



**Imagine Charter Elementary and
Middle School at West Gilbert
Parent/Student Handbook
2009-2010**



**2061 S. Gilbert Rd.
Gilbert, AZ 85295
(480) 855-2700**

The school prohibits discrimination against current or prospective students and employees on the basis of race, color, sex, religion, national origin, age, disability, sexual orientation, or any other legally protected characteristic.

Hours of Operation

The school's instructional day begins promptly and has staggered schedules Monday thru Friday. No student will be admitted into the school building before 8:00 AM unless registered in our Before Care program. SUPERVISION IS NOT PROVIDED ON CAMPUS before 8:00 AM.

Teachers will be outside assisting students on the playground from 7:50 AM until 8:30 AM. This will also include Kindergarten teachers.

Student Arrival and Departure:

PreK 3 – 1st Grade	8:30 am - 2:45 pm
Grades 2 - 8	8:15 am - 3:15 pm

Our student AM drop-off times are 8-8:15AM. Students can enter the school only from the north gate. Please do not drop your child off until the gate is open. There will be outside recess from 8-8:15AM. Students will then go directly to their classrooms. All PreK students need to be signed in and out each day. Free child care will be provided to those students whose siblings are in 2nd-8th grades before and after school. All PM students will be dismissed as a class using the NE dismissal area.

Attendance: Power

State law requires that you authorize your child's absence from school and notify us in advance or at the time of the absence. Your call to us will save time and help protect your child. If your child is absent and we don't hear from you, we'll do our best to contact you by phone within two hours after the first missed class. It's vital that we have one or more telephone numbers in order to contact you during the school day. If your numbers change, let us know right away.

Whenever possible, you must notify us of your child's authorized absence on the morning your child returns to school. If no notice of authorization is received by one day after student's return, the absence will be considered unexcused.

Please let us know if your child will be out of school for an extended period of time. If your child is absent 10 consecutive school days, his/her name will be automatically taken off our roll books unless your child is traveling with you or has a prolonged illness.

It is important for parents to make certain that their children attend school on a regular basis. Regular attendance is directly related to student achievement and success in school. According to Arizona's compulsory attendance law, students must be in school until they reach the age of 16 or successfully complete the 10th grade. Students can be cited for failing to attend school with 5 or more unexcused absences or with excessive absences. Consequences can result in prosecution by the courts. Cases involving prolonged illness or unusual circumstances will be reviewed by the school administration.

Imagine Charter School at West Gilbert policy requires that absences from school be for "necessary and important reasons". Such reasons include, but are not limited to, illness, bereavement, other family emergencies and observance of major religious holidays of the family's faith.

Also, it is important that you have your child arrive on time every day.

Throughout this document the "parent" means a parent (unless parental rights have been judicially limited or severed), a legal guardian, or an individual acting as a parent in absence of a parent or guardian.

Early Dismissal

If it is necessary for a student to be dismissed from school before the end of the day, the parent must report to the office to request the dismissal of their child. Only adults who are listed on the school's records as being authorized will be allowed to take students from the school. Each child has to be signed out by the parent/guardian.

PE Excuses

All students are expected to participate in physical education activities. If your child is to be excused from PE, a note from home and doctor is required.

Phone Calls

We receive many phone calls throughout the day and we try to serve each individual as efficiently as possible. We will not interrupt any student's instructional time unless absolutely necessary. In order to help us help you, we ask that you adhere to the following guidelines:

- If you are calling with an emergency, we will promptly contact your student.
- If you are calling to have your student go to Before and After Care, we will transfer you to your teacher's voicemail.
- If you are calling to talk to a teacher, your call will be transferred to voice mail and the teacher will contact you as soon as they can.
- Please do not call to request your student be sent to the office. It is your responsibility to allow enough time to pick up your child. We will call students to the office for pick-up when you, as a parent, are present.
- The instructional time is from 8:15 or 8:30 AM until 2:45 or 3:15 PM. Please do not call the office to have your child released early.
- If you call to say you are going to be late for pick-up, it will be a \$25 charge after 3:30p.m.

Voice Mail

Each teacher will have a voice mail box, where parents may leave messages. Parents can expect a return call from the teacher within 24 hours (excluding holidays and weekends).

We maintain an open door policy at the school. Parents are encouraged to visit their children's classrooms. Parents are required to sign in and out at the front office when they arrive at the school and wear a guest badge. Arrangements should be made directly with the classroom teacher prior to classroom visits. Parents should note that classroom visits are not times for parent teacher conferences. Such conferences require teacher preparation and should be scheduled with teachers for times when they are not teaching class. These informal conferences or conversations may also be scheduled with teachers or school leaders throughout the year. Parents need not wait for formal parent conference to talk to teachers.

Custody

In cases where custody/visitation affects the district, the school will follow the most recent court order on file with the district. It is the responsibility of the custodial parent, or of parents having joint custody, to provide the district with the most recent court order. We are required by law to follow the most current court documents in our files.

Field Trips

Throughout the school year, children are taken on field trips as a class project. Field trips are arranged when the teachers feel they will enhance and expand learning. They are often selected on the basis of educational value and are considered to be an extension of the classroom. Parent permission is required for each student to participate in the field trip and must be given on the approved school form.

If students' attendance on any field trip is contingent on a behavior contract with the class, parents must be notified of these conditions prior to the planning of the field trip. Adequate supervision is a key to effective field trips. For that reason, parents who wish to accompany a class on a field trip are not allowed to bring siblings or any other children. All field trips are part of the instructional time and any early dismissals need to be signed out by the parent.

Safe Bus Riding

Students are expected to conduct themselves according to the Code of Conduct and to practice the 6 pillars of character as respect, responsibility, caring, trustworthiness, fairness, and citizenship in all school settings – including on the bus. Following school rules on the bus is essential.

Guidelines for Student Behavior

Harassment/Bullying/Hazing

Harassment, bullying and hazing of students is prohibited. Harassment and bullying means physical or psychological abuse of another student by means of verbal or physical threats, intimidation, insults or other aggressive behavior and include abuse based upon race, ethnicity, gender, religion or disability. Hazing means forcing a student to risk or suffer physical or mental harm or degradation to join or remain in a school-affiliated organization.

We have a bullying policy in place, if a student believes that he or she has been harassed or bullied the student should report the behavior to a teacher, counselor, and school nurse or school administrator. Students who engage in harassment, bullying or hazing will be subject to disciplinary action.

Spirit Assemblies and Special Performances

Assemblies are provided for your enjoyment or learning experience. Assemblies are considered a privilege. Anyone not acting in the appropriate manner is dismissed from an assembly and may be excluded from future activities. To help make assemblies enjoyable for the entire audience as well as those presenting the assembly, please follow the behavior guidelines below. These guidelines and rules apply to any type of performance. A good audience allows performers to perfect and display their talent and responds in an appropriate way. The following will help this to occur:

- Enter the Multi-Purpose Room (MPR) quietly and sit with your teacher in your assigned area.
- Keep your feet off the backs of seats in front of you.
- Be a good listener. Never talk during a performance.
- Use the correct response to a performance, which is applause. Do not shout, whistle, boo, or call out names of friends.
- Enter and exit the MPR only when the performance is between songs or during intermission. If you must leave, do so by exiting through the rear doors of the MPR.
- Keep all food, beverages and gum out of MPR.

School Property

Imagine Charter School at West Gilbert is the owner and has control of student desks which are provided as a convenience to students for storage of personal items. School officials may inspect school property for cleanliness and order without notice and without consent, whenever reasonable suspicion exists that the student has violated a school rule and/or the law, or that the health, safety or welfare of students or staff may be in danger.

Overview of New School Wide Discipline Policy – “STAYING ON TRACK”

To protect the rights of all our children, it is important that parents and student understand the consequences of misbehavior. Imagine Charter School at West Gilbert has set forth these guidelines to promote consistency in discipline at all schools and to provide a safe and pleasant environment for all students.

Please understand that students are accountable for their behavior on school property, at school sponsored events, and at bus stops, on the way to and from school, and in our locations off school grounds if their behavior has a negative effect on teachers, or school activities.

We want parents to know that school rules are designed to protect all children and that youngsters who choose to break the rules are treated firmly, but kindly and appropriately. Inappropriate behavior that is subject to disciplinary action includes these examples:

- Academic misconduct/cheating
- Alcohol violation
- Arson
- Assault
- Bus rule violation
- Dangerous instrument or weapon possession
- Deadly Weapon/Fire Arm violation
- Defiance of Authority
- Drug violation (distribution/possession)
- Discrimination
- Disorderly conduct
- Dress Code violation
- Fighting
- Excessive name calling
- Gang activity or association
- Harassment, bullying and/or hazing
- Inappropriate gestures
- Inappropriate language, writing and/or drawings
- Internet/Computer violation
- Lying or false accusations
- Medication or dietary supplements (unauthorized possession)
- Robbery/Extortion
- Sexual Assault/Harassment
- Stealing
- Tardiness
- Theft/Plagiarism
- Threats/13-2911 violation
- Tobacco violation
- Unexcused absence
- Vandalism
- Inappropriate language, writing and/or drawings
- Weapons of any type

Inappropriate conduct may also involve criminal violations of state or federal law. School officials must notify law enforcement officials of a suspected crime against persons or property and any incident that could potentially threaten the safety or security of students or staff.

Imagine Charter School at West Gilbert has developed detailed descriptions of student misconduct and the possible consequences. To request a copy of this information, contact the school office.

Depending on the behavior problem, one or more of the following disciplinary actions may be taken. Please see child’s teacher for any modifications to this policy.

Involving Teachers

Informal talk
Discipline conference with student
Time out
Restriction of privileges
Detention (4th-8th Grade)

Involving Administrators

Denial of bus-riding privileges
Restitution (liability)
Alternative learning classroom
Reminder-of-day release to parents
Short off-campus suspension
Long off-campus suspension
Expulsion

Sexual Harassment

Sexual harassment by staff or by students is prohibited on campuses and during school related circumstances. Any sexual advances, requests for sexual favors and other unwelcome written, verbal or physical conduct of a sexual nature may, in certain circumstances, constitute sexual harassment.

If a student believes he, or she, or another student, has been subject to sexual harassment, the student should report the behavior to the school administrator within 15 days from when the harassment occurred. A substantiated charge of sexual harassment will lead to disciplinary action.

Reporting Child Abuse

State law requires school employees to report reasonably suspected cases of neglect, non accidental injury or sexual offenses against children to Child Protective Services or local law enforcement agencies.

People who are required to report reasonably suspected abuse are protected by state law from civil or criminal liability. Each school site has a child abuse team for processing suspected cases of child abuse. Reports of child abuse are confidential records.

Interviews

Child Protective Services/Law Enforcement

Interviews by Child Protective Services workers and law enforcement officers may be conducted at Imagine Schools at West Gilbert. Except under certain circumstances related to child abuse allegations, the school administrator will make a reasonable effort to notify the student's parent of the interview.

If a student is arrested or taken into temporary custody on district property during the school day, the school no longer has jurisdiction over the student. The school will make a reasonable effort to notify the parent when an arrest is made or a student is taken into temporary custody, unless it is lawfully directed not to make such contact.

Police Involvement

School officials are not required to initiate or complete due process procedures prior to notifying law enforcement officers. If law enforcement officers are notified, parents will be contacted by telephone or certified letter. Any action taken by law enforcement officers will be separate from disciplinary action taken by the school district.

Liability

Students who cut, deface or otherwise damage any school property may be suspended or expelled from school. Under Arizona law, parents are liable for damage done to school property by their children.

Imagine Schools at West Gilbert Dress Code Policy

Must be followed by all students at all times while on school property

School Uniform

Girls

- Polo shirts (long or short sleeved) and turtlenecks in red, white, or navy blue
- Jumpers, skorts, skirts, and shorts (no shorter than 3 inches above the knee) in navy blue or tan/khaki
- Pants or capri pants in navy blue or tan/khaki

Boys

- Polo shirts (long or short sleeved) and turtlenecks in red, white, or navy blue
- Shorts (length should not be below the knee) in navy blue or tan/khaki
- Pants in navy blue or tan/khaki

Please Note:

- Shirts must be worn tucked in at all times.
- No denim of any color is allowed.
- Uniforms should be solid colored and should not contain any logos, labels, or writing of any kind.
- For all students 2nd grade and above, any pants with belt loops require a belt.
- Belts must be solid black, brown, or navy. Belts must be worn at the waist and no part should hang below the waist.
- Sweatshirts, sweaters, cardigans, and vests in red, white, or navy blue can be worn in the classroom. Any other outerwear (jackets, sweaters, sweatshirts, etc.) that does not fit this description must be removed when in the building.
- Girl Scout or Boy Scout uniforms may be substituted at any time.

The following will NOT be accepted on uniform OR casual days, except when advance notice has been given of special school spirit days.

- No hats or bandanas.
- No oversized or undersized shirts.
- No tank tops, sleeveless shirts, halter tops, or backless tops.
- No super low rise/hip hugger pants. No midriffs showing.
- No jumpers, skorts, skirts or shorts shorter than 3 inches above the knee.
- No sweat pants, pajama pants, baggy pants, or pants with hems dragging on the ground.
- No cut-offs.
- No clothing that is baggy or oversized. Clothing may be no more than 1 size too large to allow for growth.
- No clothing with inappropriate logos (alcohol, tobacco, vulgar language, etc.).
- No gang colors or attire.
- No undergarments may show.
- Shoes must have rubber soles, closed toes, and supportive backing. Heels must not be over 1 inch. Shoes with wheels are not allowed. Shoes with laces should be kept tied at all times.
- No tattoos, temporary or otherwise.
- No facial piercing.
- No unnatural hair color or hair styles.
- Any makeup that is worn should look natural.
- Jewelry should not be excessive.
- No chains.
- No gum.
- No trading cards of any type.
- No beepers, cell phones, PDAs, hand held games, or portable CD/MP3/tape players. If students are found using any of these items, the following action will be taken:
 - First offense – A warning to the student, and the parent will have to pick the item up at the office.
 - Second offense – The item will be taken and held at the office for one week.
 - Third offense – The item will be taken and held at the office for one month.
 - Fourth offense – The item will be taken and held at the office for the remainder of the school year.

Grading System/Progress Reports

Teachers use a variety of ongoing, developmentally appropriate methods to measure student progress such as tests, exams, quizzes, projects, reports, homework, class participation and other assignments. Grades can be accessed through Powerschool using your child's user name and password.

Teachers will contact parents as necessary concerning problems or concerns that arise in the classroom. Mid-term progress reports are sent home with all students during the fifth week of each quarter and with those students experiencing academic difficulties during subsequent marking quarters. Parents sign and return the progress reports on their children's performance and progress. Parents sign and return the envelope containing the report card.

Report cards are issued quarterly.

Grading Scale

Kindergarten

Exceeding Standard

Meeting Standard

Making Progress Toward Standard

Lacking Adequate Progress

Grades 1-8

Academic grades for students shall be "A", "B", "C", "D" or "F".

A grade of "A+" (101% or Greater) indicates that the student has demonstrated outstanding achievement in the subject and/or the skill area.

A grade of "A" (90-100%) indicates that the student has demonstrated excellent achievement in the subject and/or the skill area.

A grade of "B" (80-89%) indicates that the student has demonstrated good but not outstanding achievement in the subject and/or the skill area.

A grade of "C" (70-79%) indicates that the student has demonstrated satisfactory academic achievement in the subject and/or the skill area.

A grade of "D" (60-69%) indicates that the student has demonstrated minimal acceptable achievement and indicates that improvement is needed to achieve a satisfactory level of academic performance.

A grade of "F" (0-59%) indicates a level of academic performance that is unsatisfactory.

Grades K-8 Study Skills and Conduct

E=Excellent

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

S=Satisfactory

The letter "S" indicates that, in the teacher's judgment, the student has made satisfactory progress in mastering instructional objectives appropriate for the program. The pupil is performing at a level which will permit him/her to successfully complete the essential objectives of the program.

NI=Needs Improvement

The letter “N” indicates that, in the teacher’s judgment, improvement is needed. The student has not mastered instructional objectives at an appropriate rate.

U=Unsatisfactory

The letter “U” indicates that, in the teacher’s judgment, unsatisfactory progress has been made. Substantial assistance is necessary for the student to master instructional objectives this quarter.

Testing

Imagine Charter School at West Gilbert uses two types of tests (a) criterion-referenced and (b) norm-referenced tests. Criterion-referenced tests, such as final exams or AIMS tests, show us if students have mastered material that should be learned in class. Norm-referenced tests, such as the Terra Nova, tell us how or students compare to students nationally. These two types of tests allow us to monitor student, class and school academic achievement.

The following tests are administered in West Gilbert Charter Schools:

Test	Grades	When Tested
Terra Nova	1 st -8 th Grade	Fall
Terra Nova*	1 st and 2 nd Grade	Spring
AIMS*	3 rd -8 th Grade	Spring

*Required by State of Arizona

Copying another student’s answers, stealing tests and other activities that would result in test scores not accurately reflecting what a student learned can lead to a variety of punishments up to suspension from Imagine Charter School at West Gilbert and any additional sanctions imposed by the Arizona Department of Education.

Arizona’s Instrument to Measure Standards (AIMS)

AIMS gauges student mastery of Arizona Academic Standards in reading, math and writing. AIMS are administered to students in grades three, five, eight and ten.

Home-School Communication

Classroom Newsletters

Parents will receive bi-weekly newsletters from the teacher, which includes updates from each classroom. Student work, weekly feedback forms, and news of upcoming events will also be included. Teachers may also include a donation list to supplement general supplies. Parents may be asked, but are not required, to supply their child with their own crayons, scissors, paper, etc.

Parent Conferences

Formal parent/teacher conferences are scheduled twice a year to facilitate open communication between parents and teachers regarding students’ progress. Refer to the school calendar for specific dates. Student Success Plans will be set up at the Fall conference and monitored on the students’ progress throughout the year.

Communication on Safety Issues

If a safety issue, such as a bomb threat, arises on school campus, school administrators will determine the best way to provide information to parents. That might be through a letter sent home with students or a message recorded on the school’s telephone system.

Events that are practiced throughout the year:

- Fire Drills.....Once a month
- Lock Down.....Twice a year
- Bus Evaluation.....Twice a year
- Off-Site Drill.....Twice a year(Approval from parent needed)

If any of these events actually occur the administration would contact you via our phone blast system and/or email.

Fire Drills/Evacuation

The school will have at least one fire drill per month during school hours. One fire drill will be held during second week of school and monthly thereafter. Lockdown will be held quarterly. Specific signals and procedures have been established for all types of disaster drills and safety areas have been designated. Teachers are equipped with instructions and all drills will be practiced with students on a regular basis.

If a parent is on school grounds during a fire drill/evacuation or lockdown, the parent is also expected to participate in the drill. If a parent should arrive during a fire drill/evacuation or lockdown, they will not be permitted on school grounds until the drill is complete.

Parent Involvement

Homework

The objective of a homework assignment is to help further learning for the child. Homework should be for practice of a skill or concept taught during the day. For children in the early grades (1-3), homework rarely exceeds 30 minutes of daily outside work. For children in the intermediate grades (4-8), the amount of time is often related to the nature of their independent study and research projects. However, if a child is devoting an inordinate amount of time to homework, the teacher should be notified so that individual adjustments can be made.

We would like to emphasize that it is important that you, as parents, assist your children by providing them with an environment that supports good work habits. Give your children a set time and a set place to do their homework each night.

Elementary Students will be allowed one day for each day's absence to make up homework, i.e. 2 days absence = 2 days to make up work, etc. See the Middle School Addendum for the Middle School students homework policy(6th-8th grade)

Volunteering

Parents are encouraged to participate in school-related activities. Volunteers may also be involved in monitoring the playground and assisting with school events. In addition, parents are encouraged to contribute their time and talent to organizing extracurricular activities and community outreach projects. Volunteers must sign in and out at the front desk and wear a school's visitor badge.

School Site Council – S.S.C.

Imagine Charter School at West Gilbert supports an advisory committee, which is a group of parents dedicated to supporting student learning and the overall success of the school. Our group meets on the third Wednesday starting in August.

Solicitation

Solicitation, of or by any student, parent or staff member on school property for any cause except those authorized by the principal, is strictly prohibited.

Lunch

Imagine Charter School at West Gilbert participates in the National School Child Nutrition Program. Our meal service offers your child a variety of nutritious entrees, low-fat milk, 100 percent fruit juices and fresh fruits and vegetables. School meals provide a portion of the recommended daily allowance for calories, protein, calcium, iron, vitamin C and vitamin A. They follow the Dietary Guidelines for Americans, which includes meals that are low in fat.

Free and Reduced – price meals are available to qualified students. Applications are given to each student at the beginning of the school year. Applications are also available at registration, at open house, and throughout the school year in the school office. Menus are distributed monthly to all students. A full-price lunch is \$2.50 per day. Children may buy milk or juice for \$0.35. Please pay by the week or month. You can monitor your child's account by using Powerschool. Children may NOT pay cash in the lunch line.

You may pay for meals with cash, check, money order, cashier's check, debit card and VISA or MasterCard. A \$25.00 fee will be assessed for each returned check. Children may bring lunch from home. If your child transfers to another school during the school year, you may request money in the account be refunded to you.

No fast food is allowed in the MPR. If a parent or guardian chooses to bring fast food to the child, it is the parent's responsibility to stay with the child in a different location other than the MPR.

We expect the same standards of behavior during mealtimes as during any other part of the school day. Children are expected to stay in their seats, display acceptable table manners and talk in a low voice. Lunch time privileges may be suspended for any child who creates a disturbance in the lunchroom.

Classroom Parties

Plans for parties must be submitted and approved by administration and classroom teacher.

Visitor Identification

- To ensure a safe and secure learning environment for your children, all visitors are required to sign in at the school office, show ID and wear a visitor's guest pass. Faculty and staff have been instructed to immediately escort anyone not having a pass to the office for identification.
- A security system for the Kindergarten and Office doors has been installed. All parents and guardians will need to have their thumbprint scanned and a password on file.

Child Find

We assist in locating children in our community, ages 0-21, who may have a handicapping condition – physical, intellectual or emotional. Our school will publish and disseminate Child Find Screening information and dates as they become available through the local school districts.

Preschool Childfind

If you think your child, under the age of 5 years, has developmental concerns, please notify our school. The school will in turn immediately notify your district of residence to immediately begin the eligibility determination process. Imagine Charter School at West Gilbert – 480-855-2700.

Admission, Re-enrollment, Withdrawals

Admission

Imagine Schools at West Gilbert is open to all children, on a space available basis within each grade level. Our schools do not discriminate on the basis of intellectual or athletic ability, measures of achievement or aptitude, disability, proficiency in English or any other basis prohibited by law.

There are no admission requirements for grades 1st-8th, and no tests of any sort are given to determine whether or not admission is granted. Applicants are placed on a wait list in the order that the application was selected from the lottery. An applicant will be offered a spot only after an opening occurs in the respective grade and after meeting the eligibility requirements of the school. Once all available slots are filled, applicants will be placed on a wait list. Students will be admitted from the wait list as spaces become available in each grade. Preference is given to siblings of admitted students. **Students transferring from an Arizona school will not be enrolled without an official withdrawal slip from the previous school.**

Age requirement for admission for Kindergarten is that the child must be **5 years-old by August 31st**. The school will assess students who turn 5 up to December 31st to see if the child is academically, socially, and emotionally ready for Kindergarten at Imagine Schools at West Gilbert. The assessment is not a guaranteed entrance to the Kindergarten program.

Authorization for Records Release

This form gives the school permission to obtain all records pertaining to a given student from his or her previous school. This form must be completed and should include the telephone number and address of the previous school.

It is critical that the school is notified immediately of any changes in a student's name, address, telephone number, responsible parent, and any other information provided at the time of registration. Such changes should be communicated in writing.

All records will only be released to a parent/guardian.

Re-enrollment

To secure your child's place at Imagine School at West Gilbert for the next school year, you must officially complete the re-enrollment process. In February, re-enrollment packets will be sent home along with the Spring deadline for re-enrollment. If there are more applicants than openings, all applicants are subject to a lottery.

Student Records

A student's education records are located in the student file, which consists of two major areas: (a) permanent records, such as grade and attendance reports and health records, and (b) discipline records.

Withdrawals

Parents requesting to withdraw their child are asked to complete an official withdrawal form, an exit interview form, and arrange the return of all school books and materials.

Parents' Rights and Responsibilities

Destruction of Education Records

The district destroys all psychological and special education records of students five years after those students have been removed from special education, have been withdrawn from the district, or have graduated.

Equal Educational and Employment Opportunity

It is the policy of Imagine School at West Gilbert to maintain a nondiscriminatory learning environment and to ensure that students are free from discrimination in any district program or activity on the basis of race, color, ethnicity, national origin, gender, religion or disability. Under certain conditions, discrimination can include harassing conduct by students or by district employees if, among other things, the harassing conduct is based on the student's race, color, ethnicity, national origin, gender, religion or disability and if the conduct creates a hostile learning environment under the law. Imagine Charter School at West Gilbert policy provides detailed procedures on handling complaints of discrimination. If a student believes he or she has been subject to discrimination by the district, the student should report the discrimination to the school administrator within 15 working days from the date of the act of discrimination. Federal Law prohibits employment discrimination based on race, color, national origin, gender, religion or disability. If you feel that any person has discriminated against your child on the basis of gender, race, color, ethnicity, national origin, handicap or disability, or if you have questions that can't be answered at your school, please contact Dr. Nancy Hall at (602) 547-7961. Any student who knowingly makes false accusation of discrimination may be subject to disciplinary action.

Family Educational Rights and Privacy Act

The family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 years of age (eligible students) certain rights with respect to the student's education records. They are:

1. The right to inspect teacher resumes (located in front office – upon request).
2. The right to inspect and review the student's education records within 45 days of the day the district receives a request for access. Parents or eligible students should submit to the school administrator a written request that identifies the record(s) they wish to inspect. The school administrator will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.
3. The right to request the amendment of the student's education records that the parent or eligible student believes is inaccurate or misleading. Parents or eligible students may ask Imagine Charter School at West Gilbert to amend a record that they believe is inaccurate or misleading. They should write to the school administrator, clearly identifying the part of the record they want changed, and specify why it is inaccurate or misleading. If Imagine School at West Gilbert decides not to amend the record as requested by the parent or eligible student, we will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.
4. The right to consent to disclosure of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception that permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is a person employed by the district as an administrator, supervisor, instructor or support staff member (including health or medical staff and law enforcement unit personnel), a person serving on the school board, or a person or company with whom the district has contracted to perform a special task (such as an attorney, auditor, medical consultant or therapist). A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.
5. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the district to comply with the requirements of FERPA. Non custodial and divorced parents have equal rights relating to student records unless the school has been provided a court order to the contrary. Certain student education records are considered "directory information", including the following: student's name,

mailing address, e-mail address and telephone number; names of the parents; address and telephone number of the parents, date and place of student's birth, class designation (grade level, etc.), extracurricular participation, weight and height (if a member of an athletic team), enrollment dates, awards received, and photograph.

Directory information may be released to the public unless the parent or eligible student gives written notice to Imagine Charter School at West Gilbert that any or all such information should not be made public without prior consent.

Every student is required to complete and submit the following forms as part of the registration process to be filed in their cumulative folder. For assistance in completing forms, please contact the school principal or the office manager.

- Proof of the child's age – Child must be 5 years old prior to August 31st the first day of the current school year to be eligible for kindergarten.
- Registration and Enrollment Form: this form is used to record all basic information about the student and the family, including home, work and emergency telephone numbers. It is extremely important that a parent or guardian sign this form. All sections must be complete.
- Free and Reduced Meals Application: This form allows families to apply for federally funded meals, and it must be completed for all students. Student name, address, signature, and monthly income or federal assistance number must be included; all such information must reflect the student's status no more than 30 days prior to the first day of school. The applications will be distributed by the end of the first week of school or, for those students that begin mid-year, within a week of beginning, and must be returned within 10 days.
- Medical Forms: This set of forms must be submitted for all students before student actually starts school. This includes immunization schedules, family medical information, and the child's medical history, including allergies. Medicating Permission Forms, which will permit the school to dispense specified medication to the student as necessary, must be on file before any medication is given.

Protection of Pupil Rights Amendment

The Protection of Pupil Rights Amendment gives parents and eligible students (emancipated minors or students who are 18 years of age or older) certain rights regarding protected personal information, instructional materials, physical exams and health screenings. These include the right to:

1. Provide written consent before a student participates in any survey funded by the U.S. Department of Education that requests protected information:
 - political affiliations
 - family mental or psychological problems
 - sexual behavior or attitudes
 - illegal, anti-social, self-incriminating or demeaning behavior
 - critical appraisals of family members
 - privileged relationships recognized by law such as with attorneys, doctors and ministers
 - family religious practices, affiliations or beliefs
 - income, unless required by law to determine program eligibility.
2. Be notified and choose to opt out of certain activities, surveys and exams including:
 - activities involving collection, disclosure or use of personal information obtained from students to market, sell or otherwise distribute information to others
 - surveys requesting protected information, regardless of funding

- any non emergency, invasive physical exam or screening required for attendance, administered by the school and not necessary to protect students' health and safety – except for hearing, vision, or scoliosis screenings, or any exam or screening permitted or required by state law.
3. Inspect the following material, upon request, before the district administers or uses:
 - surveys and instructional material involving protected information
 - documents to collect students' personal information for marketing, sales or other distribution purposes
 - instructional material in educational curriculum
 4. Receive notification at the start of each school year, and after substantive changes are made, about the district's policy for complying with the Protection of Pupil Rights Amendment.
 5. Report any violation of rights by filing a claim with:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Ave S.W.
Washington, DC 20202-4605

Student Education Records

Parents have the right to inspect and review all education records, and are entitled to all other rights guaranteed by the Family Educational Rights and Privacy Act.

Health and Safety

Students' health and safety is the school's foremost responsibility. The following information describes the precautions taken to protect the well-being of all students. If your child has any specific health, safety or security needs, please inform the school Health Aide so that appropriate accommodations can be made.

These requirements are the minimally acceptable number of immunizations:

Arizona law requires children to be up to date on their immunizations in order to attend school. Documented proof of required vaccinations is needed for students entering Imagine Charter School at West Gilbert. If an immunization would put your child at risk for medical reasons, you and your child's physician must sign a Request for Exemption form. Personal or Religious Exemption forms are also available and can be obtained from the school health office. Exempt students will be excluded from school if there is an outbreak for which they have not been immunized.

- Hepatitis A: 2 doses for preschool children only.
- Hepatitis B: 3 doses(A fourth dose will be required if the third dose was given before 24 weeks of age).
- *DTaP/DTP/DT: Five doses of DTaP/DTP are required for school entry unless the fourth dose is given on or after the fourth birthday. DT is only acceptable when accompanied by a letter stating a medical contradiction to DTaP/DTP. ITDAP dose is required when 5 years have passed since last DTAP/DTP/DT or Td(for 6th grade only).
- **Polio: Four doses are required for school entry, unless the third dose of an all IPV or OPV ch4edule is given on or after the fourth birthday, in which case 3 doses are needed. However, when the sequential or a mixed IPV/OPV schedule is used, four doses are always required to complete the primary series. 4 doses meet the requirement even if all 4 doses were given in the first year of life.

- Varicella: 1 dose for children who receive immunization between ages 1-12. Children over age 13 need 2 doses. If child does not have immunization, they must show history of chicken pox or receive immunization.
- MMR: 2 doses(a third dose will be required if the first dose was given before 12 months of age.
- Meningococcal: 1 Dose required for 6th grade only.

If you have questions, please contact your physician or the school Health Aide @ 480-855-2706.

Nurse

Our school has the services of a Health Aide to assist students who are ill or injured, as well as dispense prescribed medication. Parents or students may also wish to consult with the Health Aide on matters related to hygiene, nutrition, substance abuse, depression, child abuse and neglect, or other issues of concern.

Illness and Emergency

School is no place for a sick child. Please do not send your child to school if he/she has diarrhea, vomiting, a fever, rash, deep cough, or a communicable disease such as chickenpox, strep throat, pink eye or lice. You will be notified if your child becomes ill enough to be sent home from school, sustains more than a minor injury, or has an emergency. It is the parent's responsibility to make arrangements to pick up an ill or injured child as promptly as possible. We suggest that you have someone listed on your emergency card in case you are not available or can not leave work. Any student having any of the following will need to be sent home: vomiting, having two bouts of diarrhea, evidence of possible pink eye, a rash or with a temperature of 100.0 degrees. A parent or guardian must pick these students up promptly.

Children are not permitted to walk home when ill or injured per school policy. Children must be fever free (without medication) for 24 hours to return to school. Children must be diarrhea and vomiting free (without medication) 24 hours to return to school also.

Emergency Medical Information

It is imperative that you notify the school nurse if your child has a medical condition such as diabetes, seizure disorder, asthma, heart disease, allergies (food and environmental), or any other type of physical/emotional/mental disability. This will help Health Services and the school's staff to better meet the needs of your child. This information should also be placed on the emergency card. These cards are used to contact a child's parent/guardian in case of illness or injury. Don't forget to make the Health Office aware of any changes in the home, employment or emergency numbers you may have.

Head Lice

Imagine Schools at West Gilbert students must be free of head lice and nits. It is important for parents to routinely check their children's hair for lice. Lice are small insects about the size of sesame seeds. Nits are tiny yellowish-white oval eggs attached to the hair. Nits don't come off easily like dandruff or lint. Lice do not jump or fly. They are transmitted via head-to-head contact, and personal articles such as hats, combs and pillows. Please remind your children not to share such things with others. When head lice are identified at school, the nurse notifies parents of affected students and provides information on treatment of the hair and the household. Students must be free of head lice and nits after treatment in order to return to school. Spraying pesticides for the control of head lice at home or at school is not recommended.

Accidents

The school nurse or a trained staff member will administer initial treatments of minor injuries. The student's emergency contact will be notified by phone whenever medical treatment is administered to a student, and an

Incident Report will be kept in the student's file. In such cases, it is especially crucial that the school has working telephone numbers for students' parents and alternate contacts in the event the parent is not available. Please be vigilant in keeping the school's record for your child up-to-date. In the event of an emergency, the student will be transported to the nearest hospital. The school offers information regarding the purchase of student accident insurance. The school is not responsible for reimbursement of medical expenses.

Accidents, Reporting of:

In Case of any injury that occurs in the classroom or on the school grounds, the person in charge at the time of the accident will report it to the nurse or the school office, which will then begin processing an Accident Report Form for recording all pertinent information. Even though doctor or hospital care is not required, an Accident Report Form must be filed so that there is written record of the nature of the injury and circumstances of occurrence.

Health and Accident Insurance

The district does not carry accident and health insurance for students' medical or dental costs if they are sick or injured during school activities. Parents are responsible for their children's insurance. An optional school-day accident and health policy is available for purchase at the beginning of the school year through a private agency. Information on the coverage cost is provided to each student at the beginning of the school year.

Medication and Dietary Supplements

The Nurse or designated staff administer medication to students during school hours. School personnel may cooperate if the following conditions are met:

1. All medication must come in its Original Container. Prescription medication must have an unaltered pharmaceutical label attached. Over-the-counter medication, dietary supplements and other non-prescribed medication must be labeled with the student's name in a closed container, medication name, directions concerning dosage and time of day to be taken.
2. The parent or legal guardian must complete and sign a Parent's Consent for Giving Medication at School. A new form must be completed at the beginning of each school year and anytime the medication or dosage changes.
3. Medication must be administered and stored in the health office.
4. The parent or guardian is notified when additional medication is needed and when unused or discontinued medication needs to be picked up from school.
5. All medication must be dropped off and picked up at school by an ADULT only.
6. It is recommended that when you get a prescription filled at the pharmacy that has to be given at school that you ask the pharmacist to create a "School Bottle". This is especially important with liquid medications (such as antibiotics) that have to be refrigerated.
7. Medications given three times a day WILL NOT be given at school. Please make arrangements to give these medications before or after school. If a physician puts in writing that a medication must be given during the school day, such as ADHD medication, it will then be given as the doctor directs.
8. Medications brought to school and not meeting the necessary requirements will not be dispensed. The medication will be locked in the office until a parent/guardian verifies the medication, signs the proper forms or takes it home.

Students may not carry or self-administer medication (including over-the-counter drugs) or dietary supplements unless a signed consent form has been signed by the school nurse and principal.

Special Education

The Individuals With Disabilities Education Act Amendment of 1997 (IDEA) is a federal special education law that requires school districts, charter schools and other public education agencies (hereafter referred to as the “school”) to provide a free, appropriate public education to eligible children with disabilities.

This free, appropriate public education refers to special education and related services, described in an Individualized Education Program and provided to the child in the least restrictive environment.

Children with disabilities, and their parents, are guaranteed certain educational rights, known as procedural safeguards, from birth through age 21. IDEA and its implementing regulations also provide methods to help you assure that your input is considered. If your child is having difficulty in school, please check with the teacher to determine what interventions have been tried to help your child succeed. If the interventions are unsuccessful, a referral for special education evaluation may be necessary. You may contact the school administrator if you wish to make a referral personally.

If special education disabilities are suspected, we are required to evaluate your child to identify and document whether your child has any disabilities that affect his or her learning and, if so, to determine what special education and related services are required. The evaluation will be done only after we have explained what we plan to do during the evaluating. We will use tests and procedures selected specifically for your child. The evaluation will not include basic tests or procedures used routinely for all students within a class, grade or school. This evaluation will be conducted according to federal and state requirements and will include information you provide. Following the evaluation, we will provide you the complete results within 60 calendar days of your written consent.

Retention Policy

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

There are instances where student retention may be necessary to provide pupil 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 students who have the potential to overcome academic deficits in selected areas without repeating the entire year of study.

If the teacher thinks your child will benefit by staying in his or her current grade, you’ll be involved in meetings with the teacher, the principal and other staff members involved with your child’s education. If you choose not to accept the teacher’s decision, you may request in writing that the Governing Board review the decision.

Students may be retained under the following conditions and circumstances:

- Retention of a student at the elementary school level should occur no more than once in grades K-2 and no more than once in grades 3-5.
- Students in middle and high school repeat the failing class, or repeat the grade level if the required numbers of credits have not been achieved.
- Approval of the school principal is required for the retention of students.
- Parents/Guardians approve the retention and program in writing.
- Principal’s approval is required.
- The teaching team has developed a curriculum plan for the following year. Methods for instruction for the student as outline in the final SSP form.

Imagine Schools at West Gilbert complies with all Federal and State laws concerning student records. Information regarding a student’s progress will be shared only with parents or guardians, appropriate members of school faculty and staff and any professional consultants retained for the purpose of measuring/or improving instructional quality.

When information regarding a student performance is made public it will be presented in such a way as to avoid the identification of specific individual students. People and groups interested in our program may visit the school. If for any reason, you do not wish to have your child photographed, video taped, or otherwise contacted by the media, please inform the school office in writing or indicate on the student media release form.

Technology

Computer Network System

Imagine Schools at West Gilbert may provide the use of electronic information services, including the Internet. Use of these services is a privilege, not a right, and must be in support of education and the educational goals of the school. On an annual basis, students and parents are provided an EIS Statement of Awareness regarding the use of electronic information services. Parents who prefer that their children not be provided Internet access while at school should return the EIS Statement of Awareness form indicating denial of access. Imagine Charter School at West Gilbert utilizes filtering software to block access to information that may not be appropriate for youth in a school setting. Imagine Charter School at West Gilbert will make reasonable efforts to prevent such access by using Internet filtering tools and teacher supervision, but, ultimately, students are responsible for their own behavior. Imagine Charter School at West Gilbert does not assume liability for inappropriate use or access of information via electronic information services.

Imagine Charter School at West Gilbert uses a state of the art Local Area Networks (LANs) that provide e-mail and Internet services. All classrooms are equipped with computer work stations for teacher and student access. The school library is also automated through this network. Students and parents are expected to read and sign the Internet Use Rules Agreement.

Internet Firewall

Imagine Schools at West Gilbert has an internet connection that is protected by a firewall system. The firewall protects our internal network from intrusions or piracy over the internet, while permitting access to the World Wide Web by staff members/and or students. Since internet content is constantly changing, all Imagine Schools use a Content Filter List, which automatically updates to protect students from objectionable material.

Electronic Mail

In addition to voice mail, administration and faculty may be contacted via e-mail. Refer to individual staff members or visit the school web site for e-mail addresses.

<http://www.imaginewestgilbert.com>

Electronic Devices

ELECTRONIC DEVICES (ARS 13-3019) Laser pointers, cameras, PDAs, camera phones, camcorders, and other recording or electronic devices are banned at Imagine Schools at West Gilbert. Evidence of possession or use of these devices will result in confiscation, required parental pick-up, and possible disciplinary and/or legal action. According to ARS 13-3019 it is unlawful for any person to knowingly photograph, videotape, film, digitally record or by any other means use a device to secretly view or record another person without that person's consent. In addition, it is unlawful to disclose, display, distribute or publish a photograph, videotape, film or digital recording made in violation of the above statute without the consent of the person depicted. Violation of this statute is a Class 5 felony and requires mandatory school reporting to a police agency. Cellular telephones can be disruptive in an educational environment. We realize that many parents are choosing to have their child carry a cellular telephone as a means of before and/or after school communication and for safety purposes. If you, as a parent or guardian, have decided that it is necessary for your child to carry a cell phone, we ask that you and your child be aware of the following:

- Imagine Schools at West Gilbert states that the school does not assume responsibility for the loss of, or damage to, personal property. If your child has a cell phone or electronic device on campus or on the bus and it is damaged or stolen, we will not be able to utilize administrative time to investigate the incident, nor will the school be able to take any financial responsibility for the cell phone or cell phone charges.

- Cellular phones must be turned off and in backpacks at all times while on campus and on the bus. If the cell phone is a disruption or distraction, or visible in any way, it will be confiscated and the parent/guardian will need to come to the school office to pick it up. If it is necessary for you to get an important message to your child during the school day, you may contact our office and our staff will relay the message to your child.

Promotion Requirements

Grade 6/7/8

Before students will be awarded a standard Eighth Grade Certificate of Promotion they must:

- Demonstrate competency on all school level proficiency examinations, tests, daily work, projects as directed by their classroom teachers.
- Competency requires passing grades of C or above in all course offerings taken during seventh & eight grades.
- Scoring in the meets expectation or above on state AIMS – Grade 8

Explanation of Grades

Non-weighted Classes

All courses taught for credit receive a letter grade. The final examination may not count for more than 20 percent of the final grade. Grade-point values and the percentage used to determine each grade are listed below.

Percentage	Letter Grade		Grade Point Value
90-100 =	A =	Superior	4
80-89 =	B =	Above Average	3
70-79 =	C =	Average	2
60-69 =	D =	Below Average	1
	D - =	Minimum Progress (teacher discretion)	0.5
0-59 =	F =	Failure	0

- With the exception of the D-, no plus or minus notations are used on the report card.

Attendance Requirements

Consistent attendance at school is essential to learning. Since regular attendance is a key to academic success, a student should attend whenever possible. Attendance at school is the responsibility of the student and his or her family.

- There are two types of absences: excused and unexcused
- Each unexcused absence will result in teacher and/or administrator action, or both
- A student must attend at least 90 percent of class sessions to receive credit. Failure to meet this standard may lead to withholding of credit or lack of promotion.
- Cases involving prolonged illness or unusual circumstances will be reviewed by the school administration.
- Release time is given only with permission of parent or guardian when initiated by school for off campus study.

- Teachers are responsible for recording daily absences and tardies.
- If tardies become excessive, administrative action will be taken, which may include detention, suspension, loss of credit, non promotion.
- Teachers may reduce student letter grades for violations of school attendance policy, if non attendance exceeds 9 days per semester.

Prep Academy Grade 6 – Relationships Education Program

Reading, Language Arts & Writing	Full year
Math	Full year
Science, Health, Life & Ecology	Full year
Social Studies	Full Year
Physical Education	Full Year
Electives	Integrated Full Year
Character Education	Integrated Full Year

Prep Academy Grade 7 – Patterns Education Program

Reading, Language Arts & Writing	Full Year
Math	Full Year
Science	Full Year
Civics	Full Year
Physical Education	Full Year
Health	Integrated Full Year
Technology	Integrated Full Year
Electives	Integrated Full Year
Character Education	Integrated Full Year

Prep Academy Grade 8 Education Program

Reading, Language Arts & Writing	Full Year
Math	Full Year
Science – Earth & Space	Full Year
American History	Full Year
Physical Education	Full Year
Health	Integrated Full Year
Technology	Integrated Full Year
Electives	Integrated Full Year
Character Education & Conflict Resolution	Integrated Full Year

Credit

In both seventh and eighth grades one credit must be earned in each of the following areas:

- Reading & Literature / Writing
- Math
- Science
- Social Studies
- Physical Education



Dear Parents,

Please read and discuss the following Parking Lot Safety Guidelines to your West Gilbert student. These safety guidelines must be adhered to at all times. Beginning Monday, July 27th, we will have staff and security in the mornings to assist with the flow of traffic. They will be wearing orange vests and will help enforce these procedures. Also, students may not walk home unless we have a signed statement from the parents that they may do so.

Please read this information and return the signature request to your child's teacher.

Thank you in advance for making our school parking lot a safer place.

Sincerely,

**Linda Horner
Principal**

_____ I have read the Parking Lot Safety Guidelines.

_____ I am able to volunteer and assist with the Parking Lot Safety Team one morning a week.

Parent Signature

Date

IMAGINE CHARTER SCHOOL AT WEST GILBERT

PARKING LOT SAFETY GUIDELINES

PARKING LOT SAFETY GUIDELINES

The following information on parking lot and traffic safety is being provided as a guide and may be subject to announced changes during the school year as appropriate. These guidelines may seem like common sense issues but must be adhered to while on school property for the safety of our students, faculty, parents and other visitors.

TRAFFIC PATTERNS

The following traffic patterns will be observed in the school parking lot:

- The campus speed limit is 10 miles per hour. There are several speed bumps in our parking lot to help keep traffic moving slowly, as pedestrian traffic is generally high in these areas.
- All vehicles must observe all crosswalk markings by allowing pedestrians the right of way.
- The entrance on Gilbert Road to be utilized for entry to the school only. The entrance is two lanes so care must be taken to share the roadway in this area.
- **AM Drop-off:**
There are two lanes in the front parking lot; the right hand lane is for before school drive-through drop-off only; the left lane is to proceed to a parking space or exit parking lot. Please pull forward all the way to the 2nd crosswalk.

PM Pick-up:

The two lanes closet to the northside of the building are designated for pick-up and traffic will be a stop and go process and moves slowly. It is controlled by West Gilbert staff so please plan on not using your cell phones at this time and watch carefully for the children walking to the cars with a staff member.

- The exit on Galveston Street is for exiting the parking lot only. **DO NOT ENTER THE PARKING LOT FROM GALVESTON STREET.**
- When exiting the parking lot there are two lanes onto Galveston Street. The right lane is for right turns only and the left lane is for left turns only.
- There is absolutely No Parking on Galveston.

PARKING GUIDELINES

- For the safety of all students, faculty, parents and other visitors, drivers are requested to refrain from using cellular telephones while driving on school property.
- All drivers must observe **all signage** (stop, do not enter, one way, arrows, handicapped, fire lane, etc.) Police will cite all vehicles parked illegally.
- Parking shall be in appropriate parking spaces only. No parking or stopping is permitted in any red curbed area except in the designated drop-off and pickup zone. **DO NOT** drop passengers at the front door of the school.
EXCEPTION: On rainy days drop-off and pickup will be at the front entrance instead of the north parking lot.

****** REMINDER ******

All Gates are locked until 7:50 AM

- Drivers must exercise special care when backing from parking spaces. Be especially alert for parents and children walking between cars. Whenever practical, it is safer to back into a parking space.
- Parents must maintain control of their children when walking to or from their vehicles. Care must be taken when walking between vehicles and across the parking lot without benefit of crosswalks.
- When waiting for a parking space all drivers must exercise courtesy to those around them and keep to the right to allow others to pass safely.
- Handicap parking spaces are clearly marked and must be used only by persons displaying state registered handicap permits or license plates. Handicap permits must be prominently displayed.
- The operation of bicycles, skateboards, roller blades, roller skates, and any other form of personal transportation must be limited to coming to and leaving from school. Stunts of any kind are prohibited on school grounds.

Parent Agreement

I have read the FERPA/Parking Guidelines and agree to follow the procedures listed in the Imagine Charter Elementary and Middle School at West Gilbert Handbook. I also agree that my students have been made aware of all rules and procedures set forth in this handbook.

Parent/ Guardian Signature

Date

Name of Family

Date

**Please return this form to your child's teacher on July 27th, 2009.
"First Day of School"**