



IMAGINE ROSEFIELD

STUDENT/PARENT HANDBOOK

2023-2024

Excellence, Leadership, Tradition





Imagine Rosefield Student/Parent Handbook

IMAGINE ROSEFIELD

Table of Contents

Imagine Schools Background	2
Visionary Academic Goals	2
Vision Statement.....	2
Mission Statement	2
Six Measures of Excellence.....	3
Shared Values	3
Policies, Regulations and Guidelines	4
Statement of Intent to Comply.....	4
Annual Notification of Confidentiality of Student Records	4
FERPA (Family Education Rights and Privacy Act) Regulations	5
Title I	5
Imagine Rosefield Attendance Policy	6
Arizona State Attendance Policies- Title 15 - Education	6
Attendance Guidelines.....	8
Tardiness Guidelines	8
Notification of Absence from School	9
Consequences of Repeated Tardiness/Absences	9
Retention Policy.....	10
Move on When Reading Legislation	10
Media Release Policy	10
Arizona Residency Guideline (REVISED 8/15/2012)	10
Admission, Re-enrollment, Withdrawals	11
Admission	11
Enrollment Age.....	11
Authorization for Records Release.....	11
Custody/Court Ordered Documentation.....	11
Change in Student Information.....	12
Re-enrollment	12
Student Records	12
Withdrawals.....	12
Grading Weights and Homework Policy	13
Dress Code Standards for Imagine Rosefield	14
Character Development	16
School Communications	17
Home to School Communications	17
Friday Folders.....	17
Phone Calls	18





Imagine Rosefield Student/Parent Handbook

- Voice Mail & Emails 18
- Classroom/School Newsletters 18
- Communication on Safety Issues..... 18
- Classroom Visits..... 18**
- Parent Conferences & Academic Parent-Teacher Team Nights..... 18**
- School Dates/Hours of Operations/Drop Off and Pick Up 19**
 - School Calendar..... 19
 - School Hours of Operation/Drop Off-Pick Up Locations 19
 - Pick-Up/Drop Off Map..... 21
- Special Education..... 22**
- Kindergarten Program and Extended Day Program..... 22**
- Before and After School Program (R Club)..... 23**
- Imagine Rosefield Breakfast & Lunch Program 23**
 - Lunch Payments..... 23
 - Lunch Balance Policy 23
- Technology..... 24**
- Child Safety & Protection 25**
 - Fire Drills, Lock Downs and Evacuations..... 25
 - Health and Safety..... 25
 - School Nurse..... 25
 - Illness and Emergency 25
 - Emergency Medical Information..... 26
 - Head Lice..... 26
 - Accidents 27
 - Reporting of Accidents..... 27
 - Health and Accident Insurance..... 27
 - Medication and Dietary Supplements..... 28
- Reporting Child Abuse..... 28**
 - Department of Child Safety/Law Enforcement 29
 - Suspected Child Abuse on Campus..... 29
 - Police Involvement 29
- Homeless Policy and Support 29**
- Parent/Guardian Expectations 30**
 - Parent/Student Compact 30
 - Admittance to the Building..... 30
 - Smoke-Free Campus..... 30
 - Parent Visits/Volunteering..... 30
 - Parent Expectations 30
 - Parent Grievance Process 31
- Miscellaneous Information 31**





Imagine Rosefield Student/Parent Handbook

School Property 31

Use of Electronic Devices 31

Cell Phones 31

Carbonated Beverages 31

Fidget Tools 32

Solicitation 32

Classroom Placement 32

Liability 32

Field Trips 32

Responsibilities of Students, Parents and Imagine Rosefield 33

Student Conduct and Discipline 36

Partnership Agreement between Students & Parents 38

Please Return the Partnership Agreement, on the last page, to your child’s teacher during the first week of school.

It is the policy of Imagine Rosefield that no person be subjected to discrimination on the basis of race, national origin, religion, sex, age, handicap, or marital status in any program, service, or activity for which the school is responsible. The school will comply with state and federal law requirements concerning nondiscrimination and will strive by its actions to enhance the dignity and worth of all persons.





2023-2024

Imagine Rosefield Student/Parent Handbook

Dear Imagine Rosefield Families:

Thank you for placing your trust in our school to educate your child. As a parent choice school, we fully appreciate the fact that you have many schools in the area from which to choose. This being the case, we dedicate ourselves to serving your children with the best instructional practices and resources to support your child's academic and character growth.

We believe that positive character development is equally important to academic growth. As a State and National School of Character Award recipient, we continue to focus our efforts on methods to create an environment of caring, empathy and compassion for all school students, parents and staff. As with any campaign, partnering with parents is critical to student success. Our staff is highly dedicated and experienced in doing what is best for students. The trust that you place in our staff is critical to our success.

With respect to academics, we continually monitor data to provide every student with the instruction and support that they need to continually grow. Our students experience positive growth and proficiency in academic areas, however, we strive to improve each year. Our teachers and staff are dedicated to improving their skills and knowledge through professional development and research with the goal of supporting student achievement.

As we embark on another school year, we ask that you continue to support us in developing trust in our staff through consistent and positive communications. As we continue down the path of becoming an increasingly great school, we are dependent on your support and partnership and we thank you all for your unwavering support!

With Great Respect and Admiration,

Dr. Joshua Jordan, M. Ed
Principal

Tammie Willkom, M. Ed
Assistant Principal

Christine Rogers
Academic Dean





Imagine Rosefield Student/Parent Handbook

Imagine Schools Background

Visionary Academic Goals

Imagine Schools aims for **every student to gain more than one year’s growth during the academic year**. We also strive for all students who enter Imagine Schools below grade level to attain grade level proficiency within three years or less. Those at or above grade level will be challenged to soar beyond expectations.

Vision Statement

Imagine Rosefield will serve as a model within the community that provides every student with the motivation, skills and knowledge to achieve their maximum potential and become successful and compassionate citizens.

Mission Statement

The mission of Imagine Rosefield is to provide a safe environment in which all students regardless of their background will achieve the academic growth required to proceed to the next level of their education as guided by the state standards. Partnering with parents, all staff will commit to doing what it takes to ensure that students achieve academic success and become responsible, active and informed citizens.

In order to fulfill our Vision and Mission Imagine Rosefield stakeholders are committed to the following statements:

- We will live out and model the Imagine Schools Shared Values of Justice, Integrity, and Fun.
- We will ensure that all students are capable of success.
- We will partner with parents to ensure student success.
- We will take the necessary steps to ensure that all students feel safe at school.
- We believe that developing character and supporting academic success are equally important.
- We believe that excellent instruction starts with a growth mindset that enables all students to think critically, work with others, and persevere. Collaboration?





Imagine Rosefield Student/Parent Handbook

Six Measures of Excellence

Test scores alone do not measure a school’s performance. At Imagine Schools, we believe that operating a successful school requires constant attention in six important areas that we call Measures of Excellence:

- **Shared Values** – The principles that guide our decisions and activities.
- **Parent Choice** – The fact that parents choose our school rather than being assigned to Imagine Schools.
- **Academic Achievement** – Growth and success in meeting and exceeding academic expectations.
- **Positive Character Development** – Developing children in this area through modeling and teaching.
- **Economic Sustainability** – Operating successfully within our budget.
- **School Development** – Continuing to grow and develop our schools to support our students’ success.

Shared Values

There are three principles that guide Imagine School’s decisions and activities. We refer to these guiding principles as our Shared Values. We strive to adhere to these Shared Values in all that we do.

Integrity

Integrity means **wholeness**, or how things fit together. In the school setting it means we must balance the teaching and modeling of character development and academic achievement. It compels us to live the same values outside the schoolhouse as we do inside. It requires us to give the same priority to the stewardship of resources as we do to the development of virtuous characters and the attainment of academic success. Of course, it also means living up to our commitments to students, parents, and the local community. Integrity requires freedom mixed with responsibility and accountability.

Justice

Justice means **providing each person with what he or she deserves and what is appropriate**. Since each student, employee, parent and organization with whom we interact is unique, each must receive special treatment. Justice does not mean sameness of equality, but that everyone is treated uniquely and appropriately.

Fun

Imagine Schools strive to create the most fun and successful schools possible. The fun value requires extraordinary decentralization of decision making to teachers, staff, and students to create a joy-filled school. Imagine Schools believes that each person was born to use his mind, heart, and physical skills to take actions, make decisions, and be held responsible for the results. The key to an exciting, fulfilling and enjoyable school is creating an environment where all stakeholders participate in educational, economic, and administrative decisions and take responsibility for the results.





Imagine Rosefield Student/Parent Handbook

Policies, Regulations and Guidelines

Statement of Intent to Comply

Imagine Rosefield 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 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 [20 U.S.C. 1232(g) and 1232(h)]*; and the *Code of Federal Regulations (34 C.F.R. 99 et seq.)* issued pursuant to such act;
- The *Individuals with Disabilities Education Act of the United States Code [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 such act; 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.





Imagine Rosefield Student/Parent Handbook

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 administration 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.

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 Rosefield receives Title I, Part A, funds from the federal government. Title I funds support programs and services designed to assist a student in meeting academic or emotional needs. The Elementary and Secondary Education Act (ESEA) 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 paraprofessional 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;





Imagine Rosefield Student/Parent Handbook

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

The State of Arizona uses the AzMERIT assessment 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 AzMerit assessment. Please contact the school office to request information related to the qualifications of teachers or Paraprofessionals, as well as AzMerit scores.

Imagine Rosefield Attendance Policy

The emphasis of the Imagine Rosefield attendance policy is on the importance of keeping students in school and providing them access to the curriculum. Parents/guardians are charged by law with responsibility for their child's consistent school attendance. Imagine School administrators will enforce the laws regarding attendance with consideration for the variables that affect children and families. School administrators will focus on the prevention and correction of the causes of absenteeism.

Arizona State Attendance Policies- Title 15 - Education

15-803. School attendance; exemptions; definitions

A. It is unlawful for any child who is 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 5, 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 homeschool.

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. For the purposes of 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.

15-805. Principal; powers and duties





Imagine Rosefield Student/Parent Handbook

A. The attendance officer may enforce the law relating to:

1. School attendance of children between the ages of six and sixteen years.
2. The provisions of section 15-802, subsection E, and section 15-803.
3. Employment of children between the ages of six and sixteen years.

B. The principal may refer to an attendance officer who may:

1. Issue a citation to an adult or child who is alleged to be in violation of laws specified in subsection A of this section to appear before a court of competent jurisdiction and shall advise the person to whom the citation is issued that failure to appear at the time and place specified in the citation may result in the issuance of a warrant for the person's arrest. A citation that is issued to a child under eighteen years of age shall require the child's parent or person having custody to appear with the child at the time and place specified in the citation. The attendance officer shall notify the child's parent or person having custody that the citation was issued and that the parent or person having custody is required to appear in court with the child and shall give proof of the notice to the court.
2. Issue a citation on an Arizona traffic ticket and complaint form for any violation of laws specified in subsection A of this section.
3. Report a violation of a law specified in subsection A of this section to the local law enforcement agency and request an investigation of the violation. The law enforcement agency shall, when sufficient cause exists, refer the matter for prosecution.
4. Enter all places where children may be employed to investigate and enforce the law.

Students are expected to be in attendance one hundred percent (100%) of the time. Regular attendance is essential for success in school; therefore, absences shall be excused only for necessary and important reasons. Such reasons include:

- Death in the family
- Doctor's appointment
- Court appearance for the child
- Illness*/Hospitalization
- Religious holidays
- Lack of immunizations- 5 days only
- Lice- 3 days only
- Family Emergencies
- Homelessness





Imagine Rosefield Student/Parent Handbook

***IMPORTANT:** Students with a fever, vomiting, or diarrhea, will be sent home and cannot return to school until symptom free for 24 hours without the use of medications. *Any, and all, exceptions must be made by the school's Administration.*

Examples of unexcused absences include:

- Child caring for siblings
- Waking up late
- Vacation
- Lack of immunization (over 5 days)
- Lack of transportation
- Lack of clean uniform

Attendance Guidelines

The goal of achieving maximum educational benefits requires regular daily attendance, classroom participation and study. Attendance will be taken by the homeroom teacher every morning promptly at the designated starting time. To ensure student success, please be aware of the following:

- Students' interaction and participation in instructional activities is required to evaluate student progress.
- All students must remain on the school campus during the entire school day unless parents/guardians provide notification prior to leaving.
- Parents/Guardians should notify the school prior to an absence.
- Children under the age of 16 who are absent from school without parents'/guardians' permission may be considered truant and could be referred to a truant officer for further action. (Refer to Imagine Rosefield Discipline Policy) Children will be considered tardy when they are not in class at the time the bell rings.
- If a student is absent (excused or unexcused) from a class, missed work must be made available to the student for make-up and subsequently submitted within a reasonable time.
- Credit will be given for all make-up work due to an absence. The amount of credit may vary due to the timeliness of the work being submitted and is solely up to the discretion of the teacher.
- School personnel and administrators will encourage parents/guardians to comply with Arizona attendance laws to ensure regular attendance and punctuality.
- A student not attending classes during the day **may not participate in any extra-curricular event on that day**, unless previously approved by the administration; this will be considered only in the case of an excused absence.

Tardiness Guidelines

The school opens for all students at 7:30am with no charge to the family. School starts promptly at 8:00am for all 1st through 5th grade students and 8:15am for Kindergarten students. If your child is late





Imagine Rosefield Student/Parent Handbook

to school, please bring him/her to the front office to sign your student into school. A tardy slip will be given to your child and he/she will be sent to class.

Parents and Students who have continued patterns of poor punctuality will be contacted by the school administration and may receive consequences as outlined in the Imagine Rosefield Discipline Policy. Please drop off your child at school **at least 10 minutes prior to the start of class.** This ensures that your child will have ample time to be ready for the school day.

Notification of Absence from School

- A Parent/Guardian must notify the school prior to the absence/tardy with a call, note or email that his/her child is unable to attend or will be late to school.
- The call, note or email must address the date/time and reason for the absence.
- When a student is absent from a class and/or day without excuse or without notice, (i.e. the school has not been notified by the parent/guardian), within two hours after the beginning of the first class, Imagine Rosefield will make a reasonable effort to promptly telephone or notify the parents/guardians or other individual who has custody of the pupil of the pupil's absence from school as required by ARS 15-807.
- Adjustments to Absences will only be accepted and adjusted within 48 hours of the student's absence.

Contact the school if your child will be out of school for an extended period of time. A physician's note may be required for students absent for three or more consecutive school days. **If your child's absences are unexcused for 10 consecutive school days, his/her name will be automatically taken off the school attendance roster (unenrolled) as required by the Arizona Department of Education rules.** Prolonged absences will be reviewed on a case-by-case basis by the school administration.

Consequences of Repeated Tardiness/Absences

The importance of timely and consistent attendance in school cannot be stressed enough. Not only is a child's success directly related to the amount of time spent in the classroom, being on time is an important habit that will help ensure a child's future success in life. This being the case, procedures have been established with the sole intent of ensuring that students' have every opportunity to succeed through consistent attendance within the classroom during the school year.

Imagine Rosefield utilizes the Court Unified Truancy Suppression (C.U.T.S.) program sponsored by Maricopa County, as a support mechanism to ensure students are in attendance. For more information about the C.U.T.S. program, please visit

<https://www.superiorcourt.maricopa.gov/JuvenileProbation/Probation/CUTS.asp>





Imagine Rosefield Student/Parent Handbook

Retention Policy

Grade retention is the practice requiring a child to repeat a particular grade because the student has not shown mastery of grade level standards. It is recognized that not all students learn at the same pace. Therefore, Imagine Rosefield is committed to providing extra support in the way of re-teaching standards, reading/math intervention, tutoring and other processes that will empower students to master grade level concepts. There are instances, even after significant intervention and support, where student retention may be necessary to provide students with additional time to master objectives and competencies required for success in the next higher grade. Additionally, excessive absences that have led to significant gaps in learning may also necessitate retention.

Teachers and administrators have an obligation to carefully weigh the possible advantages and potentially negative consequences of retention.

Additionally, A.R.S 15-701 requires that an Arizona student not be promoted from the third grade if the student scores far below the third grade level on the yearly state assessment.

Students are typically retained due to 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;
- Attendance- if a child has been absent for 18 days or more (10%) of the school year;
- Student’s academic performance does not indicate mastery of current grade level;

Imagine Schools 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.

Media Release

If for any reason, you do not wish to have your child’s name, image, likeness, spoken word, student work or performance published by Imagine Schools, ensure that the permissions form in your child’s cumulative file correctly indicates that preference.

Arizona Residency Guideline (REVISED 8/15/2012)

Parents who wish to enroll their children at Imagine Rosefield must provide proof of Arizona state residency. Generally, under Arizona law, only Arizona residents are entitled to a free public education. The Arizona Department of Education (“Department”) is a designated steward of state education tax dollars and is responsible for providing state aid to school districts and charter schools for students





Imagine Rosefield Student/Parent Handbook

who reside in Arizona. Pursuant to A.R.S. § 15-823(J), a school district or charter school may not include non-resident pupils in their student count and may not obtain state aid for those pupils.

The residency of a student is determined by the residency of the parent or guardian with whom the student lives. Accordingly, it is the responsibility of the school districts and charter schools that receive state aid to ensure that their student/parent residency information is accurate and verifiable. The Department may audit schools to ensure that only Arizona resident students are reported for state aid. Any school district or charter school that cannot demonstrate the accuracy of any student's residency status may be required to repay the state aid received for that student.

Admission, Re-enrollment, Withdrawals

Admission

Imagine Schools is open to all children, on a space available basis within each grade level. Our schools do not discriminate based on 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 Kindergarten-Fifth grades and no tests of any sort are given to determine whether admission is granted. Children admitted to kindergarten must be 5 years of age by September 1st of the school year. 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 enrolled 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 allowed to attend school without an official withdrawal slip from the previous school, as well as all associated enrollment documentation.**

Authorization for Records Release

The Authorization 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 include the telephone number and address of the previous school.

Custody/Court Ordered Documentation

In cases where child custody/visitation affects the school, the most recent court order on file will be honored. **It is the responsibility of the custodial parent**, or of parents having joint custody, to provide the school with the most recent court order. The school is required by law to follow the most current court documents maintained in the student's files.





Imagine Rosefield Student/Parent Handbook

Change in Student Information

It is critical that the school is notified immediately of any changes in a student's name, address, telephone number, responsible parent/guardian, and any other information provided at the time of registration. **Such changes must be communicated in writing either hand-written or electronically.** If there are any Parenting Plans or court ordered documents that affect the student or the school, the school must have the most current copy on file.

Re-enrollment

To secure a child's place at Imagine Rosefield for the next school year, the official re-enrollment process must be completed. By February, information about reenrollment will be sent home to be completed online. If the office does not receive the re-enrollment form, your child will not be placed in a class for the subsequent year. If there are more applicants than openings, all applicants are subject to a lottery. Lottery dates are set by the Imagine Schools Southwest Regional Support Team.

Student Records

A student's education records are located in the student file. Parent requests for records will be completed within 72 hours (3 business days) of receiving the request.

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 schoolbooks and materials. All accounts must be paid in full before completion of withdrawal. **Imagine Schools has 24 hours (1 business day) to process withdrawals on any and all students.**





Imagine Rosefield Student/Parent Handbook

Grading Weights and Homework Policy

Category	Weights
Math, ELA, Science, Social Studies	<ul style="list-style-type: none"> • 50% Unit/Chapter Assessments • 30% Quizzes • 20% Classwork
Conduct <ul style="list-style-type: none"> • One 10 point entry per week 	<ul style="list-style-type: none"> • K-4th Grades: 100% Behavior • 5th Grade-90% Behavior/10% Homework

At Imagine Rosefield, our homework policy is research based to ensure homework is time well spent, and helps to build academic success. **Homework is utilized as a tool to help teach responsibility and provide extra practice for important skills that are covered in class.** Imagine Rosefield teachers partner with parents to ensure homework is not excessive to support students maintaining a balanced life. Homework assignments will be created with a clear purpose that supports the learning objectives from the classroom. Students should be able to complete homework assignments independently with minimal help from family/parents. Responsibilities of the parents and students are as follows:

Student Responsibilities	Parent Responsibilities
Stay attentive in class, bring home all assigned homework, and monitor project deadlines when applicable.	Encourage homework completion and provide a distraction free area.
Complete homework and ask questions the next day if there was anything not understood.	Contact teacher if the student is taking longer than the nightly average for homework.

- Homework assignments are dependent upon the teacher’s assessment of the students’ readiness to complete assignments independently. Homework will not be assigned on weekends or over breaks.
- Work that is assigned in class as independent practice of the day’s lesson is considered “Classwork.” If students do not finish, they may have to finish at home. This classwork will not be entered in the gradebook as “homework” but rather as “classwork” in an academic area. Classwork taken home must be completed and returned the next day. The grade for late Classwork will be deducted by 10% for each day late. After the 3rd day, the highest grade achievable will be 50% at the discretion of the teacher. The time guidelines below will still be adhered to.

Nightly Homework and Classwork Guidelines:

Grade Level	Average Time
K-3	0-1/2 hour
4-5	0-1 hour





Imagine Rosefield Student/Parent Handbook

Dress Code Standards for Imagine Rosefield

Our uniform policy acts as a unifying feature that helps students avoid distractions from our larger mission. Uniforms are also a visible representation to our community representing our pride and professionalism in Imagine Rosefield. Students are expected to follow uniform guidelines. In instances where students are out of compliance, parents will be notified and expected to bring appropriate uniform clothing to the school. *The school administration will have final say on all dress code issues.*

<p>Guidelines for all Students</p> <p>Outerwear</p> <p>Footwear</p> <p>Friday (optional)</p>	<ul style="list-style-type: none"> ➤ Polo shirts (long/short sleeved) with Imagine Schools logo Light Blue, Navy Blue, Red or White ➤ Uniform shirts must be always tucked in. ➤ Undershirts (long or short sleeve) must be Light Blue, Navy Blue, Red or White ➤ Uniform bottoms must be Navy or Khaki ➤ Sweatshirts, hoodies, zip up hoodies, or cardigan sweaters in solid color with or without school logo (Imagine Prep logo acceptable) may be worn anywhere in the building Light Blue, Navy Blue, White, Red, Gray or Black. No other writing or logo permitted! ➤ No coats, jackets, or non-uniform sweatshirts, hoodies, or cardigans inside the school. Students must carry them in the hallway and hang them up in the classroom. ➤ Closed toed shoes, which cover both the toes and heels. Boots and shoes must be mid-calf or below with less than a one-inch heel (safety). No flip-flops, slippers, slipper boots, Crocs, jelly shoes, or Uggs. Socks must be below the knee and match if visible. ➤ Blue jeans (only) worn secured at the natural waist with a school logo spirit t-shirt or uniform polo shirt. No ripped jeans allowed. Shirts may be untucked on Fridays only.
<p>Guidelines for Girls</p>	<ul style="list-style-type: none"> ➤ Pants, capris, skorts, shorts, jumpers or skirts worn secured at the natural waist and no shorter than three (3) inches above the knee Navy or Khaki ➤ Leggings/tights of approved school colors can be worn under school appropriate bottoms. Leggings/tights must be solid colors: black, gray, navy blue, light blue, or white. ➤ Leggings, elastic pants, or yoga pants not permitted as “pants”
<p>Guidelines for Boys</p>	<ul style="list-style-type: none"> ➤ Shorts or pants worn secured at the natural waist Navy or Khaki. Shorts no shorter than three (3) inches above the knee or longer than one (1) inch below the knee
<p>Unacceptable Items</p>	<ul style="list-style-type: none"> ➤ Light up & shoes with wheels are not permitted at any time. ➤ No flip-flops, slippers, slipper boots, Crocs, jelly shoes, or Uggs. ➤ Torn, tethered, or ripped clothing, oversized shirts. ➤ Baseball caps, hats, bandanas while inside the building (permitted for outside activities) ➤ Body art/tattoos (permanent or temporary) ➤ Bulky jewelry or chains, bracelets, rings, chokers, etc. ➤ Piercings (except for one pair of non-dangling earrings in the ears) ➤ Untied sneakers or shoes falling off and not secured





Imagine Rosefield Student/Parent Handbook

- Baggy pants or pants with hems dragging on the ground.
- Hair color or hairstyles that are disruptive to the educational environment. Includes head bands that have ears etc.

It is the responsibility of both parent and student to ensure compliance with the dress code. A student who is out of compliance with the dress code may not be permitted to attend class. Parents will be notified to either bring a change of clothing or pick up the student. Parents of students in kindergarten or 1st grade are strongly encouraged to leave a labeled change of clothing in the classroom.

Tops:



Bottoms:

Bottoms made of khaki or similar material worn secured at the natural waist.





Imagine Rosefield Student/Parent Handbook

Character Development

At Imagine Rosefield, we strongly believe in developing the mind, body and character of our students. We accomplish this by modeling, providing instruction and student learning opportunities to practice character development skills. Using our character program, we are committed to implementing methods to help children learn and develop attitudes of respect and responsibility among themselves and others.

We are committed to teaching the foundational principles necessary to be well adjusted citizens. We believe that parents play a primary role throughout the school year in supporting the school's efforts in the development of sound character traits for their children. Ronald Edmonds (*Effective Schools Research*) recommends that schools build a positive environment by an expressed staff attitude of high expectations and the development of a safe and orderly school culture. Further, Imagine Schools are committed to both teaching academics as well as the teaching of character traits and attitudes that can be measured in student behavior and academic achievement over time.

Imagine Rosefield is an active participant in the Kids at Hope program. We firmly believe that all children are capable of success and that our job as teachers, administrators, parents and staff is to seek out those "treasures" that are stored in each of our students.

Perhaps it is best expressed in the **"Kids at Hope" Pledge, which our students recite daily ...**

"I am a kid at hope; I am talented, smart and capable of success. I have dreams for the future, and I will climb to reach those goals and dreams every day!"

and the "Treasure Hunter's" Pledge that all teachers and adults recite:

"As adults and Treasure Hunters we are committed to search for all the talents, skills and intelligence that exist in all children and youth! We believe that all children are capable of success...no exceptions!"

At Imagine Rosefield our character development program focuses on the "Six Pillars of Character" plus the Imagine Schools performance Character Traits* which include:

- **TRUSTWORTHINESS**
- **RESPECT**
- **RESPONSIBILITY**
- **FAIRNESS**
- **CARING**
- **CITIZENSHIP**
- **CURIOSITY***
- **PERSEVERENCE***
- **CREATIVITY***





Imagine Rosefield Student/Parent Handbook

Second Step

Additionally, students receive weekly instruction on social and emotional learning concepts through the Second Step Curriculum. **Second Step® Elementary**, is a research-based social-emotional learning program designed to improve children’s social-emotional skills. Second Step skills and concepts are designed to help children both in and out of school. Four units will cover the following:

Growth Mindset & Goal-Setting: Children learn how to pay attention and manage distractions, develop a growth mindset, and apply goal-setting strategies to their social and academic lives.

Emotion Management: Children learn how to identify and label emotions and use emotion-management strategies—including stress management for older students—to calm strong feelings.

Empathy & Kindness: Children learn how to recognize kindness and act kindly, have empathy for others and take others’ perspectives, and recognize kind acts and empathy as important elements of building and maintaining relationships.

Problem-Solving: Children learn how to identify and state a problem, recognize if a problem is an accident, and use the STEP problem-solving process:

- S: Say the problem
- T: Think of solutions
- E: Explore the outcomes
- P: Pick a solution

School Communications

Home to School Communications

Clear and consistent communications between the school and parents is crucial. We believe that parents should be informed consistently of student progress, assignments and school activities..

Friday Folders

Imagine Rosefield also utilizes a “Friday Folder” procedure where every Friday materials are sent home in a folder with the student to be reviewed by the parents. Examples of Friday Folder materials include graded papers, upcoming assignments, newsletters, announcements and progress reports. There are occasions when materials sent home will need to be reviewed, signed and returned to the school.





Imagine Rosefield Student/Parent Handbook

Phone Calls

All phone calls to a classroom teacher, during school hours, will be forwarded to their respective voice mailboxes. Any emergency calls will be handled and directed by the front office staff and administration. Students are not allowed to receive or make phone calls in the classroom. Exceptions will be made on a case-by-case basis.

Voice Mail & Emails

Each teacher is assigned a voice mailbox where parents may leave messages. **Parents can expect a return call, or email, from the teacher within 24 hours (1 business day), not including holidays and weekends).**

Classroom/School Newsletters

At a minimum, parents will receive weekly communications from the teacher, which includes updates from each classroom, student work, weekly feedback forms, and news of upcoming events. Teachers may also occasionally include a donation list to supplement general supplies. Parents may be asked, but are not required, to supply their child with additional crayons, scissors, paper, etc.

In addition, a weekly e-mail blast highlighting school events, celebrations and parent/student resources is forwarded each Friday.

Communication on Safety Issues

Should a safety issue arise on our school campus, school administrators will determine the best way to provide information to parents. Examples include a letter sent home with students or a message recorded on the school's telephone system. Emergency readiness events are practiced throughout the year, including monthly fire drills, and bi-annual lock down drills.

In the unlikely event that any of these events should actually occur, administration will contact parents/guardians via our phone blast system and/or e-mail with detailed information and instructions.

Parent Conferences & Academic Parent-Teacher Team Nights

Academic Parent-Teacher Team Nights (APTTs) are an informative and comprehensive method of communicating with parents. Research reveals that students are more successful in school, and view





Imagine Rosefield Student/Parent Handbook

school as a priority, when their parents are involved in their child’s education. Students attend school for 180 days each year and are at home with their parents for 185 days of the year. Our intent is to provide parents with techniques and resources that can be used at home to help students maximize their growth at Imagine Rosefield for the rest of this year and next.

An APTT night will be scheduled in October. During this time, the grade level teams will explain the different assessments, benchmarks and programs used during the school year. Teachers will also identify where each student is performing currently, identify areas that parents can work on at home, and set goals for each child’s individual growth. Individual Student Success Plans and resources for use at home will be shared as well.

Formal parent/teacher conferences are scheduled once a year to facilitate open communication between parents and teachers regarding students’ progress and are optional should the APTT night not sufficiently address a parent’s concerns. Refer to the school calendar for specific dates. We strongly encourage parents to keep continuous communication with the classroom teacher and consistently check PowerSchool for up-to-date grades and the progress of students.

School Dates/Hours of Operations/Drop Off and Pick Up

School Calendar

Our school calendar is available in our Front Office or on our website at imagineosefield.org.

School Hours of Operation/Drop Off-Pick Up Locations

The school’s instructional day begins promptly according to the staggered schedules for student drop off Monday through Friday. Official office hours during the school year are 7:30 AM to 4:00 PM. **No student is to be dropped off at school prior to 7:30 AM. If needed, childcare before this time, Imagine Rosefield has a “fee-based” childcare program, Champions, beginning at 6:00 AM and ending at 6:00 PM, Monday through Friday.** Information is available in the school office and on the website for the before and after childcare program. **School supervision is not available on the campus prior to 7:30 AM for student’s not enrolled in childcare.**

Due to congestion and safety issues during student pick-up, we request that parents not sign students out of class after 2:30 pm unless there is a dire emergency.

Parking space on campus is extremely limited. Therefore, a strict time schedule must be maintained for the safe and efficient drop off and pick up of students each school day. Please do not arrive early as this will result in blocking the flow of traffic. Only pick up your student at the designated areas listed below. Refer to the map provided on the following page. **Please do not pick up or park your vehicle in front of the building, this is a designated Fire Zone.**





Imagine Rosefield Student/Parent Handbook

Please Note: Parking at the adjacent shopping mall is not encouraged. If you are not a patron of the mall, your vehicle may be towed.

Schedule for Student Arrival to School

- School Opens for Breakfast 7:30 AM
- School Arrival for Grades 1-5 Students 7:45-7:55 AM
- Class Begins for Grades 1-5 Students 8:00 AM (Sharp)
- School Arrival for Kinder Students 8:00-8:10 AM
- Class Begins for Kinder Students 8:15 AM (Sharp)

Schedule for Student Departure from School

- Kinder ready for pick up **south** side of bldg. 2:30 PM
- Grade 1 ready for pick up **south** side of bldg. 2:45 PM
- Grade 2 ready for pick up **north** side of bldg. 2:55 PM
- Grade 3 ready for pick up **south** side of bldg. 3:00 PM
- Grade 4 ready for pick up **north** side of bldg. 3:15 PM
- Grade 5 ready for pick up **south** side of bldg. 3:15 PM
- All Students (K-5th) picked up by 3:30 PM

Note: Students not picked up on time (15 minutes past the scheduled pick up time) will be checked into aftercare. A fee may be assessed for this service.

During the first few days of school, teachers will indicate drop off and pick up areas by grade level around the campus to help parents spot the correct area to stop. Arrival and departure times and locations will be discussed in detail at “Meet the Teacher Night” meetings that are conducted prior to the beginning of the school year.

Student Pick Up Note: To facilitate a smooth pick up, please refrain from conducting conversations with the teachers. During student pick-up, teachers are extremely focused on student safety and an efficient traffic flow. If you wish to conference with a teacher, please schedule an appointment in order that teachers are able to provide their full, uninterrupted attention.

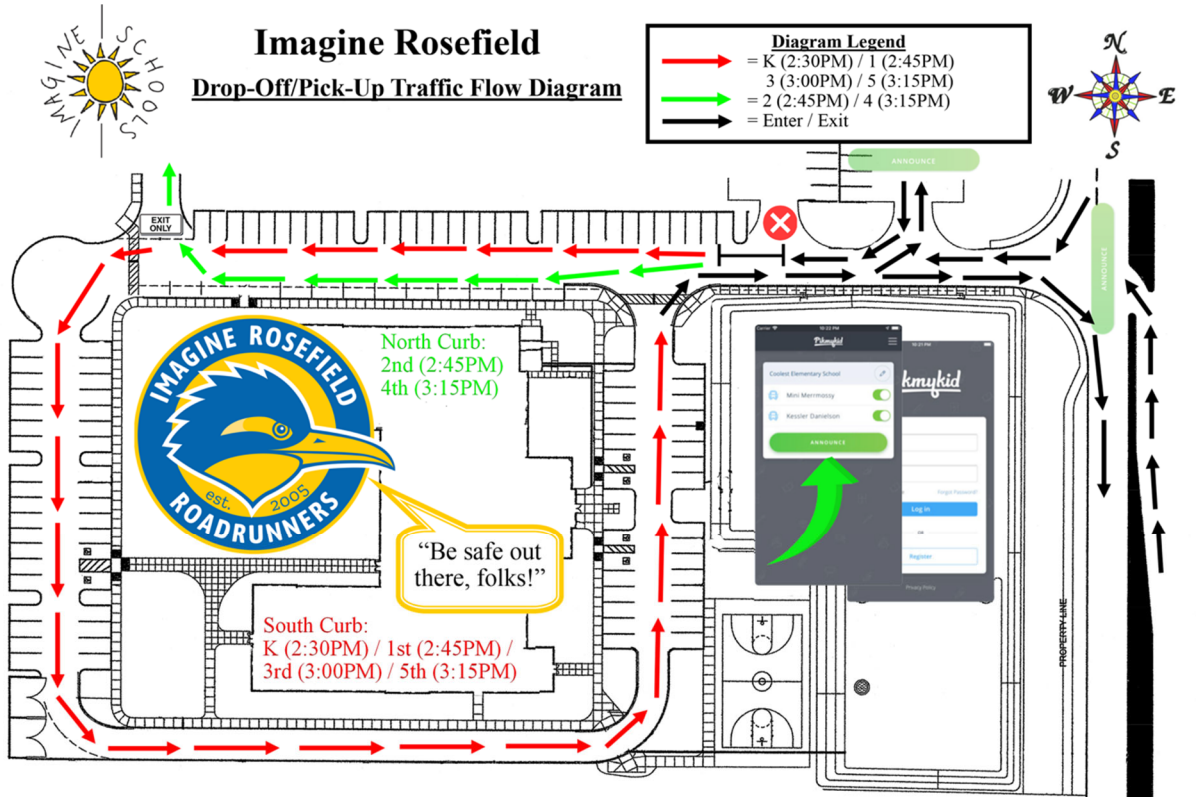
In addition, it is requested that parents not enter the building during pick up and drop off. During these times the hallways are extremely congested with students. Adding parents in the halls adds to congestion and creates a potential safety hazard.





Imagine Rosefield Student/Parent Handbook

Pick-Up/Drop Off Map





Imagine Rosefield Student/Parent Handbook

Special Education

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

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, there may be a number of contributing factors. The first step is to visit with the teacher to determine what interventions and classroom strategies have been tried to help your child succeed. If the interventions are unsuccessful, a referral for special education evaluation may be one of many considerations. A written request can be made to the administration. If special education disabilities are suspected, the school is required to evaluate your child to identify and document whether your child has any disabilities that affect his/her ability to learn. The special education evaluation will be done only after the school has held a meeting with the parents where the tests and procedures recommended can be explained and an agreement to evaluate is deemed necessary by all the meeting participants. The evaluation will be conducted according to federal and state requirements and will include information that parents provide. Following the evaluation, the school will provide parents with complete results within 60 calendar days of the written consent to test.

Kindergarten Program and Extended Day Program

The State of Arizona provides funding for half day kindergarten for all eligible students. At Imagine Rosefield, our cutoff age for a student entering kindergarten is five years of age by September 1st. We will not be offering a half day program.

To participate in the Kindergarten program, a nominal enrichment fee of \$600 will be requested from families to offset the lack of state funding for full day Kindergarten. Options for payment include:

- **Pre-payment** (before August 1) - If paid the fee is paid in full, parents will only be charged \$550 rather than the full \$600 which is a \$50 discount for early payment.
- **Monthly Payment Option** – Imagine Rosefield is offering a monthly payment option in which parents will be allowed to make monthly payments of \$50/month. (\$100 deposit, plus \$50 per month for 10 months (August through May) = \$600)

Questions concerning this enrichment fee should be addressed to the front office. Exceptions to this policy may be made by the school administration.

For students withdrawing or entering the Kindergarten Program once the school year begins, the fees are structured as follows:

- A student **withdrawn** after the first day of school, during the first quarter, will be refunded \$450.





Imagine Rosefield Student/Parent Handbook

- A student **entering** during first quarter, full \$600 is due.
- A student **withdrawn** during the second quarter will be refunded \$300.
 - A student **entering** during second quarter, \$450 is due.
- A student **withdrawn** during the third quarter will be refunded \$150.
 - A student **entering** during the third quarter, \$300 is due.
- Any **withdrawals** after 3/9/13 will not receive a refund.
 - A student **entering** during the fourth quarter, \$150 is due.

****Exceptions may be made by Administration on a case by case basis. If the fee above presents a hardship or would otherwise discourage a family from participating in the kindergarten program, parents may inquire about a waiver process by contacting the school principal via email or phone.**

Before and After School Program (Champions)

Imagine Rosefield offers a Before and After School program (Champions). The hours of operation are from 6:00 to 7:30 am and 2:30 to 6:00 pm. If a parent is late for a student's designated **pick up time, and after adequate attempts to contact parents have been made, students may be signed into the aftercare program and parents will be subject to a fee.** Please refer to the Champions website for more information.

Imagine Rosefield Breakfast & Lunch Program

Lunch Payments

Payments can be made by check or cash and can be paid by the student to the teacher in the classroom or paid by the parent/guardian at the front desk. In addition, payments can be made on-line by accessing on-line payments on our website.

Lunch Balance Policy

Full pay students –will pay for meals at the published standard rate each day. A student will be allowed to charge a maximum of \$0.00 to their account. Once a student has exceeded the threshold of \$0.00 the student will be offered the salad bar and alternate meal, and students will not be allowed to charge a la carte items. Parents/Guardians of students with negative balances will be contacted by school via written letter, School Messenger, phone call or email.

Free Meal Benefit - Free status students will be allowed to receive a free breakfast and lunch each day. A la carte purchases must be prepaid.

Reduced Meal Benefit –Reduced status students will be allowed to receive a breakfast for \$.30 and lunch for \$.40 each day. A student will be allowed to charge a maximum of six (6) meals to their account after the balance reaches zero. Once a student has charged those three meals, he/she will not be





Imagine Rosefield Student/Parent Handbook

allowed to charge a la carte items, however he/she will be offered a designated menu alternate, and the Salad Bar.

Parents/Guardians are responsible for meal payment to the food service program. Notices of low or deficit balances will be sent to parents/guardians at regular intervals during the school year. Families may pay for meals in advance via <https://family.titank12.com/>, or with a check payable to Imagine Schools. Funds should be maintained in accounts to minimize the possibility that a child may be without meal money on any given day. Any remaining funds for a particular student will be carried over to the next school year.

Refunds for withdrawn and graduating students; a written request for a refund of any money remaining in their account must be submitted. An e-mail request is also acceptable. Students who are graduating at the end of the year will be given the option to transfer to a sibling's account with a written request.

Unclaimed Funds must be requested within one school year. Unclaimed funds will then become the property of the Imagine Schools funds.

Balances Owed all remaining balances not paid before the end of the school year will be carried forward into the students next school year account. Promoting 5th graders must pay all charges in full.

Suspected Abuse of This Policy—if cafeteria or NSLP Coordinator suspects that a student may be abusing this policy, written notice will be provided to the parent/guardian that if the student continues to abuse this policy, the privilege of charging meals will be refused.

If a student is without meal money on a consistent basis, the Administration will investigate the situation more closely and take further action as needed. If financial hardship exists, parents and families are encouraged to apply for free or reduced-price lunches for their child.

Technology

Imagine Rosefield 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. The school uses filtering software to block access to information that may not be appropriate for youth in a school setting. Imagine Rosefield 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. Therefore, the school does not assume liability for inappropriate use or access of information via electronic information services.





Imagine Rosefield Student/Parent Handbook

Furthermore, the school's internet connection 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 students.

Child Safety & Protection

Fire Drills, Lock Downs and Evacuations

Our school practices for emergency situations such as fire and threats to student safety. Fire drills, lockdowns and evacuation procedures are taught and practiced throughout the year. In the unlikely event that an emergency should occur, you will be contacted by the school with information and instructions.

Health and Safety

Students' health and safety are the school's most important responsibilities. 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 nurse so that appropriate accommodations can be made.

Imagine Schools requires a copy of updated health records before your child **can be registered for school**. Documented proof of required vaccinations is needed for students entering Imagine Schools. If an immunization would put your child at risk for medical reasons, personal reasons, or under a Religious Exemption, you and your child's physician must sign a Request for Exemption form. 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. It is the responsibility of the parent/guardian to update immunization records with the school as they are received.

Please be advised that according to Arizona State Law... "On enrollment, the school administrator shall suspend that pupil if the administrator does not have documentary proof and the pupil is not exempt for immunization pursuant to section R.S. 15-873."

School Health Aide

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

Illness and Emergency

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





Imagine Rosefield Student/Parent Handbook

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 cannot leave work. Any student experiencing any of the following will be sent home:

- vomiting,
- diarrhea,
- evidence of possible pink eye,
- a rash,
- a temperature of 100 degrees or higher.
- fever within the last 24 hours

A parent or guardian must pick up students with these symptoms promptly.

Children must be fever free (without medication) for 24 hours in order to return to school. Children must be diarrhea and vomiting free (without medication) for 24 hours before returning to school.

Children are not permitted to walk home when ill or injured per school policy.

Emergency Medical Information

It is imperative that you notify the school Health Aide 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 assist the Health Aide and the school's staff to meet the needs of your child. This information must be placed on the student's emergency card. These cards are used to contact a child's parent/guardian in case of illness or injury. Please do not forget to make the Health Office aware of any changes to home, employment or emergency numbers.

Head Lice

Imagine Schools 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 do not come off easily like dandruff or lint. Lice do not jump or fly. They are transmitted via head-to-head contact, and through the shared use of 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 will notify parents of affected students and provide 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.





Imagine Rosefield Student/Parent Handbook

Parents must accompany their student to the health office to be cleared by the Health Aide before they will be permitted to stay in school.

Accidents

The school Health Aide, 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.

Incident reports will be completed when medical treatment is required or a child misses more than half of the school day due to injury. No incident report will be completed for minor incidents (i.e. small cuts, bruises) however; the nurse will complete a note to go home with the student detailing the treatment.

Reporting of Accidents

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 health aide or the school office, which will begin the processing of an Incident Report Form for recording all pertinent information. Even in cases where doctor or hospital care is not required, an Incident Report Form will still be filed so that there is written record of the nature of the injury and circumstances of the occurrence.

The Health Aide will document all information related to the accident, however not all accidents will require an Incident Report. If a need for school insurance arises, the health aide can assist with completing the necessary forms.

Health and Accident Insurance

Imagine Schools 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.





Imagine Rosefield Student/Parent Handbook

Medication and Dietary Supplements

The Health Aide or designated staff will administer medication to students during school hours. School personnel may administer medication 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, with the medication name and 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 a parent/guardian only. ***A form must be completed in order to drop off medication.***
6. It is recommended that when a prescription is filled at the pharmacy that has to be given at school that 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 requests in writing that a medication must be given during the school day, such as ADHD medication, it will 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.

Note: 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 Health Aide and Administration.

Reporting Child Abuse

State law requires school employees to report reasonably suspected cases of neglect, non-accidental injury or sexual offenses against children to Department of Child Safety (DCS) or local law enforcement agencies.





Imagine Rosefield Student/Parent Handbook

State law protects people who are required to report reasonably suspected abuse from civil or criminal liability. Reports of child abuse are confidential records. Please bring your concerns to school administration.

Department of Child Safety/Law Enforcement

Interviews by DCS workers and law enforcement officers may be conducted at Imagine Schools. 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.

Suspected Child Abuse on Campus

Imagine Rosefield will not tolerate any form of child abuse what so ever. All instances of suspected child abuse on campus will be investigated and addressed immediately. Any concerns must be brought to the administration.

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.

Homeless Policy and Support

Imagine Rosefield makes every attempt to support all of our parents, especially those families that have fallen on hard times. The school, within the guidelines of the McKinney-Vento Act, will work diligently to try and ensure that no barriers will preclude any homeless students from enrolling and returning the next school year, ensure that students are not stigmatized or segregated from any school functions or activities, and when applicable, the school will provide transportation, at the request of the parent or guardian (or in the case of an unaccompanied youth, the liaison) to and from the school.





Imagine Rosefield Student/Parent Handbook

Parent/Guardian Expectations

Parent/Student Compact

The purpose of presenting this section in the *Imagine Rosefield Parent/Student Handbook* is to provide information about the responsibilities of all school stakeholders as well as the expectations, rules and procedures for correcting unacceptable behavior. Together, parents and students are encouraged to read this section carefully, discuss its contents and agree to accept the responsibilities outlined.

Admittance to the Building

Identification is required by all visitors entering the school building. When visiting the school, please ensure that a form of identification (i.e. driver's license, military ID card) is in your possession.

Smoke-Free Campus

Imagine Rosefield is a smoke free campus. There is NO SMOKING, of any kind, on campus grounds which includes pick up and drop off areas. For the health and safety of our students, we appreciate your cooperation!

Parent Visits/Volunteering

Parents are encouraged to visit the campus and participate in school-related activities. It is requested that all parent visits including volunteer opportunities, be scheduled with the classroom teacher to avoid conflicts in the daily lesson plan. While we encourage parent visits, **they must be conducted during times when distractions are less likely to interfere with the learning environment.** Please be advised that if you wish to visit your child's classroom, expect to be asked to participate in the classroom activities and/or volunteer to **assist** the classroom teacher.

All volunteers and visitors **must sign (identification required) in and out at the front desk** and wear a school visitor badge at all times.

If a visitor/volunteer wishes to conference with a teacher during the course of the school day, **an appointment must be made with the teacher** so the conversation can be professional and confidential at an appropriate time and to avoid interruption of the learning environment.

Parent Expectations

Parents are expected to model courteous behavior and an appropriate appearance at all times while on campus and when interacting with teachers, administrators and staff. This also applies when attending all school-sponsored events. In the unlikely event that a situation arises in which the destructive and/or uncooperative behavior of a parent impedes the school's educational and administrative process, school administrators will take appropriate action on a case-by-case basis.





Imagine Rosefield Student/Parent Handbook

Teachers and staff at Imagine Rosefield will treat all parents, students and other members of the public with respect and expect the same in return.

Parent Grievance Process

It is best to resolve a problem or grievance at the most direct level. Imagine Rosefield has instituted a protocol that encourages parents to first attempt to resolve any issue or complaint with the teacher or staff member directly involved. If the issue cannot be resolved at this level, the concern should be taken to administration.

Miscellaneous Information

School Property

Imagine Schools is the owner and has control of all furniture including student desks, bookcases and cubbies, 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.

Use of Electronic Devices

Proper use of electronic tablets, such as iPads, are encouraged during the school day. Use of the school's Wi-Fi may be granted by the classroom teacher or school administration. Per the Technology Use Agreement, any improper use of the internet or device will result in loss of privileges and associated disciplinary actions.

Cell Phones Smart Devices

Cell phones are permitted at school but **must be turned off during school hours**. Cell phone usage is permitted before and after school only to communicate with parent/guardians. Imagine Rosefield Staff are not responsible for the safekeeping of the cell phone.

Smart watches with calling and texting abilities may be powered on during the day, but they may not be utilized for texting and calling purposes as such would be a disruption to learning. If Smart watches become a distraction, they may be confiscated by the teacher.

Communications during the school day must go through the front office. Emergencies will be supported accordingly.

Carbonated Beverages

Children are not permitted to drink soda or similar carbonated drinks. For more information, please see the Health & Wellness Policy available in the front office.





Imagine Rosefield Student/Parent Handbook

Fidget Tools

Students are permitted to use a fidget tool during school hours. However, if the fidget tool becomes a distraction to the student, teacher, or the learning environment, the student will be asked to put the tool away. If this continues, the student may be referred for interrupting the learning environment and defiance. IEP/504 students are not exempt from the policy, as a fidget tool is to be used as a resource, not a toy.

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.

Classroom Placement

Great care is taken to find the optimal classroom placement for each child who attends Imagine Rosefield. Along with administration, teachers work with current grade level teams and the next year's grade level team to form classes.

There are many factors to consider when students are placed in a new classroom. Heterogeneous groups are created with equity in class size and gender ratios. Imagine Rosefield utilizes best practices and research proven techniques to ensure students are placed in the optimum environment to meet their needs for the upcoming grade level. Teachers deliberate on data with respect to current level of academic performance as well as special needs, work habits and social/emotional maturity.

Parent input is valued regarding the individual needs of your child. Parents may provide input in terms of their students' learning needs, personality traits and unique characteristics as an additional data point when considering classroom placement for students. The principal and/or assistant principal must receive information in writing no later than May 1st of the current school year. Every effort will be made to create an engaging classroom that will support the learning needs for student academic and character growth.

Field Trips

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

If a student's attendance on field trips is contingent on a behavior contract, parents will be notified of these conditions prior to the planning of the field trip.





Imagine Rosefield Student/Parent Handbook

Adequate supervision is a key to effective field trips. For that reason, parents who wish to accompany a class on a field trip must not bring other children.

In cases where field trips to venues such as zoos, theaters, etc., require non-refundable pre-payment, we will be unable to issue a refund once the venue has received payment. Also, once the field trip has taken place, there will be no refunds issued.

Responsibilities of Students, Parents and Imagine Rosefield

All of our students must be prepared to come to school to learn. Relatively few of our students are involved in incidents that result in disciplinary actions. Every precaution is taken to prevent violent acts at our school that may endanger students and staff members. Imagine Rosefield maintains high expectations for the safety and welfare of students and staff members. Our goal is to provide a safe environment in which students have the opportunity to learn and the teacher the opportunity to teach within the best school culture possible. In order to provide an appropriate environment for learning, the students and parents, as well as the school must accept significant responsibilities.

Imagine Schools Academic and Character Framework

The Imagine Schools Academic & Character Framework identifies the roles and responsibilities of all stakeholders. Please see the Imagine Schools Academic and Character Framework online at www.ImagineRosefield.org for more information and specific roles and responsibilities.

Responsibilities of Students (Acquire & Own)

Students are expected to work hard, to grow to the limits of their capabilities, and then exceed them. Students are also expected to behave in ways that reflect integrity and justice. Independent learners take full responsibility for their own learning. Our learners are curious about the world around them and examine multiple solutions to make intelligent deductions. Independent learners strive for measurable progress and chart their accomplishments and failures. Our students persist to understand concepts and welcome feedback from those teaching them. They are self-motivated for personal achievement and take responsibility for their learning outcomes. Students are expected to:

- Attend school and classes regularly and punctually.
- Come to each class with proper books, materials, and completed assignments.
- Be considerate of the rights/property of other students, staff, and school.
- Make a sincere effort in their classes and involve themselves in the school program.
- Follow the regulations of the school and respect the authority of the teacher and other staff members.
- Develop standards of acceptable personal conduct.
- Report weapons, harassment, and other threatening or dangerous conduct.





Imagine Rosefield Student/Parent Handbook

Furthermore, students are expected to adhere to the schoolwide expectations: **“The Roadrunner Way”**

Hallway Expectations-

Students Will

- ✓ Line up in a straight line
- ✓ Keep hands and feet to themselves
- ✓ Stay to the right of the hallway
- ✓ Not talk out of respect for others

Bathroom Expectations-

Students Will

- ✓ Speak/act in a respectful way
- ✓ Respect the privacy of others
- ✓ Leave the bathroom cleaner than when entered
- ✓ Return to class in a timely manner

Recess Expectations-

Students will

- ✓ Use equipment safely
- ✓ Share and act fair
- ✓ Use kind words and gentle hands and feet
- ✓ Follow directions and line up quickly
- ✓ Stay off rocks

Cafeteria Expectations

Students Will

- ✓ Stay in your seat
- ✓ Talk quietly and use kind words
- ✓ Keep your hands and food to yourself
- ✓ Clean up when finished
- ✓ Follow directions

Dismissal Expectations

Students Will

- ✓ Follow Hallway Expectations on the way out of the building
- ✓ Stay on sidewalks and waiting areas
- ✓ Look out for their car and be ready to load

Responsibilities of Parents (Partner & Choose)

Parents choose Imagine Schools to find a better environment for their child’s education. They seek personalized education that will build upon their child’s strengths and address any areas





Imagine Rosefield Student/Parent Handbook

of weakness. While “family involvement” often is a series of activities or events, our parents are invited to join us as partners in planning, organizing and creating rich, rewarding experiences that lead to a school culture of positive character and academic growth. All partners have the attitude that if we work together our children will succeed. Parents are expected to:

- Read and understand the **Student Conduct Discipline** section in the [Imagine Rosefield Parent/Student Handbook](#).
- Insist upon the **regular and punctual attendance of their children as required by the laws of the State of Arizona**.
- Understand, and insist, that their children comply with the rules of the school concerning conduct and attendance and to cooperate with the school in the enforcement of these rules.
- Insist that their children behave appropriately during school hours and at all school-sponsored activities.
- Provide the means for their children to be prepared for school each day with lunch or lunch money, books, and necessary materials.
- Play an active part in seeing that necessary time and effort are spent on homework.
- Be aware of dress and grooming requirements and to see that their children’s appearance and clothing strictly follow the dress code as described in the enrollment documentation and in the [Imagine Rosefield Parent/Student Handbook](#).
- Understand the importance of safety for students and staff at school, know what their children bring with them to school, and insist that their children comply with the school’s expectations for safety.
- Model respect and appropriate relations (per “The Six Pillars of Character”) with teachers and the other school staff.

Responsibilities of the Teachers (Plan & Instruct)

Teaching demands broad knowledge of subject matter, curriculum, and standards; enthusiasm, a caring attitude, and a love of learning; knowledge of discipline and classroom management techniques; and a desire to make a difference in the lives of young people. The environment among teachers in our schools could be described as “hyper-cooperative.” Teachers not only help each other, they share ideas and instructional approaches. Teachers





Imagine Rosefield Student/Parent Handbook

and staff usually know all the students in the school by name and typically know the students' parents and siblings. Study after study shows the single most important factor determining the quality of the education a child receives is the quality of his or her teacher.

Teachers and staff are responsible to:

- Treat each student as an individual as defined by our Shared Value of Justice.
- Respect the personal worth, dignity and needs of each student. Model "The Six Pillars of Character."
- Provide qualified, caring and competent teachers.
- Provide a school culture conducive to learning.
- Provide special services for children with special needs.
- Keep parents well informed on the behavior and performance of each child.
- Develop and distribute to parents and students reasonable rules and regulations governing student classroom behavior and attendance.
- Provide fair and reasonable standards of conduct and enforce those standards using appropriate disciplinary action.
- Provide every reasonable safeguard for the protection of health, safety and welfare of all students.
- Cooperate with public agencies in matters involving students.
- Comply with the laws of the State of Arizona.
- Encourage high standards of personal integrity on the part of both students and staff.
- Create and present lessons that are aligned to Arizona, National and Imagine Schools standards.

Student Conduct and Discipline

Imagine Rosefield expects student conduct to contribute to a productive and engaging learning climate. Students shall comply with the school's written rules, pursue the prescribed course of study, submit to the lawful authority of staff and conduct themselves in an orderly manner at school during the school day or during school-sponsored activities.

The most effective discipline is self-discipline. One of the primary aims of Imagine Rosefield is to develop and reinforce in each student a level of self-discipline in preparation for a successful, self-directed life.





Imagine Rosefield Student/Parent Handbook

Imagine Rosefield maintains high expectations of student behavior. In cases where these expectations are not met, consequences are given in accordance with the Imagine Rosefield Discipline Policy. The policy contains the definitions of offenses along with a matrix identifying the associated consequences dependent upon the repetition /seriousness of the offense.

Administration reserves the right to utilize justice in deciding consequences concerning administrative referrals, which may not be consistent with the policy matrix.

For more information concerning definitions of offenses and typical associated consequences, please refer to the Imagine Rosefield Discipline Policy located on the Imagine Rosefield website.

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. In addition, parents/students are responsible to replace or pay for lost or damaged textbooks, library books or any other school materials/property that are lost or damaged by the student.





Imagine Rosefield Student/Parent Handbook

Partnership Agreement between Students & Parents

Dear Students and Parents,

The staff members at Imagine Rosefield invite you to join with us in this critical partnership! Please ensure you have read and understand the **Imagine Rosefield Student/Parent Handbook** and take time to discuss the information, particularly the **attendance, character, discipline and dress code sections with your student.**

Please read and initial. Once completed return this form to the student’s classroom teacher.

_____ (Initial)-**Attendance Policy**- I/We have read and agree to the attendance policy and procedures set forth by Imagine Rosefield.

_____ (Initial)-**Dress Code**-I/We have read and agree to the dress code set forth by Imagine Rosefield.

_____ (Initial)-**Character & Discipline**- I/We have read and agree to the character and discipline expectations set forth by Imagine Rosefield.

_____ (Initial)-**Roles and Responsibilities of Students, Parents & Imagine Rosefield**- I/We have read and agree to the roles and responsibilities of students, parents and Imagine Rosefield.

_____ (Initial)-**Pick Up**-Children must be picked up within 15 minutes of their dismissal time. If not, students may be signed in to the Champions Aftercare Program and parents may be charged a drop-in rate regardless of time attended.

Student’s Name _____ Grade _____ Teacher _____

Student’s Signature _____ Date _____

Parent’s Signature _____ Date _____

