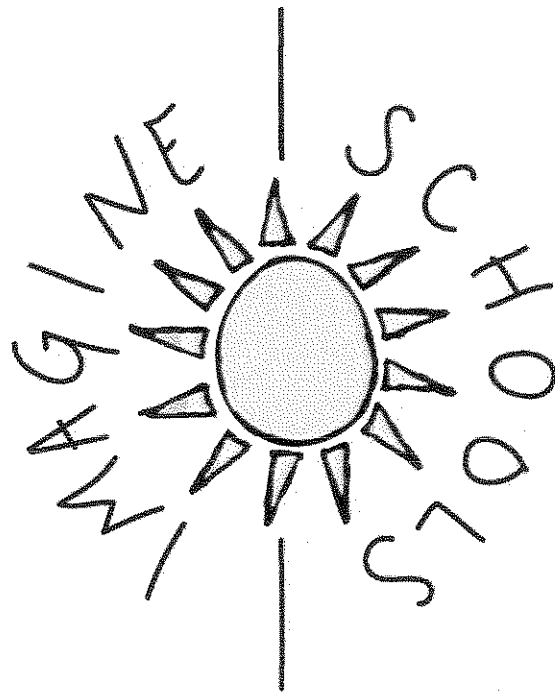


IMAGINE SIERRA VISTA



**PARENT / STUDENT
HANDBOOK
2010-2011**

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LEGAL STATEMENTS

Statement of Intent to Comply

Imagine Sierra Vista affirms its intent to comply with all federal and state laws relating to the prevention of discrimination based upon race, color, creed, national origin, age, sex or handicap. This compliance includes, but is not limited to, the regulations of *Title IX of the Education Amendments of 1972 (20 U.S.C. 1681 – 1688)*, issued by the United States Department of Health, Education and Welfare, which prohibit discrimination on the basis of sex in educational programs or activities which receive federal funds, extending to employment in and admission to such programs and activities; the *Education of All Handicapped Children Act (Public Law 94-142)*, now known as the *Individuals with Disabilities Education Act*; the *Americans with Disabilities Act (42 U.S.C. 12101 et seq.)*; and the *Rehabilitation Act (Section 504) (29 U.S.C. 794)*. This compliance also includes, but is not limited to, the regulations of *Title VI of the Civil Rights Act of 1964 (42 U.S.C. 2000(c) et seq.)*, which prohibit discrimination on the basis of race, color, creed, national origin, age, sex or handicap.

Annual Notification of Confidentiality of Student Records

The Governing Board of Imagine Schools has established written policies regarding the collection, storage, retrieval, use and transfer of information relating to the education of students. These policies and procedures ensure the confidentiality of the information and guarantee parents' and students' rights to privacy. These policies and procedures are in compliance with:

- ✓ The *Family Education Rights and Privacy Act of the United States Code (FERPA) [20 U.S.C. 1232(g) and 1232(b)]* and the *Code of Federal Regulations (34 C.F.R. 99 et seq.)* issued pursuant to FERPA;
- ✓ The *Individuals with Disabilities Education Act of the United States Code (IDEA) [20 U.S.C. 1412(a)(8) and 1417(c)]*; and the *Code of Federal Regulations (34 C.F.R. 300.560 - 300.574)* issued pursuant to IDEA; and
- ✓ *Arizona Revised Statutes, Section 15-141.*

Student education records are collected and maintained to help in the instruction, guidance, and educational progress of a student; to provide information to parents and school staff; to provide a basis for the evaluation and improvement of school programs; and to assist in legitimate educational research. The records maintained by the school may include, but are not limited to, identifying data, report cards, transcripts of academic work completed, standardized achievement test scores, attendance data, reports of psychological testing, health data, teacher or counselor observations, and verified reports of serious or recurrent behavior patterns. These records are housed in the office of each school, under the supervision of the building administrator, and are available only to the teachers and school staff working with a student. If a student should transfer to another school, these records will be sent to the new school upon that school's request. Otherwise, records are not released to most agencies or persons without the prior consent of parents, except as provided for in the above regulations and statutes.

Parents have the right to inspect and review any and all records relating to their child, including a listing of persons who have reviewed or have received copies of the information. Parents who wish to review their child's records should contact the Principal or designee for an appointment. School staff will be available to explain the contents of the records to parents. Copies of a student's education records will be made available to parents when it is not practical for parents to inspect and review the records at the school. Charges for the copies of records will be the actual costs of copying. If parents believe information in the record file is inaccurate or misleading, parents have

the right to request that a correction be made and to add comments of their own. If at any time an agreement between the Principal and parents cannot be reached, parents may contact the Regional Director or designee and request a hearing. Parents will be informed when personally identifiable information collected, maintained or used is no longer needed to provide educational services to their child. The information must be maintained for five (5) years after the date a child was last enrolled in this school district.

Copies of Imagine Schools' student education record confidentiality policies and procedures may be reviewed in the school office of each school. Federal law also permits parents to file a complaint with the Family Education Rights and Privacy Act Office in Washington, D.C., if parents feel the school is violating public school records policies and statutes.

Note: The above information regarding Annual Notification of Confidentiality of Student Records is available in Spanish and can be obtained through the school office.

FERPA (Family Education Rights and Privacy Act) Regulations

This act regulates school procedures so that the school protects the privacy of its students and families. To protect those rights, school staff:

- ✓ Will not share the name or other personal information about a student with parents or other community members;
- ✓ Will not discuss a student or family in public areas;
- ✓ Will allow only authorized individuals listed on the school's emergency card(s) to take a student from the school; and
- ✓ Will respect parents' wishes if they choose not to have directory information released or pictures taken for publication (a permission form is available at the time of enrollment).

Title I

Imagine Sierra Vista receives Title I, Part A, funds from the United States government. Title I funds support programs and services designed to assist a student in meeting academic or emotional needs. The No Child Left Behind legislation requires schools that receive Title I funds to inform parents that they have the right to know the professional qualifications of their child's teachers, as well as the qualifications of any para-professional who provides instructional assistance to their child.

The following information will be made available upon request:

- ✓ The Arizona certification qualifications held by the teacher who services a child;
- ✓ The baccalaureate degree, graduate degree and/or any other certification held by the teacher who services a child; and
- ✓ The qualifications of the para-professional who services a child.

The State of Arizona uses the Arizona's Instrument to Measure Standards (AIMS) test to determine the achievement levels of a student in specific core subject areas. Parents have the right to request the achievement level of their child if their child took the AIMS test. Please contact the school office to request information related to the qualifications of teachers or para-professionals, as well as AIMS test scores.

Child Find

It is the responsibility of Imagine Sierra Vista to inform the general public, and parents, of the school's responsibility to make special education services available for a student with disabilities and how to access those services. In addition, the school has a responsibility to provide information regarding early intervention services for a child birth through five (5) years of age (a pre kindergarten student).

The school is responsible for identifying, locating and evaluating a student with disabilities within the school and for making appropriate referrals to the:

- ✓ Arizona Early Intervention Program (AzEIP) for a child birth through two (2) years of age for evaluation and services (if needed); and
- ✓ School district of residence for a child three (3) through five (5) years of age for evaluation and services (if needed).

For a new student to the school, the classroom teacher will complete screening activities within forty-five (45) calendar days of enrollment. The teacher will look at a student's ability in the areas of academics, vision, hearing, adaptive behaviors, communication and social, emotional and motor skills. If any concerns are noted, a student may be referred for additional help.

The school is also responsible for providing Free and Appropriate Public Education (FAPE), which includes special education and related services for a student with disabilities — at public expense, under public supervision, and without charge to parents.

Arizona School Tax Credit

The Arizona Revised Statute 43-1089.01 allows individual taxpayers to receive a tax credit up to \$200 (\$400, if married filing jointly) for fees paid directly to schools in Arizona for the support of extracurricular activities. An extracurricular activity is defined as any school sponsored activity that requires enrolled students to pay a fee in order to participate. Generally, all educational or recreational activities that are **OPTIONAL, NON-CREDIT, AND SUPPLEMENT THE EDUCATION PROGRAM OR THE SCHOOL** are considered extracurricular.

Contributions that are eligible for tax credit are donated directly to the schools, not to the state. The funds are not subject to the revenue control limit that prevents schools from spending more than a fixed amount for programs. Additional funding from the Tax Credit Program allows for more students to participate in activities. For more information, please call the Athletic Director.

SCHOOL PROCEDURES

Admission

Imagine Sierra Vista enrolls all eligible students on a first-come, first-serve basis. As allowed under Arizona law, returning students and siblings of attending students are given preference. Parents **should attend** a scheduled orientation. Students transferring from another Arizona public school will not be allowed to enroll without an official withdrawal slip from the previous school.

The admission process is as follows:

- ✓ Parent tour and orientation;
- ✓ Screening and proficiency testing;
- ✓ Placement; and
- ✓ Registration.

As a general rule of thumb, a child should reach five (5) years of age prior to September 1st to be eligible for kindergarten. Imagine Sierra Vista will continue to welcome kindergarten students who will turn 5 years old by October 31, 2010. The state of Arizona, however, is contemplating changing this date to September 1, 2010. If the state should change this date as proposed, Imagine Schools will adhere to the state guidelines. All 4 year old students must be screened for readiness before they will be accepted into our kindergarten program.

A student who is new to Imagine Sierra Vista at the beginning of the school year will normally be placed in the grade level indicated on the student's report card. A student who transfers to Imagine Sierra Vista after the start of the school year will normally be placed at the student's current level. Pre-registration proficiency testing will be administered at a pre-arranged time.

Imagine Sierra Vista may limit admissions based on age group or grade level availability but will not limit admission based on ethnicity, national origin, gender, income level, disabling condition, proficiency in English, athletic ability, or the provisions of the *McKinney-Vento Homeless Assistance Act* (42 U.S.C. 11431 *et seq.*).

Imagine Sierra Vista will not enroll a student who has been subject to expulsion from any school or while on suspension from another school.

Withdrawal

Parents requesting withdrawal of a student will be asked to complete an official withdrawal form, arrange for the return of all school books and materials, and pay any outstanding balances for special programs or meal programs. A withdrawal checklist form must be completed and signed by the appropriate departments prior to receiving a withdrawal form from the Registrar. Withdrawal forms will be available 24-48 hours after request has been made and checklist is completed. A student exit interview with the Principal or the Principal's designee may be arranged. Student records will be forwarded directly to the school to which the student will be transferring, upon receipt by ISV of an appropriate and official records request from that school.

Before and After School Program

Imagine Sierra Vista offers an on-campus before and after care program ("Beyond the Bell") which is open to students up to 12 years of age in the 6th grade for an additional fee. This program offers care during in-service days, as well. Additionally, care may be offered during school breaks and/or summer break, if there is an interest expressed by parents. For hours, fees and further information on the program, please contact the school office.

Hours of Operation

The school's instructional day for all students will begin promptly at 8:00 a.m. and end at 3:00 p.m. The first bell rings at 7:50 a.m. On occasion, students will be dismissed early for teacher in-service, etc. On those days, dismissal time is 12:30 p.m. The school office hours are 7:30 a.m. to 3:30 p.m.

Early Check-Out

The State of Arizona counts any percentage of the scheduled school day missed as either tardy or absent, so please be aware that checking a student out of school early may result in the student being counted as tardy or absent. A student is engaged in learning all day and taking a student out early can hinder the learning process. Please try to schedule appointments after the school day when possible. If it is necessary for a student to be dismissed from school before the end of the day, parents must report to the school office to request the dismissal of a student and sign them out. Only authorized individuals listed on the school's emergency card(s) will be allowed to take a student from the school. As a courtesy, please notify the front office prior to 11:00 a.m. with any changes to your child's end of day dismissal.

Drop-off and Pick-up

Students must be dropped off and picked up within 30 minutes of the start and end of the school day, and should be dropped off and/or picked up directly in front of the school building. Supervision for drop-offs will commence at 7:30 a.m., and supervision for pick-ups will conclude at 3:30 p.m. At the end of the school day, students will be escorted by their teacher and dismissed for pickup. *If parents are asked to show identification or if a student is late coming out of the building, school staff respectfully requests that parents pull over to the curb to allow the flow of traffic to continue, and school staff will assist parents in as timely a manner as possible.* Parents' assistance in aiding school staff to ensure the safety of each student is deeply appreciated.

Please note: any student who is not picked up by 3:30 p.m. will be escorted to the aftercare program (if registered), and the parent or guardian who picks up the child from that program will be required to pay the drop-in rate for the supervision of the child after 3:30 p.m. If the child is not registered with the after school program, your child will be retained in their homeroom class. Parent/Guardian must pick up their child from the homeroom class by 3:30 p.m. or CPS will be notified.

Breakfast and Lunch

Imagine Sierra Vista provides both a hot breakfast and a hot lunch program for an additional fee. A student may choose to bring lunch from home or buy a hot lunch at school. Imagine Sierra Vista's hot lunch program meets federal regulations for the Free and Reduced Lunch Program. For fees and further information on the programs, please contact the school office.

Forms of Payment

Imagine Sierra Vista accepts cash or checks for payment. However, the first time checks are not honored or returned for insufficient funds there will be a \$20.00 penalty and cash payments will be required for future purchases.

Absences and Tardies

Absences may significantly affect a student's ability to be successful in school. According to the *Arizona Revised Statutes, Sections 15-802 and 803*, absences are considered to be "excessive" when a student has missed ten percent (10%) of the number of days school has been in session.

Excused/Unexcused Absences: A student's absences may be classified as "excused" or "unexcused." "Excused" absences include absences related to illness, injury or family emergencies (i.e., death in the family, loss of home, etc.) ***A vacation is not considered an "excused" absence.*** When a student is absent from school, it is the parents' responsibility to notify the school prior to the beginning of the school day, either by calling the school attendance line (***520-224-2500***) and leaving a message or by leaving a message with school staff. If no message is received, the school will attempt to contact parents when a student is absent. However, absences that have *not been confirmed* with parents will be considered "unexcused" absences. A student who misses several days of school may be required to provide additional verification, including proof of a doctor's appointment. A student who misses ten (10) consecutive days of school will be withdrawn.

Tardies: A student is expected to arrive on time every day. Any student who is not in class at 8:00 a.m. will be counted absent and must have a parent/guardian sign in at the school office. A tardy slip will be issued for the student to enter class. The absence will then be changed to a tardy. A student who is tardy four (4) times within a quarter is subject to the following disciplinary actions:

- ✓ **First offense:** referral
- ✓ **Second offense:** detention and a referral to the school's truancy officer
- ✓ **Third offense:** one (1) day in-school suspension and a meeting with the Principal to develop a plan of action
- ✓ **Fourth offense:** three (3) day in-school suspension and a meeting with the Principal and/or Dean of Students to adjust the plan of action

Truancy Laws

Arizona Revised Statutes Section 15-803 (School attendance; exemptions; definitions) states:

- A. It is unlawful for any child between six and sixteen years of age to fail to attend school during the hours school is in session, unless either:
 1. The child is excused pursuant to section 15-802, subsection D or section 15-901, subsection A, paragraph 6, subdivision (c).
 2. The child is accompanied by a parent or a person authorized by a parent.
 3. The child is provided with instruction in a home school.
- B. A child who is habitually truant or who has excessive absences may be adjudicated an incorrigible child as defined in section 8-201. Absences may be considered excessive when the number of absent days exceeds ten per cent of the number of required attendance days prescribed in section 15-802, subsection B, paragraph 1.
- C. As used in this section:
 1. "Habitually truant" means a truant child who is truant for at least five school days within a school year.
 2. "Truant" means an unexcused absence for at least one class period during the day.
 3. "Truant child" means a child who is between six and sixteen years of age and who is not in attendance at a public or private school during the hours that school is in session, unless excused as provided by this section.

Dress Code

Imagine Sierra Vista has a primary objective of developing a “community of learners,” dedicated to the highest standards of academics and deportment. As such, a distinctive uniform is a unifying factor within our school community, an indicator of our pride and purpose. It is also a reminder to the wearer of that purpose and of one’s responsibility to that group. Parents and students are made aware of the uniform and the dress code policy when enrolling their students. A student is expected to adhere to the following standard of dress guidelines while on the school campus or at a school-sponsored activity. All uniforms must be “size appropriate,” i.e., they should fit without excessive blousing or constriction. The Administration’s decisions on the appropriateness of clothing and accessories is final.

ALL UNIFORM SHIRTS MUST DISPLAY THE IMAGINE SCHOOL LOGO, AND MUST BE TUCKED IN.

Girls:

- ✓ Imagine Logo Polo shirts (long/short sleeved) in white, navy blue, burgundy, or hunter green;
- ✓ Long-sleeved shirts, *white only*, may be worn under a polo shirt during cold weather;
- ✓ Shorts or skirts, navy blue or khaki, worn secured at the natural waist, and no shorter than three (3) inches above the knee
- ✓ Pants or capris, navy or khaki, worn secured at the natural waist; all pants with belt loops require that a belt be worn at the same time;
- ✓ Shoes which cover both the toes and heels; no sandals, flip flops, or boots;
- ✓ Fridays only (*optional*) – blue jeans worn, secured at the natural waist, with a school logo spirit t-shirt or uniform polo shirt.

Boys:

- ✓ Imagine Logo Polo shirts (long/short sleeved) in white, navy blue, burgundy, or hunter green;
- ✓ Long sleeved shirts, *white only*, may be worn under a polo shirt during cold weather;
- ✓ Shorts, navy or khaki, worn secured at the natural waist and no shorter than three (3) inches above the knee or longer than one (1) inch below the knee;
- ✓ Pants, navy or khaki, worn secured at the natural waist; all pants with belt loops require that a belt be worn at the same time;
- ✓ Closed toed shoes which cover both the toes and heels; no boots;
- ✓ Fridays only (*optional*) – blue jeans, worn secured at the natural waist, with a school logo spirit t-shirt of uniform polo shirt

Outer Wear:

- ✓ Sweatshirts in solid white, navy blue, burgundy, or hunter green
- ✓ Cardigan sweaters in solid white, navy blue, burgundy, or hunter green

The following will NOT be accepted:

- ✓ Baseball caps and/or hats of any kind inside the building;
- ✓ Body art/tattoos (permanent or temporary); writing on one’s self or another student violates the dress code;
- ✓ Bulky jewelry or chains;

- ✓ Piercings, except for non-dangling earrings; post and hoop earrings are permissible;
- ✓ Boots, jelly shoes, shoes with heels over one (1) inch or shoes with wheels;
- ✓ Baggy pants or pants with hems dragging on the ground;
- ✓ Unnatural hair color or hair styles (in this context, “unnatural” is defined as anything that is disruptive to the educational process);
- ✓ Coats or jackets inside the classrooms (temperatures are controlled in individual classrooms);
- ✓ Undershirts with the hem and/or sleeves visible (except as permitted, above).

It is the responsibility of both parents and students to ensure compliance with the dress code. A student who is out of compliance with the dress code will not be permitted to attend class. Parents will be notified to either bring a change of clothing or pick up the student. A student in kindergarten or 1st grade is strongly encouraged to carry a change of clothing in the student's backpack, in case of accidents. Multiple violations in the dress code will result in disciplinary action.

COMMUNICATION

Home/School Communication

Imagine Sierra Vista believes that frequent communication between teachers and parents is essential for ensuring the best possible learning situation. Teachers will communicate via a variety of media, e.g., e-mail, planner, notes, telephone and class newsletter, and will generally communicate with parents, in some fashion, on a weekly basis.

If parents have a question or concern, their first point of contact should be the teacher in whose class the question or concern is centered, using the methods listed herein. Please allow the teacher at least twenty-four (24) hours to respond. If, after a parent has spoken to the appropriate teacher, an issue remains unresolved, the school administration may be contacted. Imagine School encourages parents to share their concerns at any time, but because academic time is precious, please schedule all meetings with a student's teacher outside of the instructional day.

Classroom Visits

Imagine Sierra Vista maintains an open door policy at the school. Parents are welcome to volunteer in their student's classroom if scheduled in advance directly with the classroom teacher. To ensure a safe and secure learning environment for each student, all visitors are required to sign in at the school office and wear a visitor's badge while on the school campus. Please schedule all visits in advance directly with the student's teacher outside of the instructional day. Due to classroom activities, schedules, and other factors observations may be limited to a period of 15 minutes. *Parents should note that a classroom visit is not the time for a parent/teacher conference*

Parent/Teacher Conferences

Formal parent/teacher conferences are scheduled twice a year to facilitate open communication between parents and teachers regarding a student's academic progress. (Please refer to the “School Calendar” on the back cover for specific dates.) Individual conferences may be scheduled as needed.

Voice Mail

Administration, teachers, and school staff have individual voice mailboxes where parents may leave messages. Parents can usually expect a return telephone call within twenty-four (24) hours of leaving a message.

Electronic Mail (E-mail)

In addition to voice mail, administration, teachers and school staff may be contacted via e-mail. For individual e-mail addresses, please ask school staff or visit the school at www.imaginesierraavista.com

Parent and Student Grievance Procedure

Process	Guidance Notes
<p>It is Imagine Sierra Vista's policy to ensure that all students or parents with a grievance relating to the school, its administration, and/or other employees, except as otherwise set forth, use a procedure which may resolve grievances as quickly and as fairly as possible.</p>	<p>The grievance procedure is clearly outlined and distributed to all families and staff in the <i>Parent/Student Handbook</i>.</p>
<p>Initial Discussions:</p> <p>If you or your child has a grievance, you should discuss it informally with the teacher, administrator, coach, or staff member directly involved in the matter. We sincerely hope that the majority of concerns will be resolved at this stage.</p>	<p>Grievances or information involving an ongoing or imminent threat to a student's well being should skip this stage and be immediately directed to the principal.</p>
<p>Stage One:</p> <p>If you feel that the matter has not been resolved through informal discussions, you should put your grievance in writing to the appropriate teacher, administrator, coach, or staff member (the one directly involved). The school employee must offer a response within 7 working days in an endeavor to resolve the matter.</p>	<p>The first stage should allow the family and the school employee to resolve the grievance without the involvement of the principal or regional staff. The aim should be to resolve the grievance at the lowest relevant level.</p>
<p>Stage Two:</p> <p>If the matter is not satisfactorily resolved, you may raise the matter, in writing, with the principal, who must give a response within 7 working days. This response may take the form of a letter and/or follow-up meeting with the family and any employee(s) involved in the matter. This meeting will be led by the principal.</p>	<p>The principal is the supervisor of all school employees.</p>
<p>Stage Three:</p> <p>If the matter is not resolved to your satisfaction, and you wish to pursue the matter further, you should put your grievance in writing to the regional director.</p>	<p>If stages 1 and 2 have not been completed, these may be a requirement prior to further action or hearing.</p>

GRADING SYSTEM/PROGRESS REPORTS

Teachers use a variety of on-going, developmentally-appropriate methods to measure a student's progress.

Grading Scale

Kindergarten and 1st Grade:

E = Excellent: The letter "E" indicates that, in the teacher's judgment, the kindergarten student has demonstrated mastery of instructional objectives appropriate for the kindergarten program. The student consistently performs at a level above that which is expected in the kindergarten program.

S = Satisfactory: The letter "S" indicates that, in the teacher's judgment, the kindergarten student has made satisfactory progress in mastering instructional objectives appropriate for the kindergarten program. The student is performing at level equal to that which is expected in the kindergarten program.

N = Needs Improvement: The letter "N" indicates that, in the teacher's judgment, the kindergarten student has not mastered instructional objectives at a rate appropriate for the kindergarten program. The student needs improvement to master instructional objectives.

U = Unsatisfactory: The letter "U" indicates that, in the teacher's judgment, the kindergarten student has made unsatisfactory progress in mastering instructional objectives appropriate for the kindergarten program. The student needs substantial assistance to master instructional objectives.

2nd through 8th Grades:

A = 90-100%: The grade of "A" indicates that the student has demonstrated outstanding achievement in the subject and/or the skill area.

B = 80-89%: The grade of "B" indicates that the student has demonstrated good but not outstanding achievement in the subject area/or the skill area.

C = 70-79%: The grade of "C" indicates that the student has demonstrated satisfactory achievement in the subject and/or the skill area.

D = 60-69%: The grade of "D" indicates that the student has demonstrated minimally acceptable achievement and that improvement is needed for a satisfactory level of academic performance in the subject and/or the skill area.

F = 0-59%: The grade of "F" indicates that the student has demonstrated unsatisfactory achievement and that substantial assistance is needed for a satisfactory level of academic performance in the subject and/or the skill area.

Progress Reports and Report Cards

A student will receive a mid-quarter progress report (at approximately four and one-half [4½] weeks) which will inform parents of the student's progress, work habits, and social skills. Report cards are issued at the end of each nine (9) week quarter. Parents are asked to sign and return the envelope containing the report card at the end of each of the first three (3) quarters.

Homework Assignments

The objective of homework assignments is to help further learning for a student. Homework serves as a link among the student, the home, and the classroom. Homework fosters positive school attitudes, good study habits, effective time management, and personal responsibility. It is the teacher's responsibility to provide assignments in a timely manner and to record the grades. It is important that parents assist a student by providing the student with an environment that supports good work habits. Students should establish a routine for working on homework each night.

Time Guidelines

The average amount of time students should expect to spend on homework each night:

Grade Level	Average Time
K to 1 st	1/4 hour (15 minutes)
2 nd to 4 th	1/2 hour (30 minutes)
5 th to 6 th	1 hour (60 minutes)
7 th to 8 th	1½ hours (90 minutes)

Late Assignments

A student is expected to turn in assignments on time (which deadline will be set by the teacher). Late assignments will affect a student's academic progress and the grade that is given to the assignment. If an emergency situation arises, it is up to a student (or parents) to inform the teacher. The teacher then has the discretion to choose whether or not to accept a late assignment.

Make-up Assignments

If a student is absent, arrangements for make-up assignments should be made with the student's teacher. A student shall assume complete responsibility for all make-up assignments. The teacher's responsibility is to provide assignments in a timely manner and to record grades. A student will receive the actual grade earned on any make-up assignment submitted on time. A student will be allowed one (1) day for each day of *excused* absence to make up missed assignments. For example, if a student is absent for two (2) days, a student will have two (2) days to make up the missed assignments. If a student is absent due to suspension, either in or out of school, the assignments will be due upon return to class. It is the student's or parent's (depending on grade level) responsibility to collect assignments. Grading of assignments due to the suspension is at the discretion of the teacher. *Please note: Assignments will be available the following day by noon in the front office for pick-up.*

Retention Policy

Retention is the practice of requiring a student to repeat a particular grade. It is recognized that not all students learn at the same rate or through the same modes. Therefore, the school is committed to providing a student with developmentally appropriate curriculum and instruction, which allows a student to progress toward mastery of a defined set of grade level standards, concepts, skills and outcomes.

There are instances where a student's retention may be necessary to provide a student with

additional time to master objectives and competencies required for success in the next higher grade. Teachers and administrators have an obligation to weigh carefully the possible advantages and negative consequences of retention and to provide timely intervention in an effort to prevent retention of a student who has the potential to overcome academic deficits in selected areas without repeating the entire year of study.

A student may be retained under the following conditions and circumstances:

- ✓ The student has not been retained more than once in grades K-3 or more than once in grades 4-8.
- ✓ Parents have been involved in the student success plan process throughout the year.
- ✓ Documentation of intervention strategies and outcomes has been kept.
- ✓ The Principal has approved the retention.
- ✓ The teaching team has developed a curriculum plan for the following year.

STUDENT CONDUCT

Imagine Sierra Vista has set forth guidelines to protect the rights of each student, to provide a safe, pleasant environment for each student, and to promote consistency in discipline at ISV.

The Six Pillars of Character

Imagine Sierra Vista adheres to and teaches the Six Pillars of Character, as proposed, copyrighted, and promoted by the Josephson Institute, because CHARACTER COUNTS! These pillars are:

Trustworthiness

- Be honest
- Don't deceive, cheat or steal
- Be reliable; do what you say you'll do
- Build a good reputation
- Be loyal; stand by your family, friends and country

Respect

- Treat others with respect; follow the Golden Rule
- Be tolerant of differences
- Use good manners not bad language
- Be considerate of the feelings of others
- Don't threaten, hit or hurt anyone
- Deal peacefully with anger, insults or disagreements

Responsibility

- Do what you are supposed to do
- Persevere; keep on trying
- Do your best always
- Use self-control
- Be self-disciplined
- Think before you act; consider the consequences
- Be accountable for your choices

Fairness

- Play by the rules
- Take turns and share
- Be open-minded; listen to others
- Don't take advantage of others
- Don't blame others carelessly

Caring

- Be kind
- Be compassionate and show you care
- Express gratitude
- Forgive others
- Help people in need

Citizenship

- Do your share to make your school and community better
- Cooperate
- Stay informed; vote
- Be a good neighbor
- Obey laws and rules
- Respect authority
- Protect the environment

Student Responsibilities

Please understand that a student is accountable for the student's behavior on the school campus, traveling to and from school or a school-sponsored activity, during lunch period, at a school-sponsored activity, and in other locations off the school campus. A responsibility is an obligation one has to ensure that the rights of all are protected. **A student has the responsibility to:**

- ✓ Attend school to receive an education;
- ✓ Be on time for all classes;
- ✓ Come to class with all necessary materials;
- ✓ Complete all in-class and homework assignments and meet all deadlines;
- ✓ Obey school rules and school staff;
- ✓ Cooperate with school staff;
- ✓ Respect the person and property of others;
- ✓ Respect public property; and
- ✓ See that school correspondence for parents reaches home.

Inappropriate Student Conduct

Inappropriate conduct will be subject to reasonable consequences and disciplinary action. Inappropriate conduct may involve criminal violations of state or federal law. The following inappropriate conduct may result in immediate consequences up to and including expulsion, and/or notification of law enforcement. ***This list is not comprehensive.***

- ✓ Arson, bomb threats and other 911 violations;
- ✓ Assault;
- ✓ Possession of a dangerous instrument, a weapon, or an item manufactured as a weapon;

- ✓ Deadly weapon/fire arm violation;
- ✓ Drug violation (possession/distribution);
- ✓ Death threats;
- ✓ Gang activity or association;
- ✓ Harassment/bullying/hazing;
- ✓ Robbery/extortion;
- ✓ Sexual assault;
- ✓ Sexual harassment;
- ✓ Sexual offense;
- ✓ Tobacco violation; and
- ✓ Vandalism.

Items Not Allowed at School

The following items generally create distractions and annoying or dangerous situations for school staff and other students. Parents are requested to assist school staff in preventing the following items from being brought to school.

- ✓ Animals/pets (except when approved by administration);
- ✓ Toys and other novelty items (except when approved for Show and Tell);
- ✓ Portable radio/compact disc players, GameBoys, iPods (or other mp3 players), digital cameras and other electronic devices;
- ✓ Trading card collections;
- ✓ Laser pens; and
- ✓ Gum and candy.

Cell Phones

Cell phones may be brought to school **for before or after school emergencies only**. For any emergencies during school hours, parents can reach a student by calling the school office directly, and students will be permitted to make calls from the school office.

Students' cellular phones must be kept turned off during the instructional day, and not be visible at any time. If a cell phone is seen or heard, it will be confiscated. The first offense; detention will be issued. The second offense; cell phones will be held by the Principal and must be picked up by parents at the Principal's discretion. Neither teachers nor administrators nor ISV will be responsible for lost or damaged phones.

BULLYING

Bullying Laws

Arizona law states that all schools in Arizona must have bullying prevention policies in place, and that the policies must be followed. The State's message is clear: schools must create an environment where bullying is not tolerated. Each school is required to have a procedure for students, parents and teachers to report bullying behavior to a school official. Immediately following every report of bullying, the school must investigate the incident. This investigation is then followed by appropriate corrective actions, and implementation of measures to prevent further instances of bullying (A.R.S. §15-341). If a bullying incident threatens to cause or actually causes injury to a person or property, then more severe penalties are called for and carried out under Arizona's criminal laws (A.R.S. §13-2911).

What is Bullying?

Bullying consists of negative acts carried repeatedly over time. There is an actual OR perceived imbalance of power and strength in bullying situation that allows the bully to attack the less powerful. Some basic forms of bullying include, but are not limited to:

- ✓ Physical: hitting, kicking, pushing, choking ,and punching;
- ✓ Verbal: threatening, taunting, teasing, starting rumors, and hate speech
- ✓ Written: notes and letters
- ✓ Cyber bullying: any threatening or hurtful information sent via computer
- ✓ Psychological: social exclusion, spreading of rumors, intimidation, and manipulation

Districts, schools and communities have an obligation to promote mutual respect, tolerance and acceptance. At Imagine Sierra Vista, we strive to uphold this obligation. Additionally, we believe that all students have a right to a safe and healthy school environment. Imagine Sierra Vista will not tolerate behavior that violates the safety of any student or interferes with any student's education, school related programs or academic achievement. No student, at Imagine Sierra Vista, will be permitted to intimidate, harass or in any other way bully another student through words or actions while at school or at any school related function.

Imagine Sierra Vista expects students and/or staff to immediately report incidents of bullying to staff trained to handle bullying situations. These staff members are to immediately intervene on behalf of the bullied person. Every report or witnessed occurrence of bullying will be investigated without delay, and dealt with according to the consequences listed below. This policy applies to students when they are on school grounds, while traveling to and from school-sponsored activities and while at any school-sponsored activities.

To ensure bullying does not occur on school campus, Imagine Sierra Vista will provide all staff with bullying prevention training.

Teachers will discuss this policy with their students, conduct weekly classroom meetings and insure student's safety at all times.

Bullying Prevention Student Code of Conduct

Imagine Sierra Vista uses the following Bullying Prevention Student Code of Conduct:

- ✓ Any student who engages in bullying will be subject to disciplinary action up to and including expulsion
- ✓ Students are expected to immediately report incidents of bullying to any bullying prevention trained staff, even if they are not involved or only witness the incident.
- ✓ Students will support the person being bullied.

Every student is subject to this code of conduct any time they are:

- ✓ On school grounds
- ✓ At any school sponsored activity
- ✓ While traveling to or from any school sponsored activity

Consequences for Bullying Behavior

1st Offense: Written referral—teacher determined consequence

2nd Offense: Written referral—1 day in-school suspension—parent notified, by phone

3rd Offense: Written referral—1 day in-school suspension—parent must attend a meeting with the principal and liaison of the Sierra Vista Police Department / Military Police when picking up their child

4th Offense: Written referral—3 days out-of-school suspension—parent/student/principal meeting

5th Offense: Written referral—5 days out-of-school suspension—parent/student/principal meeting

6th Offense: Written referral—expulsion

Ultimately, all final disciplinary decisions will be made at the discretion of the administration.

GENERAL DISCIPLINE PLAN

Ultimately, all final discipline decisions will be made at the discretion of administration. Imagine Sierra Vista has three (3) separate plans for discipline – one for tardies, one for bullying, and one in general. The following is a description of Sierra Vista’s “General Discipline Plan.” (The other two discipline plans are delineated herein, in the “Absences/Tardies” section and the “Bullying” section.)

Kindergarten – 4th Grade

In Kindergarten through 4th grade, each situation will be handled with the teacher’s discretion, as a student learns social behaviors and appropriate classroom behaviors. Consequences will be imposed to best respond to the behavior. Commonly used consequences include, but are not limited to:

- ✓ Time-out inside the classroom, or in another classroom;
- ✓ Restrictions at recess;
- ✓ Calling home to explain the behavior; and
- ✓ Referral to the Principal and/or Dean of Students

5th through 8th Grade

In 5th through 8th grades, a detention-based system will be used. Certain behaviors may warrant immediate detention. These behaviors include, but are not limited to:

- ✓ Disrespecting teachers, school staff, or other students;
- ✓ Cheating on assignments or tests;
- ✓ Stealing;
- ✓ Fighting (immediate detention for any physical contact); and
- ✓ Repeated violations of classroom or school-wide rules, including failure to complete homework assignments.

Detentions will be served AFTER-SCHOOL for thirty (30) to sixty (60) minutes. Parents will be notified at least twenty-four (24) hours in advance, so that appropriate transportation arrangements can be made. If a student is absent on the day a detention is to be served, it will be rescheduled for the following week. If a student is present that day and fails to attend detention, they will be required to serve 2 detentions. If a student continues to be disruptive in class an out-of-school suspension may result.

Students grades 5-8 may be issued detention, or lose the privilege of lunch-time recess or extra-curricular activity, or may be required to perform some work detail, such as cleaning, depending on the nature and/or frequency of offences such as littering; possession and or chewing gum on campus; being late to class; talking out of turn or otherwise disrupting class; use of profanity or being disrespectful toward other students and/or staff; uniform or dress code violations; or other inappropriate behaviors. If a student repeatedly violates any of the above, the parent may be contacted and other disciplinary measures may be taken including but not limited to suspension and/or expulsion.

Students may not skip detention. Any student that fails to report to detention at the scheduled time will receive additional consequences. Students should not ask to have detention rescheduled; detentions are by their very nature inconvenient, and the students should view the inconvenience that detention causes to be a direct result of misbehavior that incurred the consequence in the first place. Exceptions may be made in the event of a family emergency or serious scheduling conflict. All matters pertaining to the scheduling and serving of detentions should be directed to the Dean of Students, or the faculty member designated as the detention supervisor.

Detentions are serious in nature and a high number of detentions can indicate a student's general unwillingness to cooperate with the school. If a student has received three detentions for any reason in a quarter then he or she will be suspended for a duration determined by the principal and/or Dean of Students.

A student may be suspended for a lesser number of detentions if many of the detentions are received for the same offence (such as tardiness), or if the principal and Dean of Students determines that the detentions are of serious nature and warrant immediate action.

In the case of more serious misbehavior, such as forging a parent's signature, lying to an adult, cheating on exams and/or academic assignments, bullying, fighting, theft, willful destruction of property, defiance of authority, disrespect of adults, leaving campus without permission, skipping class, etc., the parent will be contacted and other disciplinary measures taken.

Threats of violence and physical, verbal, or sexual harassment are illegal and will result in parent contact and, depending on the nature of the offence, may result in other disciplinary measures, including notification of law enforcement authorities, suspension, and expulsion

Student Leadership

Imagine Sierra Vista will be introducing a peer mentorship program this year for 6th through 8th grade students called the *Roadrunner Patrol*. This program will give our upper school students a chance to help make Imagine School an interesting and exciting place, and it will help to develop the students' skills and knowledge about responsibility, leadership and good citizenship. Some of the activities of the Roadrunner Patrol will be:

- ✓ Tutoring peers
- ✓ Mentoring younger students
- ✓ Morning PA announcements
- ✓ Helping in the library
- ✓ Participating in honor/color guard (flag patrol)
- ✓ Participating in community service

- ✓ Helping the Before and After Care Program
- ✓ Helping with Imagine School events

HEALTH AND SAFETY

Health Office

The Health Office will be open for emergencies and medicine assistance only. Non-emergency first aid and health issues will be handled by the teachers in the classroom. When a teacher administers treatment for minor injuries in the classroom, a note will be sent home the same day to notify parents of the injury. In case of a more severe injury, the student will be escorted to the Health Office, or the school's Health Aide will be contacted to come to the aid of the student. Parents or an authorized individual from the school's emergency card(s) will be notified. When needed, 911 will be called. If such action is warranted, the school is not responsible for reimbursement of medical expenses.

If a student has any specific health, safety, or security needs; please inform school staff so that appropriate accommodations can be made. If a student needs to take medication at school, it must be brought to the Health Office by parent or guardian in the original prescription bottle, and a parent/guardian must complete a "Consent for Medication" form. Students are also assisted with over-the-counter medications including cough drops under the same guidelines. **The school does not provide any medication.** All medication must be left at the Health Office and the student will be assisted in taking their medication by the health aide. **This is a state law** and is for the safety of each student.

A student who has a rash or is vomiting, has diarrhea, or has a fever of one hundred degrees (100°) or higher will be sent home from school. A student must be fever/symptom free for **twenty-four** (24) hours without the use of medication before returning to school. Imagine Sierra Vista has a "no-nit" policy. A student with head lice cannot attend school until treated and nit free. A returning student must be checked for nits by the Health Office. If a student has pink or crusted eyes they may be sent home.

Student Safety

Campus Access

For the safety of each student and school staff, all doors into the school will be locked during the school instructional day. All visitors, including parents, must enter and exit the building through the front doors, where they are required to sign in at the school office, and must wear a visitor's badge while on the school campus.

Emergency Cards

For a student's protection, parents must fill out an emergency card for each student, each school year. It is vital that current telephone numbers are on file to assure communications in the event of injury or illness whether on or off the school campus. If, during the school year, parents move or otherwise have a change in contact information, they should notify the school office immediately.

The emergency card is retained by the school office. A student will only be released to authorized individuals as listed on the emergency card. Authorized individuals, including parents, will be required to show identification when taking a student from the school early.

Hall Passes

A student is expected to have a pass when the student is outside of the classroom.

Fire Drills

Students will practice monthly fire drills in accordance with the State of Arizona Fire Marshall's guidelines.

Lockdown

Lockdown drills are practiced as required by Arizona state law. This procedure is used to direct students to safe areas of the building in the event of an unsafe situation.

Leaving Campus Without an Adult

A student who rides public transportation or who walks home must have a "Permission to Walk Home" form on file with the front office and the student's teacher. These forms can be obtained at the front desk. If a student walks off or leaves campus without permission then local authorities will be notified.

PARENT/STUDENT COMPACT

School responsibilities:

- ✓ To provide a safe learning environment
- ✓ To provide academic instruction that meets the needs of a student
- ✓ To communicate with parents regarding a student's academic, emotional and social progress

Parent responsibilities:

- ✓ To make certain that a student attends school and is on time
- ✓ To support a student's education by providing a study area at home
- ✓ To assist with homework
- ✓ To communicate with teachers and school staff
- ✓ To attend parent/teacher conferences

Student responsibilities:

- ✓ To be prepared for learning every day
- ✓ To be at school on time
- ✓ To bring things to school that are safe and will help learning
- ✓ To complete all homework and return to teacher on time
- ✓ To respect all students even those who might be different in some way
- ✓ To be responsible for personal actions
- ✓ To tell the truth
- ✓ To behave and be non-disruptive to the class and other students
- ✓ To wear the appropriate uniform every day
- ✓ To follow the school rules on the school campus, traveling to and from school or a school-sponsored activity and at a school-sponsored activity
- ✓ To do your best at all times

Imagine Sierra Vista reserves the right to change the Parent/Student Handbook as necessary. Imagine Sierra Vista encourages parents to offer suggestions to improve the culture and atmosphere at the school. Feel free to e-mail the Principal at david.snyder@imagineschools.com, leave a written suggestion at the school office or call at 520-224-2500.

PARENT/STUDENT HANDBOOK ACKNOWLEDGEMENT(S)

Please return this page signed both by you and your student and return to their teacher (or 1st hour teacher for Middle School).

~Parent/Student Handbook~

As a parent or guardian of a student at Imagine Sierra Vista, I acknowledge that I have read and discussed with my child the contents of the **Parent/Student Handbook** and that I am committed to supporting and guiding my child in accordance with the information provided in this Handbook.

Parent/Guardian Name

Parent/Guardian Signature

Date

As a student at Imagine Sierra Vista, I acknowledge that I have read and discussed with my parent(s) the contents of the **Parent/Student Handbook**, and that I am committed to being in compliance with the information provided in this Handbook.

Student Name

Student Signature
(required for grades 1st – 8th)*

Date

Si usted require una copia o explicacion de este documento, por favor firme aqui y deje su numero de telefono. Uno de nuestros maestros lo contactara. _____

PARENT/STUDENT HANDBOOK ACKNOWLEDGEMENT(S)

Please return this page signed both by you and your student and return to their teacher (or 1st hour teacher for Middle School).

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Student Name	Student Signature <i>(* required for grades 1st – 8th)</i>	Date
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Si usted requiere una copia o explicacion de este documento, por favor firme aqui y deje su numero de telefono. Uno de nuestros maestros lo contactara. _____