



IMAGINE ANDREWS

PUBLIC CHARTER SCHOOL

Parent/Student Handbook
2014-2015

H. Douglas Rice II
Principal
Updated: September 29, 2014

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IMAGINE ANDREWS

September 29, 2014

Greetings Imagine Andrews Families,

I would like to begin by thanking all returning and new families for your support. We are looking forward to a wonderful year of teaching and learning.

As we move further into a new school year, it is imperative that we encourage our scholars to begin setting goals for themselves. These goals should be in regards to academics, attitude and behavior. I am asking parents to have conversations with our scholars about goal setting. This practice will increase the chances of success in all areas.

The Imagine Andrews staff is excited about promoting commitment, integrity, and academic success as we make "High Achievement" a priority.

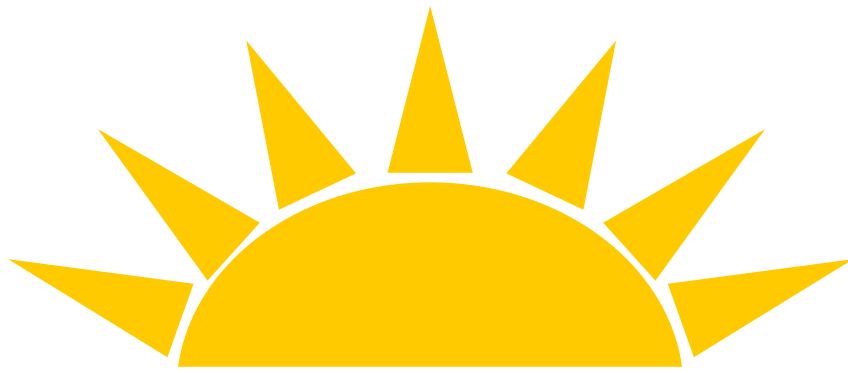
I am confident that our dedicated staff, amazing scholars and involved parents and community will continue to collaborate and maintain an environment that is academically rich with a safe and welcoming climate.

On behalf of the Imagine Andrews faculty and staff, I look forward to partnering with all families as we work towards a productive school year filled with celebrations.

Educationally,

H. Douglas Rice II

Principal



IMAGINE ANDREWS

Vision

Creating a school culture that prepares students for academic success and beyond as leaders to advance in a global community in which they live.

Mission

To serve our nation by providing our Imagine community with a well-rounded education and character development while meeting the needs of civilian and military families.

Our Motto

Excellence in All We Do:

100% Effort, 100% of the Time

IMAGINE ANDREWS -FORGING THE COMMUNITY TIES THAT BIND US

STUDENT OBJECTIVE

As an Imagine Andrews student, I will strive to:

- act with integrity and kindness; I will strive to achieve excellence in all that I do.
- take full advantage of the academic program offered, so that I may develop to my fullest intellectually.
- develop good attitudes toward learning, my classmates, and others so that I work to my capabilities
- take responsibility concerning my actions

SUBJECTS

The subjects Imagine Andrew students will explore yare:

- | | |
|------------------------|--------------------------------|
| -Reading/Language Arts | -Mathematics |
| -Science | -History |
| -Geography | -Physical Education and Health |
| -Art | -Character Development |
| -Music | |

SCHOOL HOURS

- | | |
|---------------------|---|
| -Before Care- | 6:00AM- 8:20AM (Contact Youth Development Center) |
| -Breakfast- | 8:05AM -8:20AM |
| -Student Arrival- | 8:15AM -8:25AM |
| -Student Dismissal- | 2:40PM-3:00PM |
| -After Care- | 2:40PM- 6:00PM (Contact Youth Development Center) |

SCHOOL BEGINS PROMPTLY AT 8:30AM EVERYDAY

Arrival and dismissal times will be strictly enforced. **Imagine Andrews will not bear any responsibility for students who are dropped off early or picked up late from school.** This includes students arriving to school prior to 8:00AM, or between 8:00AM and 8:15AM; but who are not eating breakfast, as well as students who are not picked up by 3:00PM. If

parents/guardians do not strictly adhere to the pickup/drop off times, continued enrollment at Imagine Andrews will be at risk.

PARENTAL INVOLVEMENT

The Imagine Andrews staff takes our charge of providing students with an excellent education very seriously. Thus, we pledge to do our best to ensure that students achieve at the highest level possible. However, research has proven that parental involvement and interest in a child's education is the strongest predictor of student achievement. Parents can support their child's learning by:

- Ensuring that their child comes to school on time and prepared with all of the necessary supplies
- By designating a "concrete" window of time daily, as well as a specific quiet place at home for their child to study
- Reviewing and proofreading ALL assignments that are sent home or that are completed as homework
- Ensuring that students read and/or are read to on a regular basis
- Normalizing an appropriate bedtime so students are able to be "alert and engaged" during the school day
- Showing your children that education matters by rewarding and celebrating their success when **excellence** is achieved
- Taking advantage of any after school study sessions
- Enriching your child's education by taking them on educational trips (i.e. zoo, college tours, museums, camping, etc.)

VISITORS

All parents and visitors entering Imagine Andrews are required to register or sign into in the main office. Upon signing-in, the parent or visitor will be given a pass to wear. The visitor's pass must be worn at all times and remain clearly visible for the duration of the visit. Persons visiting Imagine Andrews will also be required to sign-out in the main office before leaving the school building. Non-parent visitors will only be permitted in the building for "business" purposes as determined by the school principal

The principal or designee reserves the right to restrict visiting privileges for anyone who violates any school policies and/or causes a disruption. The school principal or designee also reserves the right to restrict visitation rights during certain events and/or during testing.

PARENT VOLUNTEERING

Parents/Guardians are encouraged to volunteer in classrooms when classroom activities (i.e. parties, experiments, etc.) necessitate extra help on the part of the classroom teacher. Please understand that teachers typically do not require daily classroom volunteers. However, as noted, there are certain situations where volunteer/additional help is warranted. **Please work with your child's classroom teacher to see if and when volunteer opportunities are available.** Please also bear in mind that there will be many PTO related activities

CLASSROOM VISITATIONS

All classroom visits must (a) be prearranged with the classroom teacher and (b) are limited to 45 minutes. Parents are discouraged from requesting classroom visitation the day of the proposed visit. Please understand the frequent classroom visit and/or visits that are excessively long can be distracting, compromise the instructional program, and may pose violations of the Family Educational Rights and Privacy Act (FERPA).

PARENTAL CUSTODY AND GUARDIANSHIP

Parents or guardians are required to submit copies of any legal documents detailing any custody matters involving non-married, separated, or divorced parents. If proper legal documentation is not provided to the school; then the school will provide student information and records to both biological parents and/or those individuals whose name appears on the student's data card.

MARYLAND FAMILY LAW, WALKERS, AND BIKE RIDERS

According to Section 5-801 of Maryland Family Law "children under 8 years of age no matter how bright, mature, or independent cannot be left alone". Therefore, children under the age of 8 should not be walking to or from school unsupervised. Children 8 years old or younger need to have someone over the age of 13 with them at all times (i.e. when walking to and from school). Failure to adhere to this law could result in a referral to Child Protective Services.

Joint Base Andrews also requires that all student bike riders wear a helmet at all times. Failure to adhere to this base policy could result in a citation from the FSS.

ATTENDANCE, ABSENCE AND TARDINESS

There is a strong and positive correlation between student attendance and student achievement. Regular, full day attendance at school ensures that the students maximize their opportunities to learn and collaborate with their peers. Thus, we strongly encourage parents to make certain that, when at all possible, students are in attendance at school, on time, and ready to learn. **Poor attendance (below 90%) could result in the withdrawal from Imagine Andrews and/or a referral to Child Protective Services.**

In cases where students must be absent, late, or leave early, it is the responsibility of the parent to communicate with the child's teacher and/or the school's main office.

Absenteeism- In the instance that a child is absent, the parent should send a written letter outlining the reason for the absence the day the student returns to school. In instances where the parents know in advance that the student will be missing school, they should inform their child's teacher as soon as possible. **Only student illness, bereavement, a school sponsored event, participation in court proceedings, and religious holidays will be coded as excused absences.** Students missing an excessive number of school days due to illness may be required to present medical documentation.

Students who miss school due to an **excused absence will be permitted to make up work in accordance with the schools makeup policy. If students miss school for unexcused reasons, they may not be permitted to make-up missed work (i.e. classwork, quizzes, tests, and/or projects).

Vacations and Extenuating Circumstances- We understand that there will be times when students will have to miss school for vacations and other reasons unrelated to illness. As noted, we strongly encourage regular, full day attendance, so we ask that parents try to avoid these situations as best they can. However, in the instance that vacations or other extenuating circumstances cannot be avoided - these absences will only be excused if prior permission is received from the Principal. To obtain this type of permission for an excused absence, a letter detailing the circumstance must be received by the Principal one week prior to the absences if possible. Failure to adhere to this could result in these absences being coded as "unexcused"

Early Dismissal: Parents should send a note in with the student the day of the early dismissal to be given to their student's homeroom teacher as soon as the student arrives to their classroom. The note should clearly outline the dismissal time and reason for early departure.

Parents/guardians are required to come into the building to pick up their child for early dismissal. Office staff will call for the child. Only parent/guardians or others listed on the emergency contact form will be permitted to pick students up from school for early dismissal. Parents/guardians or others, as listed on the emergency contact card, will be required to show ID when picking a student up from school early. If photo ID is unavailable, or the person is not authorized to pick up the student as designated on their emergency contact card, then permission for early dismissal will be denied. Additionally, students leaving school prior to 1:00PM will be marked as a .5 (half) day. **Parents are strongly discouraged from signing their child out a few minutes early to "beat the afternoon pickup traffic."**

Tardiness: In cases when students arrive late to school (after 8:35), the parent should send a note outlining the reason for the lateness. This note should be given to the main office secretary. Please note continued tardiness to school (3 within a month's time) could result in a parent conference between the student's parent/guardian and the school Principal.

Students arriving at school after 10:00AM will be marked as a .5 (half) day.

Notes: Notes for absenteeism, early dismissal, or late arrival should include:

1. Student's name
2. Reason for the excuse
3. Date of excuse

4. Time leaving or arriving to the school
5. Telephone number at which the parent/guardian can be reached
6. Date that the letter/note was written
- 7. Parent signature**

Emergency Dismissal Information: An emergency contact card will be sent home with each child for parents/guardians to give specific plans for children during emergency situations. **It is the parent's responsibility to return the required card to school and to make sure that Imagine Andrews has updated contact information if or when the emergency contact information changes.** In addition, the procedures for emergency dismissal should be discussed with each child.

TELEPHONE/MESSAGES

Telephone calls may be made to the school office between the hours of 7:45AM and 3:45PM. This office is not open on Saturdays, Sundays, or holidays. Messages of urgent nature will be delivered to students during the school day. Parents should make an effort to avoid calling the school to leave messages for their child(ren) that are not urgent in nature. Students wishing to contact parents during the school day should request use of a telephone in the main office, guidance office, or nurse's suite.

BEFORE AND AFTER CARE

Questions regarding this program are best answered by the Youth Development Center staff. You can reach them at 301-981-5430 or 6336.

INSTRUCTIONAL SCHOOL DAY

In accordance with Prince Georges County Public School Board's policy, the instructional school day shall begin at 8:30AM and end at 2:40PM. Students are expected to be in their assigned homeroom and ready to begin work promptly at 8:30AM. The school building will be open at 8:00AM for students to take advantage of our breakfast services. Those students electing to eat breakfast should report to the designated breakfast pickup area, and then they will be directed to the area/classroom where they can eat their breakfast.

Students remaining in the building after dismissal (2:40PM-3:00PM) should be under the explicit supervision of an Imagine Andrews staff member or with a staff member from The Youth Development Center.

SCHOOL CLOSINGS/WEATHER DELAYS

Imagine Andrews will follow Prince George's County Public Schools' (PGCPS) calendar for closings, delayed openings, or early dismissal of schools. In cases where there is a need to close schools, delay openings, or for early dismissal as a result of inclement weather, information can be found on local news stations and the on the PGCPS website.

Please also note that when schools are closed early as a result of inclement weather, all school sponsored events and activities will be canceled or postponed.

Information regarding how The Youth Development Center will handle these situations should be obtained from them.

PARENT/TEACHER COMMUNICATION

At Imagine Andrews, the expectation is that parents and faculty will work in concert to ensure that our students receive the best education possible. With that said, positive parent-teacher communication is a vital means to building a strong school community while also ensuring that students have the home and school support necessary to achieve academic success. Teachers are required to respond to parent communication (i.e. email or phone calls) within a 48 hours window of time, excluding weekends. We ask that parents understand that due to teacher obligations to plan lessons, instruct students, and communicate with multiple parents, they will sometimes need up to 24 hours to respond to parent inquiries.

GRADING & GRADE REPORTING

As education professionals, it is understood that teachers have the training and knowledge to rate student achievement and to assign grades accordingly. As such, teachers have full discretion in assigning student grades as long as they are in accordance with the county and school's grading policy. Concerns regarding student grades should be discussed directly with the teacher who assigned the grade.

The following grading scales will be used to communicate student achievement:

Grades K and 1

PR = Proficient- child can demonstrate learning objectives independently 90 – 100%

IP = In Progress- child can reliably demonstrate learning objectives 80 – 89%

EM = child demonstrates learning objectives with assistance 70-79%

ND = Needs development- child does not demonstrate learning objectives 50-69%

Grades 2-8

A= Excellent mastery of learning objectives (90-100%)

B= Above average mastery of learning objectives (80-89%)

C= Average mastery of learning objectives (70-79%)

D= Below average mastery of learning objectives (60-69%)

E= Unsatisfactory mastery of learning objectives (50-59%) A grade of 0 (zero) can only be used in the event that a student does not attempt to complete an assignment

I= Incomplete. Awarded only to students who have missing assignments due to lawfully excused absences. In cases involving the assignment of an "I" the student is expected to complete all work in a time period determined by the teacher who assigned the grade. Failure to complete assignments within the designated time frame will result in the grade being calculated "as is" and without the additional assignments.

Note: Students who fail to make adequate progress in core academic classes including phonics, reading, history, mathematics, and science may be asked to withdraw from Imagine Andrews and return to their boundary school.

ACADEMIC AWARDS AND HONORS:

In an effort to ensure high expectations for our students' academic achievement, Imagine Andrews uses a two-tier academic awards model. Awards/recognition will vary from quarter to quarter. Only students in grades two and above are eligible for academic awards/recognition. The following are the awards and their respective criteria:

1. Honor Roll- To make "Honor Roll" students must have **ALL As and Bs on their Report Card.**
2. Andrews Scholars- To receive the Andrews Scholars Award, students must have **ALL As on their report card.**

SCHOOL MAX

Schoolmax is an online tool that allows parents to monitor their child's academic performance. Parents are encouraged to use Schoolmax on a regular basis.

Parents can get access to Schoolmax from Ms. Brinson in the main office. **Parents must come in in-person to receive their account logins and setup information.**

PGCPS requires teachers to input two grades per week for each student subject area into Schoolmax. Any additional communication regarding student grades should be initiated by the parent.

MARKING PERIODS/QUARTERS:

- Quarter 1 Ends- Friday, October 25, 2013
- Quarter 2 Ends- Thursday, January 16, 2014

- Quarter 3 Ends- Thursday, March 27, 2014

HOMEWORK POLICY

Studies continue to show that meaningful homework (homework that extends student learning or offers extra practice) is an excellent means to raise student achievement. Regular completion of homework reinforces independent thinking while also building student's time management and study skills.

In accordance with a study conducted by Duke University's Harris Cooper, Imagine Andrews teachers will make an effort to assign homework using Cooper's 10 minute Rule. This rule states that, on average, the appropriate amount of time students should spend on homework is 10 minutes times(x) their grade level. Please bear in mind to raise expectations and put students on a path for advanced coursework at the secondary school level, Imagine Andrews will use a "plus two" model when adhering to this rule. More clearly, we will make best efforts assign homework in accordance with Cooper's recommendation, but we will approach this by applying the rule that is two grade levels above our student's current grade levels. Furthermore, because of its vital nature, reading is not included in these homework calculations.

Grade K- 20 minutes daily or 100 minutes per week

Grade 1- 30 minutes daily or 150 minutes per week

Grade 2- 40 minutes daily or 200 minutes per week

Grade 3- 50 minutes daily or 250 minutes per week

Grade 4- 60 minutes daily or 300 minutes per week

Grade 5- 70 minutes daily or 350 minutes per week

Grade 6-7- 90 minutes daily or 450 minutes per week

Please keep in mind that these are averages and there may be some variation in the amount of time each student takes to complete one's homework. Therefore, teachers assign homework based on the average time it should take for a student to complete the homework.

Additionally, students who fail to finish assigned classwork may be required to complete this classwork as homework; this would be in addition to the regularly assigned homework.

Parents are strongly encouraged to assist students in their efforts to complete homework. However, parents should not do homework for their children as this will compromise independent thinking and student learning. Parents can support their children's learning and assist with homework by:

- Showing an interest in your child's work
- Providing a consistent place and time for quiet study
- Assisting with the practicing of spelling words and number combinations

- Encouraging home reading and listening to your child read
- Reviewing the homework for neatness and completeness
- Refraining from doing the work for your child

TEXTBOOKS, EQUIPMENT, AND SUPPLIES

Students/Parents bear complete responsibility for all materials assigned to them. When materials provided by Imagine Andrews (i.e. textbooks) are lost or damaged, the parent/guardian will be required to pay restitution to Imagine Andrews. If restitution is not made/ "left outstanding", Imagine Andrews reserves the right to suspend the student from all extracurricular activities (i.e. field trips, parties, etc.).

Students are expected to provide all basic supplies such as paper, pencils, crayons, rulers, scissors marker, etc. (for a full listing of exact supplies please see the school supply list). Please help your child by ensuring that he or she has everything they need for school packed and well organized in one's book bag each and every day. Parents should also label everything with student's name.

TECHNOLOGY USE

In an effort to enhance the educational program, students will have access to various forms of technology and multi-media. The use of technology is for the sole purpose of improving educational outcomes and therefore students are expected to:

1. Use telecommunication services for curriculum-related purposes
2. Monitor time online in consideration of others
3. Use appropriate language
4. Adhere to copyright laws
5. Practice responsible, ethical, and legal behavior
6. Only visit those websites that have been teacher approved. If a student is unsure if a website is permissible, he or she should ask for the teacher's approval before browsing the "website in question".

Imagine Andrews is not responsible for any computer related issue that is a result of students visiting restricted websites. Any debt associated with the misuse of student technology (i.e. cost to clean a virus) will be the complete responsibility of the child's parent/guardian.

GUM/CANDY/CELL PHONES/IPODS/CAMERAS AND OTHER ELECTRONIC DEVICES

Gum will not be permitted at Imagine Andrews. Candy is not permitted unless otherwise noted by the classroom teacher or leadership.

Cell Phones, iPods, iPads, cameras, and other electronic devices are not to be used during the school day. If parents believe it is necessary for a student to have a cell phone, it must remain off from the time the student enters the building to the time he or she leaves the building. In addition to these devices being turned off they should be kept in the student's lockers with combination locks that were provided by the school. Imagine Andrews will not assume any responsibility for any student's belongings that are lost or stolen; this includes cell phones and all other electronic devices.

FIELD TRIPS AND EXTRACURRICULAR/SPECIAL ACTIVITIES

In an effort to enrich student's educational experience, Imagine Andrews will sponsor field trips and other enrichment activities (i.e. assemblies). Field trips are a great means for extending learning and exposing students to various institutions, cultures, career opportunities, etc. Furthermore, field trips are also a great way for us to showcase the exceptionality of the students of Imagine Andrews. Thus, uniform policies remain in effect during all field trips unless otherwise noted. Only students attending Imagine Andrews and their parent(s)/guardian(s) are permitted to attend and participate in these activities. Students and parents should also bear in mind that when attending or participating in school sponsored events that all school rules and policies still apply.

With that said, it is of the utmost importance the student behavior on field trips is strictly aligned with the expected conduct in the school/classroom. Parents are to remind students of the importance of good behavior and safety when participating in field trips. **Students and parents are reminded that field trips are a privilege, and students with a pattern of poor behavior may not be permitted to participate in field trips.** It should also be clearly stated that poor behavior during a field trip or any other school-sponsored event will result in the same consequences as they would in the school/classroom. Students who receive an office referral within 2 weeks of a scheduled field trip may not be permitted to attend.

Chaperones- Parents wishing to serve as chaperones must do so as an official PGCPs chaperone. To receive this designation, parents must attend the Chaperone Training Program sponsored by the PTO. Chaperone trainings will be offered periodically throughout the school year. Additionally, PGCPs requires that all chaperones have a background check completed by the PGCPs security office. Proof of PGCPs fingerprinting must be provided to the school prior to a parent chaperoning a field trip. The PGCPs fingerprinting office is located at 14201 School Lane, Upper Marlboro, MD 20772. The number to the office is 301-952-6775. They are open M-F from 8am-11:45am and 12:30pm-3:45pm.

Permission- Written permission from a parent/guardian must be received in order for a student to attend a field trip. Imagine Andrews will send home field trip permission slips that outline the field trip's details including purpose, date, time frame, meal costs, chaperone needs, and permission slip deadline. If a student does not have written permission by the assigned deadline then he or she will not be permitted to attend the trip. Permission slips must be received by the teacher prior to the expiration of the deadline/permission slip due date.

Payment- In addition to written permission, the student must also have the full cost of the field trip paid to the teacher prior to the expiration of the deadline/permission slip due date. Students will not be able to attend a field trip if money is not in by the deadline/due date. Late payments will not be accepted.

If field trips and other school sponsored activities extend beyond the instructional school day (i.e. events that end after 2:40PM) it will be the parent's/guardian's responsibility to ensure that the student is picked up no later than 15 minutes after the scheduled end of the activity or return to school time.

NURSE'S SUITE

When students become ill during the school day, they should communicate with the teacher. The teacher will send the student to the nurse's suite for medical attention. When necessary, the nurse will communicate the student's illness with the parent/guardian and will advise the parent on "next steps" with regards to the student's medical needs. It is expected that the nurse will use one's best judgment in advising the parents on the child's medical needs while taking into account the parent's/guardian's perspective on the student's needs.

*Parents are expected to make every effort to get their child whatever medical attention (i.e. Doctor's appointment) necessary for their child's well-being.

***In some instances involving communicable diseases (i.e. lice, ringworm, etc.) , students may be "temporarily excluded" from school until proof of treatment is provided to the school nurse.** The nurse will communicate this with the child's parent in accordance with PGCPs policy.

*In situations where emergency medical treatment is needed, as determined by the school nurse, Imagine Andrews reserves the right to contact 911 for an ambulance.

INJURY

The procedures listed below will be followed in matters involving an injured student:

1. Teachers will send the student to the nurse's office if the injury is minor
2. Teachers will notify the nurse's office if a student is unable to be moved
3. Trained personnel, when necessary, will administer basic first aid
4. The parent/guardian will be contacted and provided a detailed description of the injury and incident
5. Emergency medical services will be contacted in cases of critical injuries that fall beyond the scope of what a school nurse can or is permitted to handle.
6. An accident report detailing that incident and injury will be completed and filed for every student injury

MEDICATION/INHALERS

Parents are strongly encouraged to make every effort to arrange for medicine to be taken outside of the school day. However, there are occasions when it is determined by a physician or dentist that a child must receive prescribed medication during the school day, either on a regular basis or in the event of an emergency, including but not limited to bee stings, asthma, or diabetes. In cases where there is a need for the school nurse to dispense medications due to the noted circumstances, the physician or dentist must give explicit written approval and specific directions regarding the administration of these medications. Forms for these purposes are available in the nurse's suite. These forms are to be used for prescription and over the counter medications. Students are not allowed to transport medications to or from school.

All medications must be picked up and dropped off by the parents and should be given directly to the school nurse along with the proper forms for use as noted above. All medications must be picked up by the parent/guardian by the last day of school. Otherwise, these medications will be disposed.

IMMUNIZATIONS

Students who are not in compliance with their immunizations, unless exempt for religious or medical reasons, will not be permitted to attend school on a permanent basis. In these instances, students will be given 20 calendar days to become compliant with their immunizations, after which point they will be excluded until compliance is reached. For more information regarding immunizations parents should access Health Services on the PGCPs website at www.pgcps.org or contact the school nurse.

FIRE DRILLS

In an effort to ensure the safe evacuation of the school building/premises in the event of an emergency, there will be a series of fire drills and emergency lock downs.

During Fire drills it is required that students:

1. Move quickly from the building as directed by the teacher
2. Leave all books and other items at my desk
3. Do not talk, push, or crowd doorways
4. Move quickly to the designated area at least 50 feet away from the building.
5. Stay clear of all fire fighting equipment
6. Stand quietly to hear directions and roll call by the teacher
7. Return to my classroom quietly at the end of the fire drills

LEAVING SCHOOL GROUNDS

Under no circumstances are students permitted to leave school grounds during the school day without the explicit permission of school personnel.

PERMISSION TO PHOTOGRAPH, VIDEOTAPE, OR AUDITAPE

Occasionally, there could be times when PGCPs, Imagine Schools, Joint Base Andrews, or other sources of media wish to cover special events at Imagine Andrews. In these instances, your child's photograph, video image, or voice could be used in an effort to promote our school and/or to advance our educational program.

If you do not wish to have your child appear in videotape or photograph or have his or her voice reproduced on tape, please notify the school Principal in writing. It is assumed that parents and guardians consent to their children being photographed, videotaped, or audio taped, unless notification is received.

STUDENT DISCIPLINE

In addition to knowing and understanding Imagine Andrews' discipline policies, it is advised that parents/guardian also familiarize themselves with PGCPs' Code of Student Conduct handbook; this can be found at <http://www1.pgcps.org/students/>.

A well-structured environment that is free of distractions and student misconduct is a necessity to providing an exceptional education. Therefore, behavior that is distracting to other students or staff, disrespectful, compromises learning, or that violates any aspect of school and/or PGCPs policies will not be tolerated, and students will receive the necessary consequences to immediately rectify the behavior. Imagine Andrews will not compromise any of our standards, especially those standards related to student behavior.

Imagine Andrews has a School-wide Discipline Policy. All teachers will have a paper traffic light with every student's name on a clothespin. The traffic light has three circles (green, yellow, and red). The following is a listing of traffic light movements and the MINIMAL subsequent consequences associated with each.

Please note that discipline issues falling in categories two, three, and four of the PGCPs Code of Student Conduct will result in an immediate office referral. The traffic light system is reserved for category one offenses and some category two offenses.

1. Green light (part 1) – No issues (Students will start each class period here. The goal is for all students to remain on green light part 1.)
2. Yellow light (part 1) - Warning (W)
3. Yellow light (part 2) – Reflection sheet w/ phone call home (R)

4. Red light (part 1) - Recess Detention (RD)
5. Red light (part 2) - Office referral (OR)

Consequences for Traffic Light: TIME Grades K-5

First Circle

Green light (part 1) - Super Productive Day

If students are in verbal warning at the end of the day, teachers will record the initials VW inside their Agenda Book.

Second Circle

Yellow light (part 1) – Verbal Warning

Yellow light (part 2) – Reflection/Phone call home

Third Circle

Red light (part 1) – Recess Detention/loss of student privilege (i.e. recess, assembly, etc.)

Red light (part 2) - Office Referral

Students whose clips have moved down to recess detention after recess, will have recess detention the next day. (Teachers will be responsible for monitoring their students when this occurs.)

Students will move through each area of the traffic light, before a teacher writes an office referral, unless it's for fighting/hitting or any other inappropriate behavior/language.

Students, who receive an office referral 2 weeks prior to a scheduled field trip, or receive 2 referrals within a quarter may not be able to attend the field trip without a parent or guardian.

Teachers have complete discretion in assigning the abovementioned consequences, and these consequences are not negotiable. Also, students who show a pattern of continuous disruptive behavior could receive consequences ranging from exclusion from school activities to suspension to a request for withdrawal from Imagine Andrews.

Teachers will record the initials of the exhibited behavior in the student's agenda book.

ACADEMIC HONESTY

Academic honesty is an essential part of any school community. Imagine Andrews prides itself on integrity, and we must protect the integrity of the student's learning experience. As a result, it is expected that students will produce their own work. Academic dishonesty in the form of

plagiarism or cheating will not be tolerated. If students violate the code of academic honesty, they will, at minimum, lose credit for that assignment. A second offense will constitute an office referral and more severe consequences. Unless otherwise noted by the teacher, academic dishonesty will include:

1. Using notes when not permitted to
2. Copying work that was to be done independently
3. Submitting someone's else's work for a grade; this includes homework, classwork, projects, and compositions
4. Plagiarizing one's work; this includes internet sources
5. Changing a grade or answer after the work has been graded
6. Stealing a quiz, test, or answer key
7. Allowing someone else to copy your work (i.e. test, composition, homework, etc) or copying someone else's work.
8. Using a cell phone or any communication device during an assessment
9. Taking or using photographic images of a test will be considered academic dishonesty

GRIEVANCE PROCEDURE

If parents/guardians believe that a decision regarding their child is inappropriate, they should:

1. Carefully analyze the issue at hand
2. Collect all the facts regarding the issue; make sure to get information from your child as well as the staff member in question
3. Work directly with the staff member in question to arrange a meeting/conference
4. If, after carefully following the initial three steps, a parent remains unsatisfied then he or she can arrange a meeting/conference with the Principal

UNIFORM POLICY AND DRESS CODE

Preamble to the Uniform Policy and Dress Code

Parents and students should be reminded that Imagine Andrews is a national model for innovation in public education. Accordingly, "Excellence in All We Do" must permeate every action at Imagine Andrews including how we dress. Parents are also to be reminded that our

“high profile” nature coupled with our proximity to Washington DC makes us easily accessible to some of the nation’s most highly regarded leaders and other people of great prominence. With that said, the following uniform and dress code policy was crafted in an effort to ensure that we “look the part” and represent our school community, Imagine Schools, Prince George’s County Public Schools, and Joint Base Andrews with pride and excellence.

In addition to the uniform policy, students are expected to be well groomed when attending school or when attending or participating in school sponsored events. The following are some expected guidelines to be followed:

1. Student’s hair should be well trimmed and should be a “natural” hair color. Students should not dye their hair any bright or exotic colors.
2. Jewelry wearing should be kept to a minimum. As a guideline, students should wear nothing more than a wristwatch, a necklace, and earrings that are no bigger than the size of a dime. Necklaces should remain tucked inside of the student’s shirt.
3. Uniforms should be clean and free of major stains. Parents should also ensure that student’s uniforms are not “overly worn.”
4. No hats, bandanas, or non-religious head coverings are permitted
5. Violations relating to any part of the dress code and uniform policy will be treated as insubordination and will be met with the following consequences
 - a. First violation- warning
 - b. Second violation- lunch detention
 - c. Third violation- Parent phone call or conference
 - d. Any violation beyond the third offense will result in the removal of the student from class until the parent/student makes the necessary adjustments in accordance with the policy.

Please see the following page for specifics regarding uniform requirements: