



**IMAGINE FOUNDATIONS  
AT LEELAND**

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*“Developing dynamic individuals through hard work, academic achievement, and character education.”*

# **PARENT-STUDENT HANDBOOK 2017-2018**

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## **Table of Contents**

Purpose of Handbook/School Mission / Vision/Pledge	3
PGCPS Calendar	4
School Hours/Arrival / Tardy Policy / Absences	7
Dismissal / Afternoon Pick up-Dismissal / Emergency Dismissal Information	9
Delayed Opening and Early Closing Dismissal / Illness / Medication / Injury	10
Immunization / School Breakfast and Lunch Program / Cafeteria Behavior / Cost	12
Field Trips (Participation/Chaperones/Permission /Payment)	14
School Dress Code / Uniform	15
Hair / Shorts / Jewelry / Parent Custody / Guardianship / Family Right & Privacy Act / Schoolmax / Grading Scale	18
Homework Policy	20
Study Skills / Grievance Procedure / Parent Volunteer Hours / Communication	23
Telephone / Visitors / Textbooks / Equipment / Materials / Supplies	25
Labels / Lost and Found /Birthday Party Policy/ Computer and Internet	26
Parent Teacher Organization (PTO) / Student Rights	31
School Wide Discipline Policy / Cell Phones & Electronic Devices	32
Search & Seizure Policy / Lockers	33
Anti-Bullying	39
Example of Remedial Measure Personal / Referral Services	40
School Activities / Maintaining Class Progress / Hallway Expectations	42
Parking Lot / Student Personal Property / School Activities / Assemblies	44
Fundraising / Parent / Guardian Contact / Helpful Reminders to Families	46

## **PURPOSE OF THE PARENT AND STUDENT HANDBOOK**

The goal of this handbook is to ensure that everyone works collaboratively to make this a successful school year for our students. This handbook serves as a guide in an effort to provide parents and students with information about Imagine Foundations at Leeland Public Charter School.

The staff of Imagine Leeland strives to enable the handbook to serve as a helpful resource for families to provide academic and behavioral support for our children. Please carefully read the handbook in order to become increasingly familiar with standard school policies, procedures, and student expectations.

We treasure our Imagine Leeland families as our partners in the pursuit of equity and excellence for all of our students. Thank you for your partnership to prepare our future leaders.

## **MISSION & VISION**

The mission of Imagine Foundations at Leeland Public Charter School (IFLPCS) is to develop dynamic individuals through hard work, academic achievement, and character education.

Our vision is to create a school environment that helps students gain academic confidence, strong character, determination, and the academic skills necessary for entrance into university.

## **SCHOOL PLEDGE**

I'm an Imagine Eagle and I have pride! I'll be prepared and organized! Respectful I will be and Integrity you will see. In my work I take pride with my teachers by my side. On the move to improve I'm an Eagle in my groove!

## **DISCLAIMER**

*The Prince George's County Board of Education and Imagine Schools do not discriminate on the basis of race, color, national origin, sex, disability, or age in their programs and activities and provides equal access to designated youth groups.*

## PGCPS 2017-2018 Calendar

<b>Date</b>	<b>Day</b>	<b>Holiday/Event</b>
August 31	Thursday	Systemic Orientation Day for Kindergarten Students
September 1	Friday	Eid al-Adha**
<b>September 4</b>	<b>Monday</b>	<b>Holiday*-Labor Day-Schools and Offices Closed</b>
September 5	Tuesday	Systemic Orientation Day - New 6 <sup>th</sup> Graders
September 6	Wednesday	First Day of School for All Students
<b>September 11</b>	<b>Tuesday</b>	<b>Back to School Night</b>
September 21	Thursday	Rosh Hashanah**
<b>September 22</b>	<b>Friday</b>	<b>Students vs. Teachers/Parents Basketball Game</b>
<b>September 29</b>	<b>Friday</b>	<b>Professional Development-2Hr. Early Dismissal for Students</b>
<b>October 9</b>	<b>Monday</b>	<b>Men Make a Difference Day</b>
October 19	Thursday	Diwali**
<b>October 20</b>	<b>Friday</b>	<b>Professional Development-Schools Closed for Students***</b>
<b>October 23-27</b>	<b>Monday-Friday</b>	<b>Red Ribbon Week</b>
<b>October 30</b>	<b>Monday</b>	<b>Professional Development-2Hr. Early Dismissal for Students</b>
<b>November 3</b>	<b>Friday</b>	<b>Professional Development-2Hr. Early Dismissal for Students</b>
November 9	Thursday	End of First Quarter (46 Days)
<b>November 10</b>	<b>Friday</b>	<b>Veterans Day (Observed)/Parent-Teacher Conferences-Schools Closed for Students***</b>
<b>November 13</b>	<b>Monday</b>	<b>Professional Development-2Hr. Early Dismissal for Students</b>
<b>November 13-17</b>	<b>Tuesday-Friday</b>	<b>American Education Week</b>
<b>November 17</b>	<b>Friday</b>	<b>Middle School Friendsgiving</b>
<b>November 21</b>	<b>Tuesday</b>	<b>First Quarter Awards Assembly</b>
<b>November 22-24</b>	<b>Wednesday-Friday</b>	<b>Holiday*-Thanksgiving-Schools and Offices Closed</b>
<b>December 8</b>	<b>Friday</b>	<b>Professional Development-2Hr. Early Dismissal for Students</b>
<b>December 8</b>	<b>Friday</b>	<b>Middle School Snowball Formal</b>
<b>December 25-29</b>	<b>Monday-Friday</b>	<b>Holiday* Winter Break/Christmas-Schools and Offices Closed</b>
<b>January 1</b>	<b>Monday</b>	<b>Holiday* Winter Break/New Year's-Schools and Offices Closed</b>
<b>January 15</b>	<b>Monday</b>	<b>Holiday* Martin L. King, Jr. Day-Schools and Offices Closed</b>

January 25	Thursday	End of Second Quarter (44 days)
January 26	Friday	Professional Development-2Hr. Early Dismissal for Students
February 6	Tuesday	Second Quarter Awards Assembly
February 9	Friday	Professional Development-Schools Closed for Students***
February 19	Monday	Holiday*-President's Day-Schools and Offices Closed (will be a student day if three inclement weather days are used)
February 23	Friday	Middles School Poetry Slam/Student Showcase
March 2	Friday	Read Across America Day
March 23	Friday	Career Day
March 28	Wednesday	End of Third Quarter (42 Days)
March 29	Thursday	Professional Day for Teachers -2 Hr. Early Dismissal for Students
March 30 & April 2	Friday and Monday	Holiday*Easter-Schools and Offices Closed
March 31-April 6	Saturday-Friday	Passover**
April 3-6	Tuesday-Friday	Spring Break-Schools Closed for Students and Teachers*** (April 6 will be a student day if for inclement weather days are used; April 5 will be a student day if five inclement weather days are used)
April 13	Friday	International Fair
April 16	Monday	PARCC Spring Window Opens (Grades 3-8, Reading & Math)
April 17	Tuesday	Third Quarter Awards Assembly
April 27	Friday	Middle School Skate Night
May 7-May 11	Monday-Friday	Teacher Appreciation Week
May 16	Wednesday	First Day of Ramadan
May 18	Friday	Middle School Muffins for Moms
May 25	Friday	PARCC Spring Window Closes
May 28	Monday	Holiday*-Memorial Day-Schools and Offices Closed
June 1	Friday	Field Day
June 5	Tuesday	Kindergarten Promotion
June 6	Wednesday	Donuts for Dads
June 8	Friday	5 <sup>th</sup> Grade Promotion
June 11	Monday	8 <sup>th</sup> Grade Promotion
June 12	Tuesday	2Hr. Early Dismissal for Students (Subject to change due to inclement weather: may become a full day for students if the last day changes; the 2-hour

		early dismissal will occur the day before the last day for students)
June 13	Wednesday	Last Day for Students-2Hr. Early Dismissal-End of Fourth Quarter (48 Days) (Subject to change due to inclement weather; the 2 hour early dismissal will occur on the last day for students)***
June 14	Thursday	Inclement Weather Make-Up Day-Last day for students if one inclement weather day is used
June 14	Thursday	Ramadan
June 15	Friday	Inclement Weather Make-Up Day-Last day for students if two inclement weather days are used
June 15	Friday	Eid al-Fitr**
June 18	Monday	Last Day for Teachers (Subject to change due to inclement weather)***
<b>June 26</b>	<b>Tuesday</b>	<b>Holiday*-Primary Election Day-Schools and Offices Closed</b>

## ***School Hours/ Arrival / Tardy Policy / Absences***

### **SCHOOL HOURS**

Main Office hours: 8:00am - 4:00pm

Student Arrival time: 8:10am

Instructional start time: 8:30am

Instructional end time: 3:10pm

### **ARRIVAL**

Students are expected to be in attendance every day. Regular school attendance teaches responsibility and establishes a daily routine for students. It is equally important that students report to school on time. There is no supervision before 8:10 a.m. for students who are not enrolled in the before school program. All students dropped off before 8:10 a.m. must report to the before school program in the cafeteria in Leeland Hall, and charged the daily rate.

**STUDENTS ARE NOT TO BE DROPPED OFF ON OUR FRONT PORCH OF SETON BELT PRIOR TO 8:10am.** This is a safety hazard as there is no adult supervision available until 8:10 a.m.

Upon arrival, students are to enter through Seton Belt Hall (main building) and then go directly to the building where their assigned classroom is located.

- Kindergarten -1<sup>st</sup> Grade --- Chelsea Hall
- 2<sup>nd</sup> – 5<sup>th</sup> Grade --- Seton Belt Hall
- 6<sup>th</sup> Grade --- Leeland Hall
- 7<sup>th</sup> - 8<sup>th</sup> Grade --- Science & Technology Building

*\*\*Those students that are coming from breakfast should travel under the awning in front of Chelsea, down the walkway towards Marlboro Hall (library) and down the walkway towards the Science and Technology Building. \*\**

### **Breakfast Drop Off**

- Breakfast is served each day from 8:10-8:30 a.m. only. If your child is purchasing breakfast please drop him/her off at the front entrance of Leeland Hall. Students who are not purchasing breakfast should not arrive before 8:10 a.m. We are not responsible for your child prior to 8:10am, if they are not officially enrolled in the before-school-care program.

### **TARDINESS**

It is critical that students arrive on time each morning; this is when teachers set the educational tone and how teacher maximize instructional time. When the tardy bell rings, students are to be in class ready to learn. Being punctual to school is also important for the official attendance taking process at the beginning of each instructional day.

Students coming late to school are required to obtain a late pass before being admitted to any classroom. (Students can be marked absent for a half-day as appropriate.) If the student does not obtain a late pass and show it to the teacher, the student will be marked absent on the official attendance roll.

### **ABSENCES**

Anytime a student returns to school after an absence, a note signed by a parent or guardian MUST be brought from home. If a student is going to be absent, please call the school office before 9:30 a.m. Acceptable excuses for students' absences are illness, death in the family, a school sponsored event, an activity that has been previously approved by the school administration, and/or a religious holiday.

Students who have excused absences will be permitted to make up any missed assignments. The student will be permitted to make up work for each excused absence per the schools make up policy. If the absence is unexcused, the student will receive a zero for all missed assignments, tests, or class projects.



## ***Dismissal / Afternoon Pick up-Dismissal / Emergency Dismissal Information***

### **DISMISSAL**

Students must leave the school grounds immediately after dismissal. Early dismissal ends at 2:30 p.m. After that time, parents/guardians must pick up their children in the car line. Students will be called to report to their car. All students who are not picked up by 3:30 p.m. will be placed in the After School Program and will be charged the daily rate. Parents are responsible for paying all After School Program fees accumulated due to late pick up. Additional pick-up logistics will be given at the start of the school year.

### **Afternoon Pick Up/Dismissal**

- Dismissal will begin at 3:10 p.m.
- Please drive into the school parking lot and follow the direction of the Parking Lot Team.
- Your child will be called and will walk to your car once they are permitted to do so by the staff on duty. Please be sure to have the name signs that were provided by IFLPCS in your car front window.
- **Please do not walk up to the porch to have your child called down. Please see the arrival and dismissal policies and procedures handout.**
- **Please note that for the first couple of weeks of school, the dismissal process may take longer as new parents adjust, etc.** Nevertheless, it is still the parent's responsibility to pick up his/her child on time, directly after school.

### **EARLY DISMISSAL**

If your child will need to be dismissed prior to the end of the school day, we ask that you come to the school office and sign him/her out with a school employee. The office staff will send for your child. **Early dismissal ends at 2:30 p.m.** Following that time, regular dismissal will commence; any parent who picks up a child early more than two times without relevant documentation will be required to meet with school administration about the matter. Only individuals listed on the EMERGENCY CONTACT FORM will be allowed to pick up students from the school during the school day. A valid picture ID will be required for any individual picking up students. If someone arrives at the school to seek the release of a student and the person's name is not on the emergency contact card and/or the person does not have valid photo identification, the student will not be released. Additionally, early dismissal after a field trip is not permitted. Parents must contact the school before 2:30 p.m. to change a child's dismissal procedure for the day.

## **EMERGENCY DISMISSAL INFORMATION**

An Emergency Information Card will be sent home with each child for parents 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 Foundations at Leeland Public Charter School 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.

### ***Delayed Opening and Early Closing Dismissal / Illness / Medication / Injury***

#### **DELAYED OPENING AND EARLY CLOSING DISMISSAL**

If it is necessary to delay the opening of school because of inclement weather conditions, please watch the school closing announcements on your local news channels or check the school district website @ [www.pgcps.org](http://www.pgcps.org).

#### **TWO-HOUR DELAY**

School will begin two hours later than normal. All field trips will be cancelled. EARLY CLOSING FOR INCLEMENT WEATHER, EMERGENCIES, AND OTHER PROBLEMS – Dismissal of schools prior to the regular closing time: Parents will be contacted; ll after-school activities and events will be cancelled. Food services will provide breakfast and lunch.

#### **ILLNESS**

The importance of regular attendance cannot be over emphasized, however, students should not be sent to school when they are ill. If a student becomes ill during the school day and it appears that they would be best cared for at home, a parent will be contacted to pick the student up.

**Those students who are sent home with a fever, due to vomiting, or diarrhea should not return to school until they have been free of each symptom for 24 hours.**

School administration and the school nurse must be notified of any student's chronic illness (i.e. asthma, diabetes, heart conditions or seizures) or new diagnosis. This heightens awareness in case of emergency. Please keep the school informed of phone number changes and emergency contact information.

#### **MEDICATION**

Medicines, including over-the-counter ones, are forbidden in school. If it becomes absolutely necessary that a child takes medicine while he/she is in school the parent must provide a signed Physician's Authorization Form for medicine to the school nurse along with the labeled medication. The label must match the form signed by the child's physician. This form can be obtained through the Prince George's County Public Schools website at [www.pgcps.org](http://www.pgcps.org) via Health Services or from the school nurse. All medications are secured and will only be administered by the school nurse or the Certified Medication Technician.

## **INJURY**

The Procedures listed below will be followed for an injured student:

1. Teachers will send the student to the nurse's office if the injury is minor.
2. Teachers will notify the nurse's office if the student is unable to be moved.
3. Trained personnel will administer basic first aid.
4. The parent (s) will be called and the injury described. For a minor injury, the parent will make the decision about removing the student from the school. Emergency contact persons will be called if the parent cannot be reached.
5. The paramedics will be called for critical injuries that require the type of care that school personnel cannot offer and the parent or emergency contact will be notified.
6. An accident report will be completed and filed for every accident.

## ***Immunizations / School Breakfast and Lunch Program / Cafeteria Behavior / Cost***

### **IMMUNIZATIONS**

Students entering the school system must be compliant with their immunizations, unless exempt for religious or medical reasons. If not, they are given 20 calendar days to become compliant before being excluded from school. For a list of recommended immunizations per grade level or immunization catch up schedule you may access the section for parents under Health Services on the Prince Georges County Public School website at [www.pgcps.org](http://www.pgcps.org) or see the school nurse.

### **SCHOOL BREAKFAST AND LUNCH PROGRAM**

IFLPCS participates in the federal school lunch program and follows the PGCPS lunch menu and calendar. Breakfast and lunch are served in the cafeteria daily. Students who bring lunch from home are able to purchase milk or juice. Occasionally, students lose or forget lunch or lunch money. When this happens, the student should report to the office after opening exercises (before 9:00 a.m.). A parent will be contacted and asked to deliver the money or a lunch to school.

NOTE: We strongly recommend that parents do not bring fast food to school or bring snacks for lunch.

### **PREPAYMENT FOR MEALS**

All parents will be encouraged to pre-pay for lunch through <https://www.myschoolbucks.com>. No checks will be accepted.

### **FREE/REDUCED PRICED LUNCHES**

An application for Free or Reduced Price meals will be sent home with students on the first day of school. Parents must apply for this benefit yearly. The application should be completed and returned to the office as soon as possible. Notification pertaining to qualification for free/reduced lunch will be sent promptly.

### **BREAKFAST AND LUNCH MENUS**

Monthly breakfast and lunch menus will be sent home at the beginning of each month in the Monday folder. As an added convenience, parents may view breakfast and lunch menus online at <http://www.pgcps.org/~lunch/webdocs>.

**CAFETERIA BEHAVIOR**

Lunch is a time for students to socialize with other students; however, they are expected to use proper table manners during the consumption of meals. Student lunch periods are 30 minutes in length. Students are expected to use indoor invoices and display proper table eating etiquette during this time. Please review good table manners with your child.

**MEAL PRICES**

	DAILY	WEEKLY	MONTHLY
REDUCED PRICE BREAKFAST (K-8)	\$0.30	\$1.50	\$6.00
FULL PRICE BREAKFAST (K-8)	\$1.60	\$8.00	\$32.00
REDUCED PRICE LUNCH (K-8)	\$0.40	\$2.00	\$8.00
FULL PRICE LUNCH (K-5)	\$2.75	\$13.75	\$55.00
FULL PRICE LUNCH (6-8)	\$3.00	\$15.00	\$60.00

**METHODS OF PAYMENT**

CASH	School cafeteria staff persons can receive cash payments.
ONLINE PAYMENTS USING A DEBIT OR CREDIT CARD	VISIT <a href="http://www.MySchoolBucks.com">www.MySchoolBucks.com</a> to set-up, review, and add money to your child’s account. The account balance follows the student as long as they are enrolled in a Prince George’s County Public School.

## ***Field Trips / Participation / Chaperones / Permission / Payment***

### **FIELD TRIPS**

#### **PARTICIPATION**

Participation in field trips is a privilege. Students serve as representatives of the school. We ask that each parent review proper behavior with your child to ensure the safety of all students. If a student has a pattern of disruptive behaviors, he/she will not be permitted to attend school sponsored field trips. Unless otherwise stated, all students are required to be in full school uniform on field trip days. Any student that is not in full school uniform the day of a field trip will not be permitted to attend and **will not be provided a refund**.

#### **CHAPERONES**

Imagine Foundations at Leeland Public Charter School will seek to provide experiences beyond the classroom walls in the form of field trips. Parents may be asked to assist the teacher as chaperones. Parents serving in this capacity may not have other children accompany them. Additionally, all chaperones must attend our school's Chaperone Training and have a background check completed with the PGPCS security office prior to requesting/fulfilling a chaperone assignment.

#### **PERMISSION**

Written permission must be given for students to participate in field trips. A field trip permission slip will be sent home with details about the trip that will take place. Please make sure that you send the forms back in a timely manner so that we can adequately prepare for the field trip. Without a signed field trip permission slip and/or money, the student will not be permitted to participate. **Permission slips and/or money submitted after the advertised date will not be accepted.** Please be mindful of the date to return permission slips and money as late payments cannot be accepted.

#### **PAYMENT**

**All field trips must be paid with cash or a money order.** Imagine Foundations at Leeland Public Charter School does not accept checks. Payment plans are accepted as long as final payment is made by due date (Teacher discretion).

#### **EARLY DISMISSAL AFTER A TRIP**

Early dismissal after a field trip is strictly prohibited.

#### **STUDENTS NOT ATTENDING THE FIELD TRIP**

Students not attending the field trip will be divided into other classrooms and expected to complete student work.

## ***School Dress Code / Uniform***

### **SCHOOL DRESS CODE/ MANDATORY UNIFORM POLICY**

Imagine Foundations at Leeland Public Charter School is a uniform school. A higher standard of dress encourages greater respect for individuals, students and others, and results in a higher standard of behavior. Our dress code guidelines indicate appropriate school dress during normal school days. Imagine Foundations at Leeland Public Charter School reserves the right to interpret these guidelines and/or make changes during the school year. Students are expected to follow these guidelines. Every student in attendance shall wear the school uniform. Male students are only permitted to wear the prescribed boy's oxford uniform. Female students are only permitted to wear the prescribed girl's uniforms.

*\*\* This uniform policy speaks to what students are allowed to wear; if unstated in the policy, students are not permitted to wear it.*

*\*\* Demerits will be given in the event students do not adhere to the Imagine Leeland School Uniform Policy.*

*\*\*\* If you experience financial difficulty purchasing uniforms, please contact the main office.*

### **Daily Male Uniform**

- Solid (ALL) brown, black, or navy blue DRESS TYPE shoe (i.e. Dockers, Loafers, Bucks, etc.) .
- Solid (ALL) brown, black, grey, white, or navy blue socks.
- Solid (ALL) brown, black or navy blue belt.
- School tie for grades 6-8 only (*To be purchased at By Grace Uniform Outfitters*)
- Ties are not required for students in grades K-5.
- Tan khaki pants (NO JEANS). *Khaki uniform shorts may be worn when weather permits. Shorts should not be worn between the months of October and February.*
- Solid Navy Blue Sweater (No patterns, name brand logos, additional colors, zippered or sweat hooded shirts). *Sweater with school logo can be purchased at By Grace Uniform Outfitters, but is not mandatory.*
- School logo oxford shirt (*To be purchased at By Grace Uniform Outfitters*)

## **Daily Female Uniform(s)**

### **Option 1:**

- Solid (ALL) brown, black, or navy blue DRESS TYPE shoe (i.e. Mary Janes, Loafers, etc.) .
- Solid (ALL) brown, black, grey, white, or navy blue socks.
- Solid (ALL) brown, black or navy blue belt.  
School tie for grades 6-8 only (*To be purchased at By Grace Uniform Outfitters*)
- Ties are not required for students in grades K-5.
- Tan khaki pants (NO JEANS). *Khaki uniform shorts may be worn when weather permits. Shorts should not be worn between the months of October and February.*
- Solid Navy Blue Sweater (No patterns and or additional colors or zippered sweat hooded shirts). *Sweater with school logo can be purchased at By Grace Uniform Outfitters, but is not mandatory.*
- School logo oxford shirt (*To be purchased at By Grace Uniform Outfitters*)

*In lieu of khaki pants, girls K-5 are permitted to wear khaki “skorts” with the school logo on it, which is to be purchased at By Grace Uniforms Outfitters.*

OR...

### **Option 2:**

- School jumper (Grades K-5).
- ***When wearing school jumper:***
  - \* White Peter Pan blouse.
  - \* Solid (ALL) brown, black and or navy blue shoes.
  - \* Solid (ALL) brown, black and or navy blue, black socks or tights.
- ***Additional Option in lieu of the jumper for girls in Grades 6-8:***
  - \* Navy blue “skort” (To be purchased at By Grace Uniform Outfitters) with the school logo with the oxford shirt, instead of the plaid jumper, along with the peter pan blouse, solid black and or navy blue shoes, and solid brown, black, and or navy blue socks or tights.



## **Physical Education (P.E.)/Health Uniform**

All students must have a Physical Education uniform. Students are to ONLY wear this uniform when they have P.E. during that particular school day.

P.E. class schedules will be provided at the start of the school year. Students who forget to wear their P.E. uniform on applicable days will be allowed to contact a parent to address the oversight. In the event students are unable to secure their P.E. uniform, their participation in the P.E. class may or may not be limited, relative to the activities, at the teacher's discretion. Lack of participation may then negatively impact a student's grade.

- Royal blue sweatpants with school logo on them. School logo shorts are available for purchasing for when the weather permits. *(To be purchased from By Grace Uniform Outfitters.)*
- Gold Moisture Management t-shirt with school logo on it; school logo sweatshirts are available as well. *(To be purchased from By Grace Uniform Outfitters.)*
- Students will earn points toward their participation grades in Physical Education/Health for wearing this uniform to class, as expected.
- P.E. Shoes – Black or white tennis shoes (No black soles on either type shoe.)
- Students may wear the “Imagine Spirit” shirts with their P.E. shorts or sweat pants; these shirts must be purchased from the Parent Teacher Organization (PTO).
- Street clothes may not be worn under student P.E. uniforms. During the cold/winter months, students are permitted to wear long sleeve thermal tops and/or bottoms under their P.E. uniform; these items must be solid white or navy blue.

### **Uniform demerits**

- Demerits will be issued for not abiding by the Imagine Leeland uniform policy. Uniform demerits will be distributed by 9:00 a.m.

**1-3 Demerits** – Warning; parent contact by homeroom teacher.

**4 Demerits** – Silent lunch detention; parent contacted by Crisis Intervention Teacher.

**5 Demerits** – A letter will go home to parent(s); afterschool detention will be assigned.

**6 Demerits** - Student will not be able to attend the next planned special event we have planned for the classroom. This will include movies, gift bags, behavior store, etc. Afterschool detention may be assigned.

**7 Demerits** - Student will not be able to attend the next planned field trip. Afterschool detention may be assigned.

**8 Demerits** - Referral to Administration for additional assistance.

*Students will start fresh each quarter/marking period.*

## ***Hair / Shorts / Jewelry / Parental Custody / Guardianship / Family Rights and Privacy Act / Schoolmax Family Portal***

### **HAIR**

Hair must be neat and clean. Hats, head wraps, headscarves, bandannas, and the like may NOT be worn. Any hairstyle that is deemed disruptive to the learning environment by school administration is strictly prohibited.

### **JEWELRY**

Excessive and expensive jewelry is not permitted. Students with nose, lip and facial piercings will be required to remove the jewelry while attending school or any school related event. Earrings must be no larger than dime-sized and studs are preferred, for safety precautions.

### **PARENTAL CUSTODY/GUARDIANSHIP**

Parents or guardians should submit a copy of any legal documents, which indicate who has legal custody of the child and their school records. This will be kept in his/her permanent student file. In the absence of legal documentation, school officials will only release the student and/or records to those individuals whose name appears on the student's data card.

### **FAMILY RIGHTS AND PRIVACY ACT**

The revised Family Rights and Privacy Act became a Federal law in November 1974. The intent of this law is to protect the accuracy and privacy of student educational records. Without your prior consent, only you and authorized individuals having legitimate educational interest will have access to your child's educational records. In special instances, you may waive this right of access to allow other agencies working with your child to have access to those records.

### **SCHOOLMAX FAMILY PORTAL**

Parents/guardians are encouraged to check their child's/children's grades, attendance and disciplinary actions on SchoolMax. You can access the SchoolMax Family Portal database from the PGCPS website's homepage. Contact the school secretary to obtain login access.

## ***Grading Scale***

### **GRADING SCALE**

#### ***Grades K and 1***

- a. In reporting to parents/guardians, a grade is used to indicate the performance of each pupil in relation to the attainment of learning outcomes and approved curriculum.
- b. A student enrolled for twenty-one (21) days or more after the start of the quarter must receive a grade for that grading period.
- c. The grades of students who transfer into Prince George's County Public Schools from an accredited/approved school will be averaged with grades earned at Imagine Foundations at Leeland Public Charter School for similar subjects to determine a marking period grade. If necessary, questions about transfer students' grades will be referred to the Division of Academics.
- d. Interpretation of the meaning of grades as they appear on the report card are as follows:

#### ***Kindergarten and Grade 1***

PR= Proficient - child can demonstrate indicator independently 90-100%

IP= In Process - child can reliably demonstrate indicator 80-89%

EM= Emerging - child demonstrates indicator with assistance 70-79%

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

#### ***Grades 2-8***

A= Excellent Progress at the level of instruction indicated 90-100%

B= Above Average progress at the level of instruction indicated 80-89%

C= Average progress at the level of instruction indicated 70-79%

D= Below Average progress at the level of instruction indicated 60-69%

E= Unsatisfactory progress (failure) at the level of instruction indicated below 60%.

All Imagine Foundations at Leeland Public Charter School students are required to meet the Prince George's County Public School System requirements for promotion to the next grade. For more information on the PGCPSS Promotional Policy visit [www.pgcps.org](http://www.pgcps.org).

- **Honor Roll for Imagine Foundations at Leeland -- A's and B's in all subject areas on the report card in a quarter.**
- **Imagine Leeland National Honor Society has a GPA requirement of a 3.5 or higher.** *(Please note there are additional qualifications.)*
- **Principal's List for Imagine Foundations at Leeland -- All A's in every subject area on the report card in a quarter.**

## ***Homework Policy***

The purpose for assigning homework is to give students the opportunity to extend lessons, practice skills, engage in critical thinking and develop good work habits. Homework can also serve as one form of communication between the teacher and the family. It is important that homework does not add stress to family life. Therefore, it is up to the student, family, and teacher to share the responsibilities for homework. Homework is an important part of each student's academic year.

### Student's Responsibilities

- To understand all homework assignments by listening to directions, asking questions when something is unclear, and reading all directions
- To gather all materials necessary to complete assignments before leaving the classroom
- To complete all assignments to the best of his/her ability
- To return materials and assignments on time
- To make up any missed homework that the teacher requires

### Family's Responsibilities

- To provide a routine and environment that is conducive to completing homework (i.e. a quiet and consistent place and time, necessary materials, etc.)
- To offer assistance to the student, but not complete the actual homework
- To check that your child has edited his/her homework for spelling (Kindergarten and First Graders may use invented spelling as appropriate), punctuation, neatness, etc.
- To notify the teacher when homework presents a problem
- To read school notices and respond in a timely manner. Homework and school notices will travel home in the student's homework folder. Regular backpack cleanups can be useful in helping students to organize their materials.

### Teacher's Responsibilities

- To provide purposeful homework
- To provide clear directions and instructions
- To implement a system for routinely checking homework
- To communicate to the students/family expectations for completing homework successfully; to communicate with families when students are not consistently completing assignments.

Homework includes reading every night as we help each student develop the habit of being a lifelong reader. Written assignments over the course of a week may include a balance of assignments in other content areas such as writing, spelling, math, social studies, science, and long-term projects. In Kindergarten, the homework is for families and children to spend time together with books. Often, especially in the beginning of the year, this will mean parents and family members reading aloud to children. As the year progresses and Kindergarten children bring more books from school to home, students may be reading to and with family members.

### **Recommended Time Allotments for Homework**

At Imagine Foundations at Leeland, we know that the amount of time it takes each student to complete homework assignments will vary. The following chart indicates what we believe is approximately the appropriate amount of time for children in each grade to spend completing homework. If your child diligently does his/her homework for the maximum allotted time and does not complete it, you may write a note to the teacher explaining the situation. If this is an on-going problem, please make arrangements to talk to the teacher. If your child thoroughly and neatly completes the homework very quickly and you believe that your child needs additional homework, extra reading or writing in a Writers Notebook, or additional practice with Mathematics skills is recommended.

**Reading independently for 10-15 minutes, per night, should take place at every grade level. This is in addition to the homework outlined below.**

Grade	Reading	Math	Total
Kindergarten	15 minutes	15 minutes	30 minutes
First	20 minutes	20 minutes	40 minutes
Second	20 minutes	20 minutes	40 minutes
Third	20-25 minutes	20 minutes	40-45 minutes
Fourth	25-35 minutes	20-30 minutes	45-65 minutes
Fifth	35-40 minutes	25-30 minutes	60-70 minutes
Sixth	40-45minutes	30-35 minutes	70-80 minutes
Seventh	30-60 minutes <i>(Includes Social Studies)</i>	30-60 minutes <i>(Includes Science)</i>	120 minutes
Eighth	30-60 minutes <i>(Includes Social Studies)</i>	30-60 minutes <i>(Includes Science)</i>	120 minutes

- Reading and math homework should be assigned nightly.
- Find a balance between homework and timely feedback.
- Other subject areas will be given on an as needed basis, at the discretion of the teacher in grades K-6.
- 7<sup>th</sup> & 8<sup>th</sup> grade Science and Social Studies Teachers will give homework nightly.

## ***Study Skills / Grievance Procedure / Volunteer Hours / Communications***

### **STUDY SKILLS**

Imagine Foundations at Leeland Public Charter School takes educating our students very seriously. Here are a few tips on how parents can assist their child towards academic success. Please make sure your child does the following:

- Come to school prepared to work with all necessary supplies.
- Ask for help from school personnel if assignments need to be explained further.
- Have a specific quiet place at home to study, away from distractions such as television, radio, etc.
- Take home all necessary books/documents needed for assignments.
- Review and proofread all assignments after completion.
- Use the public library regularly and check out books to READ!
- Normalize bedtime and wake-up times so that your child gets enough rest.
- Be proud of your child's performance at school and celebrate their success at home.
- Take advantage of any after school and/or Saturday school tutoring sessions.

### **GRIEVANCE PROCEDURE**

If a student or his/her parents feel they have a grievance or complaint they should do the following:

1. Carefully analyze the problem and be sure that you have all of the FACTS from all parties involved.
2. Arrange a conference with the teacher (s) involved.
3. If not resolved, arrange a conference with the school administration.

### **PARENT VOLUNTEER HOURS**

Parent households are ask to volunteer at least one full school day, or the equivalent, per academic school year. Specifically, this means at least one parent per household should volunteer at least one day per school year. The Parent Teacher Organization and the Principal will track this. Parents have many opportunities to volunteer their time at school during the instructional day, during field trips, after school events, fundraisers, and for extracurricular activities. Any parent interested in volunteering at the school should speak with your child's teacher first. In order to volunteer parents must be fingerprinted at the PGCPs Board of Education and attend the Imagine Leeland Chaperone training, schedules throughout the school year.

## COMMUNICATION

Communication is absolutely essential for success in any human endeavor. The Imagine Foundations at Leeland Public Charter School administrative team and staff recognize this and strive to facilitate open and frequent communication with parents at all times. Imagine Foundations at Leeland Public Charter School communicates between school and home via:

1. Monday folders
2. Student agenda books
3. SchoolMax Parent Portal
4. Parent/Teacher conferences
5. Progress Reports/Report Cards
6. Telephone calls
7. Email
8. Parent Teacher Organization (PTO)
9. Scheduled meetings with the school administration
10. Remind 101
11. Class Dojo
12. School Website
13. MySchoolApp – Imagine Foundations at Leeland
14. Facebook page

From time to time, surveys may be sent home to ask your opinion and your participation is crucial so that the school can determine areas that are working well and areas that need improvement.

In addition to the report cards and conferences, your child's agenda book/Remind 101/Class dojo will be the teacher's daily means of communicating to you homework assignments, daily student behavior, test scores, etc. Please make sure that you check your child's backpack daily for informal notes from the teachers and/or from our staff.

Please feel free to consult with your child's teacher regarding any questions that you may have. It is the desire of the Imagine Foundations at Leeland Public Charter School administrative team and the faculty to be of service to both parent and student, and every teacher welcomes the opportunity to speak with any parent about their child's progress. We do urge, however, that such visits be made by making an appointment with the teacher at a convenient time before or after school hours. **Parents are asked not to attempt to meet with a teacher during instructional time, unless a conference has been prescheduled.**

School sponsored parent conferences will be scheduled throughout the school year for each student. It is important that every attempt be made to attend these meetings to keep abreast of the progress of your child. If you are unable to keep your scheduled appointment, please contact the school to reschedule for a more convenient time.



## ***Telephone /Visitors / Text Books Materials and Supplies***

### **TELEPHONE**

The school has a business telephone to help transact the business of the school and the lines must be kept open. Students may not use the telephone except for emergencies.

It is difficult to deliver a personal message to an individual student without interrupting the instructional program. Please do not ask the staff to deliver messages to students except in an emergency.

### **VISITORS**

Visitors, including PARENTS, are NOT permitted to go to their child's class unannounced during school hours because this disrupts the student's normal routine and instruction. If you would like to visit your child's class you will have to make an appointment with an administrator. For the safety and protection of all students, visitors (including parents) must sign-in and out in the main office and obtain a written pass before proceeding to a classroom. Cooperation will enable the school to provide a safe and orderly learning environment for all students.

### **TEXTBOOKS, EQUIPMENT, MATERIALS AND SUPPLIES**

The textbooks issued for student use are the responsibility of the student and/or parent. Any damaged or lost books must be paid for before another book is issued for student use. Any student who has not paid for a lost book will not be permitted to participate in school activities, field trips, dances, etc. if they have an outstanding lost book debt. Parents that are interested in purchasing a textbook for student use at home should contact a school administrator.

Students will be expected to provide all basic supplies such as paper, pencils, crayons, rulers, scissors, markers, glue, etc. Any additional supply needs are to be requested in writing by the classroom teacher. Please help your child come prepared for school by packing his/her homework and supplies in the evening to avoid the last minute morning rush. Ultimately, it is the student's responsibility to check and be sure that everything needed for the next day has been packed.

## ***Labels / Lost and Found / Birthday Party Policy/ Computer and Internet***

### **LABELS**

Please label all personal property such as: lunch boxes, sweaters, raincoats, uniforms, etc.

### **LOST AND FOUND**

Throughout the school year, lost items are turned into the school office. If a student loses an item, he/she may come to the office to claim an item that belongs to them. Any item of value, such as jewelry, etc., will be kept in the office for identification prior to return. Lost items such as coats, sweaters and jackets will be placed in a “Lost and Found” area in our cafeteria in Leeland Hall. These items will be available for parents and students to look through as needed. Due to high volume, the “Lost and Found” items will be donated to charity after a minimum of three weeks. There are many items lost and never claimed each year. We strongly advise that you label all clothing and personal property so that misplaced items may be returned.

### **BIRTHDAY PARTY POLICY**

**Only students in grades Kindergarten – 5<sup>th</sup> Grade will be permitted to have birthday parties during the school day.** Student birthday celebrations may only be conducted on the last Friday of each month, during the last 45 minutes of their core subject(s) class. If schools are closed on Friday, birthday parties can be held on the last day of that school week. No parties will be allowed for grades 3-8 during PARCC Testing (April/May). If the materials for the party do not arrive by 1:30 p.m., the party will be canceled and may or may not be rescheduled. Parents must contact the child’s teacher if they wish to celebrate their child’s birthday. The parent must volunteer to assist teacher with the party. Parents must make teachers aware of all food items they plan to bring, for student food allergy purposes. We ask that students do not exchange gifts during school hours. If this policy is violated and/or becomes disruptive to the instructional process, this policy will be rescinded for the remainder of the current school year.

### **COMPUTER AND INTERNET ACCEPTABLE USE**

Imagine Foundations at Leeland Public Charter School adheres to the federal requirements and guidelines stipulated under TITLE XVII—CHILDREN’ S INTERNET PROTECTION ACT.

#### **Educational Purpose**

Imagine Foundations at Leeland Public Charter School’s Internet system has a limited educational purpose. Activities that are acceptable include classroom activities, career development, and high quality personal research. You may not use the Imagine Foundations at Leeland Public Charter School network for entertainment purposes (except for those periods of time that the school has designated as “open access” when school is not in session).

Imagine Foundations at Leeland Public Charter School has the right to place reasonable restrictions on the material you access or post through the system. You are expected to follow

the rules set forth in Imagine Foundations at Leeland Public Charter School disciplinary code and the law in your use of the network.

#### **A. Internet Management**

Embracing the Internet as a critical and essential component in today's world is essential if our students are to become functional members of society. The benefits attained by the advancement of technology bring with it associated costs and a wide range of risks, in particular, the exposure of students to inappropriate material and people.

As part of our commitment to Internet security we offer Firebox 700, a web-blocker application by Watch Guard Technologies. Firebox 700 provides Imagine Foundations at Leeland Public Charter School with the ability to block objectionable material and captures the window when questionable material is accessed.

#### **B. Student Internet Access**

The Web is a global database system providing access to information from around the world. Students may have access to Internet web information resources through their classroom, library, or school computer lab. E-mail is an electronic mail system, which allows students to communicate one to one with people throughout the world.

#### **C. Unacceptable Uses**

The following uses of the Imagine Foundations at Leeland Public Charter School Network are considered unacceptable:

##### **1. Personal Safety and Personal Privacy**

You will not post personal contact information about yourself. Personal contact information includes your address, telephone number, school address, home address, etc. This information may not be provided to an individual, organization, or company including web sites that solicit personal information. You will not agree to meet with someone you have met online. You will promptly disclose to your teacher or other school employee any message you receive that is inappropriate or makes you feel uncomfortable.

##### **2. Illegal Activities**

You will not attempt to gain unauthorized access to the Imagine Foundations at Leeland Public Charter School Network or to any other computer system through the network or go beyond your authorized access. This includes attempting to log in through another person's account or access another person's files. You will not make deliberate attempts to disrupt the computer system or destroy data by spreading computer viruses or by any other means. You will not use the network to engage in any other illegal act, such as arranging for a drug sale or the purchase of alcohol, engaging in criminal gang activity, threatening the safety of persons, etc.

### **3. System Security**

You are responsible for your individual account and must take all reasonable precautions to prevent others from being able to use your account. Under no conditions should you provide your password to another person. You will immediately notify a teacher or the system administrator if you have identified a possible security problem. Do not go looking for security problems because this may be construed as an illegal attempt to gain access. You will avoid the inadvertent spread of computer viruses by following the virus protection procedures. No software is to be downloaded on the computer systems at any time without the explicit consent of the system administrator.

### **4. Inappropriate Language**

Restrictions against inappropriate language apply to public messages, private messages, and material posted on Web pages. You will not use obscene, profane, lewd, vulgar, rude, inflammatory, threatening, or disrespectful language.

You will not post information that could cause damage or extreme disruption. You will not engage in personal attacks, including prejudicial or discriminatory attacks. You will not harass another person. Harassment is persistently acting in a manner that distresses or annoys another person. If you are told by a person to stop sending them messages, you must stop.

You will not knowingly or recklessly post false or defamatory information about a person or organization.

### **5. Respect for Privacy**

You will not repost a message that was sent to you privately without permission of the person who sent you the message. You will not post private information, including personal contact information about another person.

### **6. Respecting Resource Limits**

You will use the system only for educational and career development activities and limited, high quality, self-discovery activities. You will not download large files to the computer desktop.

You will not post chain letters or engage in “spamming”. Spamming is sending an annoying or unnecessary message to a large number of people.

### **7. Plagiarism**

You will not plagiarize works that you find on the Internet. Plagiarism is taking the ideas or writings of others and presenting them as if they were yours.

## **8. Copyright**

You will respect the rights of copyright owners. Copyright infringement occurs when you inappropriately reproduce a work that is protected by a copyright. If a work contains language that specifies appropriate use of that work, you should follow the expressed requirements. If you are unsure whether or not you can use a work, you should request permission from the copyright owner. If you have questions, ask a teacher.

## **9. Inappropriate Access to Material**

You will not access material that is designated for adults only or is profane or obscene (pornography), that advocates illegal or dangerous acts, or that advocates violence or discrimination towards other people (hate literature).

If you mistakenly access inappropriate information, you should immediately tell your teacher. This will protect you against a claim that you have intentionally violated this policy. Your parents should instruct you if there is additional material that they think would be inappropriate for you to access. The school fully expects that you will follow your parent's instructions in this matter.

## **D. Disciplinary Actions**

The Imagine Foundations at Leeland Public Charter School's Network is a limited forum; therefore, the school may restrict your speech for valid educational reasons. The school will not restrict your speech on the basis of a disagreement with the opinions you are expressing.

You should expect only limited privacy in the contents of your personal files or record of Web research activities. Routine maintenance and monitoring of the network may lead to discovery that you have violated this policy, the school disciplinary code, or the law. An individual search will be conducted if there is reasonable suspicion that you have violated this policy, the Imagine Foundations at Leeland Public Charter School disciplinary code or the law.

Your principal and the system administrator have the right to eliminate any expectation of privacy by providing notice to the students. Your parents have the right to request to see the contents of your e-mail files.

Imagine Foundations at Leeland Public Charter School will cooperate fully with local, state or federal officials in any investigation related to any illegal activities conducted through the school network.

In the event there is a claim that you have violated this policy or the school disciplinary code in your use of the network, you will be provided with a written notice of the suspected violation and an opportunity to present an explanation before a neutral administrator or will be provided with notice and opportunity to be heard in the manner set forth in the Imagine Foundations at Leeland Public Charter School disciplinary code.

**E. Limitation of Liability**

The school makes no guarantee that the functions or the services provided by or through the Imagine Foundations at Leeland Public Charter School will not be responsible for any damage you may suffer, including but not limited to, loss of data or interruptions of service. The school is not responsible for the accuracy or quality of the information obtained through or stored on the system.

The school will not be responsible for financial obligations arising through the unauthorized use of the system. Your parents can be held financially responsible for any harm to the system as a result of intentional misuse.

The Legal and Educational Analysis of Internet Use policy upon which this model policy is based is available on the web site: <http://netizen.uoregon.edu>

## ***PTO/Student Rights/School Wide Discipline Policy/ Cell Phones & Electronic Devices***

### **PARENT TEACHER ORGANIZATION (PTO)**

A great portion of each child's day is spent at school; therefore, his/her growth and development become a joint responsibility between the home and school. Everyone is urged to become active in helping further the goals and growth of the PTO.

The faculty/staff and administration hope that all of the parents will become active members supporting the school and the association. Officers will be elected yearly according to the school's bylaws and district/state guidelines.

The PTO will sponsor fundraisers throughout the school year to support the school. PTO board meetings are held regularly and are open to any Imagine Leeland parent, staff, student, or stakeholder who wishes to attend. All members who have paid their current dues are eligible to vote on issues brought before them for consideration during the general PTO meeting.

All communication/information given by the PTO will need Principal approval, prior to dissemination. The PTO and the school will work collaboratively to support the needs of all students at Imagine Leeland.

To contact the Imagine Foundations Public Charter School at Leeland PTO, send emails to: [imaginefoundationspto@gmail.com](mailto:imaginefoundationspto@gmail.com)

### **STUDENT RIGHTS**

Students have the right to feel safe from threats and bodily harm. Disruptive behaviors are never acceptable, and when they occur, they will result in time out, exclusion from participation in class activities, detention, suspension or expulsion.

Parents who have a conflict with a student other than their own child are requested to speak to the administration. At no time may parents approach a student, other than their own child(ren), directly.

All students and employees will be treated with respect. Slurs, innuendoes, hostile treatment, violence or other verbal or physical conduct against a student or employee will NOT be tolerated.

## **SCHOOL WIDE DISCIPLINE POLICY**

As a part of our code of conduct policy and school management system, Imagine Leeland has implemented the Positive Behavior Management System (PBIS). Any violation of rules and regulations harmful to the rights and privileges of others will not be condoned. Discipline will be both corrective and instructive and designed to foster growth and understanding in the student. Appropriate responses to misbehavior are determined by the age and maturity of the student. Our decisions are aligned to the Prince George's County Public Schools Student Rights and Responsibilities Handbook. Our PBIS system will incorporate rewards and interventions. The school wide expectation is that all Imagine Leeland students have P.R.I.D.E.! Each student will be prepared, respectful, have integrity, engage in decision making and exhibit excellence at all times.

## **CELL PHONES & ELECTRONIC DEVICES**

All cell phones should be powered off during school hours and can only be used before and after school by students. If a staff member has reason to believe that a student is using a cell phone for any reason during school hours the staff member will give one warning for the student to put the cell phone away. If the student does not comply, the cell phone will be confiscated and it will be made available for parent pick-up by the end of the school day.

No pictures may be taken or videos recorded with a cell phone by a student on school grounds without permission of administrative school staff. Distribution of images or content that is deemed to be offensive using a cell phone (including texts, images, voice messages, emails, etc.) is not acceptable and will result in disciplinary action.

Messaging of any type during a testing session or when the recipient of the message is in a testing session will be viewed as academic misconduct, regardless of the content of the message. If possession or use of cell phone becomes a persistent problem in the classroom or school area then the student may lose their privilege to carry a phone on school grounds. **The Principal or the Principal's designee reserves the right to confiscate all electronic devices when necessary, at anytime.**

\*\* Text Messaging, mobile email, and other file transmissions are prohibited unless permission is given by administration prior to transmission.

\*\* Use of images or audio content captured on school grounds is prohibited unless permission is given by administration prior to capture.

\*\* Any electronic device capable of transmitting information falls under this policy such as but not limited to: iPod, iTouch, iPad, Media Players, video camera, digital camera, etc.

**Imagine Foundations at Leeland is not responsible for lost or stolen electronic items.**



## ***Search and Seizure Policy / Lockers***

### **SEARCH & SEIZURE POLICY**

Imagine Foundations at Leeland Public Charter School reserves the right to search students and their belongings in the event the school suspects the student possesses an unapproved or missing item. Such a search may be conducted without the student's or parent's permission; registration of the student in the school constitutes parental consent to such searches. Items that may be searched include, but are not limited to the following:

Student desks -Backpacks - Purses –All Pockets –Lockers

If unauthorized, stolen, or illegal items are found in the searches, the school reserves the right to confiscate such items. These items may or may not be returned to the parent. When they are returned, it will be only to the parent. If illegal items are found, the principal will schedule a parent conference to discuss what action is to be taken. Our protocol will be aligned to the PGCPs Student Rights & Responsibilities Handbook, which may or may not include contacting the legal authorities.

### **LOCKERS**

All lockers assigned to pupils are the property of Imagine Leeland. At no time does the school relinquish its exclusive control of its lockers. The school principal or his/her designee shall have custody of all combinations to all lockers or locks, when applicable. Pupils are prohibited from placing locks on any locker without the advance approval of the school principal or his/her designee.

Unapproved locks will be cut from lockers and discarded. No financial liability for these locks rests with Imagine Foundations at Leeland Public Charter School and no restitution will be made for their damage in removal.

### **LEGITIMATE USE OF SCHOOL LOCKERS**

The school assigns lockers to its pupils for the students' convenience and temporary use. Students are to use lockers exclusively to store school-related materials and authorized personal items such as outer garments, footwear, grooming aids, or lunch. Students shall not use the lockers for any other purpose, unless specifically authorized by school principal or his/her designee, in advance of students bringing the items to school. Students are solely responsible for the contents of their lockers and should not share their lockers with other students, nor divulge locker combinations to other students, unless authorized by the school principal or his/her designee.

### **SEARCH OF LOCKER CONTENTS**

Random searches of school lockers and their contents have a positive impact on deterring violations of school rules and regulations, ensure proper maintenance of school property, and provide greater safety and security for students and personnel. Accordingly, the board authorizes the school principal or his/her designee to search lockers and locker contents at any time, without notice, and without parental/guardianship or student consent. The school principal or his/her designee shall not be obligated, but may request the assistance of a law enforcement officer in conducting a locker search. The school principal or his/her designee shall supervise the search. In the course of a locker search, the school principal or his/her designee shall respect the privacy rights of the pupil regarding any items discovered that are not illegal or against school policy and rules.

### **SEIZURE**

When conducting locker searches, the school principal or his/her designee may seize any illegal or unauthorized items, items in violation of school or rules, or any other items reasonably determined by the school principal or his/her designee to be a potential threat to the safety or security of others. Such items include, but are not limited to, the following: firearms, explosives, dangerous weapons, flammable material, illegal controlled substances or controlled substance or other intoxicants, contraband, poisons, and stolen property.

Law enforcement officials shall be notified immediately upon seizure of such dangerous items or seizure of items that schools are required to report to law enforcement agencies under the Statewide School Safety Information Policy.

Any items seized by the school principal or his/her designee shall be removed from the locker and held by school officials for evidence in disciplinary proceedings and/or turned over to law enforcement officials. The parent/guardian of a minor pupil shall be notified by the school Principal or his/her designee of items removed from the locker.

### **STUDENT RIGHTS & RESPONSIBILITIES**

Prince George's County Public Schools is dedicated to creating and maintaining a positive learning environment for all students. Teachers, administrators, parents, and students must assume a responsible role in promoting behavior that enhances academic and social success.

Courteous, respectful, and responsible behavior fosters a positive climate for the learning community. One of the most important lessons education teaches is discipline. While it is not a formal subject, it underlies the entire educational process. Discipline is the joint responsibility of students, parents, family, staff, and administration. Discipline includes self-control, character development, orderliness, and efficiency. Proper conduct and consideration of others are goals of student discipline.

The Student Rights and Responsibilities Handbook sets forth student rights and responsibilities while at school and school-related activities, and the consequences for violating school rules. When determining the appropriate action to be taken as a consequence of student misconduct, school officials may use intervention strategies and/or disciplinary actions, depending upon the severity or repetition of misconduct; age and grade level of the student; circumstances surrounding the misconduct; impact of the student’s misconduct on others in the school community, and any other relevant factors.

The Student Rights and Responsibilities Handbook will be administered uniformly and fairly, without partiality or discrimination.

### **WHEN AND WHERE THE STUDENT RIGHTS AND RESPONSIBILITIES HANDBOOK APPLIES**

The Student Rights and Responsibilities Handbook applies before, during, and after school: “At school” means in a classroom, elsewhere on school premises, on a school bus or other school-related vehicle, or at a school-sponsored activity or event, whether or not it is held on school premises.

When a student’s conduct at any other time or place has a direct and immediate effect on maintaining order and discipline, or on protecting the safety and welfare of students or school district staff.

When a student is using school telecommunications networks, accounts, or other district services. This includes text messages, phone calls, letters, notes, emails, and Internet communication.

### **STUDENT MISCONDUCT**

Student misconduct is classified into three levels. In addition to these three levels of discipline, a student may be suspended for his or her conduct in a class, subject or activity. The definitions of misconduct at each level are not all-inclusive, but only representative and illustrative. A student who commits an act of misconduct not listed herein is nonetheless subject to disciplinary action. Imagine Foundations at Leeland Public Charter School staff may use intervention strategies such as teacher/student conferences, auxiliary staff/student intervention, and teacher/parent/guardian contacts for Level I and Level II violations. The staff will refer Level III violations directly to school administrators, because of the serious and/or unlawful nature of the misconduct.

At the option of school administrators, a student accused of any violation of the Code of Student Conduct may be referred to a school social worker or counselor, in conjunction with or in lieu of

other disciplinary procedures. Where the misconduct is subject to mandatory discipline under state law, however, the school board will act to impose any mandatory sanctions. A suspension may be issued for up to one day. The Principal or Assistant Principal (Academic Facilitator) may issue short-term suspensions. The district's board of education or its designee may issue long-term suspensions or expulsions.

Any student involved in the investigation of a possible violation of the student code can be required to complete a written statement of their recollection of events upon request of school staff. Failure to do so will be viewed as interference in the performance of school personnel's duties and insubordination and will result in consequences being levied. Any false information given in these statements will be viewed in the same manner with the same or greater consequence.

### **SHORT-TERM SUSPENSION**

A short-term suspension occurs when a student is suspended for one (1) school day, up to and including ten (10) school days. During a short-term suspension, the student's rights and privileges of attending school, including extracurricular activities, are suspended.

### **LONG-TERM SUSPENSION**

A long-term suspension is when a student is suspended for more than ten (10) school days. During a long-term suspension, the student's rights and privileges of attending school, including extracurricular activities, are suspended.

## ***Anti-Bullying***

### **ANTI-BULLYING POLICY**

The Prince George's County Public Schools' board prohibits acts of harassment or bullying. The board of education has determined that a safe and civil environment in school is necessary for students to learn and achieve high academic standards. Harassment or bullying, like other disruptive or violent behaviors, is conduct that disrupts both a student's ability to learn and a school's ability to educate its students in a safe environment. Demonstration of appropriate behavior, treating others with civility and respect, and refusing to tolerate harassment or bullying is expected of administrators, faculty, staff, and volunteers to provide positive examples for student behavior. "Harassment or bullying" is any gesture or written, verbal, graphic, or physical act (including electronically transmitted acts – i.e. internet, cell phone, personal, or wireless hand held device) that is reasonably perceived as being motivated either by any actual or perceived characteristic, such as race, color, religion, ancestry, national origin, gender, sexual orientation, gender identity and expression; or a mental, physical, or sensory disability or impairment; or by any other distinguishing characteristic. Such behavior is considered harassment or bullying whether it takes place on or off school property, at any school-sponsored function, or in a school vehicle.

#### **“Harassment” is conduct that meets all of the following criteria:**

- is directed at one or more pupils; • substantially interferes with educational opportunities, benefits, or programs of one or more pupils;
- adversely affects the ability of a pupil to participate in or benefit from the school district's educational programs or activities because the conduct, as reasonably perceived by the pupil, is so severe, pervasive, and objectively offensive as to have this effect; and,
- is based on a pupil's actual or perceived distinguishing characteristic (see above), or is based on an association with another person who has or is perceived to have any of these characteristics.

#### **“Bullying” is conduct that meets all of the following criteria:**

- is directed at one or more pupils;
  - substantially interferes with educational opportunities, benefits, or programs of one or more pupils;
  - adversely affects the ability of a pupil to participate in or benefit from the school district's educational programs or activities by placing the pupil in reasonable fear of physical harm or by causing emotional distress; and,
  - is based on a pupil's actual or perceived distinguishing characteristic (see above), or is based on an association with another person who has or is perceived to have any of these characteristics.
- Imagine Foundations at Leeland Public Charter School expects students to conduct themselves in a manner in keeping with their levels of development, maturity, and demonstrated capabilities with a proper regard for the rights and welfare of other students, school staff, volunteers, and contractors. Imagine Foundations at Leeland Public Charter School believes that standards for student behavior must be set cooperatively through interaction among the students, parents and guardians, staff, and community members of the school district, producing an atmosphere that

encourages students to grow in self-discipline. The development of this atmosphere requires respect for self and others, as well as for district and community property on the part of students, staff, and community members. Imagine Foundations at Leeland believes that the best discipline is self-imposed, and that it is the responsibility of staff to use disciplinary situations as opportunities for helping students learn to assume responsibility and the consequences of their behavior. Staff members who interact with students shall apply best practices designed to prevent discipline problems and encourage students' abilities to develop self-discipline. Since bystander support of harassment or bullying can support these behaviors, the district prohibits both active and passive support for acts of harassment or bullying. The staff should encourage students to support students who walk away from these acts when they see them, constructively attempt to stop them, or report them to the designated authority. Imagine Foundations Public Charter School at Leeland requires its school administrators to develop and implement procedures that ensure both the appropriate consequences and remedial responses to a student or staff member who commits one or more acts of harassment or bullying. The following factors, at a minimum, shall be given full consideration by school administrators in the development of the procedures for determining appropriate consequences and remedial measures for each act of harassment or bullying.

#### **Factors for Determining Consequences**

- Age, development, and maturity levels of the parties involved
- Degree of harm
- Surrounding circumstances
- Nature and severity of the behavior(s)
- Incidences of past or continuing pattern(s) of behavior
- Relationship between the parties involved
- Context in which the alleged incident(s) occurred

#### **Factors for Determining Remedial Measures**

##### **Personal**

- Life skill competencies
- Experiential deficiencies
- Social relationships
- Strengths
- Talents
- Traits
- Interests
- Hobbies
- Extra-curricular activities
- Classroom participation
- Academic performance

##### **Environmental**

- School culture
- School climate
- Student-staff relationships and staff behavior toward the student
- General staff management of classrooms or other educational environments
- Staff ability to prevent and de-escalate difficult or inflammatory situations
- Social-emotional and behavioral supports
- Social relationships
- Community activities
- Neighborhood culture
- Family situation

Consequences and appropriate remedial actions for a student or staff member who commits one or more acts of harassment or bullying may range from positive behavioral interventions up to and including suspension or expulsion, in the case of a student, or suspension or termination in the case of an employee, as set forth in the board of education's approved code of student conduct or employee handbook. Consequences for a student who commits an act of harassment or bullying shall be unique to the individual incident and will vary in method and severity according to the nature of the behavior, the developmental age of the student, and the student's history of problem behaviors and performance, and must be consistent with the board of education's approved code of student conduct. Remedial measures shall be designed to: correct the problem behavior; prevent another occurrence of the behavior; and protect the victim of the act. Effective discipline should employ a school-wide approach to adopt a rubric of bullying offenses and the associated consequences. The consequences and remedial measures may include, but are not limited to, the examples listed below:

#### **Examples of Consequences**

- Admonishment
- Temporary removal from the classroom
- Loss of privileges
- Classroom or administrative detention
- Referral to disciplinarian

## ***Examples of Remedial Measure Personal / Referral Services / Environmental***

- In-school suspension during the school week or the weekend, for students
- Out-of-school suspension
- Legal action
- Expulsion or termination

### **EXAMPLES OF REMEDIAL MEASURES PERSONAL**

- Framing the aggressive behavior as a failed attempt to solve a real problem or reach a goal. The adult assists the misbehaving student to find a better way to solve the problem or meet the goal.
- Restitution and restoration
- Transformative conferencing/restorative justice
- Peer support group
- Corrective instruction or other relevant learning or service experience
- Supportive discipline to increase accountability for the bullying offense
- Supportive interventions, including participation of an Intervention and

### **REFERRAL SERVICES TEAM, PEER MEDIATION, ETC.**

- Behavioral assessment or evaluation, including, but not limited to, a referral to a Child Study Team, as appropriate
- Behavioral management plan, with benchmarks that are closely monitored
- Involvement of school disciplinarian
- Student counseling
- Parent conferences
- Student treatment
- Student therapy

### **Environmental (Classroom, School Building, or School District)**

- Set a time, place, and person to help the bully reflect on the offending behavior, maintaining an emotionally neutral and strength-based approach
- School and community surveys or other strategies for determining the conditions contributing to harassment, intimidation, or bullying
- School culture change
- School climate improvement
- Adoption of research-based, systemic bullying prevention programs
- Modifications of schedules
- Adjustments in hallway traffic
- Modifications in student routes or patterns traveling to and from school
- Targeted use of monitors (e.g., hallway, cafeteria, bus)



- General professional development programs for certificated and non-certificated staff
  - Professional development plans for involved staff
  - Disciplinary action for school staff who contributed to the problem
  - Parent conferences
  - Referral to Family counseling
  - Involvement of parent-teacher organizations
  - Involvement of community-based organizations
  - Development of a general bullying response plan
  - Peer support groups
  - Law enforcement involvement (e.g., school resource officer, juvenile officer)
- Imagine Foundations Public Charter School requires the principal and/or the principal's designee at each school to be responsible for receiving complaints alleging violations of this policy.

## ***School Activities / Maintaining Class Progress***

All school employees are required to report alleged violations of this policy to the principal or the principal's designee. All other members of the school community, including students, parents, volunteers, and visitors, are encouraged to report any act that may be a violation of this policy. Reports may be made anonymously, but formal disciplinary action may not be based solely on the basis of an anonymous report. Imagine Foundations at Leeland Public Charter School requires the principal and/or the principal's designee to be responsible for determining whether an alleged act constitutes a violation of this policy. In so doing, the principal and/or the principal's designee shall conduct a prompt, thorough, and complete investigation of each alleged incident. The investigation is to be completed within three school days after a report or complaint is made. Imagine Foundations at Leeland Public Charter School prohibits reprisal or retaliation against any person who reports an act of harassment or bullying. The administrator shall determine the consequences and appropriate remedial actions, for a person who engages in reprisal or retaliation, after consideration of the nature, severity, and circumstances of the act. Imagine Foundations at Leeland Public Charter School prohibits any person from falsely accusing another as a means of harassment or bullying. The consequences and appropriate remedial action for a person found to have falsely accused another as a means of harassment or bullying may range from positive behavioral interventions up to and including suspension or expulsion. Consequences and appropriate remedial action for a school employee found to have falsely accused someone as a means of harassment or bullying shall be disciplined in accordance with district policies, procedures, and agreements. Imagine Foundations at Leeland Public Charter School requires school officials to annually disseminate the policy to all school staff, students, and parents, along with a statement explaining that it applies to all applicable acts of harassment and bullying that occur on school property, at school-sponsored functions, or on a school bus.

### **SCHOOL ACTIVITIES**

A student who is suspended from school for any reason will not be allowed to practice, participate in, or attend any school activity, regardless of location, during the suspension (including weekends and/or holidays). Students who are suspended out-of-school (OSS) are to be removed from campus immediately following due process and are not to be on school grounds for any reason while suspended.

### **MAINTAINING CLASS PROGRESS**

When appropriate in the judgment of the principal, a suspended student may maintain academic progress under the terms and conditions set by the principal. A suspended student must request work prior to serving their suspension. Requests made after the suspension may not be granted.

## ***Hallway Expectations***

### **HALLWAY EXPECTATIONS (Red Zone)**

Students are expected to conduct themselves in an orderly and courteous manner in our hallways. When in the hallways at Imagine Foundations at Leeland Public Charter School, students are expected to:

Walk in a quiet, single-file line on the right side of the hallway.

Students are to refrain from running, pushing, shoving, hitting or tripping other students.

Students are to refrain from slamming locker doors, banging on lockers or walls, or yelling.

Students are not to jump, touch lights, door frames, ceiling tiles, walls or school clocks.

Students are to refrain from touching any school artwork or class projects displayed on tables or walls in the hallway. **\*There are several safety alarms throughout our hallways and touching them may trigger them. Students are not to touch these alarms and may face disciplinary consequences should they do so.**

***General Classroom Expectations*** Each teacher will provide their students with a copy of their classroom rules and procedures. Students are expected to abide by these guidelines at all times. Whether the class is being supervised by the teacher, other staff member, guest teacher, substitute teacher, volunteer or parent, students are expected to conduct themselves by:

- Arriving at each class and being seated on time.
- Bringing the required materials to class daily.
- Following classroom rules and procedures established by their teacher, as well as other school rules.
- Receive permission before leaving the classroom or school area.
- Cooperate with the teacher.
- Be courteous and kind to all classmates as well as all students in the school.

## ***Parking Lot / Student Personal Property / School Activities / Assemblies***

### **PARKING LOT**

It is imperative that all parents follow the following rules:

Students should not exit cars/vans amongst the parked cars to the left of Seton Belt Hall, unless permitted by a member of the "Traffic Team." Follow all direction of the traffic team.

Dismissal begins at 3:10 p.m. Please pick your child up each day by 3:30 p.m. If you do not, they were be dismissed to our after care and charged the daily rate for being there.

Stay in your vehicle at all times, a staff member will ensure your child walks to your car. This will make pickup less confusing and congested. Do not conference with your child's teacher/staff member in the pull up lanes.

Please drive slowly and follow the directions of the staff members directing traffic. Excessive speed or reckless operation is forbidden and may result in notification of proper authorities.

A staff member will direct students to proceed to their cars when the lot is safe. Though any traffic jam is frustrating, please remember that we are all in this together and to be courteous and kind for our students' sake.

Parking for any length or time in fire lanes or spaces identified as "Handicapped Only" without proper permits is forbidden and may result in notification of proper authorities.

### **STUDENT PERSONAL PROPERTY**

IFLPCS students are allowed to bring the items necessary for proper functioning at school. Such items would include pencils, ink pens, erasers, rulers, protractors, tissues, etc. Any other items, such as iPods, MP3 players, portable gaming devices, cameras, playing cards, toys, etc., are not allowed unless required or permitted by school personnel (in writing). Items of great personal or monetary value should not be brought to school, as their presence may be a distraction. Also, reimbursement or replacement for the loss or damage of these items will not be the responsibility of IFLPCS.

### **ASSEMBLIES**

On some days throughout the year students will participate in assemblies. This is a time of fun, learning, team and school spirit. During assemblies students and families are expected to act responsibly and respectfully.

When entering, leaving, or during the assembly, each student should:

- Walk quietly in a single-file line with their teacher or designated staff member.
- Enter the assembly quietly and quickly following any directions given for seating.
- Pay attention and NO TALKING during the assembly except when asked.
- Show positive actions only; no put-downs, boos, or laughing, etc.

- Excessive noise is not allowed; if students are uncooperative, they will be removed.
- Leave quietly and quickly following their teacher or designated staff member.
- Leave in a single-file line.

## ***Fundraising /Parental-Guardian Contact/Helpful Reminders***

### **FUNDRAISING**

Money raised from fundraisers assists our school greatly in purchasing items for our students and staff that we could not purchase otherwise and can help make up any shortages in the school experience. When fundraising is done, we try to select the least troublesome ones we can find. We do ask our school families to do their part in supporting the effort.

### **PARENTAL-GUARDIAN CONTACT**

It is critical that parents inform the main office, IN WRITING OR VIA EMAIL, when a phone number for work, home or cell has changed. It is imperative that we keep this information current. In order for teachers to contact you regarding your child's academic progress or for the school nurse to contact you in case of an emergency, we must have current phone numbers on file. We will gladly send home additional family emergency contact forms at your request, or you may send updated information to Mrs. Ball-Rice, the Principal's Secretary. She will update the phone numbers in the school system's database. We appreciate your support!

### **HELPFUL REMINDERS TO FAMILIES**

1. Work with your child's/children's teachers to support their learning in school and at home.
2. Share the handbook information with your child/children as appropriate.
3. Read to and with your child/children frequently.
4. Speak with your child/children about respecting others, being responsible, the importance of integrity, and being a good citizen.
5. Review the PGCPS Student Rights and Responsibility Handbook periodically with your child/children.
6. Keep the school emergency contact information and parent contact information current.
7. Please join the PTO and/or Watch D.O.G.S. for Dads. Both organizations welcome your membership and support.
8. Write your child's name on their belongings such as backpacks, lunch box, and outerwear clothing.
9. Please be reminded that students should only bring items that their teachers have requested; toys, electronic games, and cards games must remain at home.
10. Feel free to communicate with school staff; do not hesitate to communicate with questions via email, by calling the school, or in person.
11. Check your child's/children's backpack every evening for teacher notes, homework assignments, graded papers, etc.

**THE ENTIRE IMAGINE LEELAND FAMILY WELCOMES YOU TO ANOTHER  
GREAT ACADEMIC SCHOOL YEAR!!**



