



Imagine Andrews Public Charter School

Family Handbook

2018-2019

August 1, 2018

Greetings Imagine Andrews Families,

It's a great day at Imagine Andrews! I hope all of our families are having a great summer. I would like to welcome all returning and new families to the Imagine Andrews Family. As we move into the 2018-2019 school year, we are excited about the implementation of several new initiatives and many expectations that are already in place.

Listed below are the "Big Rocks" for the 2018-2019 school year:

- Restorative Practices
- Effective Communication
- Small Groups / Differentiated Instruction
- Effective Collaborative Planning
- Scholars Engaging in Authentic Learning Tasks

I am very optimistic about having an outstanding school year and I look forward to collaborating with the families to continue the tradition of having excellence in all we do. We are committed to 100% effort, 100% of the time!

The first official day of school for all scholars is **Tuesday, September 4, 2018**. The schoolhouse doors will open at 8:05 a.m. for scholars. Breakfast will be served daily from 8:00 a.m. - 8:20 a.m. Kindergarten through 4th grade will dismiss at 2:40 p.m. Grades 5-8 will dismiss at 3:10 p.m. At that time scholars will begin going to their classes. Scholars purchasing the school's breakfast will need to arrive no later than 8:20 a.m. Instruction begins at 8:30 a.m.

Please mark your calendars for August 30, 2018 for the Imagine Andrews Open House for New Families from 5:30 p.m. - 7:30 p.m. This will be a time for new families to tour the building independently, receive literature and visit some of the informational tables.

Back to School Night is scheduled for September 12 & 13 from 6:00 p.m. – 8:00 p.m. At this time, families will have a chance to become familiar with curriculum and new initiatives. Families will also be able to visit classrooms and see student work. There will be presentations from classroom teachers as well as leadership. The format and schedule for the evening will be shared in September. I look forward to partnering with each of you.

Please see below for a schedule of upcoming important dates:

Upcoming Important Dates for 2018-2019	
Open House	August 30, 2018 (5:30 p.m. – 7:30 p.m.)
Kindergarten Orientation	August 30, 2018 (Begins at 5:00 p.m.)

First Day of School for Scholars	September 4, 2018
Back to School Nights	(K-4) September 12, 2018 (5-8) September 13, 2018 (6:00 p.m. – 8:00 p.m.)

Sincerely,

H. Douglas Rice II

Principal



IMAGINE ANDREWS

Vision

Creating a school culture that prepares scholars 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

SCHOLAR OBJECTIVE

As an Imagine Andrews scholar, 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 Andrews scholars will explore are:

- Reading/Language Arts
- Mathematics
- Science
- History
- Social Studies
- Physical Education and Health
- Art
- Character Development
- Spanish
- Technology
- Music
- Success Time

SCHOOL HOURS

- Before Care- 6:00 a.m.- 8:20 a.m. (Contact Youth Development Center)
- Breakfast- 8:00 a.m. -8:20 a.m.
- Scholar Arrival- 8:05 a.m. -8:30 a.m.
- Staggered Scholar Dismissal - (K-4) 2:40 a.m. (5-8) 3:10 p.m.
- After Care- 2:40 p.m. - 6:00 p.m. (Contact Youth Development Center)

SCHOOL BEGINS PROMPTLY AT 8:30 a.m. EVERYDAY

Arrival and dismissal times will be strictly enforced. Scholars are not to be left unattended outside of the building in the morning. It is imperative that parents/guardians strictly adhere to the pickup/drop off times. Picking scholars up late from school repeatedly can result in the

school contacting children and family services and prompt conversations about whether the neighborhood school is a better placement for your child.

DROP OFF/ PICKUP AND TRAFFIC PATTERN

Families are expected to drop off and pick scholars up in accordance with the school hours noted earlier in this handbook. Parents should know and follow the recommended traffic pattern and procedures when picking up and dropping off students. In an effort to promote safety, Imagine Andrews reserves the right to update traffic patterns as needed.

Please keep in mind that the following traffic pattern has been developed with student safety in mind and to expedite the drop off and pickup process. With that said, we ask that families remain patient during drop off and pick up. Please see below:

1. Non-base parents should enter base using the main gate, make a right at the first traffic light onto Perimeter Rd. Perimeter should be taken all the way to San Antonio Blvd. where parents will make a left turn.
2. All parents/cars should approach Imagine Andrews heading west to East on San Antonio Blvd. This means when approaching Imagine Andrews, the school should be on your right.
3. Parents should make a right hand turn into the parking lot and proceed around the lot “banked” closely to the curve.
4. For those who are leaving base, they should continue heading east (right hand turn out of the school lot) on San Antonio to Virginia Ave

At 8:05 a.m. there will be a team of staff members assisting with opening car doors and assisting students with moving from the cars to the entrance doors. Parents are not permitted to get out of cars in the line. Please ensure that your students have their outer garments, backpacks, materials, instruments and other belonging with them as you approach the carline. There will not be time to for parents to stop or get out of the cars. Please be sure that car seats are places on the curb side of the for easier access.

After-School Carline Procedures

- All independent walkers & bike riders are called on the walkie-talkie first.
- If you are walking to get your children in grades K-4, please sign the clipboard located outside the exterior doors. Someone will call them on the walkie-talkie.
- If you are in the car line, please do not get out of your car. Have the “I am picking up” sign on your dashboard so that your child’s name can be called over the walkie- talkie.
- If you are picking up a scholar in grades 5-8 and arrive early, during the K-4 dismissal, park in the inner circle of the car line.
- Keep the exterior front entry way clear. A place will be designated for parents that is off to the side of the entry way, so it is clear and is not a fire hazard.
- Students in grades 5-8 are welcome to be picked up, with your permission, at the building facilities next door to us.

Additional Expectations for Parking Lot / Car Line

- Parking is not permitted along the curb in the circular driveway in front of the school.
- Please do not leave your car unattended in the morning or afternoon.
- In order to ensure that all scholars are safe, we are asking that you do not let scholars out of in the parking lot alone.
- The handicapped spaces are designated for our disable parents. Please do not park or pull in to the spaces temporarily to drop off children.
- Scholars are only allowed to be let out of cars in the outer circle (closest to the curb) of the carline. Letting scholars out of the car while in the inner circle of the carline is prohibited.

BACKGROUND CHECK & FINGERPRINTING

All volunteers are required to go through the background check process with PGCPs. I have listed below information from the “School Visitors, Volunteers and Volunteers for a One Time Event Requirements At-A-Glance” document that further explains the details. The best way to remember the expectation is to keep in mind that if you are coming to interact with your child only you do not need a background check. If you are coming to interact with other children, the background check is needed.

School Visitors: (AP 0500) Parents or guardians who make classroom visits of current scholar, attend a conference on their scholar, attend a meeting or parent training, attend an assembly or performance.

Requirements: All school visitors are required to go through the Raptor System process. The office staff will scan your photo identification into the Raptor Visitor Management System prior to initiating any school related business and to sign out at the conclusion of any school related business.

Volunteers: (AP 4215 & 4216.6) Volunteers provide a variety of services e.g. tutoring, mentoring, and chaperoning for the scholars on a regular basis without financial remuneration

from the school system. Activities that volunteers are involved in include: working with a student or groups of students in the classroom, assist classroom teacher in making instructional materials, assisting with different duties in the school, assist in the office, etc. on a regular basis: chaperone on a day field trip or overnight trip.

Requirements: All volunteers such as mentors, interns, tutors must undergo a fingerprint background check and child protective services (CPS) clearance at least 14 days in advance of the day field trip, overnight trip or working on or off school property.

Volunteers for a One Time Event are escorted and under the supervision of a PGCPs employee at all times while on campus for a one-time event such as parents/guardians volunteering for Career Day, Science Fair, College Fair, Spelling Bee, STEM Fair, book fairs, school dances etc.

Requirements: All volunteers for a one-time event must undergo a one-time commercial background check and provide a copy of their government issued identification to be scanned into the Raptor Visitor Management System.

Online Commercial Background Checks: Cost \$7.26 and may be accessed online: <http://www1.pgcp.org/fingerprinting/>. The cost is \$7.00 if the request is submitted onsite at the Sasscer building.

Fingerprint Background Check: Fingerprint background check may be completed in the following office at PGCPs Sasscer Office Administration Building, 1420 School Lane Upper Marlboro School Lane MD 20772: Background Unit Room 128 Hours: 8:00 a.m. 5:00 p.m. (301.780.2191)

PARENTAL INVOLVEMENT

The Imagine Andrews staff takes our charge of providing scholars with an excellent education very seriously. Thus, we pledge to do our best to ensure that scholars 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 scholar 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 scholars read and/or are read to on a regular basis

- Normalizing an appropriate bedtime so scholars 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.

All visitor will have their information put through the Raptor system before entering the building.

Escorting Scholars to Class in The Morning

Families are expected to allow scholars from grades K-8 to walk to class under the direction of the faculty & staff. There are staff members on duty to monitor scholars as they walk to class. Families are not allowed to walk scholars to class daily. If families have a message or concern for teachers, they can be contacted via email, phone or Class DOJO.

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 consider that there will be many PTA 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).

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 scholar information and records to both biological parents and/or those individuals whose name appears on the scholar'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 him or her 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 scholar 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 scholar attendance and scholar achievement. Regular, full day attendance at school ensures that the scholars maximize their opportunities to learn and collaborate with their peers. Thus, we strongly encourage parents to make certain that, when at all possible, scholars are in attendance at school, on time, and ready to learn. **Poor attendance could result in the withdrawal from Imagine Andrews and/or a referral to Child Protective Services.**

Students who are considered lawfully absent from school or a class will have the opportunity to make up missed assignments.

a) Teachers are required to provide make-up work when requested for students who are lawfully absent, including suspensions, and who have not qualified for home and hospital teaching.

b) For all suspensions, teachers are required to provide make-up work and assignments to all students, unless other educational alternatives are provided.

- c) Students who are lawfully absent may not be penalized for work requested but not provided by the school for periods of such lawful absence.
- d) The number of days allowed to make up missed work will be equivalent to the number of days of lawful absences. The timeline will begin when the teacher provides the student with the assignments within 48 hours of the request. Students who fail to complete missed assignments within the allotted time will receive 0 (zero) for each assignment.
- e) If lawfully absent students return to school near the end of the first, second, or third marking period and do not have sufficient time as described above to make up the missed work, an “I” grade will be assigned.

Students who are considered unlawfully absent from a school or a class will not have the opportunity to make up missed assignments. Listed below are examples of “Lawful Absences”

- **Death in the immediate family**
- **Illness of the student.**
- **Pregnancy and parenting related conditions:**
- **Court Summons**
- **Hazardous weather conditions that would endanger health or safety of the student when in transit to and from school.**
- **Work approved or sponsored by the school, the local school system, or the Maryland State Department of Education, accepted by the Chief Executive Officer or the school principal, or their designee, as reasons for excusing the student.**
- **Observance of a religious holiday**
- **State emergency**
- **Suspension**

In cases where scholars must be absent, late, or leave early, it is the responsibility of the family to communicate with the scholar’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 scholar returns to school. In instances where the parents know in advance that the scholar will be missing school, they should inform their child’s teacher as soon as possible. **Only scholar illness, bereavement, a school sponsored event, participation in court proceedings, and religious holidays will be coded as excused absences.** Scholars missing an excessive number of school days due to illness may be required to present medical documentation.

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

Extenuating Circumstances- We understand that there will be times when scholars will have to miss school for 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 extenuating circumstances cannot be avoided, families must request for an excused absence by sending an e-mail to the Principal detailing the circumstance one week prior to the absences, if possible. These matters will be addressed on a case by case basis. Decisions will be made based on the description of lawful absences and the attendance history of the scholar. Failure to adhere to this could result in these absences being coded as “unexcused”.

Early Dismissal: Families should send a note in with the scholar the day of the early dismissal to be given to their scholar’s homeroom teacher as soon as the scholar 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 scholars 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 scholar up from school early. If photo ID is unavailable, or the person is not authorized to pick up the scholar as designated on their emergency contact card, then permission for early dismissal will be denied. Additionally, scholars 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 scholars 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 scholar’s parent/guardian and the school Principal.

Scholars 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. Scholar’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 scholars during the school day. Families should make an effort to avoid calling the school to leave messages for their child (ren) that are not urgent in nature. Scholars 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

The Youth Development Center located on Joint Base Andrews will provide "Before and After Care" service for the scholars of Imagine Andrews. Before care hours are from 6:00 p.m. - 8:20 p.m.; and after care hours are from 2:40 p.m. - 6:00 p.m.; Please understand that the Youth Development Center is solely responsible for the scholars enrolled in the program during the noted hours. Pricing for the program is posted on our site. Breakfast and snacks will be provided to scholars who are enrolled in the before and after care programs.

Questions regarding the 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 8:30 p.m. and end at 2:40 p.m. for scholars in grades K-4 and 3:10 p.m. for scholars in grades 5-8. Scholars are expected to be in their assigned homeroom and ready to begin work promptly at 8:30 p.m. The school building will be open at 8:00 p.m. for scholars to take advantage of our breakfast services. Those scholars 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.

Scholars remaining in the building after dismissal (2:40 p.m. - 3:10 p.m.) 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 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 scholars 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 scholars 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 scholars, and communicate with multiple parents, they will sometimes need up to 24-48 hours to respond to parent inquiries.

TEACHER CONFERENCES (Veteran's Day)

Parent Conferences will be held on November 12, 2018. School will be closed for scholars on this day. Teachers will use an electronic invite system to schedule times for individual parent/teacher conferences.

All conferences with teachers through out the school year must be scheduled. Please contact teachers via email to schedule an appointment.

ACADEMIC AWARDS AND HONORS:

In an effort to ensure high expectations for our scholars' academic achievement, Imagine Andrews uses a two-tier academic awards model. Awards/recognition will vary from quarter to quarter. Only scholars 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" scholars must have **ALL As and Bs on their report card.**
2. Principal's Award- To receive the "Principal's Award", scholars must have **ALL As on their report card.**
3. 3.0 – Scholars who receive a 3.0 will be recognized.

SCHOOL MAX

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

Parents can gain access to Schoolmax from the Prince Georges County Public Schools Scholar Information System. **You will need to register to retrieve a login and passcode. Access the website here: <https://family.sis.pgcps.org/schoolmax/family.jsp>.**

Teachers are required to input a specific number of grades per week, depending on how many times the teacher sees the scholars during a week. Listed below are the details:

The minimum number of grades in any category (class work, homework or assessments) per subject per week is listed below. Grades must be recorded in each category quarterly (class work, homework, and assessments).

Number of Meeting Days	Amount of Grades
5	3
4	2
3	1
1	1

MARKING PERIODS/QUARTERS:

- Quarter 1 Ends- Friday, November 2, 2018
- Quarter 2 Ends- Thursday, January 25, 2019
- Quarter 3 Ends- Friday, March 28, 2019

HOMEWORK POLICY

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

Listed below is an average the minutes per day and week that scholars should spend completing homework:

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 5-6- 70 minutes daily or 350 minutes per week

Grade 7-8- 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 scholar takes to complete one's homework. Therefore, teachers assign homework based on the average time it should take for a scholar to complete the homework.

Additionally, scholars 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.

Families are strongly encouraged to assist scholars in their efforts to complete homework. However, families should not do homework for their children, as this will compromise independent thinking and scholar learning. Families 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

Scholars/Families 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 scholar from all extracurricular activities (i.e. field trips, parties, etc.).

Scholars 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. Families should also label everything with scholar's name.

TECHNOLOGY USE

In an effort to enhance the educational program, scholars 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 scholars 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 scholar 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 scholars visiting restricted websites. Any debt associated with the misuse of scholar technology (i.e. cost to clean a virus) will be the complete responsibility of the child's parent/guardian.

GUM/CANDY

Gum will not be permitted at Imagine Andrews, and candy will only be permitted during lunch unless otherwise noted by the classroom teacher.

CELL PHONES/IPADS/CAMERAS AND OTHER PORTABLE ELECTRONIC DEVICES

Cell Phones and other portable electronic devices are not to be used during the school day. If families believe it is necessary for a scholar to have a cell phone, it must be **“powered off & away”** from the time the scholar enters the building to the time he or she leaves the building.

Middle school scholars (7-8) will be assigned lockers with combination locks.

In addition to these devices being turned off they should also remain out of “plain sight” and kept in the scholar’s book bag. Imagine Andrews will not assume any responsibility for scholar cell phones and other portable electronic devices that are lost, stolen, or damaged.

Headphones are not permitted in the building at any time. Scholars are not to wear headphones when entering or exiting the building.

LOCKS AND LOCKERS

All middle school scholars will be assigned a locker. Scholars are prohibited to use their own lock. Imagine Andrews will provide each student with a lock. The lock is considered property of the school. The teachers and leadership will have the serial number and combination for each lock. The locks are not to be taken off the lockers or out of the building. The locks will be collected at the end of the school year. If a student loses a lock, the cost will be \$6.00 to replace it.

FIELD TRIPS AND EXTRACURRICULAR/SPECIAL ACTIVITIES

In an effort to enrich scholar’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 scholars to various institutions, cultures, career opportunities, etc. Furthermore, field trips are also a great way for us to showcase the exceptionality of the scholars of Imagine Andrews. Thus, uniform policies remain in effect during all field trips unless otherwise noted. Only scholars attending Imagine Andrews and their parent(s)/guardian(s) are permitted to attend and participate in these activities. Scholars 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 scholar behavior on field trips is strictly aligned with the expected conduct in the school/classroom. Parents are to remind scholars of the importance of good behavior and safety when participating in field trips. **Scholars and parents are reminded that field trips are a privilege, and scholars 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. Scholars who receive an office referral within 2 weeks of a scheduled field trip may not be permitted to attend.

NURSE'S SUITE

When scholars become ill during the school day, they should communicate with the teacher. The teacher will send the scholar to the nurse's suite for medical attention. When necessary, the nurse will communicate the scholar's illness with the parent/guardian and will advise the parent on "next steps" with regards to the scholar'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 scholar's needs.

*Families 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.) , scholars 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 scholar:

1. Teachers will send the scholar to the nurse's office if the injury is minor.
2. Teachers will notify the nurse's office if a scholar 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 scholar 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. Scholars 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

Scholars 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, scholars 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 scholars:

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 in the grass area.

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 scholars permitted to leave school grounds during the school day without the explicit permission of school personnel.

PERMISSION TO PHOTOGRAPH or VIDEO

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 and sent it via email to howard.rice@pgcps.org and CC cathy.hall@pgcps.org. It is assumed that parents and guardians consent to their children being photographed or videotaped, unless notification is received.

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 scholar's learning experience. As a result, it is expected that scholars will produce their own work. Academic dishonesty in the form of plagiarism or cheating will not be tolerated. If scholars 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

Classroom/School Level Concerns

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.

LOST AND FOUND

Items that are found in the building should be taken to the nurse's suite. In instances where scholars are looking for lost items, they should see the school nurse. Items in the lost and found area will be purged on a monthly basis.

BIRTHDAY PARTY POLICY

Due to the details in the Wellness, Nutrition and Physical Activity Administrative Procedure and the Maryland Wellness Policies we will no longer allow cupcakes and other sweet treats for birthdays and other celebrations. We have found that classroom birthday celebrations take away from instructional time. In addition to the instructional time and wellness issues, we do not have the human resources to allow for birthday celebration in the lunchroom. As a result, we are not permitting birthday celebrations in the lunchroom either.

UNIFORM POLICY AND DRESS CODE

Families 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, scholars 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. Jewelry wearing should be kept to a minimum. As a guideline, scholars 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 scholar’s shirt.
2. Uniforms should be clean and free of major stains. Parents should also ensure that scholar’s uniforms are not “overly worn.”
3. No hats, bandanas, or non-religious head coverings are permitted.
4. Hair bows and flowers should be kept at a moderate size and close to the head. Hair accessories that are distracting or obstruct the vision of scholars in the classroom are prohibited.

Siblings

1. All K-2 siblings will be held by their classroom teacher until 3:10 p.m.
2. Older siblings will pick up their younger (K-2) siblings from classrooms.
3. All 3-4 scholars will be called when their 5-8 scholars are called @ 3:10 p.m.

MALES	FEMALES
<p style="text-align: center;">SHIRTS</p> <p>Short or long sleeve white oxford style shirt, pressed, free of stains and buttoned all the way up. Shirts should be completely tucked into scholar's pants</p> <p>Plain Solid, white undershirts that are free of logos are required and are to be worn underneath the oxford shirt</p>	<p style="text-align: center;">SHIRTS</p> <p>Short or long sleeve white oxford style shirt, pressed, free of stains, and buttoned all the way up. Shirts should be completely tucked into scholar's pants/scooters</p> <p>Plain Solid, white undershirts that are free of logos are required and are to be worn underneath the oxford shirt</p>
<p style="text-align: center;">SWEATERS</p> <p>Red cardigan sweater (optional)</p> <p>Red V neck sweater (optional)</p>	<p style="text-align: center;">SWEATERS</p> <p>Red cardigan sweater (optional)</p> <p>Red V neck sweater (optional)</p>
<p style="text-align: center;">TIE</p> <p>Ties will be required for male scholars in grades 1 – 5; male scholars can wear neckties**</p> <p>Ties should be clean and free of stains. When wearing the Imagine Andrews V-neck sweater, the neck tie should be tucked inside of the sweater</p>	<p style="text-align: center;">TIE</p> <p>Ties will be required for females in grades 1 – 8; female scholars can wear crossbow or neck ties.</p> <p>Ties should be clean and free of stains. When wearing the Imagine Andrews V-neck sweater, the neck tie should be tucked inside of the sweater</p>
<p style="text-align: center;">PANTS</p> <p>Khaki pants or shorts (pleated or flat front) should be well-pressed and worn on scholar's waists. Cargo or joggers pants are not permitted</p>	<p style="text-align: center;">PANTS/SCOOTERS</p> <p>Khaki pants or shorts (pleated or flat front) should be well pressed and worn on scholar's waist. Cargo or joggers pants are not permitted</p> <p>Khaki color scooters can be worn by female scholars ; scooters must minimally reach the scholar's knee caps</p>
<p style="text-align: center;">BELTS</p> <p>Belts must be solid khaki or solid black ONLY. Belts must be worn if there are belt loops on the pants</p>	<p style="text-align: center;">BELTS</p> <p>Belts must be solid khaki or solid black ONLY. Belts must be worn if there are belt loops on the pants</p>
<p style="text-align: center;">SHOES/SOCKS</p> <p>Shoes – Uninterrupted black sneakers are required; sneakers should be solid black, have black shoelaces, and soft soles. Scholars are not permitted to have open toe shoes, sandals, or flip flops</p> <p>Socks - Scholars are required to wear plain black or white cotton socks; scholar socks should be free of any other colors and logos</p>	<p style="text-align: center;">SHOES/SOCKS/TIGHTS</p> <p>Shoes – Uninterrupted black sneakers are required; sneakers should be solid black, have black shoe laces, and soft soles. Scholars are not permitted to have open toe shoes, sandals, or flip flops</p> <p>Socks - Scholars are required to wear plain black or white cotton socks; scholar socks should be free of any other colors and logos</p>

Tights - Female scholars have the option of wearing tights w/ their scooters. Tights must be solid white and free of holes and designs.