



# Imagine Kissimmee Charter Academy

## Parent & Student Handbook

### 2018-2019

*We educate and inspire every child to succeed.*

2850 Bill Beck Blvd.  
Kissimmee, FL 34744  
PH: (407) 847-1400

[www.imaginekca.org](http://www.imaginekca.org)

**School Office Hours: 7:00 a.m. -6:00pm**  
**Student Hours: 8:30 a.m. -3:40 p.m. M,T,R,F**  
**8:30 a.m.-2:40 p.m. - Wednesday**

This handbook is a guide to policies and procedures for Imagine Kissimmee Charter Academy and is meant to augment the "Osceola County School District Code of Student Conduct and Policy Guide".  
The Principal is the final authority on these and any policies not covered within the handbook.

*Mission: We partner with parents to provide the highest quality of education which prepares students for a lifetime of leadership, academic excellence and exemplary character.*

Revised: April, 2018

# Imagine Schools Educational Approach

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*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 Measure of Excellence.*

## *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.

## *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.

## *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.

### *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*

Imagine Schools' 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.

[www.ImagineSchools.org](http://www.ImagineSchools.org)

## **Vision Statement**

*We educate and inspire every child to succeed!*

## **Mission Statement**

*We partner with parents to provide the highest quality of education which prepares students for a life of leadership, academic excellence and exemplary character.*

## **The “Essentials” of Imagine Kissimmee Charter Academy**

### **Academic School Hours**

Monday, Tuesday, Thursday, Friday	8:30 a.m. to 3:40 p.m.
Wednesday	8:30 a.m. to 2:40 p.m.

### **Arrival to School**

**Building doors open at 8:00 a.m.**

**Breakfast is served from 8:00-8:25 a.m.**

**\*\* Students dropped off and left unattended prior to 8:00 a.m. will be sent to morning CARE and a \$10 drop-off fee will be assessed. \*\***

**Breakfast:** Car rider and walker students choosing to eat breakfast at school **must arrive** in the cafeteria between 8:00 and 8:15 a.m. Bus riders will eat when their bus arrives on campus.

**Car Riders:** Students arriving to school as car riders will utilize the Main Building driving loop for drop off and enter the campus through the Main Building entrances. Please adhere to the strict speed limit of 10 miles per hour with no passing and **cell phone use is prohibited while in car line on school premises.**

**Bus Riders:** In order to ride a school bus, students must be registered with IKCA for transportation services. Register at open house or contact the school office. Your designated bus stop is determined by your permanent address on file. Bus passes can be issued for one day only at the discretion of the principal or designee. Students arriving to school on a bus will be dropped off at the Primary Building via the driving loop. Students will then utilize the sidewalk to walk

to the entrances of the Main Building to enter. For any other bus inquiries, please contact IKCA Transportation Director at 407-847-1400.

**Walkers:** Students who live within a two (2) mile radius may have the privilege of using the back gate for entering the campus before and after school. A parent/guardian **MUST** sign a Gate Pass Agreement prior to their child/children being issued a Gate Pass. Approved walkers may enter through the back of the campus on Oak Run Boulevard. Gate opens at 8:00 a.m. and closes at 8:20 a.m. Due to the residential neighborhood agreement between Imagine Kissimmee Charter and the City of Kissimmee Commission, this access is for **walkers and bike riders only**. The Gate pass needs to be visible on the child's book bag in order to enter. If the tag is misplaced, please contact the office for a new one. **For the safety of the students, absolutely no car drop off in this area is permitted, no exceptions.** Students of a parent/guardian who drops off or picks up their child/children via car will be subject to losing their Gate Pass. This will prevent your child from using the back gate for entering or exiting the campus. The first incident of abuse of the Gate Pass Agreement will result in the loss of the Gate Pass for one week. The second incident of abuse of the Gate Pass Agreement will result in the loss of the Gate Pass for a month. The third incident will result in the pass being revoked for the remainder of the school year. During inclement weather, a determination on whether or not to open the gate will be made by 7:45 a.m. and a message will be sent to parents via the Remind App.

**Bicycle Riders:** Students who ride a bike to school will enter the school premises in the same manner as the walking students and will be issued a Gate Pass and a parent/guardian will be required to sign a Gate Pass Agreement. Bicycle riders are required to walk their bicycle while on school property. Once the students have passed through the gate, they will be able to lock up their bicycle at the bicycle racks provided by the school. Your child's safety is of the highest priority to the school; please have them wear a helmet while riding their bike. During inclement weather, a determination on whether or not to open the gate will be made by 7:45 a.m. and a message will be sent to parents via the Remind App.

## **Departure From School**

### **Dismissal Times**

Monday, Tuesday, Thursday, Friday	3:40 p.m.
Wednesday	2:40 p.m.

Back gate closes at 4:00 p.m. (3:00 p.m. on Wednesdays)

**The dismissal bell rings at 3:40 p.m. or 2:40 p.m. on Wednesday. Students will travel to their designated after school location upon announcement. MS students must be in their 8<sup>th</sup> period class by the dismissal bell to avoid disciplinary action.**

**After School Activities:** Students participating in after school activities must be in the cafeteria or their designated area by the second dismissal bell. All students must have a pass or be with the designated staff member to be in the hallway for any reason. A violation of this policy may result in disciplinary action.

**Car Riders:** Students departing from school as a car rider will utilize the assigned driving loop for dismissal. Parents/guardians will be issued a Family Car Tag and are asked to prominently display this car tag in the **passenger side front window** to identify student(s) being picked up. Please adhere to the strict speed limit of 10 miles per hour to ensure the safety of all children and staff monitoring the process. A staff member or Safety Patrol will escort students to their respective vehicles, **please remain in your vehicle at all times and cell phone use is prohibited in the car line.** Parent/Guardian without a Family Car Tag will receive a red card on their windshield and must park in the Main Building parking lot, go to the main office, hand in red card along with identification, and sign out their child.

**\*\* If your child is not picked up by 4:00 p.m. he/she will be placed into our CARE program and a fee will be assessed. \*\***

To ensure the safety of all students at IKCA please be sure to remember the following:

- ✓ All parties must remain in the car with the Family Car Tag displayed in order to pick up students.
- ✓ If you do not have the Family Car Tag, a red card will be issued and you will be asked to go to show your ID in the main office before your child can be released to you or your designee.
- ✓ Parking in the lot is prohibited during dismissal unless issued a red card.
- ✓ Loitering on school property during school hours (8:00 a.m. – 3:40 p.m.) is prohibited.
- ✓ Use of cell phones in car lines is prohibited.
- ✓ Failure to pick up your child by 4:00pm (3:00pm on Wednesday) will result in your child(ren) being placed into IKCA's CARE program and a fee will be assessed.

**Bus Riders:** In order to ride a school bus, students must be registered with IKCA for transportation services. Register at open house or contact the school office. Your designated bus stop is determined by your permanent address on file. Bus passes can be issued for one day only at the discretion of the principal or designee. Students who will be departing from school on a bus will utilize designated doors for dismissal. A staff member will escort students to the bus gate where students will wait until instructed to board their bus. For any other bus inquiries, please contact IKCA Transportation Director at 407-847-1400.

**Walkers:** Students who live within a two (2) mile radius may have the privilege of using the back gate for entering the campus before and after school. Parent/guardian **MUST** sign a Gate Pass Agreement prior to their child(ren) being issued a Gate Pass. Due to the residential neighborhood agreement between Imagine Kissimmee Charter and the City of Kissimmee Commission, this access is for **walkers and bike riders only**. Parents/guardians must present their Gate Pass tag when meeting their child(ren) at the back gate. Gate passes need to be visible on the child's book bag in order to use the back gate. If the tag is misplaced, please contact the office for a new one. **For the safety of the students, absolutely no car drop off in this area is permitted, no exceptions.** Students of parents/guardians who drop off or pick up their child(ren) via car will be subject to losing their Gate Pass. This will prevent your child from using the back gate for entering or exiting the campus. The first incident of abuse of the Gate Pass Agreement will result in the loss of the Gate Pass for one week. The second incident of abuse of the Gate Pass Agreement will result in the loss of the Gate Pass for a month. The third incident will result in the pass being revoked for the remainder of the school year. During inclement weather, a determination to open or keep the gate closed will be made by 3:15 p.m. or 2:15 p.m. on Wednesdays. If closing, a message will be sent to parents via the Remind App. When the walker

gate remains closed, all walkers and bicycle riders will be sent to the car loop for pick-up. Make sure to have your car tag in your car for this types of days.

**\*\* If your child is not picked up by 4:00 p.m. he/she will be placed into our CARE program and a fee will be assessed. \*\***

**Bicycle Riders:** Students who ride a bike to school will exit the school premises in the same manner as the walking students and will be issued a Gate Pass and parents/guardians will be required to sign a Gate Pass Agreement. Bicycle riders are required to walk their bicycle while on school property. Your child's safety is of the highest priority to the school; please have them wear a helmet while riding their bike. During inclement weather, a determination to keep gate closed will be made by 3:15 p.m. or 2:15 p.m. on Wednesdays. If staying closed, a message will be sent to parents via the Remind App. If the walker gate is to remain closed, all walkers and bicycle riders will be sent to the car rider loop for pick-up.

**\*\*If your child is not picked up by 4:00 p.m. he/she will be placed into our CARE program and a fee will be assessed. \*\***

### **Transportation Changes**

It is understood that sometimes changes must be made for how your child is transported home. To ensure your child(ren) safety, all change requests **MUST** be made in writing, preferably through a note to the child's teacher. In the event a note was not submitted to the teacher, please call the office by 2:45 p.m. (or 1:45 p.m. on Wednesday) to receive information on submitting written requests.

## **Attendance Regulations**

### **Tardy/Early Dismissal**

School begins at 8:30 a.m. and ends at 3:40 p.m. daily (Wednesday-2:40 p.m.). Students need to be in their homeroom class and ready to learn at 8:25 a.m. Please make every attempt to schedule all doctor and dental appointments for after school hours or on student holidays. If a student needs to leave school prior to normal dismissal time, he/she must be signed out in the school office with either the Family Car Tag or proper identification. Students being signed out early will only be released to those who are listed on the student information and emergency contact form on file in the school office. **Check out must be completed prior to 2:45 p.m. on Monday, Tuesday, Thursday and Friday and at 1:45 p.m. on Wednesday. Early dismissals will not be allowed after these times.** Early dismissals and tardies will only be excused when having a medical appointment (provide doctor's note).

### **Consequences for excessive early dismissals and/or tardies:**

- Three (3) unexcused early dismissals/tardies in any one semester – student will receive a written warning.
- At the fifth (5) unexcused early dismissal/tardy in any one semester (total 5) – 30 minute before school detention
- Four (4) additional unexcused early dismissals/tardies in any one semester (total 9) – 1 hour after school detention
- Four (4) additional unexcused early dismissals/tardies in any one semester (total 13) – 2 hour after school detention.

- Four (4) additional unexcused early dismissals/tardies in any one semester (total 17) – meeting with administrator **and** out of school suspension.

### **Intervention for Unexcused Absences K-8**

Tier 1:

- 2 consecutive absences in a quarter – Nurse calls home
- 3 absences in a quarter – teacher calls home

Tier 2:

- 4 absences – Absenteeism Letter
- 6 absences – Parent seminar on Attendance

Tier 3:

- 8 absences – Weekly Counselor Check-ins
- 10 absences – Parent meeting with administration
- 11 or more absences – report to authorities\*

\*Cases will be reviewed individually

### **Attendance for Credit in Grades 6-8**

Students, to include ELL students, who miss more than **ten (10)** days per semester, may not be promoted to the next grade. Exceptions as follows:

- If medical evidence is presented to the principal from a competent medical authority to excuse absences in excess of ten (10) days.
- Extenuating circumstances as determined by the principal based on recommendations of teachers, counselors or student services workers.

### **Attendance for Credit in Grades K-5**

Students, to include ELL students, who miss more than **fifteen (15)** days per semester, may not be promoted to the next grade. Exceptions as follows:

- If medical evidence is presented to the principal from a competent medical authority to excuse absences in excess of fifteen (15) days.
- Extenuating circumstances as determined by the principal based on recommendations of teachers, counselors or student services workers.

### **Requested Absences**

Absences for reasons other than illness or religious holidays must be reviewed by administration. A Student Requested Absence form can be obtained from the school office. This completed form must be submitted at least one (1) week prior to the absence. If absence is approved, student is responsible for ALL assigned work missed during absence. **Absences for vacations, family trips, cruises, parent business, and other like reasons will not be approved.**

### **Excused Absences**

Absences shall be excused for the following reasons:

- Illness or injury to the student
- Illness, injury or death in the **immediate family of the student.** (Immediate family is defined as listed in the U.S. Internal Revenue Service Guidelines.)

An excused absence remains unexcused in school records until a **written notice** is received. As a courtesy please contact your child's teacher via email to advise of your child's absence.



### *Attendance for Extra-Curricular Activities*

Extra-curricular, school sponsored activities are ALL activities occurring after the school day on or off campus. Students who are absent on the day of an extra-curricular event will not be able to participate in that event/activity. Students must attend at least 5 hours or 4 hours on Wednesday to participate in extra-curricular activities.

### *Emergency Closings*

When weather conditions make transportation extremely difficult and there is reasonable doubt as to whether school will be in session, please tune-in to the local television news, radio station updates, or check the Osceola County School District website ([www.osceola.k12.fl.us](http://www.osceola.k12.fl.us)) for school closing announcements. Imagine Kissimmee Charter Academy will close when Osceola County Schools close. **Please do not call the school office.**

## *Academic Policies*

### *Homework*

Homework provides an opportunity for remedial drill, developmental practice, and enrichment activities. Home study assignments are not given to introduce new work, but to reinforce skills which have already been taught in the classroom. It is understood that it is not the parent's/guardian's responsibility to give a great deal of assistance to the student in completing homework. Parents/Guardians or other family members however should make every effort to assist a child read who cannot read the assigned homework directions.

Reading is recognized as a universal skill that relates to all subjects. Therefore, when specific homework assignments are not given, or when the homework assignment is completed in an expeditious manner, every student should read a book of their choosing. **It is recommended each student read at least 30-45 minutes each evening in all grade levels.**

### *Acceptance of late Assignments for all students*

All homework, reports, projects and class work are due on the date assigned by the teacher. Given assignments are considered late if not turned in on assigned date and will receive a 10% penalty for each day the assignment is late. After the fifth day, the assignment may no longer be accepted by the teacher which will result in a zero for said assignment. For an excused absence, students are allowed one day for every day the student is absent to make up their work. However, pre-assigned assignments/projects are due the day the student returns. It is the students' responsibility to turn in the missing assignments. Teachers have the decision making authority to be flexible with this policy.

### *Missed Tests, Quizzes and Class Assignments*

In the event of an excused absence, it is the teacher's responsibility to arrange for the administration of tests and quizzes and provide the student with missed class assignments.

### *Library/Media Center*

We strongly encourage all students to develop the habit of a daily reading period for enjoyment and to reinforce the reading skills taught at school. Our media center has many books from which children may choose. Students are responsible for books they check out. They will be charged for lost or damaged books as well as books that are returned to the library late.

Parents/Guardians will be charged publisher cost for each lost or damaged book to cover the cost of the book and labeling. The school reserves the right to withhold participation in activities and/or distribution of progress reports and report cards if book is found missing.

### **Report Cards**

Report cards indicating student progress will be issued every nine weeks. Parents/Guardians are asked to review the report card with their child/children, sign the outside of the envelope in which the report was sent in, and return the envelope to your child's teacher. If there is a concern regarding the report card, please contact your child/children's teacher to schedule a conference. **Throughout the school year, parents are encouraged to access regularly the online grading program to review their child's progress.** The username and password may be obtained through your child's homeroom teacher.

### **Progression to Next Grade**

The Florida Standards (6A-1.09401 State Board Rules) are benchmark standards that describe what students should know and be able to do at all grades Kindergarten through 12 in all subject. All current Florida Standards may be found on the FDOE C-PALMS (Collaborate, Plan, Align, Learn, Motivate, Share) website at: <http://www.cpalms.org/Public>. IKCA shall provide appropriate instruction to assist students in the achievement of these standards. Florida Standards have been incorporated in all lessons at IKCA. Grade Level Expectations are based on the Florida Standards and identify what each student should know and be able to do by the end of each grade. A detailed version of the Student Progression Plan can be found on the Osceola County School District website at [www.osceola.k12.fl.us](http://www.osceola.k12.fl.us).

### **Mandatory Retention in Third Grade**

Beginning with the 2002-2003 school year, students in Grade 3 who do not score at Level 2 or higher on the statewide assessment test in reading must be retained unless he or she is exempt from mandatory retention for good cause. Speak to your child's teacher regarding good cause options.

### **School Supplies**

Students in all grade levels will be responsible for providing school supplies. A copy of supply lists per grade level are available in the office and on the school website at [www.imaginekca.org](http://www.imaginekca.org). Teachers may add additional items at their discretion.

### **Textbooks**

Students are issued textbooks in some classes at no charge. The student is responsible for the books assigned to him/her. Parents/guardians will be assessed a replacement fee per lost or damaged textbook. Online textbooks may be available for some subjects. Students receive access information from their teacher.

### **Field Trips**

Each class usually participates in field trip(s) every year. Trips are organized around grade level standards and student interests. Students are **required** to either wear an Imagine Kissimmee Charter Academy spirit shirt or a uniform shirt with uniform bottoms on field trips. The homeroom teacher will inform parents of appropriate uniform for each field trip. A student's ongoing behavior determines whether a parent must attend the trip to oversee the child. Your child's teacher will inform you if you must attend in order for your child to participate in the field trip experience.

### **Classroom Transfers**

The parent of a student assigned an out-of-field teacher may request the child be transferred to an in-field teacher. The request will be reviewed and a transfer will be made to a different classroom teacher within two weeks if an in-field teacher for the course or grade level is employed by the school and the transfer does not violate maximum class size provisions.

### Conferences

All parent/teacher conferences are to be scheduled directly with the classroom teacher. Teachers are not available for conferences or phone calls during the school day except by prior arrangement. We encourage parents to take an interest in their child's activities at school and visit the classroom. If you would like to visit your child's classroom, please contact the teacher in advance.

## **Breakfast/Lunch Program**

All 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.

Breakfast is at no charge for all students and will be served from 8:00 a.m. to 8:25 a.m. Car riders and walkers must arrive before 8:15 to be served. Lunch is at no charge for all students and will be served during the designated class lunch time.

To purchase a school lunch students may bring cash or you may prepay using [www.myschoolbucks.com](http://www.myschoolbucks.com). Personal checks **are not accepted** for lunch.

**Students may not take food served through the food line out of the cafeteria unless authorized by school staff.**

**Fast food meals, candy and/or sodas are not permitted in the cafeteria per district policy.**

Parents/guardians may eat lunch with their child during the student's designated lunch block. Parents/guardians **may not** eat in the lunch room yet may use the tables in the courtyard for visiting and eating with their child. **Parents/guardians may only eat lunch with their own child and may not take other students out to the courtyard tables.**

Questions or concerns about the lunch program should be directed to Osceola County District Food Nutrition Services at 407-870-4678.

## **Illness/Administering Medication**

The health and physical well-being of all our students is a matter of priority. When a student has an accident or becomes too ill to remain in class, you or one of your emergency contacts will be contacted. **For this reason, it is very important that we are notified immediately if telephone numbers are changed or if there is a change in your emergency contact information.**

Clinic facilities for emergency care in school are very limited. We expect parents/guardians to promptly pick up their ill child. Please make arrangements with relatives or neighbors if you are unable to pick up your child.

The School District of Osceola County and Imagine Kissimmee Charter Academy recognize 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. Students may not carry any medicine or inhalers in their backpacks or on their person on campus. They must be kept in the health room. An Authorization for School Personnel to Administer Medication form (FC-600-1769E/S) is required for each prescription and non-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 in the office or from the school 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 MUST be delivered, signed in, and documented for appropriate dosage by the parent/guardian of the student. Students may not share medication with siblings or any other student.

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 condition, etc.

## **Organizations**

### **Parent Teacher Organization (PTO)**

PTO is a parent/teacher group organized to conduct fundraising for the needs of the students and school. This organization meets monthly on the first Tuesday of each month at 6:00pm on the school campus. One (1) volunteer hour per family may be earned for attending these meetings. Check the school calendar on the website for dates and times. [www.imaginekca.org](http://www.imaginekca.org)

### **School Advisory Council (SAC)**

The School Advisory Council (SAC) is a parent/staff council whose role is to oversee the writing and implementation of the School Improvement Plan (SIP). This council meets monthly on the last Thursday of each month at 5:00 p.m. on the school campus. One (1) volunteer hour may be earned for attending these meetings. Check the school calendar on the website for dates and times. [www.imaginekca.org](http://www.imaginekca.org)

### **School Advisory Board (SAB)**

The School Advisory Board (SAB) is a board appointed by the City of Kissimmee that serves as an advisory body to the school administration and staff. This board meets monthly on the last Thursday of each month at 6:00 p.m. on the school campus. Parents are invited to contact our Board Chairperson to place an item on the agenda for board discussion. Additionally, parents may sign up prior to the start of the meeting to request permission to speak during "Hear the Audience" at the board meeting. One (1) volunteer hour may be earned for attending these meetings. Check the school calendar on the website for dates and times. [www.imaginekca.org](http://www.imaginekca.org)

## *School Clubs*

National Junior Honor Society  
Safety Patrols  
Thespian Society  
Elementary Art Club  
Student Government

Drama Club  
K-5 Koala Sports  
MS Seasonal Sports Teams  
MS Art Club

Other vendors offer after school activities on our campus. More information about all after school activities is available by inquiring at the main office.

## *Volunteering*

Adult involvement is an essential element for the success of our students at Imagine Kissimmee Charter Academy. The Charter School Advisory Board has determined twenty (20) hours constitutes the minimal acceptable level of participation per family. Volunteer hour collection begins on the first Tuesday of April and ends on the first Monday of April each year. Adult involvement is **mandatory** for your child/children in grades Kindergarten through Eighth grade to attend Imagine Kissimmee Charter Academy. Volunteer opportunities could include: tutoring or working with students, chaperoning a field trip, attending SAC, SAB, or PTO meetings, assisting with maintenance of school, clerical duties, campus clean up days, and cafeteria duty. **In order to volunteer in a teacher's classroom, the volunteer must reserve a date and time with the teacher in advance.**

All volunteers must be appropriately dressed while on campus. Your appearance in dress and grooming should be appropriate for your assigned volunteer task. Remember, students will look to you as a role model. The school reserves the right to determine appropriate dress.

It is **mandatory** for all adults who serve as a volunteer for Imagine Kissimmee Charter Academy during school hours to provide a valid state Driver's License or state issued I.D. upon checking in. **Chaperones on field trips will be required to undergo a different level of clearance and sign a Chaperone Contract before one week prior to the scheduled trip.** Additionally, a parent is required to read and sign the volunteer handbook agreeing to abide by all policies and procedures set forth in said handbook.

## *Dress Code*

### *Uniforms*

Imagine Kissimmee Charter Academy requires all students to wear uniforms. **Please label each outer garment with your child's name.** 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. When in uniform, students are required to tuck in their shirt (uniform and spirit shirt). 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.**

### Shirts (Short or Long Sleeve)

Students must wear a shirt with an Imagine logo. Designated colors:

K-5 – navy blue, white, red, light blue and hunter green

MS – white, black, grey, burgundy and royal blue

### Spirit Shirts

Friday is designated Spirit Day and students may wear a school spirit shirt tucked in with uniform bottoms or jeans (see jean policy below). Students are required to tuck in their shirt.

### Under Shirts

If wearing an under shirt, it must be of a solid uniform color. Long sleeve shirts can be worn under the uniform shirt if the weather is unseasonably cold.

### Pants/Capris

Pants **must** be khaki or navy with or without cuffs. Pants cannot be cargo/painter style pants, low-cut/hip-hugger style or tight fitting. No jean, corduroy or denim material. No jogger or drawstring bottoms.

### Shorts/Skorts

Shorts **must** be khaki or navy with or without cuffs. They cannot be cargo/painter style pants, low-cut/hip-hugger style or tight fitting. No jean, corduroy or denim material. No jogger or drawstring bottoms. They must be fingertip length.

### Belts

Students in 2<sup>nd</sup> – 8<sup>th</sup> grade are required to wear belts with any bottoms that are manufactured with belt loops. Belts **MUST** be plain, solid black, brown or navy blue (NO studs or glitter).

Kindergarten and 1<sup>st</sup> grade students are encouraged but not required to wear belts.

### Footwear

All shoes must be closed toed and rubber soles. If the student is enrolled in PE, they must wear athletic shoes during PE. Students are **not allowed** to wear sandals with open toes, strapless shoes, ballet flats, or boots of any kind.

### Socks

Students **must wear white, black or navy solid colored socks that are visible.** The socks may have a small logo no longer than an inch. Girls may wear white or navy blue full length stockings or tights under shorts or skorts. Students are **not allowed** to wear Peds or no-show socks.

### Earrings

Only stud/post earrings are allowed. A student may not have more than one earring in each ear. Hoops are not allowed, regardless of the size. No other visible body piercings are permitted.

### Necklaces

A religious necklace may be worn; however, it must be worn under the shirt. No other necklace may be worn.

### Bracelets

The only bracelets that are permitted are ones for medical purposes or those issued by the school.

### **Fingernail Polish**

Nails should be well-manicured and polish should be **neutral**. Black, neon, or bright fingernail polish is not allowed.

### **Hair Styles/Haircuts/Hair Color**

Any hair styles, haircuts or hair color deemed disruptive, and/or distracting are not allowed and must be corrected immediately. These styles include hair length that is over the eyes, spikes, lines, Mohawks, Faux hawks, etc. Highlights will be accepted as long as they are of a natural color. The school reserves the right to determine the appropriateness of the hair style.

### **Hair Accessories**

Bows and hairbands may be worn but must be a solid uniform color. Bows cannot be larger than 3 inches wide. Oversized or distracting hair accessories (hair bands, bows, attachments) are prohibited. **Bandanas are not allowed.**

### **Hats and Gloves**

Hats and gloves may be worn at PE or outside only as a means of keeping warm during cold weather. No hats, hoods or gloves may be worn inside the building.

### **Jackets, Sweaters and Sweatshirts**

Jackets, sweaters and sweatshirts must be solid uniform colors as follows: white, light blue, hunter green, navy blue, or red. *Alpha Specialties* offers embroidered jackets or hooded sweatshirts for purchase but not required. Hoods may not be worn inside the building. If the weather is above 80 degrees students may not wear outerwear during outside activities. On unseasonably cold days (temperature below 60) non-school approved outerwear may be worn for arrival and dismissal to school and walking outdoors. Such outerwear must be removed in the building/class.

### **Jeans**

On Spirit Days, students are allowed to wear jeans and either a school spirit shirt or a uniform shirt for \$1.00. Jeans should be appropriate and follow the guidelines stated below.

- Jeans **must** be blue denim. No colors (black, grey, purple, pink, etc.)
- Jean shorts and capris **must** be blue denim.  
Shorts **must** be fingertip length (No cargo or carpenter shorts)
- Embroidery on **back pockets** only.
- Belts **must** be worn in grades 2nd – 8th (according to IKCA Dress Code Policy) if belt loops are present on jeans, shorts, pants or capris.
- Jeans must be free of slits, rips, tears or holes.

### **Leggings/jeggings/tights**

Leggings, jeggings and/or tights may be worn on colder days underneath proper uniform pants, skirts or skorts. Allowed colors are: navy blue, gray, black, or white. Leggings, jeggings and or tights with any type of print in not allowed.

### **Themed Days**

On Themed Days, students are allowed to wear clothes related to the selected theme. Wearing jeans on Themed Days will be determined prior to the Themed Day and must follow our normal jeans policy/guidelines.

### **Dress Code Violations**

- Skinny or tight fitting shorts, pants, skirts or capri pants.
- Shorts, pants, skirts, jeans or capri pants may **not** be worn below the waist.
- Jogger/drawstring bottoms.
- Acid washed shorts, pants, skirts or capri pants.
- Holes, tears, stains or frayed pants, jeans, skirts or capri pants.
- Baggy pants, shorts or jeans.
- Embellishments (rhinestones, glitter, etc.)
- Embroidery on front or down legs of pants, jeans, shorts or capri pants.
- Cutoffs.

### **Backpacks**

Backpacks must be standard size. Wheels are permitted if needed.

### **Student ID**

Each student must wear their school ID daily, around their neck and in the plastic holder of the school issued lanyard. The exception to this is when students are at PE. **Only the school issued lanyards are allowed.**

### **School Functions - After school hours**

Many school activities occur outside of the regular school day. Students must adhere to appropriate attire at these functions (dances, graduation, curriculum nights, SAC, SAB, PTO, etc.). Unacceptable clothing include ones exposing the torso or upper thighs such as see thru garments, mini-skirts or mini-dresses, halters, backless dresses, tube tops or tank tops without over shirts, spaghetti strap garments without over shirts, bare midriff outfits, or shirts tied at the midriff. Clothing must be properly fastened and with no tears. All other dress code requirements, stated above, regarding socks, belts, footwear and hairbands apply to school function.

### **Uniform Violations**

Any student not complying with the school dress code will receive a discipline mark indicating the uniform infraction for that day. Excessive uniform violations could result in additional discipline action.

### **Exemptions**

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 the accommodation and submit documentation (signed affidavit setting forth the religious issue, letter from doctor/medical facility) to support the accommodation. Such requests shall be provided in writing and submitted to the principal for approval.

**When it is determined that a student's clothing does not comply with the dress code, a parent/guardian may be asked to bring an appropriate change of clothes to school. The student may also receive a disciplinary consequence for violating the school's dress code policy.**

## **Code of Conduct**



Imagine Kissimmee Charter Academy expects students to show respect for themselves, other students, faculty, staff, visitors, and school property while on campus. We expect students to behave in ways which are acceptable and conducive to learning so that each classroom will have a climate in which optimal learning can take place.

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

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

A detailed version of the code of conduct can be found on the Osceola County School District website at [www.osceola.k12.fl.us](http://www.osceola.k12.fl.us).

### **Tracking Discipline**

Infractions (misbehavior, student code of conduct violations) will be documented in the online grading program for your review. Teachers may choose to send alerts but it is your responsibility as a parent/guardian to check regularly and keep up to date with your child's behavior.

### **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, Law Enforcement should 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, Law Enforcement 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 an 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.

**Searches and Seizures:** Lockers, purses, backpacks 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)

### **Behavior Contract**

When regular disciplinary procedures have failed to correct a student's behavior, a behavior contract can be written. This contract is a binding agreement between the school, the student, and the parents/guardians. This contract is a commitment made by the student to adhere to specific behavior while attending Imagine Kissimmee Charter Academy and school related functions. Failure to live up to the agreement made in the contract will be cause for further disciplinary action not limited to in-school suspension, out-of-school suspension, or release of a student to the geographically zoned school he/she would attend in the surrounding Osceola County School district.

### **In-School Suspension (ISS)**

An in-school suspension requires that the student work in a private area of the building under adult supervision for the entire day. The student is to report to the main office the morning of the in-school suspension by 8:25 a.m. unless otherwise stated. Class work will be provided and must be completed satisfactorily before leaving at the end of the day to receive credit. During the time of the in-school suspension all extracurricular activities are forfeited.

### **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.

## **Other School Policies/Programs**

### **Pledge of Allegiance**

Each morning the Pledge of Allegiance will be recited in class. Parents who do not wish their child to participate in reciting of the Pledge of Allegiance are required to send a written request to excuse their child from standing and placing their right hand over their heart and reciting the Pledge of Allegiance.

### **Curriculum Night Student Supervision**

Our school hosts curriculum nights throughout the year to promote academic enrichment and family involvement. **Every student attending must be escorted by their parent/guardian at all times.** This enables all families to enjoy the event and maintain safety for all students on campus. Students attending without a parent/guardian or students unattended by parent/guardian will receive disciplinary action of Saturday detention.

### **Student Pick-up from School Sponsored Events**

IKCA wants to promote positive social interaction amongst students outside of the school day. In return, we expect the parent/guardian to be prompt when picking up their child after such events. Students not picked up within the 15 minute grace period will receive disciplinary action or removal from the activity.

**Abuse Reports:** Please be aware that all schools in the Osceola 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.

**Judicial Orders of Protection:** The Department of Juvenile Justice will report to the school district all court orders in which an Osceola County School student is mandated to have “no contact” with his/her victim or 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.

### **Things to Leave at Home**

**Gum, candy, soda, bracelets, personal electronic devices, fidgets and/or toys are not allowed on campus and will be confiscated.**

Bringing unlawful drugs, knives, guns, or any potential weapons automatically results in a 10-day out-of-school suspension and may also include a recommendation for expulsion. Additionally, law enforcement may be notified. Back packs and lockers are subject to search at any time with probable cause.

**Heirloom and valuable articles** should not be brought to school as IKCA is not responsible for researching the loss(es) or replacing them.

### **Lost and Found**

Please be sure your child’s name is in his/her wallet, book bag, lunch box, sweatshirt, coat, raincoat, etc. Many of these articles are lost and unclaimed each year. Lost articles may be claimed in the lobby of the primary building. Any items left after the last day of the school year will be donated to a local charity.

### **Birthday Celebrations**

Students may **dress up** on their birthday. For students whose birthdays fall on a holiday, Saturday or Sunday may dress up on either the Friday or Monday of the week of their birthday. Those who have **summer birthdays** may dress up on the first Monday in May. Students wearing dress down clothes (jeans, t-shirts, cargo shorts, etc.) on their birthday dress up day will be asked to call home for a change of clothes. Please pre-arrange any classroom birthday celebrations with the teacher. Gifts, balloons, flowers, stuffed animals, and other birthday items will not be allowed.

### **Care Program**

The Care Program at Imagine Kissimmee Charter Academy is a fee based program provided to those parents who choose to use this service. The morning hours for the Care program are 6:30 a.m. – 8:00 a.m. and after school hours are 3:40 p.m. - 6:00 p.m. If you are interested in signing your child/children up for this program, please contact the office for an application form. Occasional Care is available upon request.

### **Non-Discrimination Policy**

Students, parents, and the general public are hereby notified that the School District of Osceola County, Florida and Imagine Kissimmee Charter Academy does not discriminate against any student with regard to access, admissions or treatment in any educational programs or activities.

**Photograph/Videotape Release**

Forms are sent home with the enrollment packet. Please ensure that your photograph/videotape release form is turned in to the office within the first week of school. If a release form is not on file, you are granting permission for us to photograph and/or videotape your child/children and the possibility of the picture being posted on the school Facebook page or Website.

**Visitors on Campus**

Any parent/visitor on campus **MUST SIGN IN AT THE OFFICE** by providing a valid state Driver’s License or state issued I.D. and receive a visitor pass. While on campus, the pass must be visible at all times. Due to teacher commitments before and after school, parents/guardians are **required** to make an appointment with the teacher should they wish to speak with them and/or make a classroom visit.

**Parent Conflict Resolution Process**

When a parent has a concern about classroom procedures, grading and/or teacher expectations, parents are expected to utilize the following process to reach resolution:

**Step 1:** Arrange a conference with your child’s teacher to discuss your concern.

**Step 2:** If no resolution, contact Administration in the main office.

**Step 3:** If no resolution, contact the Imagine School’s Region Director. Contact information can be obtained through the main office.

**Step 4:** If no resolution, contact School Advisory Board parent liaison. Contact information can be obtained through the main office.

**Keep in Touch with all School Activities by utilizing the following:**

Website address	Facebook page	Remind App
<a href="http://www.imaginekca.org">www.imaginekca.org</a>	Imagine Kissimmee Charter Academy	Text @IKCA to phone number: 407-982-1949

**Technology**

**Telephone Use**

Telephone use for students will be allowed in emergency situations. Students **will not be allowed** to use telephones to call home regarding forgotten assignments, homework, projects,

after school activities, or alternative transportation home. We appreciate your cooperation by not requesting messages be delivered to an individual student, except in an emergency.

### **Cell Phones**

All cell phones must be registered with the school via the “Student Electronic Device Authorization/Registration” form which can be obtained in the school office. Students must keep cell phones off AND in their book bags while on campus and/or on school busses. Students having a cell phone on their immediate possession, or having it in the “on” position, or not registering it will be subject to consequences not excluding Out of School Suspension.

### **Smart Watches**

All smart watches must be registered with the school via the “Student Electronic Device Authorization/Registration” form which can be obtained in the school office. Students must keep smart watches in airport mode (internet disabled) while on campus. Students having a smart watch with the internet enabled or not registering it will be subject to consequences not excluding Out of School Suspension.

**R.I.S.E UP EACH DAY**

**BY**

**Respecting OTHERS**

**CONDUCTING YOURSELF WITH Integrity**

**MAKING Safe CHOICES**

**STRIVING FOR Excellence**

## **Student’s Technology Responsibilities**

Full Version is provided to each family.

- Students are responsible for the care of their electronic device.
- Students/Parents will be financially responsible for any damage he/she intentionally causes to the electronic device.
- Students must notify a teacher of any damage/issue with the Chromebook immediately.
- The electronic device is only to be used with teacher supervision in the classroom.
- Students will only log into their assigned google account.
- Students are only allowed to go to teacher approved websites.
- While on campus students will follow the zoning rules provided below.
  - Green Zone - Students may use their electronic device freely.
  - Yellow Zone - Students must have permission from a staff member before using their electronic device.
  - Red Zone - Devices are not permitted.
- Students will have no expectation of privacy.
- The school has the right to access all data stored on the device

- The school has the right to access their school issued google account such as their google drive and photos.

**The following actions are prohibited:**

- Allowing other students to use their electronic device.
- To mark, deface, dismantle, damage or alter their electronic device.
- The downloading or installation of software, programs or applications of any kind.
- Listening to music on their electronic device.
- Visiting chat rooms, blogs or social networking sites.
- Sharing your username or password with anyone.
- Giving out personal information on themselves or others over the internet. (This includes but is not limited to the following:
  - First, Last and Middle Name
  - Nickname
  - Date of Birth (month day or year) & Age
  - Social Security Number
  - Address or Location
  - Names of Parents, Grandparents, Guardians and Siblings
  - Phone number