



# Code of Conduct Handbook

2021 - 2022

Imagine Town Center Families,

The mission of Imagine School at Town Center is to deliver quality instruction that exceeds the academic needs of each learner by fostering relationships through communication and collaboration. The school's approach to learning will be personalized in order to provide the tools children need to succeed in the classroom and beyond.

We are dedicated to this mission; however, we cannot accomplish this without everyone's cooperation. At ISTC, we see ourselves as partners in education. Although we provide the curriculum, facilities and educational staff; we recognize that parents and guardians are the foundational educational influences in their child's life.

Please take the time to read and become familiar with this handbook. There are two identical pages in the handbook that require the signatures of both the parent/guardian and the student. One page must be returned to the school; the other is yours to keep, as a reference.

We wish you much success in your endeavors here at Imagine School at Town Center. We look forward to working with you during the 2018 - 2019 school year.

Sincerely,

Lisa O'Grady  
Principal

#### KEY CONTACTS

Lisa O'Grady - Principal  
[lisa.ogrady@imageschools.org](mailto:lisa.ogrady@imageschools.org)

James Menard – Assistant Principal  
[James.Menard@imageschools.org](mailto:James.Menard@imageschools.org)

Tracey Toth – Character Coach  
[Tracey.Toth@imageschools.org](mailto:Tracey.Toth@imageschools.org)

#### GOVERNING BOARD

CHAIR: Kurt Allen  
Steve Haase  
Michael Lutz  
Winnie Oden  
Lynn Paarmann

## **General**

It is the desire of the School Board and all educational personnel to create a healthy, positive and safe environment for our students and staff. The purpose of this Code of Student Conduct (legal authority: FS 1006.07) is to provide information relative to policies, rules, rights, responsibilities, and disciplinary actions that may affect students as they experience the educational process in the Flagler County Public Schools. It is not intended that this booklet be totally comprehensive, but it will reflect the basic policies and procedures in effect for this school district.

School administration may implement policies and procedures within their school site to address issues within the school; this applies to setting requirements for students to attend school sponsored events such as graduation, and others (including behavioral, attendance, and/or other guidelines). Individual schools may not implement rules or policies that conflict with district policy. Should this inadvertently occur, district policy will preside. Alternative programs/settings may implement additional policies and rules that are more restrictive and/or may not apply to the other schools.

These guidelines have been developed in order to present the expectations that the School District has for its students. Please read this handbook carefully and retain for reference throughout the school year. Students are encouraged to make good decisions because there are serious consequences for making poor choices. Students are encouraged to promote responsibility among students and to assist in the reporting of criminal and/or inappropriate behavior(s) within the schools.

This Code applies to all District students 24 hours a day, 7 days a week: While on school grounds. While being transported by transportation or waiting at the bus stop, and during school-sponsored events, such as field trips, athletic functions and similar activities, whether on or off school grounds.

All parents, students, and school employees should read and be familiar with the contents of this *Code*. If further information is needed, any school official will be able to supply information, identify an appropriate resource office, and help you find the answer to your concern.

Imagine School at Town Center recognizes the need for a team effort between the home and the school in the educational process. School staff, students, and parents must work together in order to maximize a student's success. We commit to working with and supporting families and we need parents to work with and support us.

\*\* Note: For the purposes of this Code, the term "parent" also includes "legal guardian" and the term "principal" or "administrator" will also include "designee"

**OFFICE HOURS**

8:00 AM to 4:00 PM

**IMAGINE SCHOOL ABSENTEE LINE** (386)-586-2785

**COMMUNICATION**

Communication with parents/guardians is an integral part of a student's educational success. Our front office number is 386-586-0100. Also, please visit our official web page at [www.imagineschooltowncenter.org](http://www.imagineschooltowncenter.org). Pertinent information about school functions and events will appear on this page, along with links to our teachers' email addresses.

**BACKGROUND CHECK POLICY AND PROCEDURES**

First time background checks require a state issued identification card (i.e. Driver's License, State issued ID or Military ID) to complete the volunteer screening process and to be on our campus. This process is required for each individual 18 or older. Upon clearance, you will be required to sign in each time you visit the campus or volunteer, using your name as it appears on your ID.

**ATTENDANCE POLICY**

We want to encourage all students to attend school on a regular basis. Each day that a student attends school he/she has opportunities to develop personal, social, and academic skills. We encourage the commitment of students, parents, and staff to work together on this endeavor.

Within one operating day of an absence, a written explanation, email or call to the absentee line is required for an absence to be excused. Without this documentation, all absences will be considered unexcused. Students are allocated 15 excused absences per calendar year.

The following are acceptable reasons for student absences:

1. Illness of student
2. Death in the immediate family of the student
3. Religious holiday of the student's faith (prior notice is encouraged)

4. Absences for trips or other parental requests as judged appropriate for the student, by the principal; providing the requests are approved two weeks in advance.

In the case of excessive absences, a parent will be required to provide documentation, such as a doctor's statement of a student's illness. Without this documentation, the student will be marked with a zero for all missing grades and assignments related to the excessive absences.

For purposes of attendance, school-related activities are not counted as absences for class.

### **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 Student Success Team for intervention assistance. Students who continue to be excessively absent will be monitored by the Flagler County District Office and may be referred for additional services or to the State Attorney's Office. For further information on the attendance requirements, please refer to Florida Law 1003.26 (b) Imagine School Report a Student Absent Line – 386-586-2785

### **EARLY DISMISSAL**

Early dismissal for appointments must be arranged prior to early dismissal date. The school must have written confirmation from the student's parent/guardian prior to leaving school early. There will be no early dismissal after 2:15 p.m. without prior permission. All parents need to have ID ready to show. Only those that are listed on the emergency contact form can pick up the student, unless written notification is given prior to the pick-up.

### **LATE ARRIVAL**

The school day is from 8:25 a.m. – 3:00 p.m. If a student is not in class by 8:25 a.m., they are considered tardy. Tardy students must check in at the front office to receive a tardy slip. Students without tardy slips will not be admitted to class.

Only tardiness for doctor/dentist appointments or unusual emergencies will be considered excused. When arriving to school from the appointment, the student must submit proof of the date/time of the appointment.

\*For every 5 unexcused tardies, or early sign outs, a student will be assigned 1 unexcused absence.\*

## **DRESS CODE**

Students are required to wear a school uniform at all times while attending school or any school-sponsored activity. A higher standard of dress encourages greater respect for and results in a higher standard of behavior. All staff members are required to enforce the dress code. The administration/designee will be the final judge whether or not a student's clothing meets policy. It is the responsibility of the parents/ guardians to advise their children of the appropriate dress in accordance with the Flagler Public School Dress Code Policy. Imagine School at Town Center reserves the right to interpret these guidelines and/or make changes during the school year. This is supported and also stated in our approved charter. Therefore, Imagine School at Town Center enforces a mandatory uniform policy for all students.

To ensure continuity all uniform tops must be purchased through the school's authorized provider:

*Ross Marine / U Name It  
10 Hargrove Grade  
Palm Coast, FL 32137*

### **Shirts: / Tops:**

**K- 8 students are required to wear a uniform shirt.** (Available at Ross Marine / U Name It). K- 5 students wear navy shirts and 6-8 students wear red.

Shirts worn on dress down days other than collared or tee-shirts must be at least three fingers wide at the shoulder. For cooler weather black, navy blue, grey or white long sleeve shirts may be worn underneath the uniform.

### **Bottoms:**

All bottoms (pants, shorts, or skorts) must be Khaki or Navy for all K-5 students and purchased in the uniform section of department stores. Black uniform pants are allowed for middle school grade levels as an alternative to khaki and navy. All bottoms shorts/ skorts/skirts must not be shorter than fingertip length. Students may wear leggings or tights in colder weather **ONLY** underneath their shorts /skorts / skirts and should be the same color as the socks. Bottom attire must be plain without any holes, tears, or unfinished hems, and must be worn securely at the waist. Belts are optional, not required.

Athletic type bottom attire such as mesh shorts, spandex pants, or sweatpants would not be considered appropriate for the uniform dress code policy.

### **Socks and Tights:**

Students may wear knee socks or tights in plain navy, tan, black, or white only.

### **Hair:**

Hair must be neat and clean. No hats/ hoods or bandanas shall be worn indoors.

### **Pierced Jewelry:**

Any jewelry or accessory that presents a safety or health hazard, or causes a major disruption to the educational process is not allowed.

**Shoes:**

Students must wear closed toed shoes at all times. No heavy military type boots, shoes with metal tips or steel toes may be worn. No wheels in shoes are permitted. Tennis shoes required for participation in physical education.

**Jackets / Sweatshirts / Outerwear:**

Zip-up, button-up or “over the head” sweatshirts or sweaters are acceptable and should be appropriate in size, design and logo. K- 8 Students may wear a plain navy, red, black white or grey sweatshirt. A small trademark logo is acceptable. Students are permitted to wear the approved gray, navy or red Imagine hoodie and/or the approved logo jacket, (available at Ross Marine / U Name It), and should be appropriate in size, design and logo. During colder weather, any heavy winter coat may be worn but **MUST** be removed upon entering the building. The under layer garment is required to be within the standard dress code.

**Friday Spirit Day:**

Friday of each week will be a designated Spirit Day. Students may wear any Imagine T-shirt or Imagine sponsored club shirt with a uniform bottom. All spirit days are free of charge.

**Book Bags, Folders and Personal Items:**

Book bags, backpacks, folders or any other personal items must not display obscene words, gang signs or any other item that would be deemed inappropriate, offensive or reflect negatively on ISTC. **Rolling backpacks are not allowed.**

**The following general rules apply to dress code:**

- A. No undergarments are to be seen at any time.
- B. Wearing apparel which tends to identify association with secret societies or gangs as prohibited in Florida Statutes is not allowed.
- C. No sunglasses can be worn inside buildings.
- D. All chains and jewelry that hang outside clothing are not allowed.
- E. Head coverings (bandanas, sweatbands, hoodies and du-rags, etc.) will not be allowed. School appropriate hats/hoods are allowed outside the buildings.

**Improper Uniform Disciplinary Actions**

**1st Infraction –Parent contact**

**2<sup>nd</sup> Infraction – Student conference, Jupiter notation**

**3rd Infraction – K -8 Lunch Detention**

**4<sup>th</sup> Infraction – Work Duty/ In School Suspension**

**5<sup>th</sup> Infraction – Saturday School (repeat if necessary)**

## GENERAL POLICIES

### BEFORE/ AFTER SCHOOL CARE

Before school care starts at 6:30 a.m. and after school care ends promptly at 6 p.m. In the interest of safety, please do not leave children unattended before school doors open. Failure to comply with this responsibility will result in monetary penalties and/or referral to the Flagler County Sheriff's Department and Department of Children and Families.

### CLASSROOM TREATS

Due to many allergies, any classroom treat must be store bought. It also must be in the original package. Please make any classroom treat a nutritious choice.

### Wireless Communication Devices

Students may possess cellular telephones, iPods, tablets, and other wireless communication devices at school, on buses, and at school functions. The device shall not be used during the school day without staff approval or on school buses to and from school. Failure to comply may result in the device being confiscated. Repeated failure to comply will be considered defiance of school rules. **Ear-bud usage is prohibited.** Any disruptive, harassing or other inappropriate use of a cell phone or wireless communications device in violation of this policy or school rules, shall be cause for disciplinary action, including confiscation of the device as contraband and, in the event of repeated or serious misuse, loss of the privilege to possess such a device on school property or while attending a school function. Inappropriate use includes, but is not limited to: (1) texting, phoning or web browsing during prohibited times; (2) taping conversations, music or other audio at any time; (3) photography or videography of any kind at any time; (4) "sexting;" and (5) any activity that could in any manner infringe upon the rights of other individuals, including but not limited to students, teachers and other staff members. When there is reasonable suspicion that a student has used a cell phone or wireless communication device in violation of the Code of Conduct or other school rules, or for an unlawful purpose, the school administration may review the phone's call log, voice messages, text messages, photographs and any other applications in furtherance of its investigation of the suspected violation. Staff are not required to investigate theft of any electronic devices; students are encouraged not to carry electronic items not issued by the school district.

### ELECTRONIC DEVICES

Electronic devices such as cell phones, iPods, or any other wireless communication device, are allowed in school as long as these devices **remain on AIRPLANE MODE when being used during school hours. Ear-bud use is prohibited.** When students are not utilizing personal devices for educational purposes, they should be stored in a secured place (i.e. backpacks or teacher designated area) in the off position. Students should take



their personal devices home every day after school, regardless of whether or not they are needed. Failure to comply will result in disciplinary action.

### **STUDENT INTERNET / eREADER USAGE RULES**

Students are responsible for proper behavior on school computer networks just as they are in a classroom or school hallway. Communications on the networks are often public in nature. General school rules for behavior and communications apply. The network is provided for students to conduct research and communicate with others. Independent access to the network services is provided to students who agree to act in a considerate and responsible manner. Parent permission is required for minors. Access is a privilege, not a right. Access entails responsibility; each individual user of the computer network is responsible for his/her behavior and communications over those networks.

Network storage areas may be treated like school lockers. Network and School administrators may review files and communications to maintain system integrity and ensure that users are using the system responsibly. Users should not expect that files stored on school servers are private. The school has the right to check the computers in order to determine what materials and who accessed has sites. During school or any related activity, teachers of younger students will guide them toward appropriate materials. Outside of school, it is the families' responsibility to guide the children as they are exposed to the internet, movies, television and other potentially offensive resources.

#### **The following are not permitted:**

- Sending or displaying offensive messages or pictures. Offensive is anything which is or could be perceived as violent, pornographic or otherwise offensive to a reasonable person.
- Using obscene language.
- Harassing, insulting or attacking others.
- Damaging computers, computer systems or networks.
- Violating copyright laws.
- Using another person's passwords.
- Trespassing in others' folders, work or files.
- Intentionally wasting limited resources.
- Employing the network for commercial purposes.
- Installing or attempting to install unauthorized software on school computers.

School staff will act as a guide, but cannot be a full time guarantee.

#### **Sanctions:**

- Violations may result in a loss of access.
- Additional disciplinary action may be determined in line with existing practice regarding any inappropriate language or behavior, in accordance with the policy stated in the student handbook.
- Students/parents may be responsible for paying for the repair of damaged files, programs and/or equipment caused by misuse.

- When applicable, law enforcement agencies may be involved.

**\*\*When there is reasonable suspicion that a student has used a cell phone or wireless communication device in violation of the Code of Conduct or other school rules, or for an unlawful purpose, the school administration may review the phone's call log, voice messages, text messages, photographs, and any other applications in furtherance of its investigation of the suspected violation.**

**School staff is not responsible or required to investigate any electronic item if these items are lost, stolen, or broken. This policy applies to the school bus routes also.**

### **Cheating/Plagiarism:**

Cheating/Plagiarism: Willful or deliberate unauthorized use of the work of another person for academic assignment or test. The discipline action for cheating/plagiarism will be as follows:

1st Offense: Warning and parent conference- Zero on the assignment

2nd Offense: Parent Contact and OSS- Zero in the assignment

### **EMERGENCY PROCEDURES**

In the event that school should be closed or dismissed at an unscheduled time due to an unforeseen emergency, we will follow Flagler County School Board for all emergencies and/or closings. To assist the school in the event of an emergency, each parent/guardian should complete the *Emergency School Dismissal* form indicating who can pick up the student and update this form regularly.

### **FIELD TRIPS**

Scheduled field trips will be educational in nature and considered an enhancement to the curriculum. Costs for transportation, entry fees, etc., must be assumed by the student. It is necessary for parental permission to be granted before any student can accompany his/her class on a field trip. Written permission must be on file at the school before a student will be allowed to leave the building. *At the discretion of the Administration, students with an excessive number of disciplinary infractions in a given marking period may forfeit the opportunity to participate in a field trip.* All students must ride on the school bus to and from the field trip. Due to number in attendance on a field trip, adults may not be able to ride on the school bus.

### **INVESTIGATIONS AT SCHOOL**

#### **Criminal**

Student discipline is the responsibility of the school administration. However, in the instances where a crime may have been committed, or if there is a threat of injury to a person or property, Law Enforcement should be involved as the trained professional to handle such situations. If appropriate, the principal/designee may be present during the questioning of students by Law Enforcement concerning crimes committed. If a student

is arrested and/or taken into custody, Law Enforcement and school personnel shall utilize best efforts to immediately notify the parent/guardian.

### **Administrative**

If a student is suspected of violating the Code of Student Conduct, school officials can question him/her without first contacting the parent. The student does not have the right to have a parent present or a right to an attorney when questioned.

### **Victim or Witness**

If a student is a victim or witness, Law Enforcement or administrative investigators are allowed to question the student without first contacting the parent. If the investigation involves child abuse, the official conducting the investigation will decide who can be present during your interview.

### **Removal of Student from School Property**

If a student is a witness, the police cannot remove him/her from school property without a subpoena or first obtaining the consent of the parent. If a student is subject to arrest, with or without a warrant, the officer can remove him/her without the parents' consent or the consent of school officials. The administrator/designee will attempt to notify the parent before the student is removed or as soon as possible after the removal.

### **Prohibited Items and Contraband**

Students should not bring items to school which is not necessary to participate in school activities or lessons. All weapons (including toys and replicas) are prohibited. A weapon is defined as any item which could be used to cause injury, induce fear of injury, or common items used in a harmful or threatening way. Examples include air soft guns, knives of any kind, fireworks, box cutters, ice picks, pepper spray, etc.

For purpose of this Code, "contraband" is any item or substance that is prohibited by federal and/or state law, School Board rule, or this Code from being used or possessed on School Board property, a school bus or school-approved transportation, or at any school-related function or activity. Contraband includes, but is not limited to, drugs, drug paraphernalia, alcohol, unauthorized non-prescription medications, tobacco, weapons, ammunition, matches, lighters, laser beam devices, firecrackers and fireworks, pornography, and gang-related signs or symbols.

### **JUDICIAL ORDERS OF PROTECTION**

The Department of Juvenile Justice will report to the school district all court orders in which a Flagler County School student is mandated to have "no contact" with his/her victim or victim's siblings. A "no contact" order may be issued by a circuit judge and upon notification of such order, the school administration may remove the student named in the order, require him/her to attend another school, or implement other measures to ensure the "no contact" order is enforced.

### **LOST AND FOUND**

Please label all students' items with their first and last name. If an item should be lost, the receptionist can direct you to the lost and found to retrieve your child's item.

## **MEDICATIONS**

### **Prescription and Non-Prescription Medicine**

Administration of medications during school hours is discouraged. All prescriptions administered by school staff must be prescribed by a physician who has determined that a student's health and well-being requires medication during school hours. The prescription must be documented by an authorization from the physician on file with the school health assistant prior to use. The parent/guardian must deliver the medication to the clinic.

Students are prohibited from possessing prescription and non-prescription (over-the-counter) medication on school property, on a school bus or school-approved transportation, or at any school-related function or activity. Violation of this policy will result in discipline.

**To enable students to receive their prescribed medications during the school day, medication/treatment form must be completed.** This form requires the signature of the Doctor prescribing the medication and parent's signature. Medications must be properly labeled in the original container from the pharmacy. Please notify the school clinic staff of any medication changes. A CNA medication tech or the principal's designee distributes medication in all circumstances.

## **PARENTAL CONFERENCES**

Conferences can be set up at the request of the school or the request of the parent. Parents requesting conferences with school personnel should make this request in writing or email the teacher directly using the teacher's email. All parents and visitors must sign-in at the front office upon entering the building for a visitor's pass before going to any classroom. **Please be aware that teachers are not available for unscheduled conferences during the day because they are instructing children.**

## **PARENT VOLUNTEER HOURS**

In an effort to better our partnership we ask that each family volunteers for a total of 20 hours per school year. Ample opportunities are available to stay involved. Examples of great volunteer opportunities are field trips, classroom or school wide special events, helping teachers get materials ready (at school or from home) or cafeteria lunch duty assistance. Also, in lieu of volunteering your time, provisions of special supplies or gift cards or even monetary donations for certain class functions or school events will also count toward your volunteer hours. (One hour per every \$10 spent)

Hours will be logged in a book at the front office.

## **TELEPHONE USE**

Students are not allowed to use telephones on campus unless approved by a teacher or an administrator. Health related calls will be coming from the clinic. All incoming and

outgoing calls will be supervised. Personal phone calls cannot be received. In the event of an emergency administration will be involved.

Use of personal cell phones on campus is prohibited. Please refer to our use of personal technology policies.

### **SEARCHES and SIEZURES**

Your purse, backpack and other personal possessions can be searched if there is a reasonable suspicion that they may possess drugs, weapons, contraband, or other prohibited items or substances that are not permitted on campus. Trained sniff-screening dogs are allowed in the schools to prevent drugs and weapons at school. The routine checks by the dogs are considered a search by law. They are safety preventions to give you a safe and healthy school in which to learn. (FS 1006.09)

### **TEXTBOOKS**

The textbooks issued for student use become the responsibility of the student and/or parent, and must be returned at the end of the year in the same condition in which they were issued. Any damaged or lost books must be paid for before another book is issued for home use. Students will be restricted from participating in school activities; field trips etc., if they have an outstanding book debt.

### **TRESPASSING**

Students are not to enter or remain on the school campus without proper authorization. Violators may be subject to suspension and/or arrest for criminal trespass. Students on campus while on suspension and/or expulsion are subject to additional disciplinary action and arrest for criminal trespass. There is no supervision on school property before 6:30 AM or after 6:00 PM.

## **ISTC ACADEMIC INFORMATION**

### **PROGRESSION OF STUDENTS**

Promotion and retention of students is addressed within the appropriate program section of this policy. It is expected that all students will make progress annually and demonstrate appropriate reading and mathematical ability sufficient to move to the next grade level or to graduate in a timely manner. No student at any grade level may be assigned to a grade level based solely on age or other factors that would constitute social promotion. An appropriate intervention program will be provided for a student who has been retained. Imagine Schools, in consultation with school staff, will determine the nature of the intervention program. State assessment (FSA) scores are not the sole determiners of student promotion and serve to offer valuable information about student performance. Additional criteria (other evaluation, portfolio reviews, and assessment data) as described in each section of this progression plan are used to determine a student's promotion from one grade to the next.

### **RETENTION**

A student in any elementary grade who does not meet levels of performance on statewide assessments in reading, writing, science, and mathematics, as defined by the

Commissioner of Education, and failing to meet satisfactory grade level Florida State Standards, district-wide assessments, progress monitoring, classroom work, observations, tests, district assessment and other classroom generated relevant data may be retained with approval of the principal and with written notification to the parent/guardian.

### **Elementary School (K – 5th Grade)**

#### **ENTRANCE TO KINDERGARTEN (S. 1003.21, S. 1003.22)**

Any child shall be eligible for admission to kindergarten if he/she has attained the age of 5 years on or before September 1 of the school year. However, a child who transfers from another state shall be admitted under the same age requirements as established in the state where he/she previously resided. Before admitting a child to kindergarten, the principal shall require evidence of:

1. The child's date of birth in the manner provided by Florida Statutes;
2. An up-to-date immunization record; and,
3. A school-entry health examination conducted within one year prior to enrollment in school in accordance with State Board of Education Rule 6A-6.024. In extenuating circumstances the principal may allow certification to be provided within thirty days of enrollment, i.e. homeless.

#### **ENTRANCE TO FIRST GRADE (S. 1003.21)**

For admission to first grade, a student shall be 6 years old on or before September 1 of the school year and shall satisfy one of the following requirements:

1. Previous enrollment and attendance in a Florida public school.
2. Satisfactory completion of kindergarten requirements in a nonpublic school; or,
3. Previous attendance in an out-of-state school in which he/she attended.

To be promoted a student must:

The teacher recommends promotion based on satisfactory achievement on the following: grade level Florida Standards, district-wide assessment progress tests, classroom work, observations, tests, and other relevant achievement data. Student promotion is also based upon an evaluation of the student's acceptable progress toward grade level Florida Standards and levels of performance on statewide assessments. The classroom teacher has the primary responsibility for determining each student's level of performance and ability to function academically at the next grade level, subject to review by the principal or designee.

In such cases, when a promotion decision is made, the student's permanent record card and report card shall show "Promoted to Grade."

### **Middle School (6<sup>th</sup> – 8<sup>th</sup> Grade)**

To be promoted a student must:

1. Receive a passing grade in the four major academic subjects: Language Arts / Reading, Mathematics, Science, Social Studies.

2. Receive a yearly passing grade in Career Planning.
3. Comply with the Flagler County Attendance Policy.

### **HIGH SCHOOL CREDIT**

Accelerated middle school students may earn credit toward high school graduation under the following conditions:

- A. High School courses offered at the middle school level must meet the standards approved for the high school courses. If Honors classes are taken, Honors weighting will be given when students are promoted to the high school.
- B. Courses are offered for the same number of hours of instruction as currently offered at the high school, follow the Florida State Standards, and use the same textbook and the same final exam. The exam will count as 30% of the final grade, with the exception of courses that require state End-of-Course (EOC) assessments. See the EOC assessment requirements in the High School section of this document. Middle school students must meet the same requirements as high school students.
- C. Students at the middle school level authorized to take courses from the Florida Virtual High School will earn credit which will be transferred to their high school record as explained above.
- D. Middle school students taking high school courses for high school credit who receive a grade of “C”, “D”, or “F”, may have their grade replaced with a “C” or higher in the same or comparable course. In all middle and high school cases, only the new grade shall be used in the calculation of the student’s grade point average.
- E. All students enrolled in Algebra will take the state End-of-Course Assessment, which will count as 30% of a student’s grade. This will be determined using the same algorithm as is used at the high school. Beginning with the 2011-12 school year, a middle school student must pass the Algebra I End-of-Course Assessment (EOC) to earn high school credit.

### **PROMOTION WITHIN MIDDLE SCHOOL**

Students who fail one semester of a core academic course may repeat the course during the summer through Florida Virtual School, if available. Students who fail 2 semesters (one full year) of a core academic course will be placed in the course during the next year’s grade as one of the FLVS rotations, if available. If a student fails 2 or more year – long core academic courses during the year, they will be retained in that grade for the following school year.

**PROMOTION TO THE HIGH SCHOOL (S. 1003.4156, S. 1003.4295)**

Promotion from middle school requires that the student must successfully complete academic courses as follows:

- A. Three middle school or higher courses in English. These courses shall emphasize literature, composition, and technical text.
- B. Three middle school or higher courses in mathematics. Each middle school must offer at least one high school level mathematics course for which students may earn high school credit.
- C. Three middle school or higher courses in social studies, one semester of which must include the study of state and federal government and civics education. Beginning with students entering grade 6 in the 2012-2013 school year, one of the three social studies courses must be at least a one-semester civics education course.
- D. Three middle school or higher courses in science.
- E. One course in career and education planning to be completed in 7th or 8th grade. Must include educational planning using the online student advising system known as Florida Academic Counseling and Tracking for Students at the Internet website FACTS.org; and shall result in the completion of a personalized academic and career plan, known as an ePEP.
- F. Students in self-contained ESE classes must be successful as determined by their IEPs in the same number of core classes, using the ESE course equivalent classes. They must also meet the career course requirement, unless their IEPs state otherwise.
- G. There are no mid-year promotions to the high school.
- H. The minimum length for core courses is 45 minutes per day.

***\*\*Failure to successfully pass all required courses by the completion of 8th grade will result in the student unable to be promoted to high school. \*\****

**ISTC SCHOOL DISCIPLINE PLAN**

**Developmental Discipline: A Total School Approach**

We care deeply about each student at Imagine Schools. It is our goal to encourage each child's character growth. One way to do this is by expecting appropriate behavior and



having natural consequences for inappropriate behavior. A safe, orderly climate creates a friendly, effective school.

We believe that students have the right to learn and the right to be safe. Everyone should be able to come to school, learn, and return home without being hurt or frightened. In order to ensure the right of teachers to teach and students to learn and to encourage them to become responsible citizens, we have established school-wide rules.

**Please remember that one of Imagines' Shared Values is "Justice". This means that every child / discipline action will be treated individually.**

### **DISCIPLINE ACTION**

Discipline is the responsibility of all personnel in the school. Student conduct, in the classroom is the teacher's responsibility. Teachers are expected to use developmental discipline in the classroom to improve student behavior. After developmental discipline actions are taken and a student continues to be disruptive, he/she may be referred to an administrator/designee. A Jupiter infraction should be considered as a last resort after all other interventions have been attempted, or the severity of the infraction warrants intervention. All discipline communication will be documented onto Jupiter. ISTC follows the Flagler District discipline matrix.

### **EXTRACURRICULAR ACTIVITIES**

Imagine School at Town Center provides a variety of opportunities for students and parents to become involved in extracurricular activities through clubs, service projects, special school sponsored activities such as school dances, performing arts presentations, athletics and NJHS sponsored activities, just to name a few. Students must meet established academic requirements.

The following includes a list of eligibility standards taken into consideration to participate in extracurricular activities:

- School attendance policy that may prevent a student from participating
- Alcohol/drug related behavior
- A middle/junior high student must have 2.0 GPA, or the equivalent of a 2.0 GPA based on a 4.0 scale, at the conclusion of each semester (s. 1006.15(3) (a) 1.Florida Statutes). Final grades previously earned by the student from another school shall not be converted.
- School/classroom discipline issues
- Social Media issues
- Bullying
- Sportsmanship
- Dress Code Policy

In addition to the provisions of Section 1006.15, Florida Statutes, and student standards for participation in extracurricular student activities, the following provisions of Florida Law must also be adhered to:

- A student not currently suspended from extracurricular activities or suspended or expelled from school, is eligible to participate activities.

- Other good cause established by School Board policy.
- The District’s Code of Conduct applies to private and charter school students participating in extracurricular activities at District Schools for the purpose of their eligibility.
- (Section 1006.195, Florida Statutes)

### **DETENTION**

Students can receive a detention after school and/or during lunch or recess school hours. After school detentions will be held from 3:00 – 3:45 on a designated afternoon. The parent is responsible for transportation when a student has detention. You must make arrangements to pick your child up in the front office. Students not picked up on time will be sent to aftercare and you will be charged a fee.

### **STUDENT WORK ASSIGNMENT**

If the parent and a school administrator agree, the administrator/ designee can assign a student to a work detail at the school. The administrator/designee will decide who will supervise the work.

### **REMOVAL FROM CLASS**

A teacher may require that a student be removed from class if it has been documented that behavior has seriously disrupted the teaching or learning in the classroom. If a student is removed from a class, the principal/designee may place him/her in another appropriate classroom, in-school time out or the principal/designee may recommend suspension or expulsion.

### **OUT OF SCHOOL SUSPENSION**

Throughout the duration of an out-of-school suspension, the student may not come onto ISTC owned property or attend any activities. The student is also prohibited from attending extra-curricular activities, or any other school related function until the suspension is completed. Students may continue learning activities in the form of at-home assignments, during periods of suspension. During out of school suspension, it is the responsibility of the parent to pick up assignments from the school. All assignments must be turned in at the end of the suspension period according to the make-up policy or as directed by the principal/designee. All assignments will be graded and appropriate credit given.

Students serving Out of School Suspension of 3 days or more will have only be allocated the days missed to make up all classwork missed. Any missed tests will have to be made up after school at the teacher’s discretion.

### **BULLYING**

Flagler County’s Bullying Policy is outlined fully in Board Policy 511.2, but essentially it is that bullying will not be tolerated in our schools. Every report will be investigated, and if the incident is a genuine case of bullying, the student who has done this will have consequences.

Concerns can be reported using the “No Bullying” icon on the district website at [www.flaglerschools.com](http://www.flaglerschools.com). To report, an individual simply clicks the icon, selects the school where the incident occurred, and gives some basic information about the incident. The notification goes directly, to a designee at the school who will investigate the case.

Cyberbullying is a form of harassment that we also have to investigate if it has been done on a school campus or has an impact on the school environment. Many students fail to understand that all forms of bullying, including via the internet, are illegal and can have very serious consequences.

Students who are being bullied or who are witnesses to bullying, should always tell an adult at the school campus. Parents are welcomed to call and speak with the Character Coach or an administrator about any concerns, or use the computer report system if they would rather be anonymous.

We do not attempt to list every inappropriate behavior because we expect common sense and conscience to be a student’s major guide. It **WILL NOT BE ACCEPTABLE** to say, “It wasn’t listed, therefore, I didn’t know it was a rule”, when a student’s actions are in opposition to the traits of our character education program.

### **VIDEO SURVEILLANCE**

Imagine School at Town Center school and buses use video surveillance in an effort to maintain safety. Video records are considered private student records unless subpoenaed.

### **PROCESS FOR INVOLUNTARY WITHDRAWAL OF A STUDENT DUE TO BEHAVIOR**

#### **Notice**

When the Principal or designee determines that a student’s conduct warrants involuntary withdrawal from Imagine, but prior to taking action, the Principal or designee will provide the student’s parent(s) with written notice of:

1. The reasons for the proposed disciplinary action
2. The date and location for a hearing before the Principal and committee, not less than five days before the hearing.

The notice shall further state that at the hearing, the student, parent, or legal guardian:

1. May be present
2. Shall have an opportunity to present evidence or to make a statement
3. Shall be apprised and informed of the School’s evidence

The student may be accompanied by his or her parent(s) or legal guardian.

### **HEARING BEFORE THE PRINCIPAL**

The school shall make a good faith effort to inform the student and the student’s parent(s) of the time and place for the hearing, and the School shall hold the hearing regardless of

whether the student or the student's parent(s)/legal guardian attend. The Principal may make an audio record of the hearing.

Immediately following the hearing, the Principal will notify the student and the student's parent(s) in writing of his or her decision. The decision shall specify:

1. The decision that was made regarding registration status
2. The right to appeal the Principal's decision to the school Governing Board or the Board's designee

### **APPEAL TO THE GOVERNING BOARD**

The student or his or her parent(s) may appeal the involuntary withdrawal decision to the Governing Board by notifying the Principal in writing within seven calendar days of the date of receipt of the Principal's decision. The Board will review the audio or transcribed record from the hearing before or during the specially called meeting, which the Principal would attend. The Board will notify the student and his or her parent(s) of its decision, in writing, within five calendar days of the hearing. The decision of the Board is final and may not be appealed.

## **CONDUCT ON SCHOOL BUSES**

### **In General**

1. Buses are considered to be "mobile school sites" where students are expected to be on their best behavior.
2. PARENTS are responsible for their child's behavior at the bus stop prior to the arrival of the bus in the morning and after the departure of the bus at the end of the day. Bus drivers may issue bus referrals based on behaviors observed at the bus stop and administrators may investigate and discipline accordingly. See Florida Statue 232.28(3).
3. You must ride your assigned bus. Switching buses is not permitted.

***RIDING THE BUS IS A PRIVILEGE.***

### **RULES WHILE ON THE BUS**

The bus driver is in charge. You must obey the driver at all times. You must tell the bus driver your correct name when asked. You can be disciplined if you do not adhere to the following policies:

- sit in your assigned seat and use the seat belt if available
- stay seated at all times while the bus is in motion
- do not put any part of your body outside the bus windows
- do not distract the driver with loud conversation or noises
- do not eat or drink on the bus
- maintain absolute silence at all times when the overhead dome lights are on for railroad crossings
- do not throw any items on the bus or out of the bus windows
- do not mark, cut or damage bus seats or the bus itself
- do not use obscene language or gestures

### **ELECTRONIC DEVICES**

Electronics are not permitted, please refer to the above referenced electronics policy and discipline procedures. School staff is not responsible if these items are lost, stolen, or broken. This policy applies to the school bus routes also.

### **DISCIPLINE IF STUDENTS DO NOT FOLLOW THE BUS POLICIES**

Violation of transportation policies, including disruptive behavior on a school bus or witnessed acts at a school bus stop with the bus present (FS 1006.10), by a student is grounds for suspension of the student's privilege of riding on a school bus and may be grounds for disciplinary action by the school and may also result in criminal penalties being imposed. (FS 1006.07)

We believe that you and your fellow students, as well as the bus driver, should be able to ride safely on school buses. **Therefore, if you misbehave you may be removed from the bus.** If you commit minor infractions, the school bus driver has the authority to address your behavior appropriately. The bus driver will submit into Jupiter a written referral. School administrator/designees can take any of the following disciplinary steps against you for misbehaving at a bus stop or on a bus, and will notify your parents, when they take any of these steps.

1. Warn you that your behavior is not allowed and if repeated, may result in further discipline as well as suspension of your bus riding privileges.
2. Suspend you from riding the bus if prior warning and other discipline have not improved your behavior. You can be suspended up to 10 days at a time.
3. Expel you from riding the bus if previous discipline has not worked or if you commit a serious crime.

### **Bus Discipline Actions are as follows:**

\*Warning and phone call from bus driver. If behavior continues, a referral will be made to administration.

**The following infractions will result in an *automatic* 10 day (Step 3), or possible expulsion from the bus:**

- possession of weapons, illegal drugs or use of tobacco products and laser pens
- students involved in fighting
- vandalism
- profanity towards driver
- use of matches, lighters or fireworks
- sexual harassment (verbal or physical)
- throwing of objects in or out of bus windows
- use of any object or situation causing a safety problem

**THINGS YOU CANNOT BRING ON THE BUS**

- Glass containers of any kind
- Sharp Objects
- Balls
- Bats
- Roller skates or blades
- Toys
- Any large or bulky item that interferes with proper seating of students
- Any animal
- Any electronic equipment
- Cologne, nail polish, hair spray, spray paint, or any aerosol chemicals
- Food, candy, gum or drinks

**VIDEO SURVEILLANCE**

ISTC school buses and hallways use video surveillance in an effort to maintain safety. School bus surveillance videos are considered “student records.” Student records are confidential and are not subject to disclosure and release under the Sunshine Law. The rights of a student and his or her parent protect both the student’s access to those records and the student’s privacy interests in the content of those records. School video recordings which include multiple students cannot be released to an individual parent as the tape contains “records” of all recorded students.

**OPT OUT NOTIFICATION for Information Release Complete only to make changes in your OPT OUT status.**

School Name \_\_\_\_\_ Date \_\_\_\_\_  
Student Name \_\_\_\_\_  
Date of Birth \_\_\_\_\_

Federal public law 107-110, section 9528 of the ESEA, “No Child Left Behind Act” requires school districts to release student names, addresses, and phone numbers to certain agencies and entities upon request. The law also requires the school district to notify you of your right to Opt-Out from this by requesting that the district not release your information. The completion and return of this form serves as your request to withhold your private information.

Yes    No    Student information may be released to newspapers and other media. (Public)

Yes    No    Student information may be used for district use for yearbook, photographs, sports information (such as programs or articles). (Local)

I understand that this will remain in effect until I revoke this option by notifying Flagler County Public Schools in writing of my decision. Submit notice to the school registrar.

Student Signature: \_\_\_\_\_

Parent/Guardian Signature: \_\_\_\_\_

**HAVE YOUR CHILD RETURN THIS PAGE BACK TO SCHOOL AFTER SIGNING THE PARENT AND STUDENT ACKNOWLEDGEMENT**

**Imagine Schools at Town Center Code of Student Conduct 2018-19**

The Code of Student Conduct has been written so students and family members know what behavior is expected and prohibited at school or at school activities. It is helpful if parents are aware of school rules so they can help support them from home. Failure to

return this acknowledgement will not relieve a student or the parent(s) from the responsibility for knowledge of the contents of the Flagler County Public Schools Code of Student Conduct.

In an effort to conserve resources, Flagler schools are providing printed copies of the Code by request only. The full document is available online. Please check the statement below which applies to you.

Student Name \_\_\_\_\_ (Print) Grade \_\_\_\_\_

I will access the student code of conduct online at <http://www.imagineschooltowncenter.org>, and I do not wish to have a printed copy.

\_\_\_\_\_ I wish to have a printed copy of the Code of Student Conduct.

\_\_\_\_\_ I have received and reviewed the Code of Student Conduct.

Parent/Guardian Signature \_\_\_\_\_ Date \_\_\_\_\_

Student's Signature \_\_\_\_\_ Date \_\_\_\_\_

Parent/student: Please retain a copy of this document for your files. The original will be on file at the student's school. Note: All corrections/updates to the Code during the school year will be made online only. The Code is located on the Imagine School At Town Center webpage at <http://www.imagineschooltowncenter.org/>