

Imagine South Lake Charter



School Board Policies & School Related Policies and Procedures (Employee & Student Handbook)

Adopted September 25, 2017

Table of Contents

Section I – School Board Policies	4
(1) Education Charter Foundation Board By-Laws	4
(2) Public Records Policy	12
(3) Conflict of Interest Policy	15
(4) Board Meeting Conduct and Hear the Audience Policy	21
(5) Civility Policy	22
(6) Lottery Policy	23
(7) Student Dress Code Policy	25
(8) Wellness Policy	29
(9) Parent Volunteer Policy.....	31
(10) Parent Contract Policy	33
(11) Parent Financial Responsibility Policy.....	34
(12) Parental Notification of Involuntary Examination Policy	35
Section II – School Operation Policies	37
(1) Employee Handbook Policies and Acknowledgment.....	37
(2) 10 Month Employee (Teacher) Attendance Policy	38
(3) 11 and 12 Month Employee Attendance Policy	39
(4) Student Attendance Policy and Procedures.....	40
(5) Student Cell Phone Policy and Contract.....	42
(6) Student Code of Conduct Policy	43
(7) Bullying and Harassment Policy	44
(8) Grading Policy	57
(9) Student Handbook.....	61
(10) Emergency Procedures	62

Attachment 1 – Imagine Schools Employee Handbook

Attachment 2 – Imagine South Lake Warrior Handbook

***Please Note: The policies contained within this manual and those documents provided as attachments supersede any other policies at the school.**

SECTION I



School Board Policies

Section I – School Board Policies

(1) Education Charter Foundation Board By-Laws

Amended and adopted January 2017.

ARTICLE I - General

SECTION 1. Name.

The name of the corporation shall be Educational Charter Foundation of Florida, Inc., a not-for-profit Florida corporation and shall be hereinafter referred to as the “Corporation.”

SECTION 2. Address.

The Corporation shall have its principal place of business located at 2750 Hartwood Marsh Road, Clermont, FL 34711, and may have such other places of business as the Board of Directors may designate from time to time.

ARTICLE II – Purposes of Corporation; Dedication of Assets

SECTION 1. Purpose.

- a) The general purpose of this Corporation shall be to operate exclusively for charitable, educational, scientific, or literary purposes, and in furtherance of such goals is authorized to do any and all activities which it is empowered to do under these Articles; provided, however, that nothing herein shall be construed as allowing any activities which would jeopardize the Corporation’s tax-exempt status or otherwise be inconsistent with its classification as an organization described in Section 501(c)(3) of the Internal Revenue Code of 1986, as amended or replaced from time to time (the “Code”) and its regulations as they now exist or may hereafter be amended, or as a corporation, contributions to which are deductible under Section 170(c)(2) of the Code.
- b) The specific purpose for which the Corporation is formed is to acquire, establish, own, develop, maintain, improve, manage, and otherwise operate and deal with all or any part of charter schools.

SECTION 2. Dedication of Assets.

The Corporation’s assets are irrevocably dedicated to its public benefit purposes. No part of the net earnings, properties, or assets of the Corporation, on dissolution or otherwise, shall inure to the benefit of any private person or individual, or to any Director or Officer of the Corporation. Upon dissolution of this Corporation, all properties and assets remaining after payment, or provision for payment, of all debts and liabilities of the Corporation, including disposition of assets pursuant to any applicable charter contract or law applying to charter schools, shall be distributed to a nonprofit fund, foundation, or corporation that is organized exclusively for charitable purposes, pursuant to Section 501(c)(3) of the Internal Revenue Code, or the corresponding provision in any future tax code.

ARTICLE III - Membership

The Corporation does not have any Members.

ARTICLE IV - Seal and Fiscal Year

SECTION 1. Seal.

The Seal of the Corporation shall have inscribed on it, the name of the Corporation, the year of its organization, and the words "Corporate Seal, State of Florida."

SECTION 2. Fiscal Year.

The Fiscal Year of the Corporation shall begin on July 1 and end June 30, or as determined from time to time by the Board of Directors.

ARTICLE V – The Board of Directors

SECTION 1. General Powers

- a) The direction and management of the affairs of the Corporation shall be vested in a Board of Directors.
- b) In anticipation of or during any emergency, if a majority of the Board of Directors cannot readily be assembled because of some catastrophic event, then any number of the Directors shall have the power and authority to do and perform all acts and functions, permitted for an organization described in §617.0303, Florida Statutes, as amended, or subsequent legislation not inconsistent with these Bylaws, the Amended and Restated Articles of Incorporation, or the laws of the State of Florida.
- c) Develop and approve policies for the betterment and development of the children the corporation serves.
- d) Approve the Corporation's mission, vision, and values.
- e) Authorize and cause the Corporation to enter into contracts for the day-to-day operations of the Corporation and the discharge of its responsibilities and obligations.
- f) Exercise for the Corporation all powers, duties and authority vested in or delegated to the Corporation, as set forth in the Amended and Restated Articles of Incorporation of the Corporation.
- g) Assist in the development and approval of the organization's annual budget and ensure that proper financial strategies and controls are in place.

SECTION 2. Duties

- a) Attend all board meetings.
- b) Stay informed about the organization's mission, services, policies and programs. Review the Corporation's performance in achieving the mission, vision and values.
- c) Review agenda and supporting materials prior to Board and committee meetings.
- d) To cause to be kept a complete record of all its actions and corporate affairs.
- e) Monitor officers, agents, and employees of the Corporation and to see that their duties are properly performed.
- f) Direct the Corporation's fiduciary responsibilities through review the organization's monthly financial statements and the annual audit. Review the Corporation's programs, plans, and directions.
- g) Review annually the Corporation's Strategic Plan, the performance of the Board of Directors and identify steps to improve its performance.

SECTION 3. Number and Term.

- a) The number of Directors of the Corporation shall not be less than three (3) nor more than five (5) members.
- b) The term of members of the Board of Directors shall:
 1. Begin and end with the State/District/School fiscal year of July 1 – June 30.
 2. Be titled and defined as Board of Director seats 1 – 5.
 3. Renew or terminate by majority Board vote at the last general Board meeting of the fiscal year, not to exceed 10 cumulative annual terms .
 4. Renew or terminate replacement of unexpired vacancies by Board majority vote at the last general Board meeting of each fiscal year.
 5. Define a fiscal year of service as 7 or more months seated.
 6. Require member notification of intention to renew or resign at the January General Board meeting.

SECTION 4. Qualifications.

The Directors of the Corporation shall comprise of members of the community in which the Corporation activity participates. The Directors will not qualify for a position on the Board where a direct conflict of interest regularly lies in case of determining policies and decision-making towards the mission of the Corporation.

SECTION 5 Committees of the Board of Directors

- a) The Board of Directors, by resolution adopted by a majority of the quorum present, may designate from among its members an Executive Committee and one or more committees each of which, to the extent provided in the resolution, shall have and may exercise all the authority of the Board of Directors, except as prohibited by the Florida Statutes, Chapter 617 and laws pertaining to charter schools. The Executive Committee shall be defined as chair, vice chair, secretary and treasurer.
- b) Each committee must have two or more members who serve at the pleasure of the Board, and may include non-Board members. The Board of Directors, by resolution adopted in accordance with this article, may designate one or more directors as alternate members of any committee, who may act in the place and stead of any absent member or members at any meeting of the committee.
- c) Committees of the Board of Directors are subject to Florida's Sunshine Laws in the same manner as the Board of Directors.

SECTION 6. Technical Staff; Parent Representative

- a) Technical staff shall provide technical assistance, advice and expertise to the Board during and between meetings of the Board. Technical staff shall not vote at Board meetings.
- b) In accordance with Florida law pertaining to charter schools, the Board must appoint a parent representative to facilitate parental involvement and resolve disputes. The parent representative must reside in the county in which the charter school is located and may be a member of the Board, charter school employee or individual contracted to represent the Board. If the board oversees more than one (1) school in the school district, then a separate parent representative must be appointed for each school. The name and contact

information for the parent representative must be provided annually in writing to parents and posted prominently on the school's website.

SECTION 7. Removal

- a) The Board in its discretion may remove any member who incurs two (2) unexcused absences of the meetings held in any fiscal year. Excused absences are to be determined at the discretion of the Chairperson.
- b) Cause for removal as a director of the Corporation includes, but is not limited to, two (2) unexcused absences.
- c) The Board shall have the ability to remove a fellow member of the Board of Directors with cause, with a majority vote of the members. The Board shall have the ability to remove a fellow member of the Board of Directors without cause, with a majority vote of the members. The notice of a meeting to recall a member or members of the Board of Directors shall state the specific directors sought to be removed. A member of the Board of Directors who is removed pursuant to this Section is subject to the provisions of Section 617.0808(1), Florida Statutes, regarding return of records and eligibility to stand for reelection.

SECTION 8. Resignation

- a) Any Director may resign at any time by giving written notice to the Corporation, the Board of Directors, or its Chairperson.
- b) The resignation of any Director shall take effect when notice is delivered unless the notice specifies a later effective date.
- c) The Board may fill the pending vacancy before the effective date provided the successor does not take office until the effective date.

SECTION 9. Vacancies

Any vacancy in the Board of Directors, including any vacancy created by reason of an increase in the number of directors, may be filled by the affirmative vote of a majority of the remaining directors. Such vacancies shall be filled within four (4) months.

SECTION 10. Compensation.

Directors shall not receive a salary for their services as directors. A director may be reimbursed for authorized expense if such expenses are approved by the Board at their discretion.

ARTICLE VI – Officers

SECTION 1. Officers

The executive officers of the Corporation shall be elected by the Board of Directors and may consist of a chairperson, vice chairperson, secretary, and treasurer or other officers, assistance officers, agents and employees that the Board of Directors from time to time may deem necessary.

SECTION 2. Prescribed duties

Officers shall perform their duties as prescribed by these bylaws and Federal, State, District statutes, Corporation Charter and 501(c) (3) Internal Revenue Code.

SECTION 3. Other Officers, Employees, and Agents

Each and every other officer, employee, and agent of the Corporation shall possess, and may exercise, such power and authority, and shall perform such duties, as may from time to time be assigned to him or her by the Board of Directors, the officer appointing him or her, and such officer or officers who may from time to time be designated by the Board to exercise supervisory authority.

SECTION 4. Election and Term of Office

- a) Election: The officers of the Corporation shall be elected by the Board of Directors annually at the first meeting of the Board of Directors of the fiscal year. If the election of officers is not held at such meeting, such election shall be the first order of business at the next regular meeting of the Board. Each officer shall hold office until his/her successor shall have been duly elected or until an earlier resignation, death or removal in the manner herein provided.
- b) Eligibility: A director may hold any number of offices, except that neither the secretary nor treasurer may serve concurrently as the chair.
- c) Length of Term of Office: Each Officer will serve a term of one (1) year, which may be renewed, by a majority vote of the Board.

SECTION 5. Removal from Office

An Officer may be removed from office by a vote of a majority of the Board. The Board may elect to relieve a fellow member from an officer position of the Board of Directors and still allow the member to continue to serve on the Board without the officer responsibilities.

SECTION 6. Vacancies of Office

When a vacancy occurs in one of the executive offices by death, resignation or otherwise, it shall be filled by the Board of Directors by a majority vote of the remaining members of the Board of Directors.

SECTION 7. Resignation of Office

- a) Any officer may resign at any time by giving written notice to the Corporation, the Board of Directors, or its chairperson.
- b) The resignation of any officer shall take effect when notice is delivered unless the notice specifies a later effective date.
- c) The Board may fill the pending vacancy before the effective date provided the successor does not take office until the effective date.

ARTICLE VII - Duties of Officers

SECTION 1: Position Description of Chairperson

The Chairperson shall:

- a) Chair meetings of the Board of Directors.

- b) See that the Board functions effectively, interacts with management optimally, and fulfills all of its duties.
- c) Serve in coordination with the principal as an alternate spokesperson for the Corporation.
- d) Fulfill such other assignments as the Board of Directors agree are appropriate and desirable for the chair to perform.

SECTION 2: Position Description of Vice-Chair

The Vice-Chair shall:

- a) Support the chair in fulfilling the goals and objectives of the Board of Directors.
- b) Assume the responsibilities of the chair in his or her absence.
- c) Attend Board of Directors and Executive Committee meetings.
- d) Sign time sensitive documents in the absence of the chair in order to assure timely reporting.
- e) Administer prerequisites for potential new Board members and orient new candidates as described in Article V Section 4.
- f) Perform such other duties as the Board may prescribe and empower

SECTION 3: Position Description of Secretary to the Board of Directors

The Secretary shall:

- a) Assure preparation of Board conference calls and in-person meeting agendas in consultation with the principal.
- b) Assure minutes are taken at all Board meetings personally or by a predetermined record-keeper.
- c) Assure that a written draft of minutes is distributed to the Board of Directors within 3 days prior to the next meeting.
- d) Assure minutes are properly posted on web-site.
- e) Assure maintenance of the master binder of Board of Directors, By-Laws, and other pertinent documents essential to the organization's success.
- f) Assure meeting days and times are appropriately announced prior to the official meeting as required by Florida Sunshine Law and posted on website.
- g) Perform such other duties as the Board may prescribe and empower

SECTION 4: Position Description of Treasurer to the Board of Directors

The Treasurer shall:

- a) Oversee the corporate funds.
- b) Keep or cause to be kept adequate and correct accounts of the Corporation's properties, receipts and disbursements.
- c) Deposit or cause to be deposited, the Corporation's monies and other valuables in the Corporation's name and to its credit, with the depositories the Board designates.
- d) Disburse, or cause to be disbursed, the Corporation's funds as the Board directs.
- e) Render to the chair and the Board, as requested but no less frequently than once per quarter, a summary account of the Corporation's financial conditions and transactions.
- f) Report to the Board on financial issues required by an agreement on loans and leases.
- g) Perform such other duties as the Board may prescribe and empower.

ARTICLE VIII – Meetings of the Board

SECTION 1. Place of Meetings; Attendance.

- a) The meeting of the Board of Directors will be held at a location designated by a majority of the Board. Meetings may be held telephonically, or by such other electronic means in accordance with Article VIII, Section 6, below.
- b) In accordance with Florida law pertaining to charter schools, the school principal and parent representative (as defined in Article V, Section 6), or his or her designees, must attend each of the meetings of the Board of Directors and must do so in person.

SECTION 2. Time of Regular Meeting; Notice.

The first meeting of the Board in its fiscal year shall be the annual meeting of the Board. The Board of Directors shall determine by the final meeting of the fiscal year the dates and times the Board will meet the upcoming fiscal year. Notice of such meetings shall be distributed to the Board and members of the Corporation. This notice may be given either personally, or by sending a copy of the notice through the United States Postal Service, by facsimile or other electronic means.

SECTION 3. Special meetings.

Special meetings of the Board of Directors may be called at any time by the Chairman of the Board or by any two directors.

SECTION 4. Notice of Special Meetings.

Written notice of each special meeting, setting forth the time and place of the meeting shall be given to each Director at least ten (10) days before the meeting, if feasible, but in no event less than twenty-four (24) hours before the meeting. This notice may be given either personally, by sending a copy of the notice through United States Postal Services, or by facsimile or other electronic means.

SECTION 5. Voting and Quorum.

At meetings of the Board of Directors, a majority of the directors in office shall be necessary to constitute a quorum for the transaction of business; provided, however, that whenever a vacancy occurs for any reason in the Board of Directors, a quorum shall consist of a majority of the remaining Directors until the vacancy has been filled. When a director is unable to attend a Board meeting, he/she can appoint an assignee to attend on his/her behalf. An assignee shall not have the authority to vote at a Board meeting and shall not be counted for purposes of quorum. If a quorum is present, the acts of a majority of the directors, not including assignees, in attendance shall be the acts of the Board. Each director shall have one (1) vote. If a quorum is not present, no business shall be conducted at the meeting.

SECTION 6. Meetings by Means of Conference Telephone Call or Similar Electronic Equipment.

Members of the Board of Directors or a committee thereof may participate in a meeting of the Board or such committee by means of a conference telephone call or similar communications equipment if all persons participating in the meeting can hear each other at the same time, and

subject to applicable requirements of Florida law pertaining to charter schools and public meetings. Participation by such means constitutes presence in person at a meeting.

SECTION 7. Parliamentary Authority

Meetings shall follow and use as a guide Robert Rules of Order Revised. A member of the Board, other than the chairperson, shall be selected by the Board to serve as Parliamentarian.

ARTICLE IX – Other Provisions

SECTION 1. Non-Liability of Directors

The directors shall not be personally liable for the Corporation's debt, liabilities or other obligations, except as otherwise provided herein.

SECTION 2. Indemnification of Board, its Officers and Corporate Agents

- a) The Corporation shall indemnify and advance expenses on behalf of its Directors and Officers to the fullest extent permitted under Section 617.0831, Florida Statutes, as amended, or any successor thereto. Said indemnification shall extend to any and all liabilities of the Directors and Officers arising from their relationships with the Corporation in any and all capabilities. By resolution duly adopted, the Board of Directors may authorize the Corporation to (1) indemnify any or all of its employees and agents who are not Directors to any extent that the Board of Directors may determine, up to and including the fullest extent permitted under Section 617.0831, Florida Statutes, as amended, or any successor thereto, and/or (2) provide insurance coverage to any or all of its directors, officers, employees and agents against any or all risks or liabilities that such persons may incur by virtue of their relationship with the Corporation.
- b) No indemnification may be made to or on behalf of any such person if a judgment or other final adjudication adverse to such person establishes that (a) his or her acts were committed in bad faith or were the result of his or her active and deliberate dishonesty and were material to such proceeding or (b) he or she personally gained in fact a financial profit or other advantage to which he or she was not legally entitled.

ARTICLE X – Amendments

These Bylaws may only be altered, amended or repealed upon approval by a majority vote of a quorum of the Board of Directors by a written instrument, which is executed by the Secretary.

(2) Public Records Policy

Adopted and Effective: February 13, 2014

- A. Introduction. This Policy sets forth the procedures by which public records of Educational Charter Foundation of Florida, Inc., d/b/a Imagine Schools at South Lake (“School”) are requested and provided for inspection and copying and also how the School will maintain such public records, all in accordance with laws pertaining to charter schools. It is the policy of the School that all records, with the exception of exempt or confidential records identified by state or federal law, shall be open for personal inspection and copying by any person.
- B. Responsibilities and Designation of Records Custodian. The Records Custodian is responsible for the School’s compliance with Florida’s Public Records Act (“Act”), including response to all public records requests and causing all School records that constitute public records to be maintained in accordance with the Act. The Records Custodian shall respond fully to all public records requests within a reasonable time period based on the size, scope and nature of the public records request. Time of year of a request may impact the reasonable response time. For example, there may be a longer reasonable response time for requests made at the very beginning or end of the school year or during administration of mandatory testing. The Principal shall be the Records Custodian for the School.
- C. Procedure.
1. All school personnel and members of the School’s Governing Board shall immediately forward any public records requests they receive to the Records Custodian.
 2. Processing public records requests
 - a) Acknowledgement of request. As soon as reasonably possible after the receipt of a public records request, the Records Custodian will acknowledge the request and will provide a written response to the requestor as to what the estimated amount of retrieval time will be. If necessary, the Records Custodian may seek to clarify the request.
 - b) Notification of charges. The Records Custodian shall notify the requestor of the estimated charges, including applicable labor and copying charges as set forth in paragraph (C)(3), below. For all requests which are estimated to cost more than \$50.00 but less than \$100.00 (including photocopying and labor charges), the School shall require a 50% advance deposit prior to beginning retrieval. For all requests which are estimated to cost more than \$100.00 (including photocopying and labor charges), the School shall require a 100% advance deposit prior to beginning retrieval.
 - c) Copies of public records will only be provided after payment in full.
 - d) Requests for documents which may contain information which is exempt from disclosure or confidential in accordance with Florida law may be withheld until the records can be reviewed and redacted as necessary.

- e) If the Records Custodian determines that all or a portion of the records requested are exempt from disclosure or confidential, the Records Custodian shall provide a written statement to the requestor indicating the specific statutory reference making such record confidential or providing for such exemption.
 - f) In accordance with Florida law, the Records Custodian will not process public records requests from anyone requesting public records who has not paid outstanding invoices for public records.
3. Charges for public records requests
- a) General
 - 1) The charge for duplication of a one-sided letter size, legal size or oversize document, capable of being produced on existing School equipment, shall be fifteen cents (\$.15) per copy. Duplication of two-sided pages shall be twenty cents (\$.20) per copy.
 - 2) For any documents not covered by paragraph (C)(3)(a)(1), above, the charge shall be the actual cost to the School for outside reproduction.
 - 3) The charge for copies of any cassette tape, DVD, CD-ROM, video tape or other such media shall be the actual cost to the School.
 - 4) The charge for paper copies printed from a computer system shall be in accordance with paragraph (C)(3)(a)(1), above.
 - b) Special service charges for extensive resources. In accordance with Section 119.07(1)(b), Florida Statutes, the School may charge a requestor a reasonable special service charge if the nature or volume of the public records to be inspected or copied requires the extensive use of information technology resources or extensive use of clerical or supervisory assistance, or both. F.S. 119.07(1)(b). The term "extensive use" for purposes of this Policy means any time longer than fifteen (15) minutes needed to complete all related public records requests from the requestor. This service charge shall be based on the cost actually incurred by the agency for such extensive use of information technology resources or personnel. This may include overtime pay if such personnel must work more than forty (40) hours in any given work week in order to complete the public records request and such personnel are entitled to overtime pay pursuant to the Fair Labor Standards Act. Personnel or consultants with the lowest rates, who are also competent and qualified to complete the request, shall be used to complete the request.
4. Tracking public records requests. The Records Custodian shall maintain a log of all public records requests. Such log shall include, but may not be limited to, the date of the request, the name and address of the requestor, the date of compliance, and the method by which the requestor was provided the records. At each meeting of the School's Board, the Records Custodian shall provide a report on the status of any public records requests fulfilled or in process since the prior meeting of the School's Board.

D. General Provisions

- 1. All requestors should be encouraged, but not required, to put their public records requests in writing. This will assist the Records Custodian in clarifying the exact scope of

the request. Requestors should specify whether they wish to inspect the records or obtain photocopies or both.

2. Requests from the media for public records shall be handled consistently with this policy. If the School receives a public records request from the media, the Records Custodian shall inform the board of directors as soon as practicable.
4. Requestors shall be provided access to public records during reasonable hours. For the purpose of this policy, "reasonable" shall be normal hours of School operation. At all times, public records will be inspected, reviewed and/or copied under supervision of the Records Custodian or the Records Custodian's designee.

E. Maintenance and Retention

1. Public records may only be destroyed in accordance with the schedules set forth in Section (E)(2), below. However, in no event shall any School personnel or members of the School's Board destroy records that are the subject of a current public records request or records that are currently at issue in pending litigation.
2. All public records shall be retained at a minimum in accordance with the General Records Schedules for Public Schools (GS7), State and Local Government Agencies (GS1-SL), and for Public Libraries (GS15), as applicable, all as published by the Florida Department of State, Division of Library and Information Services, Bureau of Archives and Records Management. The School's Board may modify retention schedules at its discretion; however, no modification shall provide for the School to retain a public record for a period of time less than that prescribed by the above publications.
3. The Records Custodian shall establish procedures by which public records are maintained by School personnel in accordance with the schedules set forth in Section (E)(2), above.
4. The Records Custodian shall also work with the School's Board to ensure that public records created by the Board are maintained in accordance with law. At a minimum, all electronic correspondence by the Board on matters relating to the School shall be conducted through their School e-mail addresses. No member of the Board will communicate on matters pertaining through the School by text without sending a copy of such text to their School e-mail.

(3) Conflict of Interest Policy

Updated and Adopted June 24, 2013

Article I – Purpose.

The purpose of this Conflict of Interest Policy is to protect this tax-exempt organization's (the "Organization") interest when it is contemplating entering into a transaction or arrangement that might benefit the private interest of an officer or Governing Board member of the Organization or might result in a possible excess benefit transaction. This Policy is intended to supplement but not replace any applicable state and federal laws governing conflict of interest applicable to nonprofit and charitable organizations. It is also intended to serve as a guide for the Organization's Governing Board with respect to conflicts of interest and voting pursuant to Florida laws pertaining to charter school governing boards.

Article II – Definitions

Interested Person. An "Interested Person" is any person serving as a member of the Governing Board of this Organization who, as of the date of discussion or action by the Board, either: (i) has a direct or indirect Financial Interest, as defined in Section 2.2 below; (ii) intends, or understands it to be more probable than not, that he or she will acquire such a direct or indirect Financial Interest at any time during the pendency of the proposed transaction or arrangement; (iii) has an Other Interest that qualifies as a Conflict of Interest, as defined in Section 2.6 or Article 6, below.

Financial Interest. A "Financial Interest" is an interest, whether through business, investment, or Relative, which can be described as one or more of the following:

- An ownership or investment interest in any entity with which the Organization has a transaction or arrangement; or
- A Compensation Arrangement with the Organization or with any entity or individual with which the Organization has a transaction or arrangement; or
- A potential ownership or investment interest in, or Compensation Arrangement with, any entity or individual with which the Organization is negotiating a transaction or arrangement.

A financial Interest need not be held as of the date of discussion or action by the Board; rather, it is sufficient, for purposes of this Policy, if, as of the date of discussion or action by the Board, the Interested Person intends, or understands it to be more probable than not, that he or she will acquire a Financial Interest at any time during the pendency of the proposed transaction or arrangement that is the subject of discussion or action by the Board.

Other Interest. An "Other Interest," for purposes of this Policy, is any circumstance in which an Interested Person may be influenced, or may appear to be influenced, either in whole or in part by any purpose or motive other than the success and well-being of the Organization as a whole and the achievement of its tax exempt purposes. An example of such an "Other Interest" would include, without limitation of the foregoing, if an Interested Person is a parent or grandparent of a student impacted by a decision by the Board, and the Interested Person does

not believe that he/she could vote or participate in a discussion by the Board giving precedence of the well-being of the Organization as a whole over his/her personal interests or the interests of his/her child or grandchild. An “Other Interest” may also be an interest set forth in Article 6, below, that does not otherwise constitute a Financial Interest.

Relative. For purposes of this Policy, unless otherwise provided herein, and pursuant to Section 112.3143, Florida Statutes, “Relative” means any father, mother, son, daughter, husband, wife, brother, sister, father-in-law, mother-in-law, son-in-law, or daughter-in-law.

Compensation Arrangement. A “Compensation Arrangement” is any agreement or understanding pursuant to which a person may or shall receive either directly or indirectly, money or property from another person or organization, irrespective of whether such money or property is paid in consideration for the performance of services or the provision of other value.

Conflict of Interest. With respect to a matter for discussion or action by the Board, any circumstance under which an Interested Person, by virtue of a Financial Interest or Other Interest, may be influenced, or may appear to be influenced, either in whole or in part by any purpose or motive other than the success and well-being of the Organization and the achievement of its tax exempt purposes.

Article III – Disclosure of Financial or Other Interest and Determination of Conflict

Disclosure of Financial or Other Interest. If, at any time, an Interested Person becomes aware that the Board may or shall discuss or act upon any transaction or arrangement which may have any bearing of any kind upon, or may relate in any manner to, a Financial or Other Interest of the Interested Person, such Interested Person shall disclose such Financial or Other Interest to the Board as follows:

- The Interested Person shall provide to the Board, in advance of such discussion or action by the Board, written (electronic or hard copy) disclosure of the existence, nature and extent of the Interested Person’s Financial or Other Interest, or
- The Interested Person shall verbally inform the Board of the existence, nature and extent of the Interested Person’s Financial or Other Interest during the Board meeting in advance of such discussion or action by the Board.

Any and all written or verbal disclosures of Financial or Other Interests shall be made a formal part of the minutes of the Board. In the event that an Interested Person provides written disclosure of such Interested Person’s Financial or Other Interest, no member of the Board may respond to such disclosure, either in writing or orally, except in a meeting that meets the requirements of Florida’s Sunshine Law.

Recusal by Interested Person. In connection with an Interested Person’s disclosure of a Financial or Other Interest pursuant to Section 3.1, above, an Interested Person may determine that such Financial or Other Interest creates a Conflict of Interest with respect to the proposed transaction or arrangement to be discussed or acted upon by the Board. In such circumstances,

the Interested Person may voluntarily recuse himself or herself from discussion or action by the Board, at such time and in such form as is used by the Interested Person to disclose such Financial or Other Interest pursuant to Section 3.1, above.

Determination of Conflict of Interest. Where an Interested Person has provided advance written disclosure of a Financial or Other Interest but has not voluntarily recused himself or herself from discussion of or action upon the proposed transaction or arrangement, the Board shall, prior to commencing its discussion or taking action, determine whether the Financial or Other Interest creates a Conflict of Interest, as defined above. The Interested Person shall not participate in any discussions or vote related to this determination except to the extent necessary to fully explain the Financial or Other Interest and the manner in which the proposed transaction or arrangement to be discussed or acted upon by the Board may or will bear upon or relate to the Financial or Other Interest. Acting either at the request of any member of the Board or in his or her individual discretion, the President of the Board, or designee, may direct that the Interested Person leave the meeting room for all or any part of the discussion or vote related to the determination of whether the Financial or Other Interest creates a Conflict of Interest.

Exceptions. Pursuant to Section 112.313(12), Florida Statutes, the Board may consider the following exceptions based on constituting a *de minimus* conflict of interest:

- The transaction or arrangement is awarded under a system of sealed, competitive bidding to the lowest or best bidder and: (a) The Board member or the Board member's spouse or child has in no way participated in the determination of the bid specifications or the determination of the lowest or best bidder; (b) The Board member or the Board member's spouse or child has in no way used or attempted to use the Board member's influence to persuade the agency or any personnel thereof to enter such a contract other than by the mere submission of the bid; and (c) The Board member, prior to or at the time of the submission of the bid, has filed a statement with the Commission on Ethics, disclosing the Board member's interest, or the interest of the Board member's spouse or child, and the nature of the intended transaction or arrangement.
- The purchase or sale is for legal advertising in a newspaper, for any utilities service, or for passage on a common carrier.
- The business entity involved is the only source of supply and there is full disclosure by the Board member of his or her interest in the business entity to the Governing Board prior to the purchase, rental, sale, leasing, or other business being transacted.
- The total amount of the transactions in the aggregate between the business entity and the Organization does not exceed \$500 per calendar year.
- The fact that a Board member is a stockholder, officer, or director of a bank will not bar such bank from qualifying as a depository of funds, provided it appears in the records of the Organization that the Governing Board has determined that such Board member has not favored such bank over other qualified banks.

- The Board member purchases in a private capacity goods or services, at a price and upon terms available to similarly situated members of the general public, from a business entity which is doing business with the Organization.

Article 4 – Procedures Upon Determination of Conflict of Interest

Exclusion from Discussion and Vote. In circumstances where the Board has determined that a Conflict of Interest exists, the Interested Person shall not participate in any discussion or vote regarding the transaction or arrangement at issue, and shall not be present in the meeting room for any part of the discussion or vote relating to the transaction or arrangement.

Action by Board. With respect to any transaction or arrangement with regard to which the Board has determined that a Conflict of Interest exists, the Board shall discuss such transaction or arrangement as appropriate, but shall not formally approve such transaction or arrangement unless and until the non-interested members of the Board have decided, by majority vote, that the transaction or arrangement is in the best interests of, and for the benefit of, the Organization, and is fair and reasonable thereto in all respects. In complying with this Section 4.2, the Board shall recognize that, under certain circumstances, a decision made pursuant to this Section may necessitate an investigation of alternatives to the proposed transaction or arrangement, and/or a determination as to whether a more advantageous transaction or arrangement might be obtained with reasonable efforts under the circumstances.

Article 5 – Documentation of Disclosure and Procedures

Meeting Minutes. Minutes of meetings of the Board shall include copies of all written disclosures of Financial and Other Interests, and shall describe all verbal disclosures thereof. Such minutes shall further reflect the determination of the Board as to whether a Conflict of Interest exists, and the objection of the Interested Person, if any, to such determination. Where a Conflict of Interest has been determined to exist, the minutes should reflect the Board's compliance with the procedures described in Sections 4.1 and 4.2, above. With respect to any transaction or arrangement with regard to which a Conflict of Interest has been determined to exist, meeting minutes shall describe the substance of the discussions relating to the transaction or arrangement, and who was present for such discussions. In addition, minutes should identify the members who were present for any and all votes upon such transaction or arrangement, along with a record of the final vote.

Article 6 – Other Prohibited Conflicts of Interest

Prohibition on Solicitation or Acceptance of Gifts. Pursuant to Section 112.313(2), Florida Statutes, no member of the Board shall solicit or accept anything of value to the Board member, including a gift, loan, reward, promise of future employment, favor, or service, based upon any understanding that the vote, official action, or judgment of the Board member would be influenced thereby.

Prohibition on Doing Business with the Organization. Pursuant to Section 112.313(3), Florida Statutes, no Board member acting in his or her official capacity, shall either directly or indirectly purchase, rent, or lease any realty, goods, or services for the Organization any business entity

of which the Board member or the Board member's spouse or child is an officer, partner, director, or proprietor or in which such Board member or the Board member's spouse or child, or any combination of them, has a material interest. Nor shall a Board member, acting in a private capacity, rent, lease, or sell any realty, goods, or services to the Organization. This subsection shall not affect or be construed to prohibit contracts entered into prior to the Board member's election to the Board.

Conflicting Employment or Contractual Relationship. Pursuant to Section 112.313(7), Florida Statutes, no Board member shall have or hold any employment or contractual relationship with any business entity or any agency is doing business with the Organization; nor shall a Board member have or hold any employment or contractual relationship that will create a continuing or frequently recurring conflict between his or her private interests and the performance of his or her duties as a Board member or that would impede the full and faithful discharge of his or her duties as a Board member.

Voting Where there is a Conflict of Interest. Pursuant to Section 112.3143, Florida Statutes, no Board member shall vote in an official capacity upon any measure which would inure to his or her special private gain or loss; which he or she knows would inure to the special private gain or loss of any principal by whom he or she is retained or to the parent organization or subsidiary of a corporate principal by which he or she is retained; or which he or she knows would inure to the special private gain or loss of a Relative or business associate of the Board member.

Article 7 – Restriction on Employment of Relatives, Pursuant to FLSS Section 1002.33(24)

For purposes of this Article 7, "Charter school personnel" means a charter school owner, president, chairperson of the Board of directors, superintendent, Board member, principal, assistant principal, or any other person employed by the charter school who has equivalent decision making authority and in whom is vested the authority, or to whom the authority has been delegated, to appoint, employ, promote, or advance individuals or to recommend individuals for appointment, employment, promotion, or advancement in connection with employment in a charter school, including the authority as a member of a governing body of a charter school to vote on the appointment, employment, promotion, or advancement of individuals.

For purposes of this Article 7, "Relative" means father, mother, son, daughter, brother, sister, uncle, aunt, first cousin, nephew, niece, husband, wife, father-in-law, mother-in-law, son-in-law, daughter-in-law, brother-in-law, sister-in-law, stepfather, stepmother, stepson, stepdaughter, stepbrother, stepsister, half-brother, or half-sister.

Charter school personnel may not appoint, employ, promote, or advance, or advocate for appointment, employment, promotion, or advancement, in or to a position in the charter school in which the personnel are serving or over which the personnel exercises jurisdiction or control any individual who is a relative. An individual may not be appointed, employed, promoted, or advanced in or to a position in a charter school if such appointment, employment, promotion, or advancement has been advocated by charter school personnel who serve in or

exercise jurisdiction or control over the charter school and who is a relative of the individual or if such appointment, employment, promotion, or advancement is made by the governing board of which a relative of the individual is a member.

The approval of budgets does not constitute “jurisdiction or control” for the purposes of this subsection.

Article 8 – Written Assent by Members

Written Acceptance. At the outset of each Board member’s tenure on the Board, and no later than July 1 each year, each member of the Board shall sign a written statement certifying to each of the following:

- He or she has received a copy of this Policy;
- He or she has read and understands this Policy;
- He or she agrees to comply with this Policy;
- He or she understands that this Policy applies to all committees having board-delegated powers; and
- He or she understands that the Organization is a tax exempt organization and, in order to maintain the tax-exempt status of the Organization under Section 501(c)(3) of the Internal Revenue Code of 1986, as amended, the Organization, must continuously engage primarily in activities which accomplish its tax-exempt purposes.

Any member of the Board who refuses or fails to sign such a statement shall be prohibited from participating in discussion or action by the Board.

Failure to Disclosure Financial Interests. If it is determined at any time that an Interested Person has negligently or intentionally failed to disclose a Financial Interest, the Board shall consider the imposition of such sanctions as the Board may deem appropriate.

Article 9 – Periodic Reviews

To ensure the Organization operates in a manner consistent with charitable purposes and does not engage in activities that could jeopardize its tax-exempt status, periodic reviews shall be conducted. The periodic reviews shall, at a minimum, include the following subjects:

- Whether compensation arrangements and benefits are reasonable, based on competent survey information, and are the result of arm's length bargaining.
- Whether transactions or arrangements entered into by the Organization conform to the Organization's written policies, are properly recorded, reflect reasonable investment or payments for goods and services, further charitable purposes and do not result in personal inurement, impermissible private benefit or in an excess benefit transaction.

Article 10 – Use of Outside Experts

When conducting the periodic reviews as provided for in Article VII, the Organization may, but need not, use outside advisors. If outside experts are used, their use shall not relieve the Board of its responsibility for ensuring periodic reviews are conducted.

(4) Board Meeting Conduct and Hear the Audience Policy

Amended September 25, 2017

The Board of Directors has established a conduct policy during board meetings. This will help to inform those in attendance of the responsibilities of this governing board and how our meetings are conducted. The following statements will be read during each board meeting:

Welcome

Thank you for attending tonight's meeting. My name is (NAME) and I am (TITLE) of the Imagine South Lake Charter Board of Directors. Our board is made up of volunteers. Members of the board are interviewed and appointed by the members of the Board. We hold 1-year terms with a maximum of 10 consecutive terms.

This board is to serve the school in a capacity of setting the Policies and Procedures for the school. We have a monthly agenda, which includes approval of the school budget.

The chairperson of the board runs the meetings. In the event of the chairperson's absence, an appointed fellow board member will run the meeting. The audience is welcome to listen and receive volunteer hours for their time in attendance. For those who wish to address the board, a sign-in sheet is provided and must be utilized before the meeting begins, or as immediately as possible. We will address the audience before our board concludes and after the business on the agenda is completed. I kindly ask that the audience remain as quiet as possible during these meetings and refrain from raising hands, speaking out, or addressing the board while it is in session. Thank you for your cooperation and volunteerism at Imagine South Lake.

Hear the Audience

- As you are called from the sign-in sheet, please state your name and your affiliation with the school by sharing the grades your children are in, or the subject matter you wish to address. Please address the board as a whole and do not ask individual questions to board members or staff. Please do not address the audience and follow the instructions from the chairperson or presiding persons. Limit your comments to a maximum of 3 minutes.
- Anyone who makes personal, impertinent, or slanderous remarks, or anyone who becomes boisterous while addressing the board, will be asked to leave and/or the board will conclude this meeting.
- The board cannot address every issue or concern raised by a parent or audience member. As a board, we reserve the right not to respond to public comment, or to postpone the discussion to a future meeting. The board's purview is limited to advisory issues and policy making. We ask if your concern is not within the purview of the board, you take the issue up with the administration at another time.

(5) Civility Policy

This policy has been adapted from the Lake County School District Civility Policy

Employees of the Imagine South Lake Charter will treat parents and other members of the public with respect and expect the same in return. The school must keep the administrative offices and areas of the campus free from disruptions and prevent unauthorized persons from entering school/district grounds. Accordingly, this policy promotes civility, mutual respect, and orderly conduct among district employees, parents, and the public. It is not the intent of this policy to deprive anyone of his or her right to freedom of expression. Rather, we seek to maintain, to the extent possible and reasonable, a safe, harassment-free workplace for our students and staff. In the interest of promoting teachers and other employees as positive role models, we encourage positive communication and discourage volatile, hostile, or aggressive actions. This district seeks public cooperation with this endeavor.

- (5.1) **Disruptive Individual Must Leave School Grounds.** Any individual who: (1) disrupts or threatens to disrupt school/office operations; (2) threatens to or attempts to do or does physical harm to school personnel, students or others lawfully on school premises; (3) threatens the health and safety of school personnel, students, or others lawfully on school premises; (4) intentionally causes damage to school property, or property of others lawfully on school premises; (5) uses loud and/or offensive language; or (6) has without authorization come on school premises will be directed to leave school property promptly by the school's principal or designee, or any school administrator. If the person refuses to leave the premises as directed, the administrator or other authorized personnel shall seek the assistance of law enforcement and request that law enforcement take such action as is deemed necessary.

- (5.2) **Directions to Staff in Dealing with Abusive Individual.** If any member of the public uses obscenities or speaks in a demanding, loud, insulting, and/or demeaning manner, the administrator or employee to whom the remarks are directed will calmly and politely warn the speaker to communicate civilly. If the abusive individual does not stop the behavior, the school employee will verbally notify the abusing individual that the meeting, conference, or telephone conversation is terminated; and, if the meeting or conference is on school premises, the employee shall direct the abusive individual to leave promptly. If the person refuses to leave the premises as directed, an administrator or other authorized personnel shall seek the assistance of law enforcement and request that law enforcement take such action as is deemed necessary.

(6) Lottery Policy

Amended and Approved April 18, 2017

On a predetermined date in the spring, the school will conduct two (2) separate lotteries. One (1) for students who reside within Lake County and one (1) for students that reside outside Lake County. This lottery will be held to determine admission to the school for the following school year. Students on the Lake County lottery list will be selected until the waitlist has been exhausted. Once the Lake County waitlist is exhausted, the out-of-county waitlist will then be used to fill remaining seats at the school. The lottery date will be determined to be one week after the volunteer hour deadline of the school. The date will be advertised on the school website and on the marquee. Pre-registration for the lottery will be accepted from the first school day in January to the day before the lottery is held.

The lottery admits students via a randomized selection process. The Lottery Procedures explain this process. When the number of applicants exceeds the capacity of our program, a wait list is established and two (2) waiting lists will be maintained for those students in-county and those student out-of-county.

Enrollment preference may be given to students who;

- are siblings of an enrolled student, a sibling is defined as a child who shares a birth parent or legal parent with one or more other children.
- dependents of military personnel,
- a student who is the child of a governing board member or,
- a student who is the child of an employee of the school.

Imagine South Lake may limit the enrollment process of students within a specific age group or grade level.

Admission to the kindergarten program is based on the student reaching the age of five by the date determined by the Florida Department of Education, September 1.

Lottery procedures for Imagine South Lake Charter School are defined below:

- All eligible applications received prior to the established cut-off date will have equal eligibility for the lottery.
- Prior to the lottery, applicants will be placed on a spreadsheet by grade level. Families who have more than one child seeking admission to the school will be given one place on the spreadsheet for each grade level.
- Spaces available in any grade will be filled from the sibling waitlist before students in the lottery will be offered a seat.
- A randomized selection program will be used to order the spreadsheet.
- Numbers will be assigned once the randomization is complete.
- If the number of available spaces in each grade level exceeds the number of applicants, a wait list will be established.

- Families will be notified of their acceptance to the school, or of their number on the waitlist.
- In the event that a family who was accepted does not register by the date designated, their child's seat will be given to the next student on the waitlist.
- In the event that a seat becomes available during the academic year, the space will be filled from the waitlist.
- The waitlist does not roll over to the next school year. Families must preregister for the lottery each year. Once enrolled, students do not have to register for the lottery again, unless the family volunteer hours are not completed.

(7) Student Dress Code Policy

(7.1) Elementary Dress Code (Grades K-5)

Approved June 25, 2018

In an effort to promote safety and diminish competition among students, there is a mandatory uniform policy for all grade levels.

Shirts for Boys and Girls:

- Approved shirts only.
- Elementary polo colors are white or navy only.
- Elementary spirit shirts may also be worn and are white or navy with the Imagine Schools' logo.
- In case of cold weather, undershirts and turtlenecks may be worn but must be navy, white or black in color.
- Undershirts should not show below the hemline.
- Shirts must be clean and free of holes or tears.
- Shirts may not be tied or knotted at the waist or back.

Bottoms for Boys:

- Khaki or navy long pants or shorts. Uniform bottoms may be purchased from any retailer that sells "uniform" clothes.
- NO cargo pants or jeans. NO skinny pants even in the appropriate color.
- Shorts must not be higher than 3" above the knee.
- Uniform bottoms must be appropriately fitting, nothing skin tight.

Bottoms for Girls:

- Khaki or navy long pants, capris, shorts, skirts or skorts. Uniform bottoms may be purchased from any retailer that sells "uniform" clothes.
- Polo dresses with the Imagine Logo may be worn if purchased from our approved uniform vendor, but jumpers without an Imagine Logo are not permitted.
- NO cargo pants or jeans. NO skinny pants even in the appropriate color.
- "Bloomers" or shorts worn under girls' dresses/jumpers may not rest below the hemline of the dress/jumper. Leggings or tights must be white or navy only. NO jeggings.
- Shorts, skirts, and skorts must not be higher than 3" above the knee.
- Uniform bottoms must be appropriately fitting, nothing skin tight.

Shoes:

- Athletic sneakers with non-marking rubber sole shoes. No other shoes are allowed.
- Socks must be solid in color and not rest above the ankle.

Outerwear:

- Sweaters/sweatshirts worn during school hours must be navy, white or black. The school's logo is preferred, but plain navy, white or black is acceptable.
- During colder weather, a heavy winter jacket may be worn, but **MUST** be removed upon entering the building.

Student Choice Days:

- Student choice days will only be specially designated days for special events/fundraisers. Students are not required to wear uniforms on these days.
- Jeans may be worn that are clean and without holes or tears.
- Bottoms for Girls:

- Pants, capris, shorts, skirts, and skorts must be worn at the waistline and may not be excessively baggy or tight.
- Shorts, skirts, skorts, and dresses may not be higher than 3" above the knee.
- Bottoms for Boys:
 - Pants and shorts must be worn at the waistline and may not be excessively baggy or tight.
 - Shorts may not be higher than 3" above the knee.
- Shirts with printing that is offensive will not be permitted. Printing that depicts smoking, drugs, alcohol, profanity, violence and sex is considered offensive and is prohibited.
- No halter-tops, sling tops, spaghetti straps, or tank tops. See through tops, cropped shirts and shirts that show the abdomen are not permitted.

Backpacks:

- Regular or wheeled are acceptable. No offensive graphics.

Miscellaneous:

- Hats, bandanas, beanies and sunglasses are not permitted except at Milers and P.E. They are not allowed in hallways or classrooms.
- For health and safety reasons, large chain necklaces, oversized or expensive (precious metal/stones) jewelry and hoop earrings over 1" wide. Gang, drug or violence related items are not permitted.

General

- Since every student represents our school, we esteem modesty and a neat overall appearance by our student body. At no school function are students permitted to wear anything offensive or immodest as deemed by school administration.

Exceptions

- The principal may allow for an exception from the school uniform policy on a case-by-case basis for disability, medical condition or sincerely held religious belief. A parent must request this reasonable accommodation to address the student's disability or medical condition or the wearing of clothing in compliance with the uniform dress code violates a student's sincerely held religious belief. Such students and the student's parents shall submit a signed affidavit setting forth the religious issues and the requested exemption to the policy. Such requests shall be provided in writing and submitted to the principal for approval.

**PLEASE WRITE YOUR CHILD'S NAME INSIDE JACKETS,
SWEATERS AND SWEATSHIRTS, AS NUMEROUS ITEMS ARE
FREQUENTLY LEFT UNCLAIMED AND WILL BE DONATED TO
CHARITY AT THE END OF EACH QUARTER.**

Enforcement of this dress code will be as follows:

- 1st Violation: Verbal warning to student.
- 2nd Violation: Written or verbal communication to parent.
- 3rd Violation: Parent conference with administration.
- 4th Violation: Possibility of Suspension for insubordination.

(7.2) Middle School Dress Code (Grades 6-8)

Approved June 25, 2018

In an effort to promote safety and diminish competition among students, there is a mandatory uniform policy for all grade levels.

Shirts for Boys and Girls:

- Approved shirts only.
- Middle school polo colors are red or navy only.
- Middle school spirit shirts are red or navy with the Imagine Schools' logo and may be worn for P.E. as well as part of the regular uniform.
- In case of cold weather undershirts and turtlenecks may be worn but must be navy, white or black in color.
- Undershirts should not show below the hemline.
- Shirts must be clean and free of holes or tears.
- Shirts may not be tied or knotted at the waist or back.

Bottoms for Boys:

- Khaki or navy long pants or shorts. Uniform bottoms may be purchased from any retailer that sells "uniform" clothes.
- NO cargo pants or jeans. NO skinny pants even in the appropriate color.
- Shorts must not be higher than 3" above the knee.
- Uniform bottoms must be appropriately fitting, nothing skin tight.

Bottoms for Girls:

- Khaki or navy long pants, capris, or shorts. Uniform bottoms may be purchased from any retailer that sells "uniform" clothes.
- NO cargo pants or jeans. NO skinny pants even in the appropriate color.
- Shorts must not be higher than 3" above the knee.
- Uniform bottoms must be appropriately fitting, nothing skin tight.
- Middle school girls are NOT permitted to wear skirts, skorts, polo dresses or jumpers. NO "bloomers", jeggings or leggings may be worn at any time.

Shoes:

- Athletic sneakers with non-marking rubber sole shoes. No other shoes are allowed.
- Socks must be solid in color and not rest above the ankle.

Outerwear:

- Sweaters/sweatshirts worn during school hours must be navy, white or black. The school's logo is preferred, but plain navy, white or black is acceptable.
- During colder weather, a heavy winter jacket may be worn, but MUST be removed upon entering the building.

Middle School P.E.

- Middle school students are encouraged, but not required to dress out for P.E. If a student chooses to change, a P.E. uniform consisting of specific P.E. shorts and a Warrior spirit shirt MUST be worn.

Student Choice Days:

- Student choice days will only be specially designated days for special events/fundraisers. Students are not required to wear uniforms on these days.
- Jeans may be worn that are clean and without holes or tears.
- Bottoms for Girls:

- Pants, capris, shorts, skirts, and skorts must be worn at the waistline and may not be excessively baggy or tight.
- Shorts, skirts, skorts, and dresses may not be higher than 3" above the knee.
- Bottoms for Boys:
 - Pants and shorts must be worn at the waistline and may not be excessively baggy or tight.
 - Shorts may not be higher than 3" above the knee.
- Shirts with printing that is offensive will not be permitted. Printing that depicts smoking, drugs, alcohol, profanity, violence and sex is considered offensive and is prohibited.
- No halter-tops, sling tops, spaghetti straps, or tank tops. See through tops, cropped shirts and shirts that show the abdomen are not permitted.

Backpacks:

- Regular or wheeled are acceptable. No offensive graphics.

Miscellaneous:

- Hats, bandanas, beanies and sunglasses are not permitted except at P.E. They are not allowed in hallways or classrooms.
- For health and safety reasons, large chain necklaces, oversized or expensive (precious metal/stones) jewelry and hoop earrings over 1" wide. Gang, drug or violence related items are not permitted.

General

- Since every student represents our school, we esteem modesty and a neat overall appearance by our student body. At no school function are students permitted to wear anything offensive or immodest as deemed by school administration.

Exceptions

- The principal may allow for an exception from the school uniform policy on a case-by-case basis for disability, medical condition or sincerely held religious belief. A parent must request this reasonable accommodation to address the student's disability or medical condition or the wearing of clothing in compliance with the uniform dress code violates a student's sincerely held religious belief. Such students and the student's parents shall submit a signed affidavit setting forth the religious issues and the requested exemption to the policy. Such requests shall be provided in writing and submitted to the principal for approval.

PLEASE WRITE YOUR CHILD'S NAME INSIDE JACKETS, SWEATERS AND SWEATSHIRTS, AS NUMEROUS ITEMS ARE FREQUENTLY LEFT UNCLAIMED AND WILL BE DONATED TO CHARITY AT THE END OF EACH QUARTER.

Enforcement of this dress code will be as follows:

- 1st Violation: Verbal warning to student.
- 2nd Violation: Written or verbal communication to parent.
- 3rd Violation: Parent conference with administration.
- 4th Violation: Possibility of Suspension for insubordination.

(8) Wellness Policy

The following is a Wellness Policy that complies with requirements of the Child Nutrition and WIC Reauthorization Act of 2004 and the Florida State Statute Chapter 1003.453 School Wellness And Physical Education Policies; Nutrition Guidelines.

- I. **Wellness Policy Committee-** This committee has assessed the school's nutrition and physical activity needs and developed this Policy based on those needs. The committee is composed of the following representatives.

Wellness Policy New Committee-2018-2019

Area Represented	Committee Member Name
Parent	Nichole Meerleveld
Student	Kaylin Cockefair
School Food Service Personnel	Hilary Byle
School Administrator	Kathleen Dial
School Board	Kevin Trout
School Nurse	Jill Morningstar
Physical Education/Health Education Staff	Stephanie Hauff
Local physician, dentist, or other health professional	Traci Powell

II. Goals, Implementation, Evaluation

Nutrition Education: Nutrition education is provided in a classroom setting.

Goal	Implementation	Evaluation
Students receive nutrition education that is interactive and teaches skills they need to adopt healthy eating behaviors.	Classroom lectures, activities, and student participation provided in a nutrition/health class	Classroom written tests (such as multiple choice, essay, fill in the blank) in the areas of nutrition
Students will have access to useful nutrition information.	Use of posters, worksheets, brochures, in various areas of classrooms and school campus	Maintain a checklist of the nutrition information available to the students. Students will mark off the items on the checklist as they take the items
Students will have the opportunity to practice behaviors that enhance good nutrition and healthy choices.	Provide a variety of healthy meal choices during meal service	Review menus, production records, nutrient analysis

III. Physical Activity: Physical Activities occur in different learning environments such as, but not limited to outdoor play, indoor activities, and community-sponsored events. The program shall consist of physical activities that are sufficient to provide a significant health benefit to students.

Goal	Implementation	Evaluation
Students in grades K-5 receive 150 minutes per week of instructionally relevant physical education (Common Core State Standards)	All students will participate in a physical education class. Instruction may be provided for grades 6-8 through formal physical education courses, integration into other courses, regularly scheduled intramural activities, and/or regularly scheduled school-wide activities.	Review class schedule and interview school personnel
Students will have 30 minutes of physical activity each day.	Instruction may be provided through formal physical education courses, integration into other courses, regularly scheduled intramural activities, and/or regularly scheduled school-wide activities.	Review class schedule and interview school personnel

IV. Other School-Based Activities:

Goal	Implementation	Evaluation
Students will be provided an adequate amount of time to consume a meal.	Schedule a minimum of 20 minutes for each class to consume their meals.	Review the school schedule to confirm that each class is provided no less than 20 minutes to consume meals.
Food will not be used as a reward or punishment.	Establish rules in the Code of Student Conduct and School Employee Handbook that food cannot be used for rewards or punishment.	Review the Code of Student Conduct and School Employee Handbook to verify the rule has been established. Interview teachers by asking them if they use food as a reward or punishment.
Students will be provided access to school facilities for physical activity after school hours.	The school gym/basketball court and team equipment will be available for students' use after school hours.	Interview the students and school faculty to inquire about the availability and use of the school's gym or equipment.

V. Nutrition Guidelines for All Foods Served or Sold: All foods served or sold at this school will meet the following nutrition guidelines. These guidelines also apply to fundraisers and class parties.

- Consistent with the Federal Lunch Program Nutrition Standards
- No more than 35% of total calories from fat per serving size
- Health Department tracks students BMI on an annual basis for grades K,1,3,6
- Consistent with the Dietary Guidelines

- Contributes to developing healthy eating habits
- VI. **Designee:** Jennifer Osborne is the person charged with operational responsibility for ensuring that the school is meeting the local wellness policy.
- VII. **Procedure for Reporting to the School Board/Governing Authority:** On an annual basis, the results of the Wellness Policy evaluation and recommended revisions (if any) will be presented to the School Board/Governing Authority.
- VIII. **Assurance:** We assure that the guidelines for reimbursable school meals shall not be less restrictive than regulations and guidance issued by USDA.
- IX. **Website Address for the Wellness Policy** (if Public or Charter School) Imaginesouthlake.org

(9) Parent Volunteer Policy

Approved June 16, 2015

The Imagine South Lake (ISL) Board of Directors, staff, and parents agree that adult involvement is an essential element for the success of students at ISL Charter School. Therefore, this policy defines a mandatory volunteer agreement required for your child/children in grades kindergarten through eighth-grade to attend Imagine South Lake Charter.

(9.1) Safety of Students is our first concern, therefore *it is mandatory for all volunteers who serve in the presence of students, either on-campus or off-campus, to complete a background screening prior to volunteering.* The screening method will be communicated to parents annually at the beginning of the school year.

(9.2) Required Hours -Parent volunteers must meet 15 hours per student or 20 hours per family as the level of participation per family per year. These hours must be completed 10 days prior to the lottery for newly enrolled students in the spring. For students who enroll later than September, the required hours will be prorated based on the enrollment date.

(9.3) Form of Volunteer Hours - At least one-half of the volunteer hours *must* be completed at the school, during school events or with available take-home projects. The take-home projects and hours of credit will be determined and assigned by staff.

(9.4) Volunteer Donation Option - The remaining volunteer hours may be purchased as a donation to the school at a rate of \$15.00 per hour. Funds collected will be designated for support of the volunteer program and to improve the ISL sports program.

(9.5) Management System - Imagine South Lake utilizes a technology-based volunteer management system to communicate volunteer opportunities and log hours served. Information on system access will be provided at the beginning of the school year.

(9.6) Accountability and Incentives - Failure to complete the volunteer agreement required hours will result in the student (s) being removed from school rolls and placed back in the school lottery. Successful completion of the required hours will result in special recognitions, opportunities and programs for your student, as well as, recognition of parent volunteers.

(9.7) Hardship Waiver - Imagine South Lake understands circumstances and events take place in every family prohibiting completion of the mandatory volunteer hours. Therefore, with approval of the school principal, a partial or full hardship waiver may be granted.

(10) Parent Contract Policy

Approved June 16, 2016

Developing the sense of family and community that supports attainment of educational excellence requires the collaborate efforts of students, parents and staff. All must assume responsibilities if this shared goal is to be achieved.

(10.1) Parent Responsibilities

- Ensure that my child arrives to school on time according to school attendance policies.
- Ensure that my child arrives in school uniform daily, specific to the Imagine South Lake Charter school dress code.
- Attend mandatory parent-teacher conferences for my child if he/she is not demonstrating adequate progress.
- Respect and support the school staff concerning school safety, events and instructional programs.
- Participate in Imagine South Lake Charter programs and parent literacy programs.
- Support the school's programs by volunteering a minimum of 15 hours per student per year (maximum of 20 hours per family), to be completed 10 business days prior to the spring lottery.
- Ensure that my child brings completed homework assignments to school.
- Monitor my child's progress in all subjects to ensure that a minimum of a "C" average is maintained each semester.
- Check in at the main office when visiting campus.
- Parents are required to ensure that all financial obligations are up to date by the last day of school or the family or affected students will be placed in the lottery for the following school year.
- Failure to comply with any of the above responsibilities could result in my child being dismissed from Imagine South Lake Charter.

(10.2) Imagine South Lake Charter Responsibilities

- Be non-sectarian and non-discriminatory in programs, admissions policies, employment practices and operations.
- Be accountable to Lake County and the State of Florida for our performance (see specific standards in Imagine South Lake Charter's contract)
- Fees will only be charged for special programs (i.e. before and/or after care program) for which fees are approved.
- Meet all applicable health, safety and civil requirements.
- Subject itself to an annual financial audit.
- Hold itself accountable to its students, parents and the community through a continuous cycle of planning, evaluation and refinement.
- Participate in ongoing professional development.
- Communicate with parents regularly to discuss student progress.

*Please note that each student requires a separate contract.

(11) Parent Financial Responsibility Policy

Approved February 16, 2015

Parents are required to ensure that all financial obligations are up to date by the last day of school. If accounts are not up to date the family or affected students will be prohibited from participating in the program directly related to the charges owed.

(12) Parental Notification of Involuntary Examination Policy

Approved August 18, 2015

This policy is related to the notification requirements when a student is removed from a school, school transportation, or school-sponsored activity for involuntary examination; provides that health-care surrogates and proxies are individuals who may act on behalf of an individual involuntarily admitted to a facility; requires a receiving facility to immediately notify the parent, guardian, caregiver, or guardian advocate of the whereabouts of a minor who is being held for involuntary examination provides circumstances when notification may be delayed.

Policy

1. Parents, guardians, or caregivers will be immediately notified by the school principal or designee if their student is removed from school and taken to a receiving facility for an involuntary examination pursuant to s.394.463, F.S., and the requirements established under ss.1002.(3) and 1002.33(9), F.S. as applicable.
2. The school principal or designee may delay notification for no more than 24 hours only if the delay is deemed to be in the student's best interest. Delay in notification may occur only after a report of suspected abuse, abandonment or neglect is submitted to the Department of Children and Families' central abuse hotline.

Procedure

The school principal or designee will immediately notify the parents, guardians, or caregivers if their student is removed from school and taken to a receiving facility for an involuntary examination. This may be delayed no longer than 24 hours if it is deemed to be in the student's best interest and is submitted to the Department of Children and Families.

Note: This procedure does not eliminate the need for mandatory reporting as is required by all school employees.

SECTION II



School Operation Policies

Employee and Student Policies

Section II – School Operation and Academic Policies

(1) Employee Handbook Policies and Acknowledgment

Imagine Schools Employee Handbook is provided to each employee and requires that each employee sign an acknowledgement form. (A copy of the complete Imagine Schools Employee Handbook is provided as Attachment 1). Below are the policies that are in the Imagine Schools Employee Handbook. In addition to the Imagine School Employee policies, Imagine South Lake also has school site specific related policies related to the school operational program on campus.

- *American with Disabilities Act (ADA) Policy*
- *Anti-Bullying Policy*
- *Anti-Nepotism Policy*
- *Policy on Child Abuse*
- *Confidentiality, Ownership, and Non-Disclosure Statement*
- *Conflicts of Interest Policy*
- *Drug and Alcohol Abuse Policy*
- *Equal Employment Opportunity Policy*
- *Family and Medical Leave Act (FMLA) Policy*
- *Military-Related FMLA Leave*
- *Grievance Policy and Procedure*
- *Internet Safety Policy and Students*
- *No Harassment Policy*
- *Political Activities Policy*
- *Privacy Policy*
- *Social Media and Networking Policy*
- *Travel and Expense Reimbursement Policies and Procedures*
- *Whistleblower Policy*

(2) 10 Month Employee (Teacher) Attendance Policy

Approved July 11, 2017

The interaction between teachers and students is the most influential factor in affecting student academic progress. It is understood that there may be times that it is necessary to be absent, and procedures are needed to ensure there is a smooth transition for our students during those times.

Deadline: The deadline for reporting same day absence is one hour prior to your school start time. Please report all same day absence to Beth Ault by 7:00am. Lesson plans should be emailed to Beth Ault and the team leader by 8:00am.

Day Off Requests: The deadline for submitting day off requests is five days prior to the absence. Day off requests should be given to Beth Ault and approved by the Principal. You should ensure that your day off request has been granted before taking the day. Thorough substitute plans should be in place for days off granted.

Paid Time Off: Teachers are granted 48 hours of paid time off.

Excess of Paid Time Off: Once teachers have used their paid time off, they will be docked at a rate equal to their daily rate of pay.

Excessive Tardiness: Excessive lateness causes safety issues on our campus. Teachers must be present in their classrooms by 8am. Please communicate any same day issues with tardiness to Beth Ault and your team leader. If excessive tardiness becomes an issue, staff may receive a formal write up and/or be dismissed.

Elimination Period: When a disability claim is filed, the elimination period is 14 days for insurance payment. When a worker's compensation claim is filed, the elimination period is 7 days. The school does not cover the employee salary during the elimination period.

(3) 11 and 12 Month Employee Attendance Policy

Deadline: The deadline for reporting same day absence is one hour prior to your school start time. Please report all same day absence to Beth Ault by 7:00am.

Day Off Requests: The deadline for submitting day off requests is five days prior to the absence. Day off requests should be given to Beth Ault and approved by the Principal. You should ensure that your day off request has been granted before taking the day.

Paid Time Off: 12 month employees are granted 128 hours of time off. 11 month employees are granted 117 hours of time off.

Excess of Paid Time Off: Once staff have used their paid time off, they will be docked at a rate equal to their daily rate of pay.

Excessive Tardiness: Excessive lateness causes productivity issues. Please communicate any same day issues with tardiness to Beth Ault. If excessive tardiness becomes an issue, staff may receive a formal write up and/or be dismissed.

Elimination Period: When a disability claim is filed, the elimination period is 14 days for insurance payment. When a worker's compensation claim is filed, the elimination period is 7 days. The school does not cover the employee salary during the elimination period.**(4) Student Policies**

Imagine South Lake provides the 'Warrior Handbook' to all students and provides many of these policies within the student agenda each school year. (A copy of the complete Imagine South Lake Warrior Handbook is provided as Attachment 2)

(4) Student Attendance Policy and Procedures

Revised July 7, 2017

The expectation of Imagine South Lake Charter is that ALL students will be in attendance each day of the school year. School attendance is the responsibility of the parents and legal guardian. Each day that a student attends school he/she has opportunities to develop personal, social, and academic skills. Failure to attend school in a regular and timely fashion hinders the education progress of our students. Students are expected to be on time each day. We encourage the commitment of students, parents, and staff to work together on this endeavor. This policy supplements, but does not override the Lake County School Attendance Policy found in the Student Code of Conduct.

ABSENCES

If a student is absent from school, the student needs to bring in a signed note from the parent or guardian stating the reason for the absence. If the student misses school because of a doctor's appointment, a note should be obtained from the doctor's office. Written documentation is required for an absence to be excused. Without this documentation, all absences will be considered unexcused until a student brings in this documentation. Students are required to make up all missing assignment in a timely fashion. Parents are encouraged to report their child's absence to school.

Having more than 10 excused absences in a semester is considered excessive and a student must have a note from their doctor verifying illness or injury for the absence to be excused. Work missed due to absence may be made up only if the absence is excused.

IMAGINE SOUTH LAKE CHARTER ABSENTEE LINE: (352) 243-2960

The following are acceptable reasons for student absences:

- Personal illness of student (medical evidence may be required)
- Medical appointment of the student
- Religious holiday of the student's faith
- Death in the immediate family of the student
- Approved school activity

MONITORING OF ATTENDANCE AND TARDIES

Each school is required to record a student's daily attendance. Students reporting to school/class after the official start time will be marked tardy. Students who are excessively absent, tardy, or leave school early may be referred to the school leadership team for intervention assistance. Students who continue to be excessively absent will be monitored by the School Office and may be referred for additional services. For further information on attendance requirements, please refer to Florida Law 1003.26(b).

Florida law defines "habitual truant" as a student who has 15 or more unexcused absences within 90 calendar days with or without the knowledge or consent of the student's parent or guardian, and who is subject to compulsory school attendance.

When a student is continually sick and repeatedly absent from school, the student must be under the supervision of a doctor in order to receive an excuse. The doctor's statement should confirm that the student's condition requires absence for more than the number of days permitted by the district school board policy.

According to Lake County School's policy, having more than 10 excused absences in a semester is considered excessive and a student must have a note from their doctor verifying an illness or injury for the absence to be excused. Work missed due to absence may be made up only if an absence is excused.

Parents will also be notified daily when their child is absent or tardy through the school's student data information system. For those students in middle school, these will be reported by class period.

PREARRANGED ABSENCE

Imagine South Lake has a process to allow for no more than five (5) prearranged absence days per year. Students must be in good academic standing with no missing assignments in order to be eligible for approval for a prearranged absence. Prearranged absence approval forms can be found on our website and in the front office and must be signed by teachers and the Principal.

ATTENDANCE PROCESS

1. Teachers post attendance in the school's web-based student information system by 8:45am.
2. Students entering the school after attendance has been posted will have their absence changed to a tardy by the front office staff.
3. Students coming to school after their absence are required to bring a note to record their absence as excused. These notes are turned into the front office and the front office staff will change the unexcused absence to excused absence.
4. The student registrar then takes this information from the school's web based student information system on a regular basis and transfers it into the Lake County student information system.

(5) Student Cell Phone Policy and Contract

1. Students will only use their cell phone to complete assignments that are related to the instructional lesson, when given permission by a teacher.
2. During other class periods, students will follow the building policy for cell phone use. *“Mobile phones: may be carried but must be turned off and in the student’s backpack during school. If a family chooses to allow their student to bring a mobile phone to school, said devices are the responsibility of the student. Imagine South Lake Charter is not liable or responsible for any loss or damage. The first offense will result in a warning. The second offense will result in the teacher confiscating the phone and it will not be returned to the student until the end of the school day. The third offense will result the parent being contacted as they will be required to retrieve the phone from an administrator.”*
3. Students will not send text messages, place phone calls, access Facebook, SnapChat, Twitter, Instagram, or other social media apps during school hours. Violation will result in consequences outlined in Lake County Schools Code of Conduct.
4. If there is an emergency and parents or guardians need to be contacted, school personnel will allow the use of the classroom phone.
5. Students will not record any image, video, or audio of other students or the teacher without permission.
6. Students will not post any recordings or images to online websites without permission.

Student Statement of Agreement:

I understand that violation of our Classroom or School Cell Phone Acceptable Use Policy may result in my not being able to participate in additional class activities that involve a cell phone. I also understand that I will be held accountable for actions according to the disciplinary guidelines I signed at the beginning of the school year.

(6) Student Code of Conduct Policy

Unless otherwise spelled out within these organizational policies, the organization will adhere to the School District's Code of Student Conduct. Copies of the organizations student policies and the School's Code of Conduct will be made available all parents and students and also placed on the school website.

(7) Bullying and Harassment Policy

Below is the Lake County Schools Bullying and Harassment Policy (5.33) that Imagine South Lake Charter will follow.

Statement Prohibiting Bullying or Harassment: The School is committed to providing a safe, positive, productive, and nurturing educational environment for all of its students and employees. The School encourages the promotion of positive interpersonal relations between members of the school community. Bullying or harassment toward a student or employee, whether by other students, staff, or third parties is strictly prohibited and will not be tolerated. This prohibition includes physical, verbal (oral or written), electronically transmitted (cyber or high-tech), and psychological abuse. The School will not tolerate any gestures, comments, threats, or actions, which cause or threaten to cause bodily harm or personal degradation. Bullying or harassment of any student or employee of a public K-12 educational institution is prohibited.

Determination of Within Scope of School. The following factors will determine if bullying or harassment for students and employees falls within the scope of the School:

- A. During any education program or activity conducted by a public K-12 educational institution; or
- B. During any school-related or school-sponsored program or activity or on a school bus or at a school bus stop of a public K-12 educational institute. Notwithstanding the duty to investigate complaints of bullying or harassment while a student is at a school bus stop, the School is not liable for such incidents but is only responsible to investigate and refer to the appropriate agency; or
- C. Through the use of data or computer software that is accessed through a computer, computer system, or computer network within the scope of a public K- 12 educational institution; or
- D. Through the use of data or computer software that is accessed at a non-school- related location, activity, function, or program or through the use of technology or an electronic device that is not owned, leased, or used by a school district or school, if the bullying substantially interferes with or limits the victim's ability to participate in or benefit from the services, activities, or opportunities offered by a school or substantially disrupts the education process or orderly operation of a school. This paragraph does not require a school to staff or monitor any non- school-related activity, function, or program.

Expected Behaviors

The School expects students to conduct themselves in an appropriate manner for their respective levels of development, maturity, and demonstrated capabilities with a proper regard for the rights and welfare of other students and school staff, the educational purpose underlying all school activities, and the care of school facilities and equipment.

The School believes that standards for student behavior must be set cooperatively through interaction among the students, parents/legal guardians, staff, and community members

producing an atmosphere that encourages students to grow in self-discipline. The development of this atmosphere requires respect for self and others, as well as for district and community property on the part of students, staff, and community members. Since students learn by example, school administrators, faculty, staff, and volunteers will demonstrate appropriate behavior; treat others with civility and respect, and refuse to tolerate bullying or harassment.

Students and employees are encouraged to constructively attempt to stop acts of bullying or harassment when they see them and report such acts to the principal or designee.

Students and employees are expected to conform to reasonable standards of socially acceptable behavior; respect the person, property and rights of others; obey constituted authority; and respond to the educational, support and administrative staff.

Definitions – for guidance only

(1) "**Bullying**" including cyberbullying is defined as willfully and repeatedly exercising power or control over another by systematically and chronically inflicting physical hurt or psychological distress on one or more students or school employees. It is further defined as unwanted and repeated written, verbal, or physical behavior, including any threatening, insulting, or dehumanizing gesture, by a student or adult, that is severe or pervasive enough to create an intimidating, hostile, or offensive educational environment; cause discomfort or humiliation; or unreasonably interfere with the individual's school performance or participation; and may involve but is not limited to:

1. Teasing;
2. Social exclusion;
3. Threat;
4. Intimidation;
5. Stalking;
6. Physical violence;
7. Theft;
8. Sexual, religious, or racial harassment;
9. Public or private humiliation; or
10. Destruction of property.

(2) "**Cyberbullying**" means bullying through the use of technology or any electronic communication, which includes, but is not limited to, any transfer of signs, signals, writing, images, sounds, data, or intelligence of any nature transmitted in whole or part by a wire, radio, electromagnetic system, photoelectronic system, or photo-optical system, including, but not limited to, electronic mail, Internet communications, instant messages, or facsimile communications. Cyberbullying includes the creation of a webpage or weblog in which the creator assumes the identity of another person, or the knowing impersonation of another person as the author of posted content or messages, if the creation or impersonation creates any of the conditions enumerated in the definition of bullying. Cyberbullying also includes the distribution by electronic means of a communication to more than one person or the posting of material on an electronic medium that may be accessed by one or more

persons, if the distribution or posting creates any of the conditions enumerated in the definition of bullying.

- (3) **"Harassment"** for purposes of this policy, includes, but is not limited to, any threatening, insulting, or dehumanizing gesture, use of data or computer software, or written, verbal, or physical conduct directed against a student or school employee that:
 1. Places a student or school employee in reasonable fear of harm to his/her person or damage to his/her property;
 2. Has the effect of substantially interfering with a student's educational performance, opportunities, or benefits; or
 3. Has the effect of substantially disrupting the orderly operation of a school.
- (4) Bullying and harassment also encompasses:
 1. Retaliation against a student or school employee by another student or school employee for asserting or alleging an act of bullying or harassment. Reporting an act of bullying or harassment that is not made in good faith is considered retaliation.
 2. Perpetuation of conduct listed in the definition of bullying, cyberbullying, or harassment by an individual or group with intent to demean, dehumanize, embarrass, or cause emotional or physical harm to a student or school employee by:
 - a. Incitement or coercion;
 - b. Accessing or knowingly and willingly causing or providing access to data or computer software through a computer, computer system, or computer network within the scope of the district school system; or
 - c. Acting in a manner that has an effect substantially similar to the effect of bullying or harassment.
- (5) **"Cyberstalking"** as defined in s. 784.048(1)(d), F.S., means to engage in a course of conduct to communicate, or to cause to be communicated, words, images, or language by or through the use of electronic mail or electronic communication, directed at a specific person, causing substantial emotional distress to that person and serving no legitimate purpose.
- (6) **"Employees"** includes all School employees.
- (7) **"Third parties"** include, but are not limited to, lay coaches, school volunteers, parents/legal guardians, school visitors, service contractors, vendors, or others engaged in district business, and others not directly subject to school control at inter-district or intra-district athletic competitions or other school events.
- (8) **"Within the scope of a public K-12 educational institution"** means, regardless of ownership, any computer, computer system, or computer network that is physically located on school property or at a school-related or school-sponsored program or activity.
- (9) **"School Bus Stop"** means the location where the School's school bus stops to pick up students to transport them to their respective school.
- (10) **"Authority at School Bus Stop"** The school bus driver shall control students during the time students are on the school bus, but shall not have such authority when students are waiting at the school bus stop or when students are en route to or from the school bus stop except when the bus is present at the bus stop, 1006.10(3), Florida Statute.

Components to the Bullying or Harassment Process

- (1) **Procedures for reporting** bullying or harassment covered by this policy including provisions that permit a person to anonymously report such an act are given in this section.
- (a) All school employees who receive a report of, observe, or have other knowledge or belief of conduct that may constitute bullying or harassment made towards a student shall inform the principal or the principal's designee immediately. Reports may be made anonymously or in person.
 - (b) All other members of the school community, including students, parents/legal guardians, volunteers, and visitors are encouraged to report any act of bullying or harassment to the principal or principal's designee. Reports may be made anonymously or in person.
 - (c) Reports by students, parents/legal guardians, school or District employees, volunteers, and visitors may be made by accessing the *Bullying or Harassment Reporting Form* or the *Bullying or Harassment Anonymous Reporting Form* on the Lake County Schools Web site under the Safe Schools Department (lake.k12.fl.us).
 - (d) Students can report acts of bullying or harassment by calling SpeakOut Hotline at 1-800-423-TIPS (8477).
 - (e) Although this Policy encourages students, parents/legal guardians, school or district employees, volunteers, and visitors to use the formal written complaint process, school or district officials should investigate all complaints and reports of harassment, whether or not the complaint is in writing.
 - (f) Complaints regarding students should be filed as soon as possible after the alleged incident and noted on the specified Lake County School reporting forms, but must be filed within thirty (30) school days after the alleged incident. Failure on the part of the complainant to file and/or follow up on the complaint within this period may result in the complaint being deemed abandoned.
 - (g) Complaints regarding employees should be filed as soon as possible after the alleged incident and noted on the specified County School reporting forms, but must be filed within thirty (30) duty days after the alleged incident.
 - (h) A school or district employee, school volunteer, student, or parent/legal guardian who promptly reports in good faith an act of bullying or harassment to the appropriate school or district official designated in this policy and who makes this report in compliance with the procedures set forth in this policy is immune from a cause of action for damages arising out of the reporting itself or any failure to remedy the reported incident.
 - (i) The principal of each school and the department leader at the District level shall establish and prominently publicize to students, staff, volunteers, or parents/legal guardians, how a report of bullying or harassment may be filed either in-person or anonymously and how this report will be acted upon.
 - (j) The victim of bullying or harassment, anyone who witnessed the bullying or harassment, and anyone who has credible information that an act of bullying or harassment has taken place may file a report of bullying or harassment.
 - (k) Reports may be made anonymously, but formal disciplinary action may not be based

solely on the basis of an anonymous report.

(2) Procedures for the in-take of bullying or harassment reporting forms are as follows:

(a) At each school, the principal shall determine the process for receiving the *Bullying or Harassment Reporting Form* or the *Bullying or Harassment Anonymous Reporting Form* and announce this process to the school.

1. The principal shall assign a person(s) to receive the *Bullying or Harassment Reporting Form* or assign a location to place the *Bullying or Harassment Anonymous Reporting Form*.
2. The person(s) assigned to receive or collect the forms shall be responsible for giving the forms to the appropriate administrator for preliminary review within one (1) school day.
3. The person assigned to conduct the preliminary review shall contact the parent/legal guardian of the victim and perpetrator on the same school day the report is received.
4. For reports from school or district employees, the Executive Director of Human Resources and Employee Relations shall determine the process for receiving the *Bullying or Harassment Reporting Form* or the *Bullying or Harassment Anonymous Reporting Form* and announce this process to employees. The Executive Director of Human Resources and Employee Relations shall also determine who shall receive the *Bullying or Harassment Reporting Form* or the *Bullying or Harassment Anonymous Reporting Form* if the report made by a school or district employee is against the principal or immediate supervisor.
5. The Executive Director of Human Resources and Employee Relations shall assign a person(s) to receive the *Bullying or Harassment Reporting Form* or assign a location to place the *Bullying or Harassment Anonymous Reporting Form*.
6. The person(s) assigned to receive or collect the forms shall be responsible for giving the forms to the appropriate district personnel for preliminary review within two duty days of receipt of the forms.

(3) Procedures for a preliminary investigation of bullying or harassment reporting forms are as follows:

(1) A preliminary investigation will be conducted within two (2) school days as it pertains to students and within thirty (30) duty days as it pertains to employees to determine whether a reported act of bullying or harassment is within the scope of the School. Computers without web-filtering software or computers with web-filtering software that is disabled shall be used when complaints of cyberbullying are investigated. (Lake County Schools can address this by working with the Information Technology Department on an as needed basis by having software temporarily disabled during an investigation.)

(a) A principal will assign a designee(s) that is trained in investigative procedures to initiate a preliminary investigation as it pertains to students of whether an act of bullying or harassment is within the scope of the school district.

(b) The trained designee(s) will provide a report on results of the preliminary investigation with recommendations for the principal to make a determination if an act of bullying or harassment falls within the scope of the District.

1. If it is within the scope of the School, the principal or designee shall notify by telephone, personal conference, and/or in writing, the parents/legal guardians of each student who has experienced bullying or harassment as well as the parents/legal guardians of the perpetrator(s) of an act of bullying or harassment on the same day (if contact can be made) that a thorough investigation shall be conducted. Notification shall also be given to all local agencies where criminal charges may be pursued against the perpetrator. Notification must be consistent with the student privacy rights under the applicable provisions of Florida Statutes or the Family Educational Rights and Privacy Act of 1974 (FERPA).
 2. If it is outside the scope of the School, and determined to be a criminal act, a referral to the appropriate law enforcement agency will be applied on the same day.
 3. If it is outside the scope of the School, and determined not to be a criminal act, parents/legal guardians of the victim and the perpetrator will be informed on the same day.
- (c) The Executive Director of Human Resources and Employee Relations will assign a designee(s) that is trained in investigative procedures to initiate a preliminary investigation of whether an act of bullying or harassment is within the scope of the school district.
- (d) The trained designee(s) will provide a report on results of the preliminary investigation with recommendations for the Executive Director of Human Resources and Employee Relations to make a determination if an act of bullying or harassment falls within the scope of the district.
1. If it is within the scope of the School, the district designee shall notify by telephone, personal conference, and/or in writing, the employee who has experienced bullying or harassment as well as the perpetrator(s) of an act of bullying or harassment within five (5) duty days of the conclusion of the fact-finding (if contact can be made) that a thorough investigation shall be conducted.
 2. If it is outside the scope of the School, the victim and the perpetrator will be informed.
- (4) The prompt investigation of a report of bullying or harassment is deemed to be within the scope of the district and begins with a report of such an act. **Procedures for investigation** include, but are not limited to the following:
- (1) The investigator shall ensure that all investigative procedural steps are completed within ten (10) school days as it pertains to students and within thirty (30) duty days after the completion of fact-finding as it pertains to employees from the initial filing of the complaint or report of bullying or harassment unless otherwise specifically extended by the principal or district administrator for good cause.
 - (2) The highest level of confidentiality possible will be upheld regarding the submission of a complaint or a report of bullying or harassment and the investigative procedures that follow.
 - (3) The principal or designee trained in investigative procedures shall initiate the

investigation. Any person involved in the incident as the accused, victim, or witness may not be involved with the investigation.

- (4) Investigation of complaints of bullying or harassment by employees, volunteers, or other persons other than students shall be conducted by the Executive Director of Human Resources and Employee Relations or as directed by that administrator.
- (5) Documented interviews of the victim, alleged perpetrator, and witnesses shall be conducted privately, separately, and are confidential. **At no time will the alleged perpetrator and victim be interviewed together.**
- (6) The investigator shall collect and evaluate the facts including, but not limited to:
 - a. Description of incident(s) including nature of the behavior; context in which the alleged incident(s) occurred, etc.;
 - b. How often the conduct occurred;
 - c. Whether there were past incidents or past continuing patterns of behavior;
 - d. The relationship between the parties involved;
 - e. The characteristics of parties involved (i.e., grade, age, etc.);
 - f. The identity and number of individuals who participated in bullying or harassing behavior;
 - g. Where the alleged incident(s) occurred;
 - h. Whether the conduct adversely affected the student's education or educational environment or the employee's work environment;
 - i. Whether the alleged victim felt or perceived an imbalance of power as a result of the reported incident;
 - j. Whether the incident or communication reasonably lead school/district authorities to forecast substantial disruption of or material interference with school activities or that interferes with the rights of other individuals to be secure; and
 - k. The date, time, and method in which all parties involved were contacted.
- (7) Whether a particular action or incident constitutes a violation of this policy requires a determination based on all the facts and surrounding circumstances and includes:
 1. Recommended disciplinary action;
 2. Recommended remedial steps necessary to stop the bullying and/or harassing behavior; and
 3. A written final report to the principal as it pertains to students and Executive Director of Human Resources and Employee Relations as it pertains to employees.
- (5) **Immediate notification** to all parties involved shall be provided in accordance with the following:

Students...

 - a) Once the investigation is completed, the Principal or designee shall notify (within the ten (10) day investigation period) by telephone, personal conference, and/or in writing, the parents/legal guardians of each student who has experienced bullying or harassment as well as the parents/legal guardians of the perpetrator(s) of an act of bullying or harassment on the same day (if contact

can be made). Notification shall also be given to all local agencies where criminal charges may be pursued against the perpetrator. Notification must be consistent with the student privacy rights under the applicable provisions of Florida Statutes or the Family Educational Rights and Privacy Act of 1974 (FERPA).

- b) If the bullying incident results in the perpetrator being charged with a crime, the principal, or designee, shall by telephone or in writing by first class mail, inform parents/legal guardian of the victim(s) involved in the bullying incident about the Unsafe School Choice Option (No Child Left Behind, Title IX, Part E, Subpart 2, Section 9532) that states "...a student who becomes a victim of a violent criminal offense, as determined by State law, while in or on the grounds of a public elementary school or secondary school that the student attends, be allowed to attend a safe public elementary school or secondary school within the local educational agency, including a public charter school."

- (a) Once the investigation has been completed and law enforcement has determined that criminal charges may be pursued against the perpetrator, the principal/designee shall notify the Superintendent/designee by telephone and/or in writing.

Employees...

- (a) Once the investigation is completed, the Principal or district designee shall notify by telephone, personal conference, and/or in writing, the employee who has experienced bullying or harassment as well as the perpetrator(s) of an act of bullying or harassment (if contact can be made) an investigation of the incident(s) has been initiated.

- (6) The two types of **outcomes** below are the actions to be taken at the conclusion of an investigation.

- (1) The consequences for a student, employee, visitor, or volunteer of the School who commits an act of bullying or harassment shall be determined as follows:

- (a) All complaints about bullying or harassment that may violate this policy shall be promptly investigated by the principal/designee or district designee. If the investigation, based on all of the facts and surrounding circumstances, finds an instance of bullying or harassment has occurred, it will result in prompt action in accordance with School policy.

- i. Consequences and appropriate remedial action for students who commit acts of bullying or harassment may range from positive behavioral interventions up to and including suspension or expulsion, as outlined in the Code of Student Conduct. The physical location or time of access of a computer-related incident cannot be raised as a defense in any disciplinary action initiated under this policy.

- ii. Consequences and appropriate remedial action for an employee found to have committed an act of bullying or harassment may be disciplined in accordance with district policies, procedures, and agreements. Additionally, egregious acts of harassment by certified educators may result in a sanction against an educator's state issued certificate. (See State School of Education Rule 6B-1.006, FAC, *The Principles of Professional Conduct of the Education Profession in Florida*.) The physical location or time of access of a computer-related incident cannot be raised as a defense in any disciplinary action initiated under this policy. This section does not apply to any person who uses data or computer software that is accessed through a computer, computer system, or computer network when acting within the scope of his or her lawful employment or investigating a violation of this policy in accordance with school district policy.
 - iii. Consequences and appropriate remedial action for a visitor, or volunteer found to have committed an act of bullying or harassment shall be determined by the school or district administrator after consideration of the nature and circumstances of the act, including reports to appropriate law enforcement officials.
- (b) Consequences and appropriate remedial action for students, employees, visitors, and volunteers found to have wrongfully and intentionally accused another as a means of bullying or harassment are as follows:
- i. Consequences and appropriate remedial action for a student found to have wrongfully and intentionally accused another as a means of bullying or harassment range from positive behavioral interventions up to and including suspension or expulsion, as outlined in the Code of Student Conduct.
 - ii. Consequences and appropriate remedial action for an employee found to have wrongfully and intentionally accused another as a means of bullying or harassment may be disciplined in accordance with district policies, procedures, and agreements. Additionally, egregious acts of harassment by certified educators may result in a sanction against an educator's state issued certificate. (See State School of Education Rule 6B- 1.006, FAC, *The Principles of Professional Conduct of the Education Profession in Florida*.)
 - iii. Consequences and appropriate remedial action for a visitor, or volunteer found to have wrongfully and intentionally accused another as a means of bullying or harassment shall be determined by the school or district administrator after

consideration of the nature and circumstances of the act, including exclusion and/or reports to appropriate law enforcement officials.

(c) If an individual's behavior results in a substantial disruption of a student's learning environment or employee's work environment or substantially disrupts or interferes with the operation of a school, school function, or departmental function, the individual may be subject to discipline as provided above.

(d) Retaliation against any person who reports, is thought to have reported, files a complaint, or otherwise participates in an investigation or inquiry concerning allegations of bullying or harassment is prohibited and will not be tolerated. Such retaliation shall be considered a serious violation of School policy and independent of whether a complaint is substantiated. Suspected retaliation should be reported in the same manner as bullying or harassment. Making intentionally false reports about bullying or harassment for the purpose of getting someone in trouble is similarly prohibited and will not be tolerated. Retaliation and intentionally false reports may result in disciplinary action as indicated above.

(2) Steps the District will take in the School's referral procedures for victims and perpetrators of bullying or harassment will consist of the following:

Student

- (a) Referral to the school counselors for intervention and prevention support;
- (b) Informal consultation with parent/legal guardian with school staff (initiated by either the parent or the school staff) to determine the severity of concern and appropriate steps to address the concern;
- (c) Referral to a school intervention team which shall consist of a certified school counselor, an administrator, and a teacher.

Employee

- a) Where the victim or perpetrator of bullying or harassment is an employee, the district shall offer referrals to the district's Employee Assistance Program. Counseling may be required for the perpetrator.

(7) Documentation

- (a) Administrators/principal/designee(s) shall document in writing all complaints regarding bullying or harassment, as with all infractions of the *Code of Student Conduct* or *Employee Handbook*, to ensure that problems are appropriately addressed in a timely manner, whether the report is made verbally or in writing.
- (b) All interviews and interventions that take place and the corresponding dates shall be documented in writing.

- (1) Incidents of bullying or harassment will be included in the school's report of data concerning school safety and discipline data required under §1006.09(6), F.S.
 - (a) The report must include each incident of bullying or harassment and the resulting consequences, including discipline and referrals.
 - (b) The report must include, in a separate section, each reported incident of bullying or harassment that does not meet the criteria of a prohibited act under this section (reported as "unsubstantiated bullying" or "unsubstantiated harassment") with recommendations regarding such incidents (cyberbullying incidents are to be included within the bullying incidents category).
- (2) The Superintendent is directed to utilize Florida's School Environmental Safety Incident Reporting (SESIR) Statewide Report on School Safety and Discipline Data, which includes bullying or harassment as an incident code as well as bullying-related as a related element code.
 - (a) Bullying and/or harassment incident shall be reported in SESIR with either the bullying or harassment code.
 - (b) If the bullying or harassment results in any of the following SESIR incidents, the incident will be coded appropriately using the relevant incident code AND the bullying-related code. Such incidents are:
 - Alcohol
 - Arson
 - Battery
 - Breaking and Entering
 - Disruption on Campus
 - Drug Sale/Distribution Excluding Alcohol
 - Drug Use/Possession Excluding Alcohol
 - Fighting
 - Hazing
 - Homicide
 - Kidnapping
 - Larceny/Theft
 - Robbery
 - Sexual Battery
 - Sexual Harassment
 - Sexual Offenses
 - Threat/Intimidation
 - Trespassing
 - Tobacco
 - Vandalism
 - Weapons Possession
 - Other Major (Other major incidents that do not fit within the other definitions)

- (3) Discipline and referral data will be recorded in Student Discipline/Referral Action Report and Automated Student Information System.
- (4) The District will provide bullying incident, discipline, and referral data to the Florida Department of Education in the format requested, through Survey 5 from Education Information and Accountability Services, and at designated dates provided by the Department. Data reporting on bullying, harassment, unsubstantiated bullying, unsubstantiated harassment, sexual harassment, and threat/intimidation incidents as well as any bullying-related incidents that have a basis of sex, race, or disability should include the incident basis. Victims of these offenses should also have the incident basis (sex, race, or disability) noted in their student record.

Actions Taken to Protect Individuals

- (1) This policy shall not be interpreted to infringe upon the First Amendment rights of individuals (i.e., to prohibit a reasoned and civil exchange of opinions, or debate, that is conducted at appropriate times and place during the school day and is protected by State and Federal law).
- (2) The School District will respect the privacy of the complainant, the individual(s) against who the complaint is filed, and the witnesses as much as possible, consistent with the School's legal obligations to investigate, to take appropriate action, and to conform with any discovery or disclosure obligations. All records generated under this policy and its related administrative procedures shall be maintained as confidential to the extent permitted by law.
- (3) Following an appropriate investigation as it pertains to students, the principal or designee will report to the victim's parents/legal guardians what steps have been taken to protect the student. Follow-up reports will be designed based on the success of the interventions and will continue in a fashion that is deemed necessary by the principal. Notification will be consistent with the student privacy rights under the applicable provisions of the Family Educational Rights and Privacy Act of 1974 (FERPA).

Publicizing the Policy

- (1) At the beginning of each school year, the Superintendent or designee shall, in writing, inform employees, parents/legal guardians, or other persons responsible for the welfare of students and employees of the district's bullying and harassment policy.
- (2) The District shall provide notice to students and employees of this policy through appropriate references in the *Code of Student Conduct* and *Employee Handbook*, through the District's Web site, and/or through other reasonable means.
- (3) Each school principal and district department shall develop and document an annual process for discussing the District policy on bullying or harassment with students and employees at the beginning of the school year.

Training and Instruction

- (1) In support of this policy, the School promotes preventative educational measures to create greater awareness of bullying or harassment.
- (2) The Superintendent or designee shall provide appropriate training to all members of the School District community (Students, Parents, Teachers, School Administrators, Counseling Staff, School Volunteers) related to the implementation of this policy and its' accompanying administrative procedures. All training regarding the School's policy and administrative procedures for bullying in general will be age and content appropriate.
- (3) Students, parents/guardians, teachers, school administrators, counseling staff, and school volunteers shall be given instruction at a minimum on an annual basis on the District's policy and regulations against bullying or harassment.
- (4) Bullying prevention curriculum has been adopted by the District and is included in a comprehensive educational program that is ongoing throughout the school year. The program includes instruction on recognizing behaviors that lead to bullying and harassment and taking appropriate preventative action based on those observations.
- (5) The District shall establish a list of programs that provide instruction to students, parents, teachers, school administrators, counseling staff, and school volunteers on identifying, preventing and responding to bullying or harassment, including instruction on recognizing behaviors that lead to bullying and harassment and taking appropriate preventive action based on those observations. The list of authorized programs shall be available at each school, District offices, and on the District website.

The Superintendent and appropriate staff shall review this policy at a minimum every three (3) years. The review shall include input from parents, law enforcement, and other community members. The Superintendent shall present the policy and any recommended changes to the School for consideration.

(8) Grading Policy

There are multiple purposes for the assignment of grades, including but not limited to the documentation of student and teacher achievement; providing teacher feedback on student progress to students, parents and fellow teachers; monitoring for continuous student growth and concept mastery; and informing instructional practices and small-group instruction in the classroom.

Kindergarten and 1st Grade

Report Card Purpose Statement:

Our goal and purpose of report cards is to provide a clear and accurate description of each child's progress toward the learning goals for their grade level. It identifies students' levels of achievement with regard to these goals, areas of strength, and areas where additional time and effort are needed.

Process Statement:

We base student progress toward mastery on rubrics. We define rubrics as "a coherent set of criteria for students' work that includes descriptions of levels of performance quality on the criteria." (Brookhart, 2013) When assigning point values to performance levels on rubrics, calculation of percentages are objective and constant. We give students many opportunities to practice, attain, and demonstrate mastery of grade level expectations. We view grade level standards as an end destination, and each child's report card is evidence of growth throughout the school year.

Product Statement:

Teachers can measure mastery through a variety of measures, including but not limited to: discussions, demonstrations of skills, written and oral reports, performance on tests, end of unit projects, and application of skills and knowledge to new situations. Many times in primary grades, teachers can measure mastery through one on one assessments.

Mastery is measured by direct assessment in the classrooms, and supported by STAR assessment for mastery. Teachers and school leaders work together to ensure that classroom assessments are aligned to the rigor Florida Standards.

Guidelines Statement:

- Teachers will use a scale of 1-4 to report student progress toward mastery.
 - 1= Beginning
 - 2= Developing
 - 3= Mastery
 - 4= Advanced Mastery

- Since the goal of standards based reporting is summative in nature, teachers may override previous scores to represent the student’s current level of mastery. Ultimately, mistakes made over a quarter are not labels of failure but steps on the way to success.
- Teachers may use an empty space as a placeholder to communicate with students and parents that assignments are missing. Teachers will communicate the efforts being made to complete the assignment in the comment section of the assignment. “Opting out” of assignments is not an option.
- Teachers give up to 2 weeks to complete missing work, however, individual situations and justice for each child should be considered. Teachers should keep in mind that the goal is to show understanding of the concept.
- Teachers and students use data notebooks and portfolios to show student growth.
- Teachers give many opportunities for feedback outside of grading.

2nd Grade through 5th Grade

Report Card Purpose Statement:

Our goal and purpose of report cards is to provide a clear and accurate description of each child’s progress toward the learning goals for their grade level. It identifies students’ levels of achievement with regard to these goals, areas of strength, and areas where additional time and effort are needed.

Process Statement:

We base student progress toward mastery on rubrics. We define rubrics as “a coherent set of criteria for students’ work that includes descriptions of levels of performance quality on the criteria.”(Brookhart, 2013) When assigning point values to performance levels on rubrics, calculation of percentages are objective and constant. We give students many opportunities to practice, attain, and demonstrate mastery of grade level expectations. We view grade level standards as an end destination, and each child’s report card is evidence of growth throughout the school year.

Product Statement:

Teachers can measure mastery through a variety of measures, including but not limited to: discussions, demonstrations of skills, written and oral reports, performance on tests, end of unit projects, and application of skills and knowledge to new situations.

Mastery is measured by direct assessment in the classrooms, and supported by STAR assessment for mastery. Teachers and school leaders work together to ensure that classroom assessments are aligned to the rigor of the state assessments.

Guidelines Statement:

- Teachers will report out the percentage of mastery the student demonstrates on specific standards on a scale of 50-100%.
- Since the goal of standards based reporting is summative in nature, teachers may override previous percentages to represent the student’s current level of mastery.

Ultimately, mistakes made over a quarter are not labels of failure but steps on the way to success.

- Teachers may use an empty space as a placeholder to communicate with students and parents that assignments are missing. Teachers will communicate the efforts being made to complete the assignment in the comment section of the assignment. “Opting out” of assignments is not an option.
- A “0” may only be given in rare instances where a student refuses to do the work and it is documented in the student’s data notebook.
- Teachers give up to 2 weeks to complete missing work, however, individual situations and justice for each child should be considered. Teachers should keep in mind that the goal is to show understanding of the concept.
- Teachers and students use data notebooks and portfolios to show student growth.
- Teachers give many opportunities for feedback outside of grading.

Middle School Grade 6th-8th

Report Card Purpose Statement:

Our goal and purpose of report cards is to provide a clear and accurate description of each student’s progress toward end of course content knowledge.

Process Statement:

We base student progress toward mastery on rubrics. We define rubrics as “a coherent set of criteria for students’ work that includes descriptions of levels of performance quality on the criteria.” (Brookhart, 2013) When assigning point values to performance levels on rubrics, calculation of percentages are objective and constant. We give students many opportunities to practice, attain, and demonstrate mastery of grade level expectations.

Product Statement:

Teachers can measure mastery through a variety of measures, including but not limited to: discussions, demonstrations of skills, written and oral reports, performance on tests, end of unit projects, and application of skills and knowledge to new situations.

Mastery is measured by direct assessment in the classrooms, and supported by STAR assessment for mastery. Teachers and school leaders work together to ensure that classroom assessments are aligned to the rigor of the state assessments.

Guidelines Statement:

- Teachers and students use data notebooks and portfolios to show student growth.
- Teachers give many opportunities for corrective feedback outside of grading.
- Teachers create opportunities for students to complete missing work within 2 weeks of the original due date. Work turned in late will be graded at 5% lower for each day turned in late.
- Work that is completely missing and no effort given may be graded at 0%.

- Teachers create opportunities for incomplete assignments to be completed within 2 weeks of the original due date. Incomplete work will be graded 5% lower for each day turned in late. Past the 2 week timeframe, incomplete work will not be graded higher than 50%.
- Teachers will give a reasonable amount of time for work to be completed outside of the classroom.
- Since we use grades to reflect end of course content knowledge, we won't grade thoughtful work that demonstrated effort below 50%.
- Students of Imagine South Lake are expected to revise and turn in work with excellence. Opting out of assignments is not an option. Students may be asked to complete work at lunch, stay after school, or come to school early in order to complete assignments. Not completing assignments on a regular basis is a sign of poor performance character.

(9) Student Handbook

All of the following operation policies and procedures listed in this section are also provided in the Warrior Student Handbook and online. **The Warrior Handbook is a “living document” which may be revised during the school year, please check with the digital copy on the school website www.imaginesouthlake.org for the latest edition at any given time.**

- *Arrival and Dismissal/Coming and Going From School*
- *Attendance*
- *Agenda*
- *Clinic Usage and Medication Policies*
- *Character Education Student Recognition*
- *Conferences*
- *Late/Missing Work*
- *Contact Information Changes*
- *Discipline*
- *Extended Care*
- *Extra-Curricular Activities*
- *Field Trips*
- *Inappropriate Items*
- *Lunch*
- *Lost and Found*
- *Media Center/Library*
- *Pledge of Allegiance*
- *Classroom Transfers*
- *Parent Teacher Organization (PTO)*
- *Volunteering*
- *Parties at School*
- *Progression Policy*
- *Religious Observation*
- *Report Cards*
- *Resolving Issues*
- *Textbooks*
- *Website*
- *Withdrawals/Moving*

(10) Emergency Procedures

All emergency procedures are within the crisis manual at the school site and are conducted as required by the Florida Statute.

ATTACHMENT 1

Imagine Schools Employee Handbook

ATTACHMENT 2

Imagine South Lake Warrior Handbook