

Imagine Andrews PCS Family Handbook



2024-2025

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

Core Values

Trustworthiness

Empathy

Responsibility

Cooperation

School Opening Procedures & Updates

<p>Siblings With Different Dismissal Times</p>	<p>Dismissal begins at 2:40 p.m. for grades K-4 and 3:10 p.m. for grades 5-8.</p> <p>Parents should communicate in writing to Mr. Rice, and Mrs. Scott any changes to their child’s dismissal process.</p> <p>Scholars will be dismissed via PikMyKid. Please announce when you approach the PikMyKid Sign in the school parking lot.</p> <ul style="list-style-type: none"> ● All K-1 siblings will be held by their classroom teacher until 3:10 p.m. ● 5th-8th grade siblings will pick up K-1 scholars from the classroom at 3:10. ● All 2rd- 4th grade scholars will be called when their 6th-8th siblings are called at 3:10 p.m. via PikMyKid
<p>Where to Line Up if You Arrive Before 8:05 a.m.</p>	<p>The school doors will open at 8:05 a.m. If your child arrives prior to 8:05 a.m, there will be designated areas for the children to line up according to their grade level. All scholars are expected to be in their seats by 8:30 a.m.</p>
<p>Lunch and Breakfast</p>	<p>Please use the links below to access the Food & Nutrition page forPGCPS. You will find information regarding breakfast & lunch for 2024-2025.</p> <p>Meals will not be free for the 2024-2025 school year. See below for pricing and other information.</p> <p>Lunch Price: \$2.75 Grades K-5 ans \$3.00 Grades 6-8</p> <p>https://www.pgcps.org/offices/food-and-nutrition</p> <p>https://www.pgcps.org/offices/food-and-nutrition/how-to-pay-for-lunch</p>
<p>Parking</p>	<p>During the first week of school the parking lot will be full. In order to keep traffic moving, families will not be able to park along the curb by the school. Families can park across the street behind the Liberty Park Welcome Center and next door at the Liberty Park maintenance office. You will have to park and walk over to the school. After the first day of school we ask that families go through the line instead of parking and getting out to walk scholars to the door.</p>
<p>Username & Passwords for Chromebooks</p>	<p>Scholars should bring their fully charged, school issued devices to school everyday.</p>
<p>Escorting Scholars to Class</p>	<p>All families who need to help scholars bring supplies into the building will be able to escort children to class during the first day of school. Kindergarten families will escort scholars during the first week of school. Scholars in all other grades will have to be allowed to go to class under the direction of the staff.</p>

SCHOOL HOURS

Before Care	AAFB Youth Development Center (Before & Aftercare for scholars ages 12 & under) 301.981.5430. There are 2 other companies that provide before & aftercare: (see below) Worldview After School Club House: 301.541.0618 Clinton Gymnastics: 301.877.5122
Breakfast	8:05 a.m - 8:25 a.m.
Scholar Arrival	8:05a.m. - 8:30 a.m. SCHOOL BEGINS PROMPTLY AT 8:30 a.m. EVERYDAY
Staggered Scholar Dismissal	(K-4) 2:40 p.m. (5-8) 3:10 p.m.
After Care	*Imagine Andrews does not provide after care, you will have to make arrangements with a childcare provider for after care.

Arrival and dismissal times will be strictly enforced. Scholars are not to be left unattended outside of the building in the morning. Grace will be given on inclement weather days and days when there is a delay at the gates.

DROP OFF/ PICKUP AND TRAFFIC PATTERN

Parents are expected to drop off and pick students 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 pick-up process. With that said, we ask that families remain patient during drop off and pickup. Please read very carefully and see the succeeding diagram.

1. 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.

2. Parents should make a right hand turn into the parking lot and proceed around the driveway closely to the sidewalk.

3. For those who are leaving the school, they should continue heading east (right hand turn out of the school lot) on San Antonio Blvd. This will help with the safety and flow of the traffic pattern.

5. 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 belongings with them as you approach the carline. There will not be time for parents to stop or get out of the cars. Please be sure that car seats are placed on the curb side for easier access. For safety reasons, scholars must exit their cars on the curb side.

- Parking is not permitted along the sidewalk/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 in the parking lot alone.
- The handicapped spaces are designated for our disabled parents and staff. Please do not park or pull into the spaces temporarily to drop off children.
- Scholars are only allowed to be let out of cars in the outer circle (closest to the sidewalk) of the carline. **Letting scholars out of the car while in the inner circle of the carline is prohibited.**

MORNING CARLINE ARRIVAL

- Families will drive into the school parking lot and proceed around the car line circle.
- Cars should pull up beyond the crosswalk to ensure that the maximum number of scholars can exit their vehicles safely.
- Staff members will be on duty to monitor scholars and direct them into the building.

AFTERNOON DISMISSAL PROCEDURE

- All independent walkers and bike riders are dismissed first based on their dismissal time.
- If you are walking to get your children in grades K-4, please announce that you have arrived via the PikMyKid app and wait by the picnic tables to meet your child. A school staff member will escort your child to you.

- If you are picking your child up in a car, please do not get out of your car. Announce that you are picking up your child using the PikMyKid app. Your child will be escorted to your car by a school staff member.
- Families who are picking up 5th-8th scholars should not enter the parking lot of Imagine Andrews until 3:00 p.m. for the 3:10 dismissal.

ESCORTING SCHOLARS TO CLASS IN THE MORNING

Parents 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. Parents are not allowed to walk scholars to class daily. If parents have a message or concern for teachers, they can be contacted via email, Class DoJo, or phone.

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

INSTRUCTION

The subjects Imagine Andrews scholars will explore are:

● Reading/Language Arts	● Mathematics	● Science
● History/Geography	● Character Development	● Success Time
● Spanish (7-8)	● Physical Education and Health	● Technology
● Art	● Music	

Fingerprinting and Background Checks (School Visitors and Volunteers)

School Visitors	Volunteers
<p><u>Description</u></p> <p>Escorted and under the supervision of PGCPs employee at all times</p> <p>EXAMPLES: Parent-teacher conference or meeting, training, conference or event attendees; contractors</p> <p>Related Administrative Procedure: Administrative Procedure 0500 - School Visitors</p> <p>Security Process: Raptor System</p> <p>SCHOOL VISITORS MUST:</p> <ul style="list-style-type: none"> ● Scan government-issued ID into Raptor Visitor Management System upon arrival ● Wear Raptor system badge for duration of visit ● Sign out at conclusion of visit 	<p><u>Description</u></p> <p>Not under the supervision of a PGCPs employee at all times and/or provide a variety of services on a regular basis</p> <p>EXAMPLES: Tutors, mentors, teacher aides, office assistants, chaperones, interns, event gate and concession stand workers, coaches</p> <p>Related Administrative Procedures: Administrative Procedure 4216.6 - Volunteer Services Administrative Procedure 4125 - Criminal History Checks, Employee Self-Reporting Of Arrests, Criminal Charges, Cps Investigations And Findings & Incarceration</p> <p>Security Process: Fingerprinting & CPS Clearance</p> <p>VOLUNTEERS MUST:</p> <ul style="list-style-type: none"> ● Please click the link below to find out more information about becoming a volunteer. How to become a volunteer ● Undergo a fingerprint check - at least 15 business days in advance of volunteer activity ● Undergo a Child Protective Services (CPS) clearance - at least 15 business days in advance of volunteer activity ● Complete the required SafeSchools training modules each school year - prior to engaging in volunteer activity.

VISITORS

All parents and visitors entering Imagine Andrews are required to register or sign in at the main office. Upon signing-in using the Raptor system, 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 via the Raptor system in the main office before leaving the school building.

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.

PARENTAL INVOLVEMENT

The Imagine Andrews staff is committed to providing scholars with an excellent education. 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.).

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 consider that there will be many PTO related activities.

Please click the link below to find out more information about becoming a volunteer. [How to become a volunteer](#)

CLASSROOM VISITATIONS

All classroom visits must (a) be pre-arranged with the principal by contacting Mr. Rice at howard.rice@pgcps.org and CC the classroom teacher and (b) are limited to 45 minutes. Classroom visits should be scheduled at least 48 hours in advance of the visit. Please understand that frequent classroom visits 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 scholar information and records to both biological parents and/or those individuals whose name appears on the scholar's registration form.

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 requires that all scholar bike riders wear a helmet at all times.

ATTENDANCE

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.

The Prince George's County Public Schools policy regarding absences states a child must provide a note providing a legal reason for his/her absence in order to receive make-up work.

If a teacher does not receive a note or an email for an absence, the student will receive grades of 0 for all classwork, homework, and assessments missed due to the unexcused absence.

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 schools 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).

To request an excused absence for more than two days, families must email the principal at howard.rice@pgcps.org. In that request the reason for the absence must be included along with the number of days. Documentation may be requested prior to the proof.

Students with attendance concerns can fall into two categories:

Chronically Absent	Habitually Truant
When a student misses 10% of school days whether lawful or unlawful absences, including suspensions, for at least: Four (4) days in a quarter Nine (9) days in a semester Eighteen (18) days in a school year they will be deemed chronically absent.	Any student who is unlawfully absent from school more that 20% of any grading period, semester or school year is considered as a Habitual Truant, for at least: Nine (9) days in a quarter Eighteen (18) days in a semester Thirty-six (36) days in a school year.

LAWFUL AND UNLAWFUL ABSENCES

In order for an absence to be lawful it must fit into one of the categories below. Absences that are unlawful will not be excused and scholars will not get credit for the missed assignments.

1. **Death in the immediate family** (i.e., parent, guardian, brother, sister, grandparent), or extended family and close non-relatives. a. Four school days shall be considered excused upon death of an immediate family member, extended family member or close non-relative. b. The principal may grant extra days for extenuating circumstances.

2. **Illness of the student.** The principal may require a physician’s certificate from the parent/guardian of a student that is reported absent for illness at least three school days. If

absences reach six days a physician's certificate will be required. If needed, student medical care may be available at a Prince George's County Public Schools Wellness Center.

3. **Mental Health Day.** Students may receive as an excused absence one (1) day of absence in each semester of each school year for a student's mental health needs. A note from a physician to excuse a student's absence for mental health needs is not required.

4. **Pregnancy and parenting related conditions:** a. Absences due to labor, delivery, recovery, prenatal and post-natal medical appointments. b. Absences due to an illness or medical appointment of the student's child. After four days of such absences during a school year a physician's note may be required. c. A parenting student is allowed a minimum of 10 days excused after the birth of the child. ADMINISTRATIVE PROCEDURE 5113 Procedure No. September 2, 2021 Date 3 STUDENT ATTENDANCE, ABSENCE AND TRUANCY d. Absences due to legal appointments related to family law proceedings, including adoption, custody, and visitation.

5. **Court Summons**

6. **Hazardous weather conditions** that would endanger the health or safety of the student when in transit to and from school.

7. **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 a reason for excusing the student.

8. **Observance of a religious holiday**

9. **State emergency**

10. **Suspension**

11. **Lack of authorized transportation.** This shall not include students denied authorized transportation for disciplinary reasons.

12. **Health exclusion,** which includes immunizations and other health related communicable or contagious diseases. Students with a documented medical condition that adversely places them at-risk for contracting a potentially life threatening medical condition – e.g., Coronavirus – shall be considered lawfully absent when absent from school. Students excluded as a result of immunization noncompliance will be marked absent by the teacher using Code (IM).

13. **Absence due to Military Families.** PGCPs supports the Interstate Compact on Educational Opportunity for Military Children. A lawful absence shall be granted to students while visiting with a parent or legal guardian who is an active duty member of the uniformed services and has been called to duty for, is on leave from, or immediately returned from deployment to a combat

zone or combat supporting posting. Accordingly, students must receive missed homework assigned during the time they were absent. Military orders may be requested.

14. **Other emergency or set of circumstances** which, in the judgement of the Chief Executive Officer or designee, constitutes a good and sufficient cause for absence from school, including but not limited to:

a. **Civic engagement** (limited to three days); and b. College visits and interviews (limited to three days).

NOTES & EMAILS FOR ABSENCES

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

1. Scholar's first & last name
2. Reason for the excuse
3. Date of excuse
4. Telephone number at which the parent/guardian can be reached
5. Date that the letter/note was written (note only)
6. Parent signature (note only)

EARLY DISMISSAL

Families who plan to pick scholars up for early dismissal must email Ms. Scott at kenyatta.cole@pgcps.org and cc Mr. Rice at howard.rice@pgcps.org by noon.

The message should clearly outline the dismissal time and reason for early departure. Families are required to come in the main office to sign the children out for early dismissal. Office staff will call for the child. Only those 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 1:00 p.m. will be marked as tardy. **Parents are strongly discouraged from signing their child out a few minutes early to "beat the afternoon pickup traffic."**

SCHOLAR TARDINESS

In cases when scholars arrive late to school (after 8:30). Scholars arriving late or leaving early will be marked as tardy.

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. Parents 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.

CELL PHONES, SMART WATCHES & 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 and away”*** from the time the scholar enters the building to the time he or she leaves the building.

Scholars in grade 4-8 will be required to place phones in the Yondr pouches.

<https://www.veryondr.com>

Imagine Andrews will not assume any responsibility for scholar cell phones and other portable electronic devices that are lost, stolen, or damaged.

Headphones or earbuds are only permitted for instructional use. Scholars are not to wear headphones or earbuds when entering or exiting the building.

BEFORE AND AFTER CARE

Imagine Andrews does not provide before or after care. You will have to make arrangements with a childcare provider for before and after care services. The Youth Development Center located on Joint Base Andrews can provide services for the scholars of Imagine Andrews. Before care hours are from 6:00 a.m. - 8:20 a.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. 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 George’s County Public School Board’s policy, the instructional school day shall begin at 8:30 a.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 a.m.
- Those scholars electing to eat breakfast will eat breakfast in the multipurpose room.
- 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 dismiss early, information will be posted on Class Dojo and blasts will be sent to families using School Messenger.

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 your child’s before and aftercare program will be provided by your child’s before and aftercare provider.

Please stay informed by signing up for alerts from PGCPS [SchoolMessenger](#)

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, phone calls, Class Dojo) 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 need up to 48 hours to respond to parent inquiries. It would be a good idea to find out from teachers which mode of communication they prefer between email & Class Dojo. It will make the communication better if we are all on the same page.

GRADING & GRADE REPORTING

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

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

Grades K and 1

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

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

EM = Emerging-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 scholar does not attempt to complete an assignment.

I= Incomplete. Awarded only to scholars who have missing assignments due to lawfully excused absences. In cases involving the assignment of an "I" the scholar 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.

Contacting Families of Scholars on the D/E List Quarterly

Teachers will email families each quarter, two weeks before the grading window closes to inform families that their child appeared on the D/E list. It is important that families view progress reports each quarter.

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 (scholars earn a GPA of 3.0)
2. A/B Honor Roll (scholars earn all A's and B's)
3. Principal's Honor Roll (scholars earn all A's)
4. Character Awards (scholars earn awards for displaying monthly character traits)

Synergy ParentVUE

Synergy ParentVUE is a new online tool which replaces SchoolMax. **ParentVUE** allows parents to monitor their child's academic performance. ParentVUE offers streamlined access to your child's schedule, grades, transportation information, attendance and more. A ParentVUE account is also needed to enroll your student in PGCPs. Parents are encouraged to use **ParentVUE** on a regular basis to check and monitor academic progress.

Families will need to activate or create an account to gain access to ParentVUE. Please use the link to learn more about ParentVUE. [ParentVUE Resources for Families](#)

PGCPs requires teachers to input two grades per week for each scholar subject area into Synergy which is connected to **ParentVUE**. The parent should initiate any additional communication regarding scholar grades with the classroom teacher.

MARKING PERIODS/QUARTERS:

- **Quarter 1 Ends** - October 31, 2024
- **Quarter 2 Ends** - January 24, 2025
- **Quarter 3 Ends**- April 3, 2025
- **Quarter 4 Ends**- June 18, 2025

INDEPENDENT ASSIGNMENTS (HOMEWORK)

- Intended to be completed separately from the teacher (i.e. opportunities for independent practice);

- Aligned to a previously taught skill or concept and used for review, practice, enrichment, or completion of work. Students have the chance to apply what they learn in the classroom. Independent assignments usually reinforce previously taught skills and may prepare students for future lessons;
- In Elementary, no assignments will be required for submission on Mondays or the day following school being closed.

Additionally, scholars who fail to finish assigned classwork may be required to complete the classwork and independent assignments; this would be in addition to the regularly assigned independent assignments..

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

Scholars/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 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, markers, 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 the scholar's name.

SCHOOL ISSUED DEVICES/TECHNOLOGY USE

Scholars in K-8th grade will be provided a school issued chromebook. The use of technology is for the sole purpose of improving educational outcomes and therefore scholars are expected to:

1. All devices and accessories assigned to students are the property of Imagine Andrews and are on loan to the student.
2. The use of the computing device is a privilege, not a right.
3. Inappropriate use will result in loss of privileges and will be subject to disciplinary action at the discretion of the building principal.

RESPONSIBILITY USE

- Devices are provided for instructional use and school-related activities only.
- Students should bring their fully charged device and power cords to all classes, unless specifically instructed not to do so by their teacher.
- Students shall make no attempt to physically adjust, repair, or alter the device, including the installation of file sharing and other unauthorized programs.
- Each device is assigned to an individual student. Students should never allow another student, friend, sibling, or any other person to use their computing device.
- The device and charger should be safeguarded from damage and reasonable steps taken to prevent theft.
- The student will be held responsible for the careful use and protection of the equipment assigned to him/her.
- Upon request of a school official, the student shall return these items in good condition.
- Computing devices should not be used to take pictures without the consent of all persons being photographed. Cameras are to be turned off at all times except when being used as part of a class.
- Students will not use a computing device to personally attack, annoy, harass, or bully others. Any such activities will be reported to the appropriate local, state, or federal authorities; and appropriate consequences will be followed as outlined in the Acceptable Use Guidelines and Student Rights and Responsibilities Handbook.
- Students should be aware of personal safety when online and take appropriate measures to ensure their safety.

CHROMEBOOK CARE

- No food or beverages should be near your Chromebook.
- Cords, cables, and removable devices should be inserted carefully into the Chromebook.
- Chromebooks are intended for use at school each day.
- Students should never carry their Chromebooks while the screen is open.

- Chromebooks should never be left in an unlocked vehicle or an unsupervised area.

CHROMEBOOK/TECHNOLOGY REQUEST

For Technology Repair or Request, please complete the [Computer IT Request Form](#)

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.

It is of the utmost importance that 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.

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. Please follow the process found here to volunteer/chaperone. [Volunteer at Your School](#)

Permission- Written permission from a parent/guardian must be received in order for a scholar 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 scholar 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 scholar 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. Scholars 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 scholar is picked up no later than 15 minutes after the scheduled end of the activity or return to school time.

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.

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.) , 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 medication to or from school.

All medications must be picked up and dropped off by families and should be given directly to the Nurse Vogtsberger (crystal.vogtsberger@pgcps.org) 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 discarded.

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 down drills.

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, VIDEO, OR AUDIO RECORD

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 send it via email to howard.rice@pgcps.org. Media release forms will also be sent home in September to get permission for scholars to be photographed and/or recorded.

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, please contact the Principal at howard.rice@pgcps.org.

UNIFORM POLICY AND DRESS CODE

Preamble to the Uniform Policy and Dress Code

Parents and scholars 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. Families 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.
3. No hats, bandanas, or non-religious head coverings are permitted.
4. No “CROCS”

According to PGPCS Administrative Procedure 5183 which addresses the rights of students around gender identity, all uniform options are available to all scholars.

SHIRTS

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

Scholars have the option to wear the grade level polo shirts all school year on any day.

K-4: Blue

5-8: Red

Oxford shirts and ties are required on special events such as picture day and ceremonies.

Plain Solid, white undershirts that are free of logos are required and are to be worn underneath the oxford shirt

SWEATERS

Red cardigan sweater (optional)

Red V neck sweater (optional)

TIES

Ties will be required for grades 1st – 8th; students can wear **crossbow** or **neck ties**. Ties should be clean and free of stains. When wearing the Imagine Andrews V-neck sweater, the necktie should be tucked inside of the sweater



Necktie



Crossbow tie

PANTS, SHORTS and SKIRTS

Khaki pants, skirts and shorts (pleated or flat front) should be well pressed and worn on scholar's waist. **Cargo pants and joggers are not permitted.**

Khaki color scooters and skirts must minimally reach the scholar's knee caps.

BELTS

Belts must be solid khaki or solid black ONLY. Belts must be worn if there are belt loops on the pants

SHOES/SOCKS/TIGHTS

Shoes – Uninterrupted black shoes are required. Shoes should be solid black, have black shoe laces, and soft soles. Scholars are not permitted to wear Crocs, open toe shoes, sandals, or flip flops.

Socks - Scholars are required to wear plain black or white cotton socks; scholar socks should be free of any other colors and logos

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

MASKS

Masks are optional for scholars.

In addition:

No Neck Gaiters

<p>No Bandanas</p> <p>No masks with inappropriate messages, symbols or images</p>
<p>On Friday of every week, scholars are permitted to wear tops with the following themes:</p> <ul style="list-style-type: none"> ● College ● Armed Forces ● School Spirit Wear
<p>BAGS PERMITTED to CARRY and WEAR in the BUILDING</p> <p>Scholars who need to keep personal items with them throughout the day may carry in a bag no larger than 5 x 8. Scholars who bring bags larger than 5 X 8 must store the bag in their assigned locker during the day.</p>

LOST AND FOUND

Items that are found in the building should be taken to the main office. In instances where scholars are looking for lost items, they should see the front desk staff. Items in the lost and found area will be purged on a monthly basis.

BIRTHDAY PARTY POLICY

Due to the details in the PGPCS 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. In addition, 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 celebrations in the lunchroom. ***As a result, birthday celebrations are not permitted in the lunchroom or in the classroom.***

GUM/CANDY

- Gum will not be permitted at Imagine Andrews.
- Candy will only be permitted during lunch unless otherwise noted by the classroom teacher.