

Imagine International
Academy of Smyrna

Family Handbook

2009 - 2010

Imagine International Academy of Smyrna is a community partnership whose purpose is to empower students to be critical thinkers, well-rounded individuals, and caring world citizens by developing intellect in a nurturing environment through participation in a rigorous and relevant curriculum.

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IMAGINE INTERNATIONAL ACADEMY OF SMYRNA

Family Handbook



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Revision A, 08/07

Imagine International Academy of Smyrna
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Smyrna, GA 30080
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Introduction

“It’s all about the children.”

This handbook is designed to be your guide for everything you need to know regarding the operations, procedures, and policies of Imagine International Academy of Smyrna. This handbook should be used by parents and guardians of students, students, faculty, and staff.

Your feedback is important to us. We have worked hard to make this book as complete and accurate as possible; however, we know that it will constantly undergo change and correction as we encounter new and unique situations through the years. To help us improve the content of this handbook we ask that you please submit your questions and comments to the schools office at:

Imagine International Academy of Smyrna
2144 South Cobb Drive
Smyrna, GA 30080
Telephone: (678) 370-0980
Facsimile: (678) 370-0981
Email: info@iasmyrna.org

Mission Statement

“Imagine International Academy of Smyrna is a community partnership whose purpose is to empower students to be critical thinkers, well rounded individuals, and caring world citizens by developing intellect in a nurturing environment through participation in a rigorous and relevant curriculum.”

Overview of the School

Imagine International Academy of Smyrna (IIAS) is a tuition-free, public charter school currently serving students kindergarten through 8th grade. At IIAS, each child is treated as a unique individual and encouraged to reach his or her true potential. The students will participate in a curriculum that follows the guidelines set by the Georgia Performance Standards (GPS) www.gadoe.org. Our program focus is on the International Baccalaureate Organization’s (IBO) Primary Years Program (PYP) and Middle Years Program (MYP). The parents/guardians, students, and educators are required to work together to create a positive, warm, loving environment in which the student can develop their whole self. The school will explore and celebrate cultural differences in an academically challenging, nurturing, and intentionally multi-ethnic environment. Our IIAS children will have the great fortune of incorporating a second language into their everyday lives starting at 5 years of age. Our goal is to encourage the children to develop into global thinkers and lifelong learners.

One of the key aspects of IIAS is parental involvement. To contribute to the student's and school's success, IIAS parents/guardians will be required to volunteer a minimum of 30 hours (multiple caregiver household) or 15 hours (single adult caregiver household) per household, per school year. These hours can be met through both "in" and "out" of school volunteer opportunities.

The Academy will be affiliated with Imagine Schools Non Profit (ISNP). Imagine Schools was founded by Dennis and Eileen Bakke. Eileen Bakke has been involved in education for 30 years. Her passion is mentoring teachers and creating a school culture that engages students in meaningful and effective learning. Dennis Bakke, co-founder and CEO Emeritus of the AES Corp., a global power company, brings to Imagine Schools an impressive business background, including a pioneering approach to decentralized management. Both Dennis and Eileen are passionate about making a difference in education by implementing a unique organizational and operational structure that creates a dynamic learning environment by putting teachers and school leaders squarely in charge of the decisions affecting the schools they serve. The partnership between IIAS and ISNP will provide the school with the passion and knowledge of the former and the educational expertise and financial resources of the latter.

Organizational Structure

Imagine International Academy of Smyrna LLC's Board of Managers will serve as the governing body of Imagine IAS. This Governing Board will be ultimately responsible for monitoring and reporting the financial and educational success of the school. The Governing Board of Managers (LLC) is responsible for ensuring the Charter is implemented as submitted to Cobb County School District (CCSD). The Governing Board will delegate all day-to-day operational and administrative responsibilities to the Principal and will provide oversight of the Principal's management of the school. The Governing Board is responsible for:

- Maintaining the mission and vision of Imagine International Academy of Smyrna
- Management of the business, property, and affairs of the LLC
- Approval of the Principal to administer and operate the Charter School
- Setting overall curricular policy (including veto control over all elements of the curriculum). Other curricular matters will be the responsibility of the Principal, teachers and other staff members who may enlist assistance from ISNP
- Measuring accountability goals and objectives
- Establishment of an overall policy for the Charter School
- Approval of the annual budget of anticipated income and expenditures, as well as the preparation of the annual financial audit report
- Filing of an annual report to the School Board, to be made available to all parents of all students of the Charter School
- Review of the annual School Climate Survey and assessment data to evaluate the effectiveness of the Charter School Improvement Plan
- Interaction with the School Advisory Council to address the concerns of teachers, parents, students, and community members with respect to Charter School affairs
- Communicate issues, concerns, and suggestions to Imagine Schools regional and local school staff
- Maintenance of written records of attendance and minutes of its meetings
- Nominate community replacements when member terms expire

Reporting to chartering authority Meetings of the Charter School's Governing Board of Managers will be open to the media and public and will comply with the Georgia Open Records Law and the Open Meetings Law and related regulations unless confidentiality is required by law.

School Operations

Smooth operations and efficient procedures are the foundation of a well run organization.

A clear strategy and workable procedures for day to day operation are crucial to the success of a well run school. This section will help you understand how IAS will operate to best serve you and your family.

How to Contact Us

The school's main office and mailing address is:

Imagine International Academy of Smyrna
2144 South Cobb Drive
Smyrna, GA 30080

- Contact us by telephone at (678) 370-0980
- Send facsimile (fax) to (678) 370-0981
- Our website address is <http://www.iasmyrna.org>

School Hours

Table 1 – School Hours

Main Office Hours	7:30 am – 3:30 pm
School Hours (Grades K – 8)	8:00 am – 3:00 pm
Before Care Program	6:30 am – 7:30 am
Lunch Program	10:30 am – 1:00 pm
After School Enrichment Program	3:30 pm – 6:30 pm

School Calendar

1st QTR – 44 Days, August 10 – October 9

August 3.....Faculty Reports

August 10.....First Day of School

September 7.....Labor Day – School Holiday

October 12 – 16.....Fall Break



2nd QTR – 39 Days, October 19 – December 18

November 3.....Teacher Workday – No School for Students
November 23 - 27.....Thanksgiving Week – School Holiday

December 19 – January 5, 2010.....Winter Break

3rd QTR – 46 Days, January 5 – March 13, 2010

January 4.....Teacher Workday – No School for Students
January 5.....Students Back to School
January 18.....MLK Jr. Day – School Holiday
February 12.....Teacher Workday – No School for Students
February 15.....Presidents Day – School Holiday

4th QTR – 52 Days (10 days of testing), March 15 – June 3

March 18 - 19.....Parent Teacher Conferences
April 5 – 9.....Spring Break
June 3.....Last Day of School

Calendar Highlights

First Day of School.....August 10, 2009
Last Day of School.....June 3, 2010
1st Semester.....83 days
2nd Semester.....98 days
Number of School Days.....181 days

School Holidays

September 7.....Labor Day
October 12 – 16.....Fall Break
November 23 - 27.....Thanksgiving Week – School Holiday
December 19 – January 5, 2010.....Winter Break
January 18.....MLK Jr. Day – School Holiday
February 15.....Presidents Day – School Holiday
April 5 – 9.....Spring Break

2009 – 2010 Carpool Procedures

Our school is located in a high traffic area and we are sharing our space with others, so it is imperative that you adhere to the guidelines below.

CARPOOL TAG: Each family will be given 2-3 carpool tags at the beginning of the school year. Using a black Sharpie, write the last name of the family on the line provided and the grade (s) in the upper right corner. Laminating the carpool tag is recommended for longevity. If you need additional tags, contact the front office.

SCHOOL LOCATION: At the intersection of South Cobb Drive (GA 280) and Benson Poole Rd or South Cobb Drive (GA 280) and Pat Mell RD SE. Road entrances to the facility can be found via Pat Mell Road, South Cobb Drive and Benson Poole Road.

CARPOOL ENTRANCE/EXIT:

- Kindergarten thru 4th Grade (and families with SIBLINGS/riders that are all K-4) drop-off/pick-up takes place in the front parking lot. For example: children in car are K and 3rd grade – use the front entrance.
- 5th thru 8th Grade and SIBLINGS/riders K - 8 drop-off/pick-up takes place in the rear parking lot. For example: children in car are 1st and 7th grade - use the rear entrance.

TIMES:

- Carpool Drop-off 7:40 a.m. until 8:00 a.m.
- Carpool Pick-up 3:00 p.m. until 3:30 p.m. (Queuing begins at 2:30 p.m.)

MAPS and TRAFFIC FLOW:

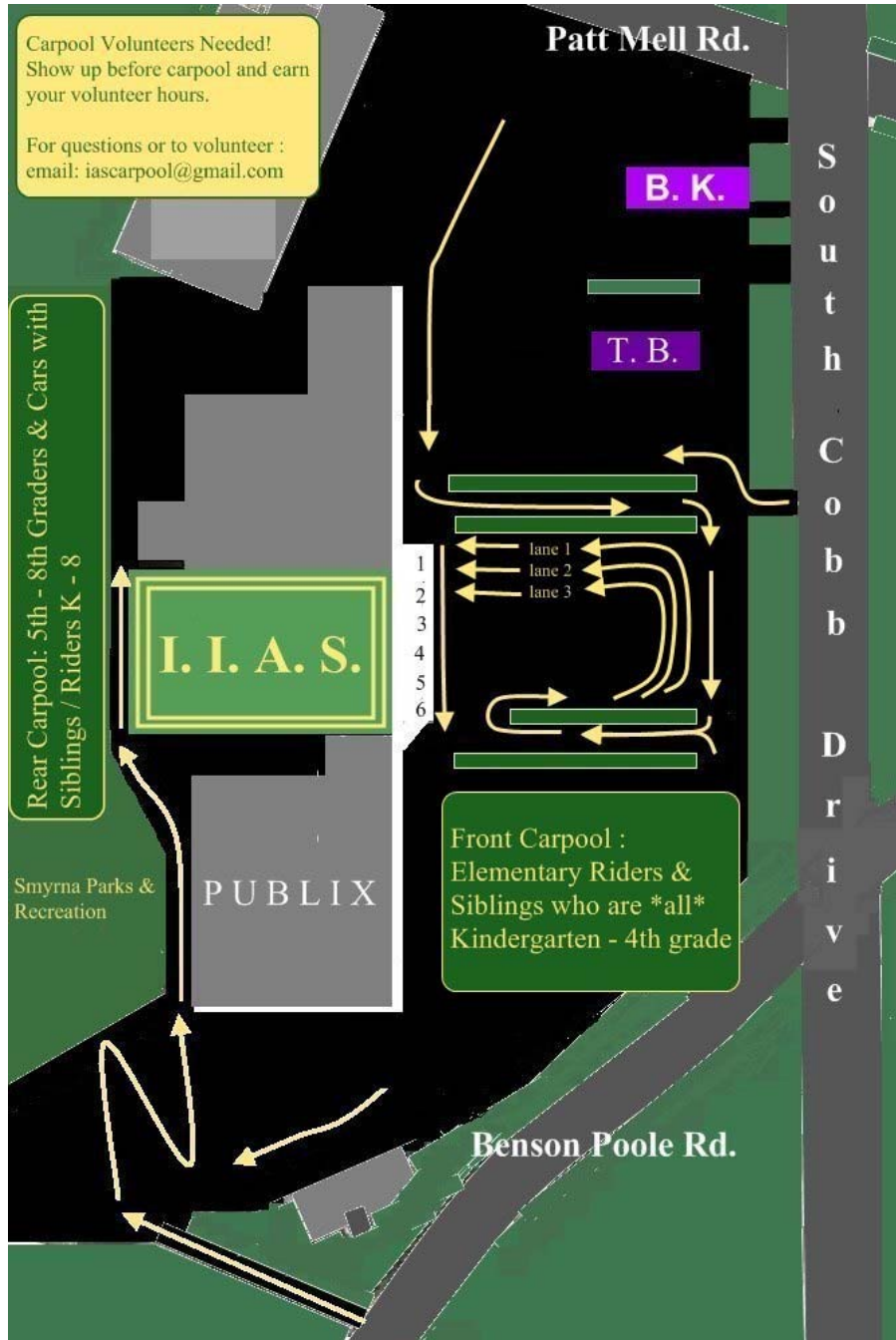
Rear Parking Lot (5th – 8th, SIBLINGS & Carpool Partners): Vehicles should politely gather in the parking lot beside Publix near Benson Pool Road, next to the Smyrna city park. A single line of cars should approach the back of the school with the park on your left and the back of the building on your right. For an efficient carpool, move your vehicle all the way down the curb so that we can fit at least six vehicles in the carpool queue. Children will enter/exit the vehicle from the passenger side.

Front Parking Lot (K- 4th grades, Single Riders): Vehicles should approach IIAS front parking lot by driving toward South Cobb Drive and the Taco Bell. Enter the parking area to join the queuing area for carpool. The front of the carpool line should line up facing IIAS on the right side. Make a left turn toward Publix and pull up to the curb. For an efficient carpool, move your vehicle all the way down the curb so that we can fit at least six vehicles in the carpool queue. Children will enter/exit the vehicle from the passenger side.

CARPOOL GUIDELINES

- Grades K – 4, and carpools with siblings/riders who are all K - 4, will load and unload at the front of the school. i.e. You have a Kindergartener and a 4th grader (no middle schooler).
- Grades 5 – 8 and siblings/riders who are K - 8 will load and unload at the rear of the school – i.e. You have a 3rd and an 8th grader.
- Have carpool tags visible during the entire carpool process.
- Only vehicles displaying official carpool tags (those provided by the school) will be allowed to pick-up students.
- Five (5) miles per hour in the carpool loading/unloading area.
- No Cell Phones in loading/unloading area.
- Do not let your child out of your car before pulling up to the loading/unloading area and instructed by a volunteer/staff
- Please remain in your vehicle.
- Have your child (ren) ready to unload when pulling to the curb.
- Put your vehicle in park when loading/unloading children.
- Do not engage volunteers/teachers/principals in discussions in the carpool line.
- Pull forward into the parking lot if additional time is needed to complete buckling up.
- Changes in carpool arrangements must be conveyed to the school in writing (no emails).

- Emergency carpool changes can be made via telephone to the front office.
- Notify the front office of any special circumstances regarding the pick-up of your child (ren).
- Do not drop your child (ren) off prior to 7:40 a.m. otherwise you will be charged for Before Care.
- Children not picked up by 3:30 p.m. will be sent to the After School Program and you will be charged the program fee for that day.
- Be patient, courteous and safe!



Carpool Map

Late Arrival/Early Dismissal Procedures

Elementary (K – 5) students arriving after 8:00 am must be signed in by a parent in the front office. Parents will sign a Late Arrival log and the child will be provided a pass and sent to class. Middle School (6 – 8) students arriving after 8:00 am must sign in at the front office but do not need to be accompanied by a parent/adult.

Visitors will not be allowed into the school buildings between 2:30 pm and 3:30 pm. All early releases will need to take place before 2:45 pm. To pick your child up early, you must do so through the Administrative Office. You will be required to show proper identification, and be listed on the Pick-Up Authorization Form before the student will be released to you. You'll sign the Early Dismissal Log and be provided with a visitor's pass to pick up your child from class.

School Emergency Closure Procedures

IIAS will follow Cobb County regarding School closure in severe weather and emergency situations. Please monitor the local TV and radio stations following Cobb County guidelines.

School Policy

A policy is a temporary creed liable to be changed, but while it holds good it has got to be pursued with apostolic zeal.

-- Mahatma Gandhi (1869-1948), Pre-eminent leader of Indian nationalism

School policy is set to establish and guide the decision making process, including any necessary actions that may be taken to establish a fair, balanced, and acceptable school environment, including in-school behavior by all who enter and are associated with the school. These policies outline specific decisions that have been set to ensure that a body of standards is applied equitably across all students, parents and guardians, faculty and staff, and others in association with the school.

Generally, school policy is to be followed as documented in this handbook, but we understand that from time-to-time there may be need to review our policy in light of specific events and situations that occur. For such cases, we have established policy to settle disputes and to resolve conflict when such situations arise.

Fees

Fees for the Lunch Program, Before School Care or After School Care programs should be turned into the front office. Fees for field trips, fundraisers, t-shirts, etc. should be turned into your student's teacher.

Dress Code and Uniform

All students must be in uniform each day. Parents will be provided with three warnings of dress code violation. Upon third warning, parents will be required to send a full change of clothing for student for the remainder of the year. Repeated non-compliance for uniform will warrant an administrative meeting.

Dress Code Specifics for All Students

Tattoos – Washable tattoos are not allowed; permanent tattoos must be covered at all times.

Make-up – Light makeup and fingernail polish is allowed to be worn during the school day, however, the school reserves the right to address any situation that they deem to be inappropriate.

Outer jackets – There is no restriction on jackets worn outside the building. However, only uniform approved sweaters, sweatshirts, or fleece jackets may be worn inside the building and on school trips. The

administration may, at their discretion, deem a jacket to be inappropriate and require the student to remove the article. In extreme weather situations, the school administration may choose to suspend this policy.

Shoes – No wheelies, light up, open toed, open back, character or noise making shoes are allowed to be worn on school grounds or on school trips. Black or Brown shoes with uniform and white sneakers with PE uniform.

Accessories – Girls may wear a single pair of stud or clip-on earrings on the earlobe no larger than a dime; dangle or hoop earrings are not permitted. No other types of piercings are allowed. Boys are not permitted to wear earrings (stud or clip) or any other piercing of any kind on any exposed body part.

Hair – Should be neatly groomed at all times. Any student wearing a hairstyle that is judged by the school administration as a distraction to others will be removed from class and a conference with the parents will be required.

Hair Accessories – Girls are allowed to wear modest hair accessories, but the school administration has the right to ask the child to remove any accessory that they feel causes a distraction to others. No hats or bandanas are allowed to be worn on school grounds or school trips without prior consent of the school administration.

Backpacks/lunchboxes – Traditional backpacks and lunchboxes, with no “characters” or wheels, are allowed; however, the school reserves the right to confiscate any bag or lunchbox that it deems inappropriate.

For a current list of uniform requirements, please see the IAS website at <http://www.iasmyrna.org/>.

Uniform Partner

The school has partnered exclusively with Uniform Depot. Therefore, all uniform purchases must be made through this vendor (no exceptions). They will not affix any logos to items of clothing not purchased from their facility or on-line store. For store locations, ordering and other information, please see their web site at <http://www.uniformdepot.com>.

Attendance

Please schedule all of your child’s ‘out-of-school’ appointments after school hours.

Students arriving after 8:00 am will be considered tardy. If a student is not present at least 4 consecutive hours, it will be counted as an absence. We encourage parents to schedule appointments after school hours in order to minimize disruption to the classroom. If your appointment must be scheduled during school hours, please ensure that your child is present at least 4 consecutive hours during that school day. If a student does not arrive before 11:00 am, he/she will be considered absent. Additionally, because seat time is essential to increasing students’ knowledge and proficiency, students who are repeatedly picked up early may experience a decline in student achievement.

Absences

A letter written by a parent/guardian and/or licensed physician explaining the reasons for absences must be presented to your student's teacher by all students on the date of return to school. Failure to submit a note within three school days after a student's return from an absence will result in the absence being marked as unexcused. If a student has been absent from school 10 or more days during the school year, School Administration and/or a school Social Worker may require a doctor's statement verifying illness. Under certain circumstances, the record for previous year's absences may be reviewed and a doctor's note may be requested before 10 days expire.

Excessive Absences

The following provisions apply to absences during a school year. The parental contacts are the minimum required. The District and/or local school administrators may require and/or initiate additional contacts with parents/guardians if deemed necessary to address the attendance issues of their respective school communities. Likewise, local school administrators may make a referral to the school Social Worker at any time it is deemed appropriate.

A. After Five Absences

- i. **Excused Absences:** The teacher will contact the parent or guardian by telephone or parental conference regarding attendance when possible. If contact is unsuccessful, then a letter or postcard will be sent.
- ii. **Unexcused Absences:** After two reasonable attempts to notify the parent, guardian, or other person who has control or charge of a child of five unexcused absences without response, the school shall send a notice to such parent, guardian, or other person by certified mail, return receipt requested. The letter is to include a copy of the Compulsory Attendance Rule.

B. After Ten Absences

- i. **Excused Absences:** A letter will be sent from a school administrator to the parent or guardian regarding attendance. This letter should not be sent for a child with documented, as defined in Section A above, illness unless School Administration and/or a school Social Worker determines it necessary. In addition, an administrator shall confer with a School Social Worker to determine whether a referral is warranted, at this time.
- ii. **Unexcused Absences:** A letter will be sent from a school administrator to the parent or guardian regarding attendance. If the student has ten or more unexcused absences within the current academic year or ten or more days of unexcused absences in the previous academic year and is between 14 and 18 years of age, his/her eligibility to obtain or retain an instruction permit or driver's license may be impacted.

C. After Fifteen Absences

- i. **Excused Absences:** A school administrator shall confer with a school Social Worker to determine whether a referral is warranted, at this time.
- ii. **Unexcused:** A referral shall be made to the school Social Worker using the social work form.
- iii. If a referral is made to the school Social Worker, an Administrator must sign the form and all relevant correspondence and documentation must be attached. The Social Worker

will work with the student and family in order to address the attendance problem. The Social Worker shall involve agencies and services such as mental health, social service agencies, clinic assistant or school nurse, student and parent groups, truancy panel, and Department of Family and Children Services. If the Social Worker interventions are unsuccessful, a complaint shall be filed in the appropriate court of law.

D. Absences due to out-of-school suspensions or expulsions: Absences due to out-of-school suspensions or expulsions are considered unexcused absences. However, parents of students who are suspended or expelled will be notified pursuant to Administrative Rules [JKDB](#) and [JKDA](#).

E. Tardy/Early Check-Out

Any student that is not in attendance at least 4 consecutive hours of the school day will be marked absent.

- i. After ten occurrences:** A letter will be sent from the school administrator to the parent or guardian regarding missed instructional time. This letter should not be sent for a child with documented illness unless the school administration and/or the school social worker determine it is necessary. In addition, the administrator shall confer with a school social worker to determine whether a referral is warranted at this time.
- ii. After fifteen occurrences:** The school administrator shall confer with a School Social Worker to determine whether a referral is warranted, at this time.

Pursuant to the [Georgia Compulsory Attendance Statute, O.C.G.A. § 20-2-690](#), et seq., a parent or legal guardian who fails to send his or her child to school may be charged with a misdemeanor. At its discretion, a court having jurisdiction may subject the parent or guardian to a fine not less than \$25.00 and not greater than \$100.00, imprisonment not to exceed thirty (30) days, community service, or any combination of such penalties, if found guilty of violating the Compulsory Attendance Statute. Each day's absence after the child's school system notifies the parent, guardian, or other person who has control or charge of a child of five unexcused days of absence for a child shall be considered a separate offense as related to the penalty.

Please do your best to get your child to school on time every day!

Make-Up Work

The student and the teacher shall work together to make up any missed assignments, tests, homework, etc., for excused absences, up to the specified absence limit. Immediately upon return to school from an absence, the student shall be given the number of days missed plus one additional day to submit the make-up work for full credit.

Conflict Resolution

If parents disagree with established rules of conduct, policies, or practices, they can express their concern through the conflict resolution procedure. Please start the communication at the proper level, with the immediate person involved. **Your student's teacher should always be the first line of communication.**

If a situation occurs when parents believe that a decision affecting them is unjust or inequitable, they are encouraged to make use of the following steps *after* having spoken to the student's teacher first. The parent may discontinue the procedure at any step.

- Parent presents conflict to the Principal, in writing, within 5 school days after incident occurs.
- Principal responds to conflict during discussion or within 5 school days, after consulting with appropriate management when necessary. Principal documents decision.
- Parent presents conflict to LLC Board in writing, within 5 school days, if problem is unresolved.
- LLC Board reviews and considers problem with Principal. LLC Board informs parent of decision within 5 school days.

Parents may also, at any time, request to have an item placed on the Board agenda. This is done by putting the request in writing to the Board at least 24 hours before a Board meeting.

Not every problem can be resolved to everyone's total satisfaction, but only through discussion and understanding of mutual problems can parents and educators develop confidence in each other. This confidence is important to keep the home-school partnership strong.

Code of Conduct

The Cobb County School District (District) is dedicated to sound discipline practices in the continuing effort to provide students in the District an effective and safe learning environment, to promote learning, and to encourage maturity during the school day as well as during all school-related activities.

RULE: The following code provisions apply to offenses that students commit while on school property, engaging in or attending a school-sponsored event, or while using the school technology resources. As used in this Code of Conduct:

- A.** School property includes, but is not limited to:
 - i.** The land and improvements which constitute the school;
 - ii.** Any other property or building, including school bus stops, wherever located, where any school function or activity is conducted;
 - iii.** Any bus or other vehicle used in connection with school functions and activities, including but not limited to, school buses, buses leased by the Cobb County School District and privately-owned vehicles used for transportation to and from school activities; and
 - iv.** Personal belongings, automobiles or other vehicles which are located on school property.

- B.** School technology resources includes, but is not limited to:
 - i.** Electronic media systems such as computers, electronic networks, messaging, and Web site publishing, and
 - ii.** The associated hardware and software programs used for purposes such as, but not limited to, developing, retrieving, storing, disseminating, and accessing instructional, educational, and administrative information.

The decision to charge a student for violation of this Code of Conduct shall be made by the Administration of the local school. If the local school administration is uncertain as to the interpretation of the Code of Conduct they are to contact Policy and Planning or their respective Area Assistant Superintendent.

Discipline Level

A. Level 1 Discipline

- i. Level 1 discipline is used for minor acts of misconduct which interfere with the good order of school.
- ii. Following appropriate teacher intervention, students may be referred to an administrator.
- iii. Consequences range from administrative conference to three (3) days of Administrative Detention and/or restitution.

B. Level 2 Discipline

- i. Level 2 discipline offenses are intermediate acts of misconduct.
- ii. Students should be referred to an administrator.
- iii. Consequences range from an administrative conference to five (5) days Out-of-School Suspension and/or restitution.

C. Level 3 Discipline

- i. Level 3 discipline offenses are serious acts of misconduct including, but not limited to, repeated misbehaviors of a similar nature, serious disruptions of the school environment, threats to health, safety, or property and other acts of serious misconduct.
- ii. Students must be referred to an administrator. Administrators will notify the appropriate Area Assistant Superintendent, Policy and Planning, and the Cobb County School District Department of Public Safety (Public Safety), as well as other law enforcement agencies as deemed appropriate. Consequences range from out-of-school-suspension to permanent expulsion.
- iii. **NOTE: Any misconduct that threatens the health, safety, or well-being of others may result in immediate suspension of the student from the school and/or school-sponsored activities for up to ten (10) school days, pending disciplinary investigation of the allegations.**

School Programs

Meaningful ideas and the ability to communicate them effectively enliven the entire learning process.

Providing useful and enriching instruction to our student body for the duration of the time each student remains in our care is a priority at IIAS. To this end, we are working to offer exciting and relevant programming before school, after school, and during our intersession periods. As your family takes advantage of these programs, please let us hear your feedback as we are always striving to improve and broaden our services.

Before School and After School Programs

The Before Care Program runs from 6:30 am to 7:30 am. Teacher assistants on staff will be supervising the program. Parents are to escort their child to the cafeteria and sign their child in with the staff. To enroll your child in this program, please complete the Before Care Program Form available on the school website and in the school office.

Students who will be staying on campus after dismissal will be participating in the After School Enrichment Program. The program will run from 3:00 pm to 6:30 pm. A healthy snack will be provided. Parents are to pick their child up from the cafeteria and **must** sign their child out no later than 6:30 pm. Enrichment will include, but is not limited to:

- Chess
- Karate
- Dance
- Art
- Music

To enroll you child in this program, please complete the After School Enrichment Program Form available on the school website and in the school office.

Fees

- There is a one-time registration fee of \$25 for a single child and \$40 for a family that must be paid prior to use of the program.
- ASP cost \$7 per day used.

- BSP cost \$5 per day used.
- There will be a \$1 per minute fee imposed for students picked up after 6:30 p.m. starting with the second offense.
- We accept checks and money orders. **NO CASH IS ACCEPTED!**
- This year we will be accepting credit cards through Payschools Online Payments. There is a \$3 convenience fee to use Payschools. See the IAS website to use this payment method.
- There will be a charge of \$25 for any returned checks. Returned check fees and the balance must be paid before continued use of the program.

Guidelines

- ASP/BSP is a prepaid service. Your payments must be made the Friday prior to use of the program. If your child's account becomes delinquent, you will need to make other child care arrangements until the balance is paid in full.
- Anybody picking up a child from the program is required to show identification **AT ALL TIMES**, and be listed on the authorization for pickup form (Photo IDs required).
- Parents must sign students into BSP and out of ASP. Failure to do so can result in loss of use of the program. Parents should not call students' cell phones and ask that they meet them in the parking lot.
- Students wishing to leave ASP with another student must have a signed note from a parent granting permission to do so. Those notes can be turned into the ASP coordinators or front office on the day of the change; however, persons must be listed on authorization for pickup form.
- Receipts for payments made will not be issued. Please retain checks and money order stubs for your records.
- Students must be picked up prior to 6:30 p.m. If there is an emergency affecting your ability to be on time, you must call the ASP program at 678-384-8449 ext. 125. If your student is late being picked up and you have not called ahead you will receive a warning on the first offense. Upon the second offense, you will be charged \$1 per minute late. If there is a third offense, you will not be allowed to participate in the program for the remainder of the school year.
- Use of the program is a privilege and a convenience for parents. Inappropriate behavior from students or parents will not be tolerated. Parents are expected to be good role models by following the rules of the programs. Students will receive 3 documented strikes before being uninvited to the program.
- Snack and activities are provided with the cost of the program. Students may bring extra snack if desired.
- Enrichment programs are offered on various days with various fees. All classes will start at 3:30 p.m. If your child is not picked up at the end of the program, they will attend ASP, and you will be charged.
- Students will be given one hour each day for homework. If your child has a weekly homework folder, make sure it is sent to ASP daily. **ALL** students must bring a book to ASP every day.
- Any questions, concerns or comments can be directed to one of the ASP coordinators: Janet Brewer or Kemerl Taylor at Smyrna.asp@imageschools.com.

School Lunch Program

Children may bring their lunch from home or purchase a school lunch. Payment for the school lunch is due by the 18th of the prior month. The lunch program is flexible. You have the ability to select the days your child will participate. No purchased lunches (other than from the school) such as McDonalds, etc. may be dropped off at the school. If you would like to eat lunch with your child, you must bring your own lunch. Students may not be removed from the campus for lunch. We encourage healthy eating habits, so please limit the sugar intake in your child's lunch. There are to be no cans of soda, no carbonated drinks and no glass bottles in school.

School lunches are provided by a caterer. If a student forgets his/her lunch, we will notify the parent and request that a lunch be provided. In the event that the parent can't be reached the child will be provided a school lunch and you will be charged. **There will be no charging privileges for the lunch program.** New menu/order forms will be posted on the website each month. Please print the menu/order form and fill out the order form as instructed. Make sure your order and payment is delivered to the front office by the deadline. Payment must be in the form of check or money order. Deliver it to the school in a sealed envelope by the date indicated on the form. One order form must be completed for each student. You may also place your order – and pay for your order – online. See the Lunch Page on the IIAS website for instructions on how to place your order online.

Lunch Guidelines and Procedures

- Bring your order form to the school office before the 18 every month - no exceptions!
- Please include a MEAL ORDER FORM and MONEY ORDER ONLY, clearly marked with CHILD'S NAME, GRADE, TEACHER'S NAME and how much to apply to lunch (if you have included other fees with your money order.) Sorry, NO CASH or CHECKS are accepted.
- ALL lunches are ordered ONE month in advance. Once orders have been placed to the caterer, we are not allowed to make any changes.
- We are unable to accommodate same day orders, same day payments, late menus or menus without payment.
- No outside vendor lunches are permitted. (i.e. McDonald's, Wendy's, Burger King etc.) No Sodas.
- For the safety of the students, microwaving is prohibited.
- If there is a credit on your account, it does not automatically insure your child a hot lunch. All the above steps must be followed for us to provide your child with a lunch.
- All lunches include milk.
- FYI, if your child is eating a lunch, a MEAL ORDER FORM must be provided every month for your child.
- We do not grant credits for lunch, unless the school was closed. If your child missed a day of school, the lunch was still ordered in advance.
- If orders are not filled out exactly as requested, they will be returned and your child will need to provide a lunch from home for the month.
- If a child forgets his/her lunch, an alternative lunch will be provided, based on the premise that you will pay your bill in the amount of \$3.50. Once we have provided the student with an unpaid lunch for two consecutive days, we will have to call the parent to come and provide a lunch for his/her child.
- You are now able to place your lunch orders online. See the IIAS website for directions.

Remediation

Parents will be informed of student progress via the interim reports. The teacher and parents will work together to ensure the student is on task.

Organizations & Committees

One passionate man can move mountains, two or more can move the world.

I IAS encourages parents to participate in the various committees organized to effect positive change and promote successful learning. In order to participate, parents can apply to be on the committee and attend the scheduled meetings.

School Advisory Council

The School Advisory Council will consist of the Parent Teacher Association (PTA) Executive Board, the Principal, Assistant Principal and Teachers. The School Council shall be a link between the school, the community, and the Governing Board of Managers. The School Advisory Council shall serve to make recommendations and/or provide key information and materials to the Governing Board of Managers. The School Advisory Council will not have authority to dictate policies of the school nor issue directives. It is designed to give parents a voice in the operations of the school. Its function is to both provide advice to the school leadership and surface concerns from parents, and communicate with and mobilize the larger school community. They will meet to discuss topics such as the volunteer needs of the school, advice on issues regarding the educational program (e.g., curriculum, extended day, use of technology), or the school atmosphere and culture. It will also provide leadership on fundraising for the school, but this will not be its primary function. In addition, the council may also coordinate "town forum" meetings twice a year to get parent input and to serve the need of parents for information or discussion.

Parent Teacher Association (PTA)

The mission of this organization shall be to promote the welfare of the students of IAS, to see that the students receive quality education, and to support the program of education as outlined by the IAS Charter. The PTA will serve as a conduit of information and communication between school and home. We will provide additional opportunities for parents to meet their required volunteer hours and track overall progress by semester. Fun activities, events, and fundraisers will culminate the PTA's collaborative efforts with the IAS family.

PTA meetings are held once a month and we strongly encourage all parents to join. Research shows that when parents are involved with student's education, those students usually have higher grades, better attendance, and less behavioral problems. Getting involved in your child's early years of education sets the standard for their entire educational future!

Who are the members of the PTA?

We're the parents and staff of Imagine International Academy of Smyrna!

What is the purpose of the PTA?

The PTA works to support the school, enhance the learning experience for all children, and strengthen the community bond. The PTA will sponsor many fun events throughout the year. Some are fundraisers, but others are just social functions that bring the community together.

Why should I join the PTA?

IIAS will be developing an involved and close knit community! We are an organization you will be proud to be a part of. The PTA will strive to continue to enhance and enrich our children's educational experience, and make a difference in our families' lives!

Why do we have fundraisers, and where does the money go?

We need to raise funds to support events such as the Fall Festival, Holiday Celebrations and the Spring Fling (to name a few). We will also bring in funds to award grants to our teachers for enhancements they otherwise may not have in their classrooms.

What can I do for the PTA?

Our programs and events will be organized, funded and run by our members. We invite you to participate through membership dues and volunteering. A great variety of volunteer opportunities are available. We have everything from leadership roles to set up/clean up at events. Your hours also count toward your required school volunteer hours and we will track your progress by semester. The more volunteers, the easier the task!

What happens at meetings?

There will be an agenda for each meeting that will include an update from Principal Clarke, a treasurer's report, and updates on upcoming events and fundraisers. It's also a forum to discuss new issues and propose ideas. All parents and staff are welcome and encouraged to attend. It's a chance to have your voice heard!

Volunteering

Thank you for your commitment to your child's education at IIAS! This section is designed to help you better understand how to fulfill your volunteer hour commitment.

The best way to ensure that you complete your hours is to start right away. Be sure to sign up for the PTA e-newsletter. You will find a link to sign up on the IIAS website home page. Volunteer opportunities also will be included in the school's newsletter and on the school's website. And be sure to ask your child's teacher what you can do to help inside or outside of the classroom. We do realize that many of you work and we are always willing to work with you to ensure you meet your obligation. Please remember that in order for your child to be re-enrolled in IIAS for the following school year, you must have all of your volunteer hours completed before the last day of school.

Answers to Some Questions Regarding IIAS Volunteer Hours

Do I have to do all of my hours? Yes, you do. If all of your hours are not completed by the deadline, your child will not be allowed to enroll for the following school year.

When do my total hours need to be completed? Your hours must be completed by the last day of school. Half of your volunteer hours must be completed by the beginning of the third quarter. Volunteer hours completed over the summer will count for the next school year.

Who can complete my volunteer hours for me? Anyone with the following relation to an IIAS student may complete the required volunteer hours for: Mother, Father, Guardian or Grandparent. **Please Note: Anyone volunteering must have a valid driver's license for identification and pass a background check as required by law when working with children in the public school system.** Please make sure to sign in properly through our Volunteer Timekeeping System to get credit for your volunteer hours.

Do I have to take time off of work to come in during school hours and volunteer? No, you do not. There are many activities that count as volunteer time that can be done at home or after school hours. Please contact your child's teacher or the principal for suggestions.

What does count for volunteer time? If you ever have a question, please call the IIAS office. The following activities have been approved for volunteer hours:

- Working at a School function
- Making phone calls for teachers
- Chaperoning field trips
- Helping out in classrooms
- Helping out in the school office
- Cafeteria duty
- Car Line Monitor (Always Needed!!)
- Setting up for special events (i.e. Fall Festival, Field Day, Spring Fling)
- Classroom preparation (such as cutting things out, organizing materials)
- Reading to a large or small group of children
- Speaking to a group of children (such as on Career Day)
- Helping out with the Before Care and the After School Enrichment Programs
- Copying materials for teachers or office

Please read newsletters and notes sent home throughout the year for announcements of special volunteer times, such as festivals, field day and graduation. Also please monitor the website.

Is there any time that I spend at school that does not count as volunteer hours? Yes, the following activities do not count as volunteer time:

- Having a birthday party for your child
- Bringing in snacks for your child's class
- Parent/Teacher conference
- Attending a PTA function or IIAS event, but not working
- Observing your child in class

If I am an employee of the Imagine International Academy of Smyrna, do I still have to complete my volunteer hours? Yes, you do! Although your child knows that you are at his/her school on a daily basis, he/she does not interact with you daily as you have a specific job to do.

Can I do something that was not requested (such as create material for class) and then get volunteer time for it? No, you must get approval before doing volunteer hours. If there is something that you would like to do for a class and feel that it is worthy of volunteer time, simply ask your child's teacher if it will count. Remember, let us know if you have a particular skill or capability to help out (Example: If you have a truck, you may be able to help us transport items).

If I have already volunteered for my 15 or 30 hours, can I still volunteer? By all means, please do! We encourage volunteerism throughout the year.

May I bring my other children with me when I do my volunteer hours? For safety and practical reasons, we request that you not bring any other children with you while you are doing your volunteer hours. Please make your childcare arrangements accordingly before your scheduled volunteer time.

What to do if...

A Child is injured: If a child should receive an injury while under your care, do not attempt to administer any type of aid. No matter how minor the injury is, you should immediately notify the teacher or a staff member.

A Child Becomes Ill: If a child complains of not feeling well, you should notify the teacher immediately. You should never administer any form of medicine to the child.

You Are Injured: Should you become injured while performing the duties of your job, notify the school office immediately. The office staff will assist you and ask you to fill out the proper accident forms.

You Are Asked to Take the Class Alone: Because you are not a paid IAS employee, you are not legally permitted to supervise a class alone. Consequently, if the teacher must leave the room, arrangements should be made to have a paid staff member present.

Someone Asks to See a Child: If a person who is not a member of the school staff should ask to speak to or take a child, you must direct that individual to the teacher. Under no circumstances should you grant such a request.

Someone Asks You How a Child is doing: As it becomes known that you are working in the school, you will likely be asked questions concerning specific children. If a parent or friend inquires about the child's progress, you should say, "I enjoy working with your child and I'm sure if you schedule an appointment, the teacher would be happy to talk with you."

Working Parents Can Help Too!

These suggestions are only a beginning. More volunteer roles for working parents will develop as teachers and volunteers work together. Please remember to get approval in advance for any undertaking for which you would like volunteer hours.



- Serve on a weekend beautification project - painting, landscaping, etc.
- Help build a green house or butterfly garden for science projects in the evenings or on weekends
- Assemble articles for school newsletter using desktop publishing on a home computer
- Cut out items for bulletin board, or class activities
- Help prepare school grounds for special events
- Develop learning centers which teachers can use in the classrooms
- Make flash cards for individualized learning
- Sew costumes for a school play
- Make sets for a school play
- Take responsibility for one of our bulletin boards
- Copy materials for our teachers
- Transfer items with your truck

Assessment

The most meaningful measures of any man are those that take into full account the potential and talents that lie in each of us.

Assessment is a process to guide teaching and learning. We expect students to learn and apply standards-based knowledge, strategies, and concepts from various disciplines. Only through accurate and ongoing assessment of student learning can teachers know the impact of their teaching activities and make adjustments needed to ensure success.

Assessment is usually expressed as feedback that identifies progress made, details strengths demonstrated, determines current needs, and guides future decisions about teaching and learning.

Formal Assessments

- **Standardized tests**, taken by each student annually, are used to plan improvements in program delivery. The state and district tests will be administered according to the provisions of the district's policies and the state's educational legislation.
- **School Climate Surveys** give us input from students, parents, and teachers and serve as a guide for improving school services.
- **Satisfaction Surveys:** We will administer the Cobb County student and stakeholder satisfaction surveys as mandated by Cobb County.
- **Standards-based Unit Tests:** These tests measure student achievement on the Imagine Schools grade-level standards-based curriculum content. Unit tests are given to all students at the end of each nine-week period in reading, language arts, mathematics, science and social studies.
- **Writing Assessments:** The Charter School will give a series of assessments to measure student writing proficiency in grades 3, 5 and 8. The tests require students to write responses to assigned topics in a single testing period. Once again, teachers and students will use diagnostic feedback to guide teaching and learning.
- **Diagnostic Base-line Tests:** Given to collect base-line information in order to assess academic levels for instructional placement decisions. These tests are re-administered after instruction has taken place to re-evaluate a student's academic level.

Classroom (Performance) Based Assessments

- **Rubrics** describe the specific criteria used to assess projects and/or performances.
- **Observation Checklists** identify the critical attributes of specific activities and indicate the levels of mastery individual students have gained.
- **Learning Logs** demonstrate how well students express ideas, organize thoughts, interpret data and apply skills. Students keep logs for independent reading, journal writing, science notes and observations.
- **Anecdotal Records** describe observations of student interactions, participation, learning styles and strategies.
- **Student – Teacher Conferences** highlight strengths and weaknesses in student performance.
- **Audiotapes and videotapes** show authentic individual and/or collaborative performances. Student and/or group tapes can include drama performances, speeches, interviews, debates, demonstrations, oral readings and musical productions.

Traditional Assessments

- **Skills tests** are designed to test mastery on specific skills taught during a unit of study in the core subjects. Skills tests include:
 - Reading anthology unit tests
 - Mathematics chapter tests
 - Spelling tests
 - Science and Social Studies chapter tests
 - Math fact tests
- **Test Formats** include:
 - Multiple Choice
 - True/False
 - Short and Extended Response
 - Fill in the Blank
 - Gridded Response

Baseline Academic Achievement Levels

The baseline student academic achievement levels for the Charter School will be established using student academic performance on the Georgia Assessment Programs in grades K-5 and the Imagine Schools Non-Profit, Inc. assessment program. The specific tests to be used are as follows:

- Georgia Kindergarten Assessment (GKIDS))
- Criterion-Referenced Competency Tests (CRCT)– Grades 1 to 8
- A Norm Referenced Tests (NRT) such as Stanford Complete Battery or Iowa Test of Basic Skills – Grades 1 and above, fall and spring administrations
- Georgia Writing Assessments – grades 3, 5 and MGWA in grade 8

The school will continue to align the assessment program with the state and the district mandates (CCSD and SDOE). The Charter School will follow the accountability provisions found in O.C.G.A. §20-14-30 through §20-14-41 and will meet and follow any legislative and district school accountability changes and/or initiatives.

Student Progress Communication

Timely, relevant, and constructive feedback is the key to steady improvement.

To most adequately relay each student's progress at IIAS, we will send home quarterly report cards; as well as alert parents to progress, challenges, and issues your child might be facing, through conferences and notices sent home on a timely basis.

Progress Reports & Report Cards

Progress reports and report cards will go home each quarter. The chief purpose of the report cards is:

- To help parents understand the child's progress in relation to the school's objectives;
- To help parents share in planning for future progress; and
- To help the child grow through an evaluation of his habits, attitudes, and achievements.

Parent-Teacher Conferences

All parents should meet with their child's teacher at least twice during the school year. We encourage you to have conferences more often as effective communication is one of the cornerstones of education. The school calendar includes one official parent-teacher conference.

Deficiency

Deficiency notices will be sent home on a timely basis so that parents and teachers can work together toward resolution of each child's issues and encourage steadily improving performance.

Retention

At the end of the school year, the decision may be made for a child to be retained in his/her current grade for the following year. This decision is made by the Principal, Teacher and any other relevant parties. The parents are always informed of the decision in the form of a formal conference.

School Safety Plan

A sound plan is the surest route to effectively manage crisis.

The safety of our student body and staff is of prime importance at IIAS. We ask that you take a moment to review these critical procedures and familiarize your child/children with them as well. We will make it a priority to ensure that everyone on the IIAS premises knows where to go and how to behave during any emergency situation.

Emergency Procedures

Emergency situations can arise at any time. We have instituted the following procedural guidelines to ensure the safety of everyone on IIAS property.

Security

Both the front and back entrances/exits to the school will be locked at all times. Visitors must press a “doorbell” and be admitted by a school representative.

Fire Drill

The fire signal is a continuous ringing of the fire alarm system. During a fire drill, all classes will take the primary route indicated on the room Evacuation Chart. Students will walk silently in single file out of the room to a destination at least sixty (60) feet (thirty (30) steps) away from the building. They will remain there until the “all clear” signal has been given, or until the Principal indicates that all is clear.

Under ordinary circumstances, all the doors and windows should be closed by the last one to leave the room. The lights should be turned off. In case of an emergency in which this would be unwise for the safety for the children and the teacher, the teacher should use his/her judgment.

Fire drills are required by State Law at least once each quarter. Students and staff must exit the building upon a fire alarm signal with the exception of the Principal, Superintendent, Administrative Assistant and Building Supervisor. Children in special classes or the lunchroom must exit the building with the supervising adult. No student or staff member should return to the building until the “all clear” signal has been given, or the Principal indicates that all is clear. All students and staff should re-enter the building without talking in case verbal directions are needed to exit the building again.

Tornado and Hurricane Drill

A tornado warning will be given verbally over the walkie-talkie system or by a message carrier. If there is an imminent danger, the teacher should instruct the pupils to lie face down, draw their knees up under their body and cover the back of their heads with their hands or a book. The pupils should take protective cover under a desk and away from windows or glass if at all possible.

Student Health

A healthy body and hearty spirit free the mind to function at its fullest capacity.

The health of our student body is important to us. We will take great care to ensure that preventative and curative measures are fully operational as is warranted and feasible at IIAS.

Immunization

Please make sure that all of your child's immunizations are kept up-to-date. Students not in compliance may not be allowed to start school.

Immunization and Health Screening Requirements

Georgia law requires that each student present the following forms prior to being enrolled:

- A.** Georgia Department of Human Resources Form 3231 “Certificate of Immunization” showing that the child has adequate protection against varicella (chicken pox), Hepatitis A, Hepatitis B, diphtheria, pertussis (whooping cough), tetanus (lockjaw), polio, measles, rubella (German measles) and mumps.

Further guidelines:

- i.** The Certificate of Immunization (Form 3231) must be signed by a physician licensed under the laws of Georgia OR by a qualified employee of a county health department.
 - ii.** A child who cannot be immunized because of a medical disability can be given a special certificate by a licensed physician or a county health department. If a child is not immunized for religious reasons, an exemption waiver must be notarized.
 - iii.** Immunization Requirements for students entering sixth grade: Students entering the sixth grade must have a certificate showing proof of two measles, mumps and rubella vaccinations administered since the first birthday.
- B.** Georgia Department of Human Resources Form 3300 “Certificate of Ear, Eye and Dental Examinations.” This Form 3300 Certificate must be dated within 12 months of the first day of school.
- C. For students transferring from another state or country.** Students transferring to a Cobb County school from another state or country must obtain a certificate from a Georgia



licensed physician or the Cobb County Public Health. A parent may present a written, dated immunization record attested to by a licensed physician or an authorized representative of a health agency of another state or country that adequate immunizations have been received by the student. Cobb County Public Health will place the record on file and issue a Certificate of Immunization, and the student can be admitted to school.

If You Have More Questions About Immunization: contact a Georgia family physician, Cobb County Public Health at (770) 514-2300, or the Georgia Immunization Program at (404) 657-3158.

Sick Children

Sick children belong at home so they can recuperate and not spread their illness to others. Children who become ill or injured will be escorted to the office. Children are allowed to lie down in the clinic for fifteen (15) minutes. If a longer rest period is necessary, the parents will be called to pick up the child. Depending on the nature of the illness your child may require a Doctor's note upon returning to school.

Medication

All medications must be administered through the office. The proper paperwork must be completed, and the office is responsible to schedule and administer all medications. We do not supply any nonprescription medication. If your child needs to take any medication during school hours, please completely fill out the Medical Authorization form signed by the prescribing physician and return it to our office to be placed in your child's health folder. All prescription containers must be current and match the authorized prescription.

Student Accidents

Any student injured at school will be sent to the office. The parents will be contacted by the teacher or staff member in charge. All student accidents will be reported to the Principal and a STUDENT ACCIDENT REPORT completed.



Acceptance of Family Handbook

We have received the Family Handbook for Imagine International Academy of Smyrna. We have read, understand, and accept the contents and terms of the Family Handbook.

All enrolled students and parents/guardians from a single family must sign below.

Parent/Guardian: _____ Date: _____

Parent/Guardian: _____ Date: _____

Student: _____ Grade: _____ Date: _____

Student: _____ Grade: _____ Date: _____

Student: _____ Grade: _____ Date: _____

Student: _____ Grade: _____ Date: _____

Received By: _____ Date: _____

Signature of school official

*** Please submit this page to the IIAS school office ***

Imagine International Academy of Smyrna

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Smyrna, GA 30080

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Facsimile: (678) 370-098
