and never cause harm.
4. Students will demonstrate respect for themselves and others by maintaining an appropriate voice level and using respectful language and gestures.
5. Students will display respect for other people's property by seeking permission before borrowing their belongings and handling borrowed items with care.
6. Students will honor the personal space of others by ensuring that all body parts and objects remain to themselves.
7. Students will exercise self-control to prioritize their safety and the safety of those around them.
8. Inside the cafeteria, students are expected to display proper manners while seated at their assigned tables. To ensure the eating area is clean and orderly, students will wait for an adult's dismissal after lunch. During mealtime conversations, students are encouraged to use positive and helpful language, speaking at an appropriate volume that is limited to their own table.
9. Students are expected to wear the school uniform, which includes a shirt, slacks, and shoes in appropriate colors. They should keep their shirt tucked in at all times and strictly adhere to the Dress Code guidelines.

Corrective Action Strategies and Interventions

Our shared objective is to ensure children remain in the learning environment at all times. It is important to understand that the consequences are designed to educate rather than simply punish. However, we also retain the right to implement alternative consequences when necessary.

Level 1 Intensity

<p><i>Level 1 behaviors encompass any actions that disrupt the regular routine and order within the school premises, whether inside the classroom or outdoors. These behaviors may manifest during extracurricular activities or while students are waiting for or using school-provided transportation.</i></p>	<p><i>The primary responsibility for implementing a minimum of two (2) Level 1 corrective interventions lies with the teachers. Nevertheless, administrators are also available for consultation.</i></p>
Behaviors	Corrective Interventions
<p>Disruptive Behavior</p> <ul style="list-style-type: none"> ● Calling out/Blurting to others ● Talking out-of-turn ● Making noises that disrupt the class <p>Non-compliance/Defiance</p> <ul style="list-style-type: none"> ● Not staying on task ● Not following directions ● Leaving seat without permission <p>Dress Code Violation</p> <p>Disorderly Conduct</p> <ul style="list-style-type: none"> ● Harassing others ● Throwing objects ● Horseplay <p>Tardiness to Class</p> <p>Lying or Misrepresentation</p> <p>Unauthorized items</p> <ul style="list-style-type: none"> ● Toys ● Games <p>Disrespect</p> <ul style="list-style-type: none"> ● Insulting others ● Talking back ● Teasing or taunting ● Inappropriate language or gestures 	<p>Reteach Behavior Skills:</p> <ul style="list-style-type: none"> ● Remind or redirect classroom routines ● Remind or redirect ways in which to ask for help or solve problems ● Remind or redirect ways to manage emotions ● Remind or redirect appropriate classroom language ● Role play practicing ● Proximity control <p>Restorative Practices:</p> <ul style="list-style-type: none"> ● Check-in / Check-out with the student (individual) ● Circle Chat (few students) ● Class Meeting (majority of students) ● Conference with parents <p>Repair the Harm/Consequences:</p> <ul style="list-style-type: none"> ● Change seat ● Reflective assignment ● Life Skills program ● Loss or suspension of privilege ● In-class time-out/thinking space ● Confiscation of unauthorized item ● Verbal or written apology ● Teacher assigned detention <p>Administration Action:</p> <ul style="list-style-type: none"> ● No action for Level 1 Intensity behaviors

Level 2 Intensity

<p><i>Level 2 behaviors are of a more serious nature and may involve repeated incidents that significantly affect the learning environment and/or the well-being of oneself or others.</i></p>	<p><i>Administration is tasked with implementing Level 2 corrective interventions, in addition to the Level 1 interventions carried out by teachers.</i></p>
<p>Behaviors</p>	<p>Corrective Interventions</p>
<p>Cheating/Plagiarism Disrespectful Actions/Language Failure to Follow Rules/Directions Habitual Tardiness Inappropriate Physical Contact/Scuffling <ul style="list-style-type: none"> • Non-serious: pushing/shoving Lying/Misrepresentation/Forgery <ul style="list-style-type: none"> • Signed a person’s name without permission • Delivers a message that isn’t true Public Display of Affection Repeated Dress Code Violation Repeated Disruption Repeated Inappropriate Language or Gestures Repeated Teasing & Taunting Skipping Class</p>	<p>Reteach Behavior Skills: <ul style="list-style-type: none"> • Mentoring Program • Mental Health Referral • Conflict Resolution Program • Life Skills Learning Program • Anti-Bullying Intervention Strategies Restorative Practices: <ul style="list-style-type: none"> • Restorative Chat with guided conversation • Peace-keeping circle for conflict resolution Repair the Harm/Consequences: <ul style="list-style-type: none"> • Reflective Essay • Peer mediation • Community service • Check-in/Check-out plan • Loss of privilege • Restitution: replace an item Administration Action Office: <ul style="list-style-type: none"> • Referral • Parent Conference • Behavior Commitment • Suspension from extra-curricular activities • After school detention (reflection with community service) • In-school suspension (with social skills lessons & reentry meeting) </p>
<p><input type="checkbox"/> <i>For all Level 2 behaviors and interventions, it is mandatory to notify the parent/guardian.</i></p> <p><input type="checkbox"/> <i>All contacts and corrective actions must be documented in the student information system.</i></p>	

Level 3 Intensity

<p><i>Level 3 behaviors indicate a necessity for more intensive intervention responses due to the significant impact they have on the school environment, property damage, or the well-being of oneself or others.</i></p>	<p><i>Administration is responsible for implementing Level 3 corrective interventions, in addition to the Level 1 and 2 interventions carried out by teachers and staff.</i></p>
<p style="text-align: center;">Behaviors</p>	<p style="text-align: center;">Corrective Interventions</p>
<p>Abusive Language or Gestures</p> <ul style="list-style-type: none"> ● Gestures – verbal and nonverbal messages ● Swearing ● Name-calling ● Using words in an inappropriate way <p>Alcohol Possession or Use</p> <p>Bullying</p> <ul style="list-style-type: none"> ● Systematically and persistently causing physical harm or psychological distress to one or more students or employees. ● Unwanted or repeated written, verbal, or physical behavior ● Teasing ● Cyberbullying <p>Cell Phone Violation</p> <p>Contraband</p> <p>Drug Possession/Use</p> <p>Failure to Serve Consequence</p> <p>False Accusation Against Others</p> <p>Fighting (minor)</p> <p>Forgery</p> <p>Harassment</p> <ul style="list-style-type: none"> ● Racial, sexual, dehumanizing ● Retaliation <p>Violation of School Network & Internet Policy</p> <p>Possession of Over the Counter/Prescription Medication</p> <p>Tobacco//E-Cigarettes/Vaping</p> <p>Theft (less than \$500)</p> <p>Trespassing</p> <p>Vandalism/Property Damage (less than \$500)</p>	<p>Reteach the Behavior Skills:</p> <ul style="list-style-type: none"> ● Specific behavior instruction by licensed school staff ● Small group social skills instruction ● Anger Management program ● Conflict Resolution program <p>Restorative Practices:</p> <ul style="list-style-type: none"> ● Restorative Conference with Parent ● Peace-keeping Circle with Conflict Resolution <p>Repair the Harm/Consequences:</p> <ul style="list-style-type: none"> ● Threat Assessment team create a plan for student support ● Refer to alcohol/drug program ● Confiscation of Item ● Change of Class Schedule ● Check-in/Check-out ● Individual Student Safety Plan ● Community Service <p>Administration Action:</p> <ul style="list-style-type: none"> ● Parent Conference ● Law Enforcement Consultation ● Behavior Contract ● In-school Suspension (<i>with social skills lessons & reentry meeting</i>) ● Out-of-school Suspension (<i>with social skills lessons & reentry meeting</i>) ● Removal from Extra-curricular Activities
<p>□ <i>For all Level 3 behaviors and interventions, it is mandatory to notify the parent/guardian.</i></p> <p>□ <i>All contacts and corrective actions must be documented in the student information system.</i></p>	

Level 4 Intensity

<p><i>Level 4 behaviors are the most severe and indicate gross misconduct, leading to the implementation of the most significant interventions as a last resort. These interventions may include out-of-school suspension and expulsion.</i></p>	<p><i>Administration is responsible for implementing Level 4 corrective interventions, in addition to the Level 1 to Level 3 interventions carried out by teachers and staff.</i></p>
Behaviors	Corrective Interventions
<p>Aggravated Battery Alcohol or Drug Distribution Arson Theft (more than \$500) Fighting</p> <ul style="list-style-type: none"> ● Use of force that leads to physical intervention or medical attention <p>Gang-Related Activity Sexual Assault/Violence Sexting Threat/Intimidation</p> <ul style="list-style-type: none"> ● Bomb threats <p>Under the Influence of Alcohol or Drugs Weapons Possession</p> <ul style="list-style-type: none"> ● firearms, guns of any type, including air and gas-powered guns-- whether loaded or unloaded—knives (excludes plastic knives and blunt-bladed table knives), razors, clubs, electric weapons, metallic knuckles, martial arts weapons, ammunition, and explosives 	<p>Reteach Behavior Skills:</p> <ul style="list-style-type: none"> ● Specific behavior instruction by licensed professional ● Mental Health Referral ● Anti-Bullying Interventions Strategies <p>Restorative Practices:</p> <ul style="list-style-type: none"> ● Restorative Conference with Parent/Guardian <p>Repair the Harm/Consequences:</p> <ul style="list-style-type: none"> ● Law Enforcement Consultation ● Threat Assessment team create a plan for student support ● Loss of privileges ● Referral to Substance Abuse Council ● Restitution <p>Administration Actions:</p> <ul style="list-style-type: none"> ● Parent Conference ● Law Enforcement Consultation ● Behavior Contract ● Out-of-school Suspension (with social skills lessons & reentry meeting) ● Removal from Extra-curricular Activities ● Expulsion
<ul style="list-style-type: none"> □ <i>If a student brings a firearm or weapon to school or makes a substantive threat or false report, the school must refer the student to mental health services identified by the school district.</i> □ <i>For all Level 4 behaviors and interventions, it is mandatory to notify the parent/guardian.</i> □ <i>All contacts and corrective actions must be documented in the student information system.</i> 	

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 administration to resolve any additional issues. Administration will either help you resolve the issue or schedule additional meetings, including with the Principal if necessary.
- Step Three: Contact the Principal to discuss or schedule a meeting.
- Step Four: Contact the Parent Liaison whose email address can be found on the school's website.

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 or parent directly over any issue and should follow the procedure outlined above.** Two Florida laws (Statute (12) 228.091 and Statute (2) 877.13) address the issue of verbally or physically abusive parents, guardians, or other persons acting on behalf of a student.

Discipline Framework

Within a positive framework for discipline, our school provides proactive, differentiated interventions for students. These interventions are aimed at addressing the root causes of students' behaviors and focus on teaching behaviors rather than excluding students for punishment. Challenging behaviors must be addressed in the context of a comprehensive, multi-level approach to behavior support that is designed to teach, nurture, and encourage positive social behaviors.

We offer academic, behavioral, mental health, and social-emotional interventions and supports for students who have fallen behind academically and/or are being disciplined. We use schoolwide positive behavior support, social-emotional learning, and restorative practices.

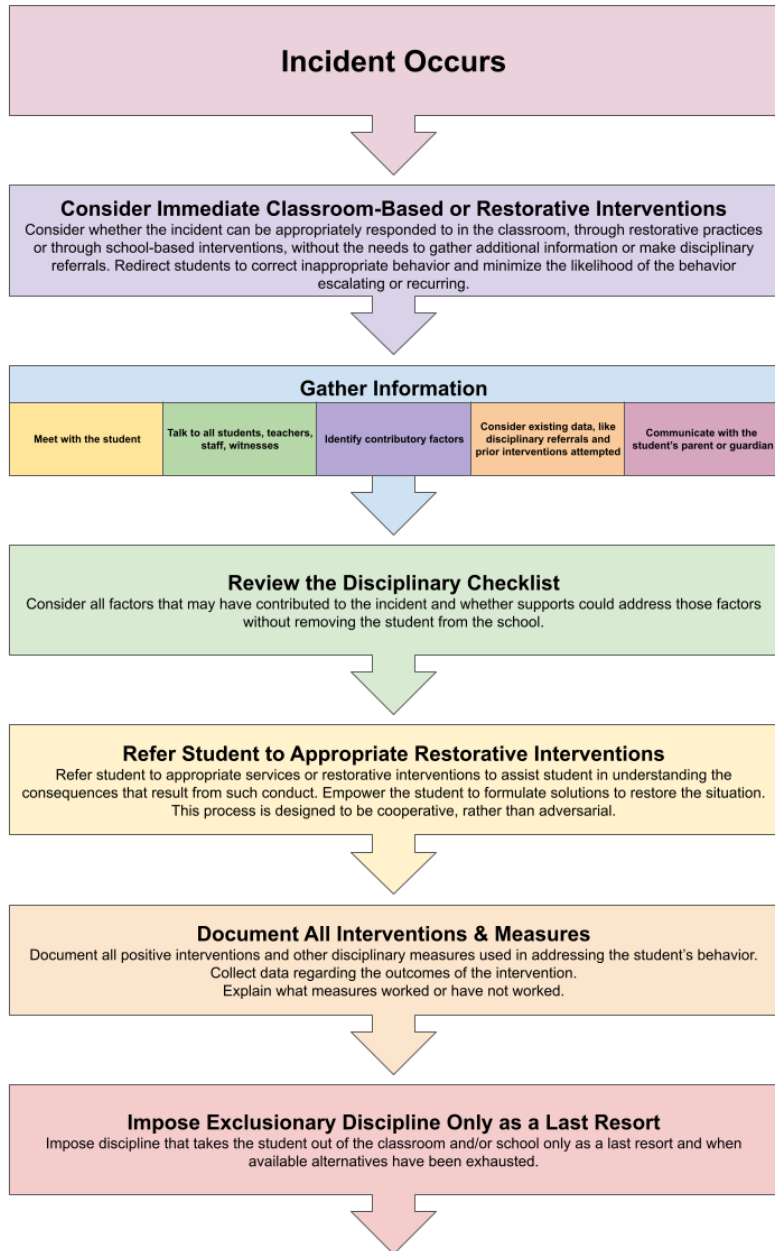
We limit the use of out-of-school student discipline to keep students connected to school. Every situation will be evaluated "on the merits" of that situation after gathering and analyzing the facts and surrounding circumstances carefully and objectively. Our school redirects students to correct inappropriate behavior, teach positive and expected behaviors and minimize the possibility of the behavior escalating or recurring.

Our school recognizes that a safe, civil school environment is necessary for students to learn and achieve. To ensure the physical and emotional safety of all our students, our school has adopted a bullying prevention policy that is available below (*please see Anti-Bullying Policy*). As part of that policy, we seek to prevent, respond to, and put an end to bullying behavior by students and adults using interventions and supports that reflect a commitment to our positive discipline philosophy. Our focus is on teaching, rather than punishing, by engaging in restorative practices to repair relationships. We emphasize age appropriate responses that help educate and rehabilitate the student responsible, while fully addressing the impact of the bullying on the targeted student.

Approach to Student Behavior

Out-of-school suspensions and expulsions are the most serious form of disciplinary consequence and should be used only as a last resort and for legitimate educational purposes. When an incident occurs, consideration shall be given first as to whether the incident can be appropriately addressed using a restorative practice, through behavior support practices, or through another available, appropriate intervention that will enable the student to remain in school. To prevent students from being excluded from school unnecessarily, school staff must attempt non-exclusionary discipline prior to using out-of-school suspensions or expulsions, except in exigent and emergency situations involving school safety.

Our discipline approach is tailored to the individual incident and varies in method and severity according to the nature of the behavior, the age and developmental level of the student, and the student’s history of problem behaviors and performance. We use the approach illustrated in the graphic below as a means to identify classroom-based responses or other supports and interventions that can be used instead of suspension or expulsion



Level 1 Behaviors

- **Disorderly Conduct:** A student will not knowingly harass others or misbehave in a manner that causes disruption or obstruction to the educational process. Disruption caused by talking, making noises, throwing objects, or otherwise distracting another constitutes disorderly conduct. Behavior is considered disorderly if a teacher is prevented from starting an activity or lesson, or has to stop instruction to address the disruption.

- **Dress Code Violation:** A student will follow all dress code rules and procedures. Please see the Dress Code policy.
- **Habitual Tardiness to Class:** A student will arrive to each class on time.
- **Lying & Misrepresentation:** A student will not deliver a message that is untrue or deliberately violates rules.
- **Non-compliance/Defiance:** A student will not refuse to follow directions, talk back, or participate in socially rude interactions (hall violations, gum chewing, throwing objects) without intent to harm.
- **Unauthorized Items:** Students will not be in possession or storage of items that may interfere with instruction, such as, but not limited to, toys, games, etc.
- **Unsafe Act without Intent to Harm:** A student will not behave or act in a manner that has the potential to threaten the safety of self or others, such as using items for something other than their intended purpose, improper use of equipment, or engaging in horseplay.
- **Rude Behavior towards Staff Members:** A student will not willfully ignore or refuse to comply with directions or instructions given by school authorities or behave in a manner that is insulting.

Level 2 Behaviors

- **Inappropriate Display of Affection:** A student will not engage in intimate or sexually suggestive behavior (including but not limited to kissing and touching) with agreement from someone else while on school property.
- **Habitual Tardiness to School:** When a student has a total of fifteen (15) unexcused absences within ninety (90) calendar days, with or without knowledge and consent of parents/guardians, they will be considered habitually truant.
- **Skippping Class:** A student will not fail to report to class or school without receiving prior approval, or without following the established procedures for checking out of school.
- **Unauthorized Technology Use including Wireless Devices:** A student will not use technology without permission from a staff member. These devices include: cell phones, e-readers, smart watches, MP3 players, electronic games, cameras, and any other electronic communication device. A student is responsible for proper behavior on school computer networks. *Please see Network Usage below for more detailed information.*
- **Cheating/Plagiarism:** A student will not plagiarize, cheat, gain unauthorized access to, or tamper with educational materials. Consequences for this behavior may also have academic repercussions.
- **Inappropriate Physical Contact/Scuffling:** A student will not participate in non-serious, but inappropriate physical contact, such as pushing.
- **Repeated Non-compliance/Defiance**
- **Repeated Disorderly Conduct**
- **Inappropriate Language or Gestures:** A student will not verbally, in writing, electronically, or with photographs or drawings direct profanity or insulting, obscene gestures toward any student or staff member.
- **Teasing and Taunting:** A student will not participate in teasing another student about such matters as their appearance, weight, behavior, abilities, and clothing. They should not engage in behavior that is intended to distract, irritate, or annoy the recipient.
- **Repeated Rude Behavior towards Staff Members**

- **False Accusations against Classmates or Staff Members:** A student should not engage in intentionally publicizing--verbal or written--untrue, injurious allegations against another classmate or staff member knowingly bringing false charges against a classmate/staff member.

Level 3 Behaviors

- **Repeated Inappropriate Language or Gestures**
- **Alcohol Possession/Use:** A student will not be in possession, use, or act of distribution or purchase of the purchase of alcoholic beverages.
- **Contraband:** A student will not possess or use items which are prohibited by school rules or is disruptive to teaching and learning, but not limited to, pornographic or obscene material, laser lights, or personal entertainment devices.
- **Drug Possession/Use:** A student will not be involved in the manufacture, cultivation, sale, or distribution of any drug, narcotic, controlled substance, or substance represented to be a drug, narcotic, or controlled substance. The use or possession of any drug, narcotic, controlled substance, or any substance when used for chemical intoxication. Use means the person is caught in the act of using, admits to use, or is discovered to have used in the course of an investigation.
- **Failure to Serve Consequence:** A student will not fail to serve an assigned consequence of which the student and/or parents/guardians have been notified. Notification needs to be confirmed by the student and/or parents/guardians.
- **Fighting:** A student will not physically fight with another person in which individuals may or may not sustain personal injury.
- **Forgery:** A student will not sign the name of another person for the purpose of defrauding school personnel.
- **Gambling:** A student will not engage in any game or chance or contest wherein
- **Harassment:** A student will not engage in or participate in any behavior that is included in the definition of harassment or intimidation. "Harassment or intimidation" means any gesture or written, verbal, or physical act that a reasonable person, under the circumstances, should know will have the effect of harming a student or damaging the student's property, placing a student in reasonable fear of harm to the student's person or damage to the student's property, or that has the effect of insulting or demeaning any student or group of students in such a way as to disrupt or interfere with the school's educational mission or the education of any student. Harassment or intimidation includes, but is not limited to, a gesture or written, verbal, or physical act.
- **Possession of Over-the-Counter/Prescription Medication:** A student will not be in possession of over-the-counter or prescription medications without following health room medication procedures.
- **Theft:** A student will not, without permission of the owner or the custodian of the property, take property or have in their possession property which does not belong to the student.
- **Tobacco/E-Cigarettes/Vaping Use:** A student will not be in possession, use, distribution, or sale of tobacco or nicotine products on school grounds, or at school sponsored events.
- **Trespassing:** A student will not enter upon the premises of the school grounds/campus or at a school-sponsored event without authorization or invitation, and with no lawful purpose for entry.

- **Use/Possession of Combustibles:** A student will not be in possession of/use of substances and objects readily capable of causing bodily harm or property damage (matches, lighters, firecrackers, gasoline, and lighter fluid).
- **Vandalism/Property Damage:** A student will not willfully cause defacement of, or damage to, property of the school or others. Actions such as writing in school textbooks or library books, writing on desks or walls, carving into woodwork, desks or tables, and spray-painting surfaces are acts of defacement. Actions that impair the use of something are destructive. Ruining bulletin boards, intentionally clogging the plumbing system, breaking light bulbs or fixtures, and damaging school equipment to the point where repair is necessary are acts of property destruction.
- **Weapons Possession:** A student will not be in possession of a firearm or any instrument or object that can inflict serious harm on another person or that can place a person in reasonable fear of serious harm. Possession of a pocket knife or eating utensil is not included unless there is intent to harm. Weapon include: firearms, guns of any type, including air and gas-powered guns-- whether loaded or unloaded--knives(excludes plastic knives and blunt-bladed table knives), razors, clubs, electric weapons, metallic knuckles, martial arts weapons, ammunition, and explosives. **F.S. 1006.07(2)(I)**
- **Aggravated Battery:** A student will not use physical force or violence against another. They will not attack another student or staff member intentionally and knowingly causing great bodily harm, permanent disability, or permanent disfigurement; or use a deadly weapon. (*An incident is reported as battery, rather than a fight, only when the force or violence is carried out against a person who does not fight back.*)
- **Arson:** A student will not intentionally set a fire on or with school property causing damage to any dwelling, structure, or conveyance, or its contents, whether occupied or not, by fire or explosion.
- **Bullying (including Cyber Bullying):** A student will not engage in bullying any student for any reason in a classroom, elsewhere on school premises, at a school-sponsored activity or event whether or not it is held on school premises. Bullying means any written, verbal, or physical act, or any electronic communication that is intended or that a reasonable person would know is likely to harm one or more pupils either directly or indirectly by doing any of the following:
 - Substantially interfering with educational opportunities, benefits, or programs of one (1) or more pupils.
 - Adversely affecting the ability of a pupil to participate in or benefit from the school district's or public school's educational programs or activities by placing the pupil in reasonable fear of physical harm or causing substantial emotional distress.
 - Having an actual and substantial detrimental effect on a pupil's physical or mental health.
 - Causing substantial disruption in, or substantial interference with, the orderly operation of the school.
 - *Please see the Anti-Bullying section of the Code of Conduct.*
- **Disruption on Campus:** A student will not engage in behavior that poses a serious threat to the learning environment or to the health, safety, and welfare of others. This includes **bomb threats [F.S. 1006.07(2)(m)]**, inciting a riot, and initiating a false fire alarm
- **Gang Related Activity:** A student will not, by use of violence, force, coercion, threat of violence, or gang activity, cause disruption or obstruction to the educational process. Gangs are defined as

organized groups of students and/or adults who engage in activities that threaten the safety of the general populace, compromise the general community order, and/or interfere with the school's education mission. Gang activity includes any one of the following:

- Wearing or displaying any clothing, jewelry, colors, or insignia that intentionally identifies the student as a member of the gang, or otherwise symbolizes support of a gang.
- Using any word, phrase, or written symbol, or gesture that intentionally identifies a student as a member of a gang, or otherwise symbolizes support of a gang.
- Gathering of two or more persons for purposes of engaging in activities or discussion promoting gangs.
- Recruiting student(s) for gangs.
- **Hazing:** A student will not engage or participate in any behavior that is included in the definition of hazing. Any action or situation that endangers the mental or physical health or safety of a student for purposes including initiation or admission into, or affiliation with, any organization operating under the sanction of a school. This includes but is not limited to pressuring, coercing or forcing a student to participate in illegal or dangerous behavior, or any brutality of a physical nature such as whipping, beating, branding, or exposure to the elements, as well as forced consumption of any food, liquor, drug, or other substance. Hazing does not include customary athletic events or other similar
- **Production, Possession, and/or Distribution of Obscene/Inappropriate Materials:** A student will not be involved in the production or distribution of written language, electronic messages, pictures, and objects that are considered to be offensive, socially unacceptable, or not suitable for an educational setting.
- **Sexual Harrassment/Sexual Cyber Harassment:** A student will not engage in unwanted verbal, nonverbal, or physical behavior with sexual connotations that is severe or pervasive enough to create an intimidating, hostile, or offensive educational environment, cause discomfort, humiliation or unreasonably interfere with school performance or participation. An incident when one person demands a sexual favor from another under the threat of physical harm or adverse consequence. Sexual cyberharassment means to publish a sexually explicit image of a person that contains or conveys the personal identification information of the depicted person to an Internet website without the depicted person's consent, for no legitimate purpose, with the intent of causing substantial emotional distress to the depicted person. Sexual cyberharassment may be a form of sexual harassment.
- **Sexting:** Students will not participate in the transmission of nude images or acts of sex or sexual conduct by electronic means, through the use of cell phones, PDAs, and other portable devices of any type, or through computers or other electronic and machine devices. It is a violation of this Code for students to participate in "sexting" in any manner (either by posing, transmitting, receiving, or assisting with any aspect of the activity) while on campus, participating in any school or school-sponsored activity, or while being transported under the authority of the school.
- **Threat/Intimidation:** A student will not threaten another with bodily harm. A student will not coerce another to act or refrain from acting.

OUT OF SCHOOL SUSPENSION: Students can be suspended from school for up to ten (10) days at a time. Throughout the duration of an out-of-school suspension, the student may not come onto ISV owned property or attend any activities. The student is also prohibited from attending

athletic events, extra-curricular activities, or any other school related function until the suspension is completed. Students may continue learning activities in the form of at-home assignments, during periods of suspension. During out of school suspension, it is the responsibility of the parent to pick up assignments from the school. All assignments must be turned in at the end of the suspension period according to the make-up policy or as directed by the principal/designee. All assignments will be graded and appropriate credit given.

Dismissal Dispute Resolution Process

Parent and other stakeholders are encouraged to utilize the Imagine South Vero dispute resolution process as listed below:

- Assistant Principal- Amanda Stevens
- Principal- Lauren Poirier
- Regional Director- Lisa O'Grady

Due Process

It is our goal to provide the best possible learning environment for your child. Behavior problems have a negative effect on the individual, and others too. This program is being implemented to provide behavioral intervention and support towards appropriate behavior in the school setting. We look forward to working in partnership with you and your student in realizing this goal.

False Accusations

Accusations or charges made by a student against a teacher, administrator or other school district personnel shall be reported to the Principal or designee, who shall conduct a complete investigation of the accusations or charges made by the student. Any student found to have intentionally made false accusations or charges that jeopardize the professional reputation, employment, or professional certification of a teacher, administrator or other school personnel, shall be subject to disciplinary action for a serious breach of conduct which may include a recommendation of expulsion or assignment to a second chance school operated by the district.

False Alarms

Pursuant to the 1991 Uniform Fire Code Section 13.203, false alarms shall not be given, signaled, or transmitted or caused or permitted to be given, signaled or transmitted in any manner. **Under the law, false alarms are misdemeanors and are subject to a maximum fine of \$250.** Such action or involvement by a student will result in **disciplinary** action, which includes detention, suspension, expulsion, or arrest. **A bomb threat is considered a felony.**

Inciting Others or Disruptions

A student who counsels another person to riot, disrupt, or be absent or otherwise violate school rules, or who disrupts or interferes with the lawful administration or functions of the school, whether on campus or off-campus, shall be subject to suspension or expulsion depending upon the severity of the act.

Unauthorized Items

Imagine South Vero will follow the overall policies listed in the Indian River County School District Code of Conduct as well as the school specific code of conduct. In most cases the classroom teacher will decide what is and is not appropriate in their classroom. The item(s) will be confiscated by the teacher and returned at the end of the school day to the parent or guardian.

- **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.
- **Chewing gum and drinks with caffeine (coffee, energy drinks, etc.):** These are not allowed at school unless otherwise stated.
- **Money in large amounts:** Students should only bring what is needed for purchasing lunch or other times by the school.
- **Skateboards, shoes with wheels in them and scooters** are not permitted on school property. However, if the student brings such items to school (for either a school activity or after school leisure) they must turn it 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; Indian River County and Imagine South Vero 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 will be referred to the school resource officer and may call for suspension or expulsion.** Students should not bring items to school which are not required to participate in school activities or lessons. All weapons (including toys and replicas) are prohibited. A weapon is defined as any item which could be used to cause injury, induce fear of injury, or common items used in a harmful or threatening way. Examples include airsoft guns, knives of any kind, fireworks, box cutters, ice picks, pepper spray, etc.
- **Contraband Items:** For purpose of this Code, “contraband” is any item or substance that is prohibited by federal and/or state law, School Board rule, or this Code from being used or possessed on School Board property, a school bus or school-approved transportation, or at any school-related function or activity. Contraband includes, but is not limited to, drugs, drug paraphernalia, vapes/juuls, alcohol, unauthorized non-prescription medications, tobacco, weapons, ammunition, matches, lighters, laser beam devices, firecrackers and fireworks, pornography, and gang- related signs or symbols.
- **Hazardous Items: Baseballs, bats, lacrosse balls, knives and other sharp objects, and weapons (including toys)** are items that can be hazardous and must not be brought to school. Bringing a knife, gun, or any potential weapon automatically results in a referral to the school resource officer and possible out-of-school suspension or expulsion. Authorities may be notified. **Backpacks are subject to inspection at any time by the school resource officer or administration.**
- **Animals:** No animals may be brought to school except by special arrangement.
- **Videos:** Teachers will preview videos before being presented to the class. Only movies rated G will be permitted to be shown without parental permission. Movies with a rating of PG or higher may be shown with parent consent.

- **Electronic Devices:** Electronic devices such as cell phones, iPads, (mp3 players, games, cameras, smart watches) or any other wireless communication devices are allowed in school as long as **these devices remain off at all times and kept in a book bag or purse where they are not visible.** Students are not permitted to send texts, take photographs or videos during school hours. **Failure to comply will result in disciplinary action and the device will be confiscated until a parent/guardian comes to the school office to pick up the item.** When there is reasonable suspicion that a student has used a wireless device in violation of the Code of Conduct or other school rules, or for an unlawful purpose, **the school administration may review the phone's call log, voice messages, text messages, photographs, and any other applications in furtherance of its investigation of the suspected violation. School staff is not responsible or required to investigate any electronic item if these items are lost, stolen, or broken.**

1st Offense	<ul style="list-style-type: none"> • Phone is confiscated and turned into office • Referral is written • Parent has to pick up phone in office • Student receives detention
2nd Offense	<ul style="list-style-type: none"> • Phone is confiscated and turned into office • Referral is written • Parent has to pick up phone in office • Student receives ISS
3rd Offense	<ul style="list-style-type: none"> • Phone is confiscated and turned into office • Referral is written • Parent has to pick up phone in office • Student receives OSS

Network Usage

Students are responsible for proper behavior on school computer networks just as they are in a classroom or a school hallway. Communications on the network are often public in nature. General school rules for behavior and communications apply. The network is provided for students to conduct research and communicate with others. Independent access to the network services is provided to students who agree to act in a considerate and responsible manner. Parent permission is required for minors. Access is a privilege, not a right. Access entails responsibility; each individual user of the computer network is responsible for his/her behavior and communications over those networks. School staff will act as a guide, but cannot be a full time guarantee.

Network storage areas may be treated like school lockers. Network and School administrators may review files and communications to maintain system integrity and ensure that users are using the system responsibly. Users should not expect that files stored on school servers are private. The school has the right to check the computers in order to determine what materials and who accessed has sites. During school or any related activity, teachers of younger students will guide them toward appropriate materials. Outside of school, it is the families' responsibility to guide the children as they are exposed to the internet, movies, television and other potentially offensive resources.

The following are not permitted: Sending or displaying offensive messages or pictures while on campus or off campus if related to the school campus or students. Offensive is anything which is or could be perceived as violent, pornographic or otherwise offensive to a reasonable person; Using obscene language; Harassing, insulting or attacking others; Damaging computers, computer systems or networks; Violating copyright laws; Using another person's passwords; Trespassing in others' folders, work or files; Intentionally wasting limited resources; Employing the network for commercial purposes; Installing or attempting to install unauthorized software on school computers.

Investigations at School

Criminal: Student discipline is the responsibility of the school administration. However, in the instances where a crime may have been committed, or if there is a threat of injury to a person or property, the school resource officer will be involved as the trained professional to handle such situations. If appropriate, the principal/designee may be present during the questioning of students by Law Enforcement concerning crimes committed. If a student is arrested and/or taken into custody, Law Enforcement and school personnel shall utilize best efforts to immediately notify the parent/guardian.

Administrative: If a student is suspected of violating the Code of Student Conduct, school officials can question him/her without first contacting the parent. The student does not have the right to have a parent present or a right to an attorney when questioned.

Victim or Witness: If a student is a victim or witness, the school resource officer or administrative investigators are allowed to question the student without first contacting the parent. If the investigation involves child abuse, the official conducting the investigation will decide who can be present during your interview. If a student is a witness, the police cannot remove him/her from school property without a subpoena or first obtaining the consent of the parent. If a student is subject to arrest, with or without a warrant, the officer can remove him/her without the parents' consent or the consent of school officials. The administrator/designee will attempt to notify the parent before the student is removed or as soon as possible after the removal.

Judicial Orders of Protection: The Department of Juvenile Justice will report to the school district all court orders in which an Indian River County School student is mandated to have "no contact" with his/her victim or the victim's siblings. A "no contact" order may be issued by a circuit judge and upon notification of such order, the school administration may remove the student named in the order, require him/her to attend another school, or implement other measures to ensure the "no contact" order is enforced.

Searches and Seizures: Your purse, backpack and other personal possessions can be searched if there is a reasonable suspicion that they may possess drugs, weapons, contraband, or other prohibited items or substances that are not permitted on campus. Trained sniff-screening dogs are allowed in the schools to prevent drugs and weapons at school. The routine checks by the dogs are considered a search by law. They are safety preventions to give you a safe and healthy school in which to learn. (FS 1006.09)

Abuse Reports: Please be aware that all schools in the Indian River County School District are required by law to report all incidents of student health which are questionable or suspicious in nature. This includes students who display age inappropriate behaviors, evidence of bruising, inadequate hygiene, emotional distress, and students repeatedly without lunch or lunch money.

Out-of-School Suspension (OSS)

An out-of-school suspension requires that the student work in his/her home under the supervision of a parent/guardian. This disciplinary measure is extremely serious and should be treated as such. During the time of the suspension, the student will forfeit all school activities. At Imagine South Vero we make every attempt to keep students actively engaged in the learning process, however, for disruptive behaviors that are continuous after previous interventions have been unsuccessful or students that consistently display extreme behaviors, they may be suspended from school.

Parental Notification

The principal or the principal's designee shall immediately notify the parent of a student who is removed from school, school transportation, or a school-sponsored activity and taken to a receiving facility for involuntary examination pursuant to s. 394.463. The principal or the principal's designee may delay notification for no more than 24 hours after the student is removed if the principal or designee deems the delay to be in the student's best interest and if a report has been submitted to the central abuse hotline, pursuant to s. 39.201, based upon knowledge or suspicion of abuse, abandonment, or neglect.

Mandatory Student Pickup

Imagine reserves the right to call parents to pick up their child if their conduct / behavior is such that they are asked to leave the classroom and /or they are in immediate danger to themselves or others around them. If parents refuse to pick up their child and / or do not return phone calls that were made from Imagine in an attempt to contact them, then the Indian River County Sheriff's Department will be contacted.

Video Surveillance

Imagine South Vero uses video surveillance in an effort to maintain safety. Video records are considered private student records unless subpoenaed.

APPENDIX B

ACADEMIC INFORMATION

PROGRESSION OF STUDENTS

It is expected that all students will make progress annually and demonstrate appropriate reading and mathematical ability sufficient to move to the next grade level or to graduate in a timely manner. No student at any grade level may be assigned to a grade level based solely on age or other factors that would constitute social promotion. An appropriate intervention program will be provided for a student who has been retained. Imagine Schools, in consultation with school staff, will determine the nature of the intervention program. State assessment scores are not the sole determiners of student promotion and serve to offer valuable information about student performance. Additional criteria (other evaluation, portfolio reviews, and assessment data) as described in each section of this progression plan are used to determine a student's promotion from one grade to the next.

RETENTION

A student in any elementary grade who does not meet levels of performance on statewide assessments in reading, writing, science, and mathematics, as defined by the Commissioner of Education, and failing to meet satisfactory grade level State Standards, assessments, progress monitoring, classroom work, observations, tests, and other classroom generated relevant data may be retained with approval of the principal and with written notification to the parent/guardian.

ELEMENTARY SCHOOL GRADES K- 5th Grade

ENTRANCE TO KINDERGARTEN (S. 1003.21, S. 1003.22) Any child shall be eligible for admission to kindergarten if he/she has attained the age of 5 years on or before September 1 of the school year. However, a child who transfers from another state shall be admitted under the same age requirements as established in the state where he/she previously resided. Before admitting a child to kindergarten, the principal shall require evidence of:

1. The child's date of birth in the manner provided by Florida Statutes;
2. An up-to-date immunization record; and,
3. A school-entry health examination conducted within one year prior to enrollment in school in accordance with State Board of Education Rule 6A-6.024. In extenuating circumstances the principal may allow certification to be provided within thirty days of enrollment, i.e. homeless.

ENTRANCE TO FIRST GRADE (S. 1003.21)

For admission to first grade, a student shall be 6 years old on or before September 1 of the school year and shall satisfy one of the following requirements:

1. Previous enrollment and attendance in a Florida public school.
2. Satisfactory completion of kindergarten requirements in a nonpublic school; or,
3. Previous attendance in an out-of-state school in which he/she attended.

MIDDLE SCHOOL GRADES 6th – 8th

To be promoted a student must:

1. Receive a passing grade in the four major academic subjects: Language Arts / Reading, Mathematics, Science, Social Studies.
2. Comply with the Indian River County School District Attendance Policy.

HIGH SCHOOL CREDIT

Accelerated middle school students may earn credit toward high school graduation under the following conditions:

1. High School courses offered at the middle school level must meet the standards approved for the high school courses. High school credit will be awarded to students who earn a B or above and pass the End-of-Course assessment. If Honors classes are taken, Honors weighting will be given when students are promoted to the high school.
2. All students enrolled in Algebra or Geometry will take the state End-of-Course Assessment, which will count as 30% of a student's grade. This will be determined using the same algorithm as is used at the high school. Beginning with the 2011-12 school year, a middle school student must pass the Algebra I End-of-Course Assessment (EOC) to earn high school credit.
3. Students at the middle school level authorized to take courses from the Florida Virtual High School will earn credit which will be transferred to their high school record as explained above.
4. If a C is earned in the course, it remains on the student's middle school transcript, but no high school credit is given. It counts as a middle school course for the purpose of promotion to high school.

PROMOTION WITHIN MIDDLE SCHOOL

Students who fail one semester of a core academic course may repeat the course during the summer through Florida Virtual School, if available. Students who fail 1 semester of a core academic course will be assigned to a course recovery class. If a student fails 2 or more semester courses of core academic courses during the year, they will be retained in that grade for the following school year.

PROMOTION TO THE HIGH SCHOOL (S. 1003.4156, S. 1003.4295)

Promotion from middle school requires that the student must successfully complete academic courses as follows:

- A. Three middle school or higher courses in English. These courses shall emphasize literature, composition, and technical text.
- B. Three middle school or higher courses in mathematics. Each middle school must offer at least one high school level mathematics course for which students may earn high school credit.
- C. Three middle school or higher courses in social studies, one semester of which must include the study of state and federal government and civics education. Beginning with students entering grade 6, one of the three social studies courses must be at least a one-semester civics education course.
- D. Three middle school or higher courses in science.
- E. One course in career and education planning to be completed in 7th or 8th grade which may be integrated in approved courses from the Florida Department of Education. Must include educational planning using the online student advising system known as Florida Academic Counseling and Tracking for Students at the Internet website FACTS.org; and

shall result in the completion of a personalized academic and career plan, known as an ePEP.

- F. There are no mid-year promotions to the high school.
- G. The minimum length for core courses is 45 minutes per day.

*****Failure to successfully pass all required courses by the completion of 8th grade will result in the student unable to be promoted to high school. *****

APPENDIX C

SCHOOL PAYMENT AGREEMENT POLICY

Checks, Money Orders, and online payments will be accepted for all financial transactions. Checks and online payments will be accepted on a limited basis for some activities and transactions, not all. When checks are accepted they must be made out to: *Imagine South Vero*.

When you provide a check as payment, you authorize us to use information from the check to make a one-time electronic fund transfer from your account or to process the payment as a check transaction. You authorize us to collect a fee through an electronic fund transfer from your account if your payment is returned unpaid. Up to 5 electronic attempts will be made to collect on a returned check before the school is notified. Imagine South Vero is not responsible for any bank charges the check writer incurs. If after all electronic attempts to collect on the check are exhausted and the check is returned to the school, the check amount plus a returned check fee will be charged to the student(s) for whom the check was submitted, as a financial obligation and must be paid in cash or money order within 30 days. Checks will not be accepted as payment for returned checks.

Returned Check Fees:

Check Face Value: Up to \$500.00

Fee: \$25.00

Check Face Value: over \$500.00

Fee: 5% of the check face value

In the event a dishonored check is not paid within the specified time appropriate legal action may be filed for the full amount of the returned check(s) and owing together with service charges, court costs and reasonable attorney's fees as provided by law.

When a customer/family issues three (3) returned checks on any Imagine South Vero account (Internal, Lunch) during the most recent twelve (12) months, the family's check privileges at Imagine South Vero will be suspended for a period of six (6) months. Subsequent returned checks received after the reinstatement of check writing privileges will result in additional six (6) month suspension of check privileges.

Furthermore, dishonored checks not reimbursed to the school AND *any* Financial Obligations owed to Imagine South Vero including, but not limited to, incomplete Family Volunteer Hours Requirement and Athletic Fees may result in any or all of the following:

Students will be denied participation in extra-curricular activities such as field trips, graduation/promotion ceremony, homecoming, sporting events, or any other privilege at school. Records and/or transcripts will be withheld until all outstanding monies owed are paid as prescribed by the school. Revocation of re-enrollment privileges for the following school year.

Returned lunch checks will result in the face value of the check being deducted from the account. Family is responsible for cash payment including the check value, returned check fee and any negative balance in the account. Until account is brought current, the student must pay cash for lunch or receive a free meal. No student will ever be denied a school lunch for financial reasons.

Before and After Care:

Past due accounts without satisfactory arrangements with the site supervisor shall result in your child not being able to attend the program until your account is brought current.

Payment Policies for Imagine South Vero are subject to change.

APPENDIX D

ATHLETIC PLEDGE

Commitment of Parent/Guardian & Student

Parents will:

1. Attend mandatory parent meeting at the beginning of the season or schedule a make-up meeting with the coach ASAP.
2. Make the commitment that their child will be on time to practice and games.
3. Help provide rides, whenever possible, to away games, and maintain a safe driving record & vehicle.
4. Discourage child from “hanging out” before and after practice. Parents must also pick up or instruct their child to leave campus after an athletic event.
5. Parents must provide the coach with a note or phone call when their child has missed practice or a game.
6. Parents will be expected to sign a contract agreeing to comply with all school policies.
7. The athletic packet and sports physical must be filled out by parents/doctor and returned to the Athletic Director prior to the start of the season for student athletes to participate in games/practices.
8. Parents must stay off the court or field during competition. Parents and all spectators are expected to exhibit appropriate behavior/sportsmanship. See Code of Sportsmanship in Athletic Handbook.
9. Parents are expected to exhibit good sportsmanship and appropriate behavior. Parents are also expected to congratulate coaches and represent our school in a positive way, regardless of the score, or any inappropriate behavior by the opposing players, coaches, parents or fans.
10. Parents are encouraged to communicate with the coach and athletic director if there are any questions or concerns.

Commitment of Student Athlete

It is a privilege to participate on an after-school sports team. With this in mind, the student athlete must meet the following requirements:

1. When you make a team you are making a commitment to attend, participate and stay until the end of all practices and games. Failure to adhere to this commitment can result in dismissal from the team.
2. Academics are the student’s first responsibility. Failure to maintain the expectations listed in the Eligibility Requirements section of the Athletic Handbook will result in removal from the team.
3. Student Athletes must have their paperwork completed and turned in to the their coach ASAP.
4. Student Athletes are responsible for the proper care of the uniform and of equipment checked out to them. Students will be charged for any lost or damaged equipment.
5. Student Athletes will arrive at practice and games on time and will refrain from arriving too early and “hanging out”.
6. Student Athletes must follow the Code of Sportsmanship.
7. Student Athletes must responsibly assist parents in meeting obligations pertaining to practices and games by delivering all communications from coaches/school home promptly.
8. Student Athletes who are not able to attend one half or more of school on the day of a game are not eligible to play in that game.
9. The Student Athlete is encouraged to communicate with the coach and/or the Athletic Director if they have any questions or concerns.

APPENDIX E

PARENT CONTRACT

Developing a school with the strength of family and a community that supports the attainment of educational excellence requires the collaborative efforts of students, parents and staff. All stakeholders in your child's education must assume responsibilities if this shared goal is to be achieved. This contract is between all Imagine South Vero parents/guardians and Imagine School at South Vero, where in both agree to the following:

I, _____ understand the following conditions/stipulations of enrollment and further agree to be responsible for compliance. Failure to comply with these responsibilities could result in my child being dismissed from Imagine South Vero.

1. I have read the student/parent handbook and discipline policies and agree to abide by the policies/rules stated therein and below:
2. I will volunteer a minimum of 10 hours per family per year.
3. I will send my child to school on time and pick them up on time daily.
4. I will ensure that my child is sent to school clean, healthy, academically and emotionally prepared and in school uniform daily, specific to the Imagine South Vero dress code each day.
5. I will check in at the front office when visiting campus.
6. I will participate in the Imagine South Vero school programs and events.
7. I will attend mandatory parent-teacher conferences.
8. I will ensure my child follows the Student Code of Conduct.
9. I will ensure my child brings completed homework assignments to school.
10. I will contact the teacher if I have any questions regarding class work or homework.
11. I will contact the principal if I have any questions/concerns related to the school program.
12. I will read with or to my child at least every other night.
13. I will monitor my child's progress in all subjects by communicating with the teacher, or keeping track on FOCUS to ensure that a minimum of a "C" average is maintained.
14. I understand all parents may be asked to volunteer for special events.
15. I understand the Imagine Schools at South Vero Board of Directors may change policies, rules, or regulations. I will be notified in writing of any changes and agree to abide by the new changes.
16. I understand there are behavior expectations of my child while in school. I will be supportive of the expectations.
17. I understand I have the right to withdraw my child at any time.
18. I understand my grievances will be addressed according to policies established in the student/parent handbook.
19. I will be responsible for all financial obligations and ensure they are up to date by the last day of school or the family or affected students will be placed in the lottery for the following school year.

Imagine Schools at South Vero will:

1. Recognize each student as an individual and strive to meet the individual needs of each student with the scope of a quality curriculum, philosophy, capabilities, and budget.
2. Operate a student driven school under the direction of a dedicated Board of Directors.
3. Will hire dedicated, knowledgeable, kind, professional, highly qualified staff.
4. Keep parents informed of school activities and events, policy changes, student progress, student behavior, and the needs of the school.
5. Provide a safe, healthy, nurturing environment conducive to learning.
6. Be consistent, firm, and fair in the enforcement of rules and policies.
7. Use NO corporal punishment.

STUDENT CONTRACT

As a student of Imagine South Vero, I will follow the guidelines stated below as well as those within the Student & Parent Handbook.

1. I will treat peers like I want to be treated.
2. I will use acceptable words to settle a dispute and will seek help from an adult if deemed necessary.
3. I will not allow my behavior to interfere with the learning of others.
4. I will be responsible for my actions and materials.
5. I will participate and take ownership in my own learning.
6. I will use technology available to me in an appropriate way and at appropriate times.
7. I will respect myself and others as well as their property and ideas.
8. I will be respectful of staff and follow all school rules in the parent/student handbook.
9. I will be a good citizen and follow the rules of the school and classroom.
10. I will care about my actions and how they affect others.
11. I will influence others in a positive way by living our character pillars.
12. I will try hard to learn my school lessons each day and seek help when I do not understand.
13. I will do my homework daily and turn it into the classroom teacher.
14. I will have integrity in all assignments I complete for the classroom teacher.
15. I have read the student/parent handbook.
16. I have read/heard and understand the disciplinary actions in the student/parent handbook.

Imagine South Vero will:

1. Provide a safe, secure, enriched environment conducive to learning.
2. Recognize each student as an individual and strive to meet the individual needs of each student.
3. Be consistent, firm, and fair in the enforcement of rules and policies.
4. Will hire dedicated, knowledgeable, kind, professional, highly qualified staff.

APPENDIX F

UNIFORM POLICY

Students are expected to dress for school and school activities in a way that contributes to their health and safety, promotes a positive school learning environment and does not disrupt the events and activities of the school. The Board finds that school uniforms are necessary for the safety and welfare of students and school personnel. Uniforms promote an environment that enhances learning and safety; encourages the expression of individuality through personality and achievements, not outward appearances; and creates a sense of school pride and belonging. All students in kindergarten through grade 8 are required to wear a school uniform at all times while attending school or any school-sponsored activity during the school day.

BOTTOMS: SHORTS, PANTS, SKIRTS, SKORTS

Bottoms must be navy or khaki. Middle school students can also wear black. No denim or joggng material. No cargo style shorts or pants. All bottoms must be worn at the waist (not below). **Shorts should reach mid-thigh or lower (fingertip length)**. In addition to shorts and pants, students may also wear skirts or skorts (must be fingertip length). For elementary aged students, jumpers may be worn in navy and khaki.

Leggings or jeggings are NOT considered uniform bottoms.

TOPS: SHIRTS

ELEMENTARY SCHOOL POLO COLORS: All polo shirts MUST have an Imagine Schools' logo. Colors for polo shirts include: light blue, navy blue, light pink, light yellow, maroon, hunter green, purple, and white.

Polo shirts need to be tucked in at all times.

MIDDLE SCHOOL POLO COLORS: All polo shirts MUST have an Imagine Schools' logo. Colors for polo shirts include: light blue, black (middle school only), navy blue, light pink, light yellow, maroon, hunter green, purple, and white.

Polo shirts need to be tucked in at all times.

SHOES: Shoes must be closed heel and closed toe. No high heels or crocs. Laces must be tied and boots that have zippers or laces must be properly fastened. Athletic shoes are required on PE days. Footwear must be worn at all times. Parents should ensure that the footwear their student wears to school does not impede their safety.

BELTS: Belts should be uniform appropriate and must be worn with all bottoms that have belt loops.

SOCKS: Socks must be matching and not display anything political or offensive in nature. Socks must be below the knee.

LEGGINGS: Leggings may be worn under shorts, skirts, skorts, jumpers, or PE uniform shorts and can only be navy or black. They are not considered a uniform bottom.

SPIRIT SHIRTS: Friday is a designated Spirit Day and students may wear a school spirit shirt with uniform bottoms. If the week does not end on Friday, the last day of the week is a Spirit Day. Spirit shirts DO NOT have to be tucked in. Spirit shirts include school athletic shirts.

PE UNIFORM: The PE uniform is a grey PE shirt with school logo and maroon nylon or mesh shorts. The PE uniform cannot be mixed and matched with the regular school uniform. On cold days, navy or grey sweatpants may be worn. PE uniforms do not have to be tucked in. Middle school students can wear their PE uniform on Monday & Wednesday (even if they do not have PE during the current semester). Elementary students can wear their PE uniform during the week they have PE. The PE teacher will determine the mandatory day to wear the PE uniform; however, students can wear it for the entire week they have PE if they choose. Hats are only permitted during recess or PE.

BACKPACKS: Backpacks may be any color or design and should be appropriate for school. **Backpacks should not have wheels.**

LUNCH BOXES: Lunch boxes may be any color or design and should be appropriate for school.

COLD WEATHER ATTIRE: Students may wear the Imagine South Vero approved outerwear. Jeans for cold weather can be worn at the admin's discretion and will be communicated to families via the Remind app and social media. Students may wear navy or grey sweatpants during cold weather. A polo shirt must be worn under all outerwear, with the collar visible. **Coats and jackets are considered as outerwear and can be worn to school, but may not be worn inside the building.** Outerwear that has the school logo may be purchased from our approved uniform vendor and may be worn in class. During cooler weather, white, navy, or grey long sleeved t-shirts may be worn underneath polo shirts. Hooded sweatshirts are also available for purchase at local uniform retailers.

PIERCINGS, HAIR, OTHER ITEMS: Facial piercings are NOT permitted in school. Hair must be neat and clean with no "unnatural" colors, i.e. bright green, pink, blue, orange, etc. No hats or bandanas may be worn.

JEANS DAY ATTIRE (on designated days ONLY): Solid blue jeans only. Blue jean shorts or skirts are permitted (must be uniform length). No rips or holes above the knee.

COLD WEATHER ATTIRE: Students may wear the Imagine South Vero approved outerwear. Jeans for cold weather can be worn at the admin's discretion and will be communicated to families via Facebook and the Remind app. Hats are only permitted during recess or PE. Students may wear navy or grey sweatpants during cold weather. A polo shirt must be worn under all outerwear, with the collar visible. Coats and jackets are considered as outerwear and can be worn to school, but may not be worn inside the building. Outerwear that has the school logo may be purchased from our approved uniform vendor and may be worn in class. During cooler weather, white, navy, or grey long sleeved t-shirts may be worn underneath polo shirts. Hooded sweatshirts are also available for purchase at local uniform retailers.

JEWELRY: Facial piercings are NOT permitted in school.

HAIR & OTHER ITEMS: Hair must be neat and clean with no "unnatural" colors, i.e. bright green, pink, blue, orange, etc. No hats or bandanas may be worn unless on an approved dress up/down day.

****At no time are students permitted to wear anything offensive, immodest, or deemed inappropriate by the administration.**

CAMPUS EXTRACURRICULAR OR SPORTS ACTIVITY : (on designated days, if applicable): Clothing normally worn when participating in a school sponsored extracurricular or sports activity may be worn to school when approved by the principal. Examples would be clubs, team shirts, sport jersey, etc.

INAPPROPRIATE ITEMS: Any attire, including backpacks, water bottles or other personal items displaying gang related paraphernalia or symbols, profanity or any inappropriate logos or displays (including political statements or candidates), as determined by Administration, are not allowed on campus or at

offsite official Imagine South Vero events. Clothing, jewelry, buttons, haircuts, or other items or markings which are suggestive, revealing, or indecent, associated with gangs or cults, the use of drugs, alcohol, or violence, or support discrimination on the basis of age, color, disability, ethnicity, gender, linguistic differences, marital status, national origin, race, religion, socioeconomic background, sexual orientation, physical appearance, or on any other basis are not allowed on campus or at offsite official Imagine South Vero event. Any articles of clothing or jewelry that may cause injury including, but not limited to: items with spikes or sharp objects, wallet chains, and heavy link chains are **not allowed** on campus or at offsite official Imagine South Vero events. Unusual, extreme and drastic hair styles. Hair may be dyed natural colors only. The administration, at its discretion, will send students home whose hair is unacceptable in color, condition or length and their decision is FINAL. Any violation of the above items will result in a referral to the administration and may also result in disciplinary action.

EXCEPTIONS: The Principal may allow for an exception from the school uniform policy on a case-by-case basis for disability, medical condition or sincerely held religious belief. A parent must request this reasonable accommodation to address the student's disability or medical condition or the wearing of clothing in compliance with the uniform dress code violates a student's sincerely held religious belief. Such students and the student's parents shall submit a signed affidavit setting forth the religious issues and the requested exemption to the policy. Such requests shall be provided in writing and submitted to the principal for approval.

UNIFORM VIOLATIONS AND DISCIPLINE: The Principal or designee has the authority to decide if clothing complies with Board policy. If the Principal determines that a student's clothing does not comply with Board policy, a parent/guardian may be asked to bring an appropriate change of clothes to school, or the student may be asked to leave an after-school activity. The student may also receive a disciplinary consequence for violating the school's dress code policy. Repeated violations may result in progressively more serious consequences.

APPENDIX G

SCHOOL EMERGENCY GUIDE FOR PARENTS

Safe Learning and Working Environments – A Top Priority

Creating and maintaining safe schools for students, staff, and visitors is a priority for our school. Parental support and community involvement are vital to helping the school maintain safe, orderly school. The school works in partnership with public safety agencies within the county to review our plan and help create safe school environments.

Emergency Preparation is Critical

Imagine South Vero has plans to respond to emergencies, including inclement weather, fire, dangerous items on campus, etc. We review and update our plans annually and we also seek the advice of local law enforcement to ensure our plans are thorough. Our school also provides multiple training opportunities to school staff to assist them in preparing for a wide range of potential emergencies. In addition, our school conducts emergency drills throughout the school year so that students and staff are aware of the most effective and safe emergency responses. We have the support of our Imagine Schools Regional team and the School District of Indian River County that are part of the school emergency response team.

Parents Have a Key Role in Emergency Response

During and following an emergency situation, school officials must act quickly and follow established emergency protocols to safeguard students and staff, secure schools, and communicate accurate information in a timely manner. Parents can assist greatly by helping with preparation before the emergency. Here are a few critical steps you can take:

- Give school officials accurate contact information so you can be reached in case of emergency. Keep the information current by notifying officials of any changes as soon as they occur. Multiple contact sources are helpful, including home and office telephone and fax numbers, mobile telephone numbers and paging information, email addresses, etc. Also important, in case you cannot be reached, are the up-to-date names and contact information of family members, friends, and any other adults authorized as emergency contacts for your child.
- Talk to your child about your personal emergency notification arrangements and let your child and school officials know if you anticipate being unavailable or difficult to reach for an extended period of time.
- Stay informed about potentially serious situations, such as inclement weather.
- Monitor local media when serious conditions arise at school or in the community that might result in school evacuation, early dismissal, or school closing.
- Notify school officials if you see or hear of anything that could create a danger at school.

Delayed Dismissal and Emergency School Closings

Occasionally, an unforeseeable event or emergency may require the closing of our school for a period of time. The decision to close school, or alter opening and closing times is made by the superintendent after consulting with county and municipal public safety agencies and school district staff. Notification of emergency closings is given as soon as possible so parents and guardians can make arrangements for students to be cared for during these times. The decision to close schools is based on many considerations, the most important being the safety of students, staff, parents, and others in the community.

In cases of threatening weather, the school maintains a weather radio, as well as keeps in contact with the school district office, and local law enforcement officials to help make decisions about dismissal of students or school closings. Officials want to make the safest possible arrangements for students and may delay the dismissal of students during exceptionally hazardous weather conditions, such as lightning. We will utilize the nationally recognized “30-30 Rule” be enacted by if thunder is heard within 30 seconds of lightning strike. Students will not be dismissed until 30 minutes has passed from the last sound of thunder. However, parents and guardians will be allowed to sign their child out during these situations at the main school office.

The school’s **Remind** text alert system will be used to notify parents about delayed dismissals, closings or other emergency conditions. In most situations involving delayed dismissal, students who walk or ride bicycles may be kept at school until parents can arrange for them to be picked up.

Emergency Release of Students to Parents

School officials want to maintain as safe and orderly an environment as possible at all times. During an emergency, special procedures are followed to help ensure student safety. Our school has procedures in place to help parents who wish to pick up their child from school. Depending upon the emergency conditions, students may be released from a designated area to parents and guardians with proper identification. For your child’s safety, your child can be released only to an adult who you have properly designated as an emergency contact and who has proper identification. Non- custodial parents who may pick up students must be listed with your child’s emergency contact information as a guardian and also must show proper identification.

Emotional Support for Students during Emergencies

It is important that students feel safe in their schools, especially after a crisis has occurred. Should there be a need the school will work with the school district for support during this time and provide help from community support agencies to address identified needs. If a situation occurs at school or in the community in which students are emotionally affected, the school will work with the local school district to assist in providing support to students to help them understand and cope with their emotions and reactions.

Important Points to Remember

- **Your school has a plan** –Teachers, administrators and staff have been trained and have completed drills using this plan.
- **Keep your emergency contact information current** – Please be sure your emergency contact information (home address, home/work/cellular telephone numbers, names of others with pick-up authority for your child) is updated whenever there is a change.
- **Monitor local news** – Information regarding school emergencies will be broadcast by local media outlets. The station will broadcast emergency messages to parents, and will provide news and emergency information to other English and Spanish speaking radio and television stations.
- **Be alert for a REMIND Text notification** – We will send emergency and routine messages to parents via mass text alert notification. Parents may register multiple phone numbers to ensure messages are received.
- **Do not call or go to your child’s school** – During an actual emergency, school staff will be busy responding to the emergency and addressing the needs of students. Calling the school

will only tie up phone lines that must be used for emergency communications with staff and emergency responders. Please do not go to the school unless you have received direction from the school or other officials. Vehicular traffic around the school may impede the ability of emergency responders from entering/exiting the campus.

- **Reuniting with your child** – When the situation allows, students will be released following the “reunification procedures prescribed in the school’s emergency plan. This procedure ensures that each student is released to a parent, relative or other authorized person designated by the parent in an orderly manner. Individuals picking up students will be asked to present valid picture identification and may be asked to sign students out to ensure safety and accountability.
- **Alternate pick-up site** – In some emergencies, it may become necessary to move students and staff from their school to the “off-campus evacuation location” as prescribed in the school’s emergency plan. Due to the unpredictable nature of any emergency, the location of the evacuation site will be announced only at the time of the event. If this occurs, parents will be notified via multiple means, including **REMIND**.
- **Students who remain at school** – If a parent, guardian or authorized designee cannot pick up their child following an emergency, they will remain under staff supervision until the parent, guardian or authorized designee arrives at the school.

APPENDIX H

STUDENT/PARENT SIGNATURES FOR ACKNOWLEDGMENT OF STUDENT

Student and Parent Handbook

All parents/guardians are required to visit the school website and read the student/parent handbook. Once you read it, please complete the Google form indicating that you agree and understand all sections.

As a parent/guardian, I understand the importance of the Imagine South Vero Student / Parent Handbook and have explained it to my child / children in detail. My child / children and I agree to adhere to the policies and regulations of the Student / Parent Handbook. I understand that failure to follow school regulations, policies, i.e. satisfactory disciplinary standing, will jeopardize my child / children's eligibility to register for the following academic year.

Please acknowledge receipt of this handbook and policies by signing below and returning to your child's teacher within one week of the start of school.

STUDENT/PARENT SIGNATURES FOR ACKNOWLEDGMENT OF STUDENT HANDBOOK POLICIES AND PROCEDURES

Student and Parent Handbook

All parents/guardians are required to visit the school website and read the student/parent handbook. Once you read it, please sign the below form indicating that you agree and understand all sections.

As a parent/guardian, I understand the importance of the Imagine South Vero Student / Parent Handbook and have explained it to my child / children in detail. My child / children and I agree to adhere to the policies and regulations of the Student / Parent Handbook. I understand that failure to follow school regulations, policies, i.e. satisfactory disciplinary standing, will jeopardize my child / children's eligibility to register for the following academic year.

Please acknowledge receipt of this handbook and policies by signing below and returning to your child's teacher within one week of the start of school.

APPENDIX I

NOTICE OF COMPLIANCE WITH TITLE IX REGULATION

The School intends to comply with Title IX of the Education Amendments Act of 1972, which states, in part: “No persons in the United States shall on the basis of sex be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving financial assistance....”

As such, the School does not discriminate on the basis of sex in its education program or activities, and is required by Title IX and its regulations not to discriminate in such a manner. This requirement not to discriminate in the education program or activity extends to admission and employment.

The following person shall be the Compliance Officer/Title IX Coordinator and is responsible for investigating any complaint alleging noncompliance with Title IX.

Jean Warren

6000 4th Street

Vero Beach, FL 32968

772-567-2728 ext. 1114

jean.warren@imagineschools.org

Any person may report sex discrimination, including sexual harassment (whether or not the person reporting is the person alleged to be the victim of conduct that could constitute sex discrimination or sexual harassment), in person, by mail, by telephone, or by electronic mail, using the contact information listed for the Title IX Coordinator, or by any other means that results in the Title IX Coordinator receiving the person’s verbal or written report. Such a report may be made at any time (including during non-business hours) by using the telephone number or electronic mail address, or by mail to the office address, listed for the Title IX Coordinator.

Inquiries about the application of Title IX and its regulations to the School may be referred to the Title IX Coordinator.

A specific procedure for grievances related to Title IX issues is set forth as the “Title IX Grievance Procedure.” *34 CFR 106*