

Imagine Indigo Ranch



Family Handbook

2011-2012 School Year
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INTRODUCTION

This handbook provides information on parent/student rights and responsibilities at Imagine Indigo Ranch. It also contains policies and procedures intended to promote the safe and effective operation of the school. Together, parents, students, and staff can help each individual student achieve academic excellence and develop principled character. **Parents, students, and staff should read this entire handbook.** *At least one parent/guardian must sign the acknowledgment of understanding and compliance sheet on the last page.* Please sign one copy for each student and return each sheet to the student's classroom teacher. This handbook is also available at <http://www.ticaindigoranch.com>.

IMAGINE INDIGO RANCH MISSION STATEMENT

The mission of Imagine Indigo Ranch is to positively shape the hearts and minds of our students by providing them with an academically rigorous and content rich curriculum in a learning environment of high expectations for student achievement where character is modeled and promoted within a collaborative community based on trusting relationships.

IMAGINE INDIGO RANCH PHILOSOPHY AND GOALS

Goals for Imagine Indigo Ranch align with the state of Colorado's academic and nonacademic priorities, as well as the mission and philosophy of Imagine Charter Schools.

Administrative Goals

The specific personnel service goals for Imagine Indigo Ranch are as follows:

1. Recruit, select, employ, train, and retain the best-qualified personnel available to staff the school. This staff will be committed to the Core Knowledge curriculum and share the vision/mission of the school as described in the charter.
2. Provide equal employment opportunities for all candidates for positions in accordance with the school's non-discrimination policy.
3. Develop high quality human relationships conducive to high levels of staff performance and satisfaction. (See our Mission Statement.)
4. Develop and manage staff compensation, leave, and benefit programs in ways that attract and retain qualified employees.
5. Manage the development and updating of job descriptions by appropriate administrators.
6. Implement and successfully execute an employee evaluation program that contributes to the improvement of staff performance and professional development.

Imagine Indigo Ranch believes that quality staff is an essential ingredient for high student performance. The school's goal is to employ staff who are mature, academically prepared, and professionally skilled, who are ethical role models, love children, and who can build positive relationships within the school community. Role modeling, as well as values imparted as a result of classroom interaction, has a significant effect on students. A well-defined structure of discipline is imperative to the development of children. Discipline, tempered with love and empathy, will produce freedom, responsibility and encourage virtuous character. Children learn by the way we live, not just by what we say. Walking our talk is critical to the mission of the school.

Six Measures of Excellence

Imagine Indigo Ranch's decision making is guided by the Imagine Schools Six Measures of Excellence. These measures of excellence define who we are and differentiate us from other charter schools. They shape the culture of the school and form the framework to shape school goals and priorities. These six measures assure the continued operation of a quality school that serves to partner with parents in educating their children. Our six measures of excellence are:

1. Shared Values of Integrity, Justice and Fun
2. Parent/Guardian Choice
3. Academic Achievement
4. Positive Character Development
5. Economic Sustainability
6. New School Development

Imagine Indigo Ranch will use timeless classical methods of instruction to attain a solid foundation of cultural literacy that prepares students for an intellectually globalized world.

School Motto: *Our students will be classically trained, culturally literate and globally prepared.*

Imagine School Indigo Ranch Staff Motto: *MAKE PROGRESS-* with every child, at every chance, on every day, whatever it takes, no excuses.

Academic Performance

The academic goal of Imagine Indigo Ranch is to help each student demonstrate the knowledge and skills as outlined in the Colorado state standards in reading, writing, math, science, geography, history, civics, economics, art, physical education, and music.

Imagine Indigo Ranch will strive to attain the highest level of accreditation rating by the Falcon District #49 School District through implementation of a rigorous academic program, high levels of proficiency on the CSAP, a strong character education program that results in a positive and safe learning environment, a belief in continuous improvement through data driven decision making and development of strong parent and community partnerships.

Student Character and Behavior

Imagine Indigo Ranch believes that a focus on character education through modeling, direct instruction, clear expectations, and consistent follow through helps children learn how to become model citizens. It is our goal to help each child develop a strong character based on integrity, justice, respect for authority and the rights of others, and the responsibility to take care of his/her own and other's property. This includes regular attendance, few or no discipline referrals, and behavior that will match the expectations of the school.

Parent and Community Involvement

Imagine Indigo Ranch believes that parental partnership and involvement in their child's education strongly impacts a student's academic achievement. *The school's goal is to involve each parent as a full partner in the educational program.* The school will strive to have a high level of involvement of parents and community members as decision makers, by providing presentations to students, and as volunteers in a variety of support functions. It is also the goal of Imagine Indigo Ranch to have a high degree of parent satisfaction with the education their child is receiving and the operations of the school. *The authority and responsibility for the education of children belongs to parents. The role of the school is a supplementary agency commissioned to support not to supplant, to compliment not to compete with, and to reinforce not to replace the home.*

Parental Involvement and Volunteering

Imagine Indigo Ranch is a public school of choice. Our parents have the option to choose, for their child(ren), the philosophy and the curricula of this school as articulated in the Charter agreement between the school and Falcon District #49. Imagine School Indigo Ranch believes that the school's design will result in parents wanting to play a strong role in their children's education.

When parents have the opportunity to choose the kind of education they prefer, they find the necessary energy, time, and resources to devote to their children's education. Imagine Indigo Ranch anticipates that parents will be directly engaged in tutoring, coaching, classroom presentations, preparing resource materials, participating in school-wide task forces and committees, as well as providing other necessary and invaluable assistance. The family naturally provides the most influential and effective context for basic life-long learning and teaching. For this reason, and at the discretion of the classroom teacher or principal, parents are invited to teach or assist with learning projects in all subjects, depending on their interests and expertise. The Core Knowledge scope and sequence offers such a broad and rich range of content that it is highly likely our parents will be able to contribute to the enhancement of teaching this content based on their background and experiences.

Parents are also encouraged to spend time reading aloud to children at school and/or in the home, coaching them in skill development, and otherwise contributing time and talents in a variety of ways. Parents with children in a specific grade level will have the opportunity to volunteer in that grade at the

teacher's discretion. Imagine Indigo Ranch recognizes that the many valuable and varied contributions of our parents increase the overall quality of our educational institution. We are not a self-sustaining entity in a vacuum unto ourselves. Our sustenance and very existence depends upon our parental choice, participation, and involvement. That is what creates our living, breathing, and vibrant community.

Parent Involvement, Observation, and Volunteering

Imagine Indigo Ranch desires to create a balance between encouraging a great emphasis on parent volunteers in this school, while at the same time establishing a learning environment that best serves all of our students. Defined below are general parameters for parents volunteering in our classrooms.

1. Parent volunteers are an integral part of Imagine Indigo Ranch. Parents are not only welcome, but are also recognized as crucial if we are to have high quality in teaching the entire curriculum each year.
2. The teacher's individual teaching style sets the tone for the classroom. This includes everything from delivery of the educational program to classroom management. The teacher has primary responsibility for the classroom and student learning within the classroom.
3. Parents who wish to be volunteers in the classroom need to learn the teaching style of the teacher they wish to assist. If the teacher's teaching style conflicts with the parent's volunteering style, the parent will need to either adjust their style or find a more compatible setting within the school to volunteer.
4. ***Any grievance or concern a parent has with a classroom, teacher, or staff member will be handled by the procedures defined in this handbook.***
5. **UNDER NO CIRCUMSTANCE IS IT EVER ACCEPTABLE FOR A PARENT/ VOLUNTEER TO CONFRONT A TEACHER ABOUT AN ISSUE IN THE CLASSROOM, OR IN ANY OTHER PART OF THE SCHOOL, WHEN STUDENTS ARE PRESENT.**

Imagine Indigo Ranch encourages every adult (parents, stepparents, grandparents, aunts and uncles) to take a special interest in the lives of our students, to act as a mentor and tutor, and to instill in every student a love of learning. Parents work in conjunction with the staff to ensure the most effective education possible for their children. To this end, parents are responsible for knowing and understanding the contents of the Imagine Indigo Ranch Handbook, and are encouraged, but not required, to participate on school committees and school task forces, and provide other volunteer services, as they are able.

Parents/guardians of each family need to serve at least 20 hours per year per household in school volunteer service. (Twenty hours of volunteer service each year is the most desirable avenue for our partnership. However, parents who do not fulfill the volunteer hours requirement will be asked to submit a \$200 donation in lieu of their volunteer service.)

Parents are welcomed and encouraged to participate in the school and to reasonably observe and/or assist the teacher. However, any parent whose presence or actions are deemed by the teacher and principal to be a distraction, to exhibit hostility, or to interfere with the instruction or learning of the students, could be asked to serve in other valuable capacities outside the school environment.

In order to create a consistent school atmosphere for learning, it is recommended that 24 hour notice be given if an observation is desired. A parent wishing to observe a class must arrive before class begins. Each class will have available seating for observers. **Observing parents do not participate in classroom activities unless invited to do so by the teachers, and observers must not interrupt teachers and/or students.** Observers may take notes; however computers, tape recording, etc. may be a distraction to students and are not permitted.

VOLUNTEER CODE OF CONDUCT

Volunteers at Imagine School Indigo Ranch shall:

- Be on-time and reliable in fulfilling volunteer commitments.
- Exercise kindness while volunteering for Imagine Indigo Ranch.
- Respect and abide by the confidential nature of anything you might see or hear while volunteering.
- Conduct yourself in a businesslike and fair manner, without partiality to individual students.
- Motivate children in a positive way to work and help them succeed in school.
- Graciously accept direction and constructive criticism from staff members for which you are volunteering.
- Acknowledge the teacher as the authority in the classroom.
- **Do not confront a teacher regarding disagreements or differences of opinion in the presence of children.**
- **Be respectful of the classroom by not disrupting a teacher's instructional time or student learning.**
- Schedule all in-classroom volunteer hours through the Parent Volunteer Coordinator or the teacher.
- **Dress modestly and appropriately for a school environment (i.e. midriff covered, no short shorts/skirts, no spaghetti straps, no low cut tops).**
- **Wear a current volunteer nametag at all times when volunteering at the school.**
- **Sign in and out at the front office when volunteering at the school.**
- Record all volunteer hours, including those worked outside of school, on the log sheet in the front office.
- Ensure that all children (e.g. younger siblings, non-students) accompanying the volunteer on school premises are supervised at all times. (*Children may **only** accompany volunteers in the health office, lunchroom, hallways, and at recess.*)

- **Donation in lieu of volunteer hours**

Parents/guardians of each family need to serve at least 20 hours per year per household in school volunteer service. (Twenty hours of volunteer service each year is the most desirable avenue for our partnership.

However, parents who do not fulfill the volunteer hour requirement will be asked to submit a \$200 donation in lieu of their volunteer service.)

YEARLY PARENT SURVEYS

One of the Six Principles of Imagine Schools is Parent/Guardian choice. It is very important to us that you have made the choice to place your students in Imagine Indigo Ranch and we are committed to ensuring our relationship in educating your children is a long-term one. A critical tool in evaluating whether or not we will continue to be your choice is by evaluating the results we receive on our yearly Parent/Guardian Survey. The information gathered from the survey will assist us in evaluating and improving our school operations and productivity.

A 100% return rate on our parent surveys is required in order to get a representative sample of how we are really doing in meeting the needs of our students. When you receive your survey, please take the time to give your thoughtful input.

The survey usually comes out in the spring semester of the school year.

FAMILY CONFERENCES

Family conferences will be held each school year. Please see the most current school calendar for dates. The conversations that take place during these conferences between the teachers and families (parents/guardians and students) are critically important to student achievement and student success. ***100% attendance by families is required at our families conferences.*** All efforts will be made to work with family schedules. Alternatives could include but not be limited to: changes in days and times or staff making home visits.

RIGHTS AND RESPONSIBILITIES

Public school students have certain rights guaranteed by the constitution and laws of Colorado as well as the United States of America. These rights are not co-extensive with the rights of adults, because the school is a special setting. The courts have recognized that school officials need flexibility to be able to control student behavior in the schools and at school activities. In 1995, the Colorado state legislature passed a law providing that school officials can discipline students for actions that occurred off-campus—even on weekends or during the summer—if the actions pose a threat to students or staff at the school.

Along with student rights come student responsibilities. In most cases this means “follow the rules.” The rights of all others in the school environment (students, staff,

teachers, administrators, guests and visitors) are protected when students exercise responsibility and follow the rules. Students are also asked to be responsible for letting an adult know if they are aware of other students who are planning to harm themselves or others in the school or community. This is not “ratting out” on friends or being a “snitch, tattletale, ‘narc’, etc.” --it is responsible citizenship that could save lives, including the life of the one reporting. The rules and regulations at Imagine Indigo Ranch are designed to protect all students’ rights. They are set up to control and, if necessary, to discipline those individuals who do not respect the rights of others. They also help to ensure a positive learning environment and to ensure every student’s right to an education. Always doing the “Right Thing,” at the “Right Time,” for the “Right Reason” will help protect each student’s rights and will help them be successful students and citizens at Imagine Indigo Ranch

STUDENT LIFE

Student Constitution

Imagine Indigo Ranch believes teaching students appropriate behavior is an essential part of the curriculum. The school has a constitution that students are taught and is enforced at the school. Students are expected to take an oath promising to uphold the student constitution. *Each student will sign a printed copy of the oath and the constitution and such will be provided to the student’s parent/guardian.*

WE, THE STUDENTS OF IMAGINE INDIGO RANCH, adopt this **CONSTITUTION** to communicate an oath of integrity and justice within a society of high moral standing and to promote a successful learning environment for all.

ARTICLE I. I will display responsible and positive behavior, as it is the job of every student. If I am responsible for my own actions then others around me can learn.

ARTICLE II. I will display generosity and forgiveness to those around me and will not use offensive or hurtful language.

ARTICLE III. I will work hard to demonstrate self-discipline, independence and learn to the best of my ability.

ARTICLE IV. I will attend school on a regular basis and take responsibility for promptly making up any missed assignments from absences.

ARTICLE V. I will be courteous and respectful to others by listening to and following directions when they are given.

ARTICLE VI. I will appreciate and follow school, classroom, playground and lunchroom rules.

Calendar

The Imagine Indigo Ranch school calendar is available at the school office and on the website at www.ticaindigoranch.com. Each year, a committee reviews the school calendar. The Board of Education will adopt the calendar for the following year.

School Hours

School begins each day at 8:15 AM, with dismissal at 3:15 PM.
AM and PM Kindergarten goes from 8:15 AM-11:15 AM or 12:15 PM – 3:15 PM.

Classrooms are opened fifteen minutes prior to start times. **Students are not allowed to arrive earlier than 8:00 a.m. as there will be no adult supervision available until fifteen minutes prior to the beginning of the school day. This means NO students are allowed to be dropped off, unsupervised, or in the school building BEFORE 8:00 AM in the morning.**

Students are expected to leave immediately after school unless they are involved in an after school activity under the supervision of a staff member.

Prompt pick up by parents is necessary and expected by the school staff to insure safety.

Office Hours

General operating office hours will be from 8:00 a.m. to 3:45 p.m. Monday through Friday.

Attendance Policy

Regular, daily attendance in class is extremely important to the educational process. Missed time in the classroom cannot always be replicated well with make-up work. Lack of attendance can cause detrimental issues when assessments such as CSAPs are missed because of absences. In accordance with state law, all students are expected to attend school for all days of the established school calendar.

Parents should notify the school office by 9:00 a.m. to report absent students and to request information regarding their homework assignments. In addition, when the student returns, parents should make sure to send in a note explaining the reason for absences. Although students may not be required to make up all work assigned during an illness, they will be accountable for its content when tested. For each day of absence, one make-up day will be given. Extended illness that is validated by a physician will receive special consideration with administration approval.

Teachers, and the principal when appropriate, will meet with the parent to develop an attendance plan if frequent absences occur. If a student is absent for 10 or more days without parent notification, a letter shall go out notifying parents or guardians of the compulsory attendance law and potential consequences of non-attendance.

Excused Absences

The following shall be considered excused absences:

1. Absences because of temporary illness or injury.

2. A student who is absent for an extended period due to physical, mental or emotional disability.
3. A student who is attending any school-sponsored activity or activities of an educational nature with advance approval by the administration.
4. Absences by those who are in the custody of court/law enforcement authorities.
5. Those determined by school administration to be excusable, such as doctor's appointments or juvenile court appearances.

Administration may require suitable proof regarding the above exceptions, including written statements from medical sources and agencies. Students will be allowed 10 excused absences per semester.

Unexcused Absences

An unexcused absence is defined as an absence that is not covered by one of the foregoing exceptions. Each unexcused absence shall be entered on the student's record. The parents/guardians of the student receiving an unexcused absence will be notified orally or in writing by the campus of the unexcused absence whenever possible.

According to Falcon School District 49, El Paso County, Colorado policy and in accordance with the law, the campus may impose academic penalties which relate directly to classes missed while unexcused. The administration shall develop regulations to implement appropriate penalties.

After an accumulation of 4 unexcused absences, students will be placed on an attendance contract that will include parent input when possible. Students earning more than 4 unexcused absences per month or 10 unexcused absences during any school year may be referred for truancy. Elementary and middle students may be considered for retention.

Prearranged Absence

When family need/activity results in a student's absence, daily assignments may be excused at the discretion of the teacher. However, students will always be accountable for the material taught during their absence. They should turn in missed work the day they return to school. In order to make a prior arrangement, a Prearranged Absence Form available on the website at www.ticaindigoranch.com with a parent, teacher, and administrator's signature, must be filled out. (After school sessions may be necessary to make up the tests and quizzes.) The school office should be notified of these expected absences as soon as possible prior to the absence. Please understand that notification of less than a week will likely hinder the ability to provide the necessary make-up work, and students may lose credit for the work not completed during their absence. One day of notification per each planned day of absence is required to receive required work from teachers. For example, if the planned absence will be three days, at least three days of notification will be required in order to receive a timely response from staff. **STAFF WILL NOT**

BE COMMITTED TO PRODUCING CLASSROOM WORK FOR PREARRANGED ABSENCES IF THESE PARAMETERS ARE NOT FOLLOWED.

Ultimately it is the student's responsibility to secure her/his make up work from individual teachers.

1. Missed Test: Pre-announced and scheduled tests which are missed due to an excused absence will be administered on the day after the student returns to class.
2. Missed Quiz: Pop or unannounced quizzes due to an excused absence will be made up at the discretion of the teacher.
3. If a student "skips" school, he/she will not receive any credit for required work.
4. If a student is unable to participate in a class or classes due to absences of more than 15 days in a semester, he/she may be asked to repeat the grade or attend summer school.
5. Students absent due to school-related activities (field trips, sports, rehearsals) must contact each teacher prior to the scheduled event to submit assignments due, schedule make up tests, and complete a Prearranged Absence Form for make up work.
6. Imagine Indigo Ranch does not recommend that parents remove students from school for long trips, such as extended family vacations, summer camp, mission trips, etc. during the school year. Those absences will negatively impact the student's academic experience at Imagine Indigo Ranch, and they will count against the 15-day maximum for absences each semester. Whenever possible, please use scheduled breaks and summer vacation for these purposes.

End of Year Absenteeism

If a student is absent from school at the end of the year and does not return for the last five (5) days of school AND the student has fifteen (15) or more absences in the semester, the student is considered withdrawn from The Imagine Classical Academy at Indigo Ranch, effective the last day he/she attended classes. Filling out a Prearranged Absence Form, will not prevent the withdrawal from being processed.

Tardies

Punctuality is of great importance to Imagine Indigo Ranch. Tardiness interferes with student achievement both for the tardy student and for that student's classroom. Excessive tardiness shall result in a conference to include a parent or guardian, the student, and the Principal. A plan will be developed and expected to be followed. **If a child arrives after the start of the school day, then the person dropping the child off must sign the child in at the front office and the child must receive a tardy slip from the front office before attending class for the day.** This shall indicate to the teacher that the student has checked in at the front office. **If a child is NOT signed in then they will**

have an unexcused tardy. When a tardy occurs due to an appointment, Imagine Indigo Ranch should be notified in advance if possible. The office will not attempt to distinguish "excused" or "unexcused" tardiness. Car pooling arrangements must be made to ensure students arrive at school with adequate time to be prepared for their first activity. **If you are tardy for school, please do not take your child to the classroom without first obtaining a tardy slip from the office and signing your child in. The teacher will only admit the student if the parent has signed the child in at the office and the child has obtained a tardy slip.**

Closed Campus

Imagine Indigo Ranch has a closed campus policy. Students must stay on the school grounds from the time they arrive at school until dismissal or until they are signed out by a parent or guardian. Sign-outs should be done in the school office. If a student arrives at school after the start time, the student should sign in at the office and receive a pass to go to class.

Students who must leave school during the day due to illness or appointment must check out through the office. The office should be informed through a note or telephone call on or before the day of an appointment. In order to maintain a safe environment, parents should come to the office to sign out their child. When a student returns after an appointment, the child should sign back in at the office.

Visitors

Parents are always welcome to visit the school. Parents are welcome to observe in classrooms or volunteer in a variety of ways in the school. In order to maintain a safe school environment, the office must know who is entering the school and for what purpose. Parents must sign in at the office even if they are just dropping off items for their child. Visitation by other students, including friends and relatives, is not permitted without prior permission. A visitor badge will be issued by the office to any parent or approved visitor to Imagine Indigo Ranch.

Child Custody

In most cases, when parents are divorced, both parents continue to have equal rights where their children are concerned. If any parent has a court order that limits the rights of the other parent in matters such as custody, records access, or visitation, please bring a copy to the office. Unless such a court order is on file with Imagine Indigo Ranch, the school must provide equal rights to both parents. The school will strive to meet the needs of the divorced parents but, in general, one parent teacher conference will be scheduled and both parents will be asked to attend. One report card each reporting term will be issued to the designated parent.

Uniforms

Uniforms for all the Imagine Indigo Ranch students are mandatory. Uniforms must be worn during school hours, including field trips, except under special circumstances or as announced. Uniforms must also be worn for all before and

after school programs, as well as all tutoring and enrichment sessions, except on occasions when costumes may be required for dress rehearsals, uniforms for clubs are worn, or when gym clothes may be required for athletic activities.

Uniforms are not required for any evening or weekend activities unless specified. Classroom teachers and administrators will make final decisions regarding uniform issues. This policy is also on our website at www.ticaindigoranch.com.

Uniform Exception

The **LAST FRIDAY OF EVERY MONTH** is jeans day. If you want to wear jeans on the last Friday of every month you **MUST** pay \$1.00 or be in uniform. This fundraiser is to raise money to allow teachers to attend the National Imagine School's Forum during the summer.

UNIFORM AND DRESS CODE

Imagine Indigo Ranch

Research indicates that a uniform dress code minimizes peer pressure, improves the appearance of the student body, and reinforces an academic atmosphere. (*Manual on School Uniforms, U.S. Department of Education*). Imagine Indigo Ranch is dedicated to creating a positive environment that is conducive to learning. Students are expected to be well-groomed, dressed in a manner reflecting respect for themselves and those around them, and to use good judgment in the choices they make. All students should be able to better focus on the development of inner ability and talents rather than mere appearance. *When shopping for uniforms, just because a certain store labels a department as uniform clothes does not necessarily mean that those uniform clothes in that store align with our uniform dress code. Before purchasing any clothing labeled in any store as "uniform" clothes, please read our uniform code first and then match our requirements to what you might find in department stores. Please note that the final determination on the appropriateness of any item of clothing and appearance rests with the Administration.*

STUDENT, PARENT AND STAFF RESPONSIBILITIES

Students and parents have the responsibility to ensure that their students arrive at school in the proper uniform. ***If need be, parents should do a uniform check with their children before leaving their home for school.*** Within the school, the dress code will be enforced by the classroom teachers, other staff members, and Imagine Indigo Ranch administration will make final decisions regarding uniform issues. ***Cheerful and consistent compliance with the uniform policy is expected by all.***

CONSEQUENCES FOR UNIFORM VIOLATIONS

A variety of consequences could be utilized based upon the type, number and severity of the uniform violations. Consequences could range from calling parents to bring acceptable clothing, to sending a student home to change, to detention. Deliberations of consequences need not be a consideration if the commitment and intent are demonstrated to comply fully and completely with the dress code.

Dress Code Parameters

Purchase of uniform clothing: There are no restrictions on where parents can purchase clothes, so there are no specified stores, catalogues, or places from which to order.

TOPS	
Items	<ul style="list-style-type: none"> ▪ Includes: ▪ Shirts in the short sleeve or long sleeve plain polo style ONLY. (Polo shirt style has knit material and is collared with a hem long enough to tuck into bottoms.) ▪ Turtlenecks, long sleeve ▪ Sweaters, long sleeve in pull over, button, or zipper. ▪ <i>No hooded jackets, sweatshirts, or hooded sweatshirts are allowed for indoor wear.</i>
TOP COLORS SOLID COLORS ONLY	<ul style="list-style-type: none"> *Red *White, *Navy Blue *Light Blue *Solid colors only ▪ <i>No stripes, prints, designs of any sort or size, or logos are allowed.</i> ▪ Imagine Indigo Ranch logo patches, Imagine Indigo Ranch shirts and Imagine Indigo Ranch sweatshirts, available for purchase only through the school, are allowed.
Comments	<ul style="list-style-type: none"> ▪ Tops CANNOT be sleeveless. ▪ Tops MUST be tucked in at all times in the building. ▪ Hems on sweaters must be hip level.
BOTTOMS	
Items	<ul style="list-style-type: none"> ▪ Includes: pants, shorts, skirts and jumpers ▪ NO Capri pants
BOTTOM COLORS SOLID COLORS ONLY	<ul style="list-style-type: none"> *Navy blue *Tan/khaki ▪ <i>Khaki is defined as a color between brown and tan. OFF WHITE IS NOT KHAKI.</i>
Bottom Fabrics	<ul style="list-style-type: none"> ▪ Regular woven, twills, and cords are allowable. Denim fabric is not. If you have a question regarding what is denim and what is not then please refrain from buying clothes with the fabric type and style of which you are unsure. Denim and twill are very similar, but when denim wears the worn part shows white, where twill does not. The final call on denim belongs to Imagine Indigo Ranch.
Comments	<ul style="list-style-type: none"> ▪ Trousers must touch the top of the shoe in front and may not drag on the ground when

<p style="text-align: center;">Comments</p>	<p>standing straight.</p> <ul style="list-style-type: none"> ▪ The bottom hem of shorts, skirts, and jumpers must be 2 inches above the knee or longer when measured by kneeling on the floor. ▪ No baggy clothes or clothes with a sagging crotch. ▪ No pockets below the usual pocket level. The most number of pockets is 5 pockets, all of them attached to, or just below, the waistband: two in the front, two in the back, and one small coin pocket. ▪ Solid colored leggings and tights can be worn under uniform garments in any of the approved solid colors. ▪ Low-ride pants are not allowed.
ADDITIONAL ITEMS	
<i>Jewelry</i>	<ul style="list-style-type: none"> ▪ All jewelry and accessories must be modest and in good taste. ▪ All necklaces must be of normal size, not oversized and no more than two necklaces worn at one time. ▪ Only one wristband or bracelet may be worn at a time on each arm.
<i>Undershirts</i>	<ul style="list-style-type: none"> ▪ All undershirts MUST be all white. No symbols, logos, or designs are allowed on undershirts. ▪ A dress code shirt must be worn over the undershirt. ▪ A turtleneck may be worn under a dress code shirt.
<i>Headwear/Hair</i>	<ul style="list-style-type: none"> ▪ Hats, visors, bandanas, sunglasses, etc. must not be worn at school. ▪ Hair should be clean and neat. It should be worn in a style that is not distracting or that draws undue attention. (i.e. Mohawks, etc.) ▪ Girls may wear hair accessories that are modest and are in allowed solid colors. ▪ Cosmetic enhancement to the hair must be conservative in nature and cannot draw unnecessary attention or distraction to your hair. ▪ No unnatural hair dyes (i.e. blue, purple, orange, green, etc.). ▪ <u>Boys hair length must be no longer on the sides than the bottom of the ears and no longer in the back than the top of the shirt</u>

	<p><u>collar.</u></p> <ul style="list-style-type: none"> ▪ <u>If in doubt please refer to the bulls eye paragraph on the next page</u>
<i>Shoes</i>	<ul style="list-style-type: none"> ▪ Must be closed toe and have an enclosed heel in the back that keeps the foot in place. Colors in white, black, brown, or navy. ▪ Heels/soles no higher than one inch and style must be conservative. ▪ NO boots are to be worn in the building. If boots are needed during inclement weather, bring a change of approved shoes to be worn in the building. ▪ NO lights, roller wheels, crocs, character shoes, jellies, clogs, flip-flops, and sandals. ▪ Socks (not footsies) must be worn at all times in coordinating colors. ▪ For safety reasons, laces must be tied, straps and buckles secured.
<i>Belts</i>	<ul style="list-style-type: none"> ▪ Only one belt at a time may be worn. ▪ Belts in basic colors of brown or black or coordinating colors of the school uniform must be worn by both boys and girls with pants and shorts. ▪ Belts may not have spikes, metal protrusions, beaded or painted designs. ▪ Buckles should be plain and conservative in size. ▪ Belts must be worn even if they do not show, such as under a sweatshirt or sweater.

Miscellaneous Items:

- Only girls in grades seven and eight may wear makeup, and it must be modest, natural looking and in good taste.
- No visible piercing other than one small hole in each ear will be allowed.
- No visible tattoos or drawings on oneself.
- No baggy clothes or excessively tight fitting clothes.
- No exposed undergarments.
- No sweats, overalls, spandex, or lace.
- No nylon flight pants, Cargo pants, or pants with zippers down the sides.
- Clothing should be clean, neat, and in good repair. Red and blue colors should not be faded and white colors should not be stained.
- No hats, gloves, jackets or coats may be worn in the building.
- Clothing may not be worn inside out.
- Clothing may not be worn backwards.
- Students on a field trip will be in dress code or a modified version of the dress code at the discretion of the teacher.
- No spaghetti strap clothing or tank tops.

- No changing out of dress code after school without prior permission.
 - Shirts must be tucked in everywhere in the building except for Physical Education classes.
 - On non-uniform days, clothing shall be modest with no tank tops, spaghetti straps, or sleeveless tops, belly-button shirts, short shorts, or low-ride pants or shorts.
 - Students who are not in compliance with the dress code may not participate in field trips or leave campus for any school activity.
 - School pictures – Uniforms will be required for individual student pictures taken in the fall, and class pictures taken in the spring.
- ⊙ **The Board of Directors FULLY SUPPORTS the discretion of the Staff and Administration as they enforce the dress code. Please check with the Principal if you have any questions. Parents and students are expected to follow the spirit of the dress code and not try to find “loopholes.” The final determination on the appropriateness of any item of clothing or appearance rests with the Administration. This code is for the benefit of ALL our students, from ages 5 to 14. Parents, please help your older students set a good example and keep your school clothes shopping within our dress code parameters. The school is not responsible for school clothing purchases that do not comply strictly with our code.**

Bicycles and Other Wheeled Items

Bicycles may be ridden to school by students as long as the student is proficient enough riding the bike to be safe and have a parental note of permission signed and on file in the office. They must be parked in the racks provided and are not to be in the parking lot at any time during school hours. Once bikes are in the racks, they are not to be removed until the student is ready to go home. **Each student is responsible for locking their bike.** For safety and liability reasons, skateboards, scooters, in-line/roller skates, and shoe skates are not allowed on the campus at any time, including when school is not in session.

Pets

For safety reasons, animals, including leashed pets, may not be brought to the school grounds unless they are part of the Canine Companion Program or Dog Therapy Program. However, children may bring their pet dog or cat or other animal to school for “show and tell” as long as appropriate arrangements are used to bring and pick up the pet(s).

Student Pick Up and Drop Off

Parents must be especially observant when picking up or dropping off their student at school. Students are not always aware of the vehicles around them and are not always easily visible. Parents are expected to strictly follow the pick up and drop off procedures at the school.

1. All entry and exit will be off of Petersen Road. Please use common courtesy as we sort through the process in the first few days of school.
2. Specific procedures with a map will be sent out before school starts, but changes may be made so everything can be as efficient as possible.
3. When parking at the school, please avoid parking in staff-designated areas.

Parents, Imagine Indigo Ranch is a tobacco and drug free environment and **we ask that you not smoke in the car pool line. Also, please do not talk on your cell phone so that your full attention may be directed at the children in the car pool line.**

Student Valuables

Students should not bring large amounts of money, toys, radios, cameras, CDs, electronic games, etc. to school. At all times students are to keep track of glasses, watches, and other valuables. Students, not the school, are responsible for their personal property. If it is necessary to bring a valuable item to school, please bring it to the office for safekeeping. Do not keep valuable items in desks. When an item is lost, the student should report it to the teacher or the office. The school staff will attempt to help the student locate the item but the school is not responsible for supervising personal property, locating it, or paying for lost personal property. The school does not file claims for lost personal property with the police department for parents or students.

Cell Phones and Personal Electronic Devices

Imagine Indigo Ranch recognizes the value of personal electronic devices such as cell phones, personal digital assistants, MP3 players, etc. **Such devices are useful to organize information, access information and as a communication tool, but such devices are banned from school so that they may not be used to disrupt learning in any way or be a distraction to students, staff or others in the school. When an electronic device is confiscated, the device will only be returned to the parent.**

Lost and Found

All coats, sweaters, etc. should be labeled with a last name and phone number in case they are lost. The lost and found will be located in a designated area near the office. **Items left in the lost and found will be donated at 4:00 PM the last school day of the month.**

Medications/Illness

Parents are expected to bring medications to school and leave them with office personnel who will administer all medications. For safety reasons **no medications** will be sent home with children. When at all possible, please try to schedule drugs to be administered at **home**. Medications ordered for administration three times a day should be administered before school, after school, and at bedtime. If drugs must be administered at school, please try to arrange the schedule so that the drug is administered around the lunch hour to avoid disruption of the instructional program.

Your child **MUST** be fever free and no vomiting for **24 hours without medicine**.

THE FOLLOWING PROCEDURE MUST BE FOLLOWED FOR DRUGS TO BE ADMINISTERED AT SCHOOL

Prescription and Over-the-Counter Medications must come in the bottle dispensed by the pharmacy. We suggest you have a bottle for school and a bottle for home. The bottle label must include the following information:

1. Student's name
2. Prescribing doctor's name
3. Name of the drug, dosage, and the time the drug is to be administered
4. Prescription date
5. Date medication is to be stopped

A Medication Consent Form Must Be completed and signed by the parent /guardian and **signed by the Health Care Provider** with prescriptive authority and must accompany each medication. The form can be accessed on the website at www.ticaindigoranch.com or at the school office. It is wise for parents to keep a couple of copies of this form at home and to take this form to the health

care provide office at each visit. *A copy of this form is included in this handbook.*
The form must include:

1. Student's name
2. Name of medication
3. Amount of medication to be administered
4. Time the medication is to be administered
5. Date medication is to be stopped
6. Permission for the school to administer the medication
7. For medications administered on an "as needed basis" the note must indicate the amount to be administered, the frequency, and the reason for giving the student the drug.

NO MEDICATION WILL BE ADMINISTERED IF IT COMES IN A BAGGIE, PLAIN BOTTLE, ENVELOPE, ETC. The parent will be called and the medication will not be administered.

We feel that in fairness to those responsible for giving the medications, and for the safety of your child, *these policies must be followed strictly.* This is not meant to inconvenience you, but to ensure the health and well being of all students. The school office is available to students when they are ill, injured, or have a health concern. Students must obtain permission from a teacher to come to the office except in the case of an emergency. Students will be permitted to use the office phone to call home. Students are not permitted to bring medications in. Parents must bring medications directly to the office.

Telephones

Messages and deliveries from parents are to be left in the office in order to respect the educational opportunity of all students. Students will not be called to the telephone except in emergencies. Students are not to use the telephones without express prior permission from an Imagine Indigo Ranch staff member. Use of school phones is not a right, but a privilege. School staff will have sole discretion to grant or deny access to school phones based on individual situations.

Student Fees

All student fees are non-refundable and are not prorated.

Consumable Fee

- a. The student fee is \$65.00 per year, per student for preschool through 5th grade if this fee is not paid by September 1st it is \$75.00 per student. This fee will include a tee-shirt required to be worn for all field trips.
- b. The student fee is \$100.00 per year, per student for 6th through 8th grade if this fee is not paid by September 1st it is \$110.00 per student. This fee will include a tee-shirt required to be worn for all field trips.

ACADEMICS

Imagine Indigo Ranch exists to provide a quality education of excellence. The following serve as guidelines for academic policy.

Academic Expectations

Students are expected to participate in all disciplines in order to master a well rounded education. The Colorado state standards and the Core Knowledge Scope and Sequence are the foundation for all curricula at the school. Teachers plan their units and daily lessons to help students master those standards. Teachers create a year long curriculum map which outlines the standards students are expected to master for each subject, the unit, assessments used to determine if the student has mastered the subject, major activities, and resources used. *Parents will be provided with the curriculum maps from the teachers at the beginning of the year or before each quarter begins.* All students are expected to master the content and skills and be able to use the information and skills independently. The school will expect students to master the standards for their grade level in:

- reading
- writing
- mathematics
- science
- history (American and World)
- geography
- economics
- civics
- music
- art
- physical education
- technology

Parents can view the state standards at this website:

www.cde.state.co.us/cdeassess/documents/olr/k12_standards.html

The Colorado Department of education also includes definitions that will guide parents and students in determining if mastery has been reached. That website is: www.cde.state.co.us/cdeassess/documents/csap/csap_plds.html

Character Education

In addition to the above mentioned subject areas, Character Education, which is one of the Six Measures of Excellence of the Imagine Schools philosophy, will be embedded in everything we do. The virtues from the Character Counts! program - Respect, Responsibility, Cooperation, Self Control, Perseverance, Integrity, and Citizenship – along with our Core Virtue Character Qualities, define our school culture and are expected behavior for Imagine Indigo Ranch students. Character is developed through a coherent program of expectations, modeling, and study of historical and literary figures.

Classical Education

The Classical approach to education is about 1000 years old and has been experiencing a revival of popularity over the last hundred years. The basis for the Classical approach to education is called the Trivium. The Trivium's function in a student's education has multiple meanings at different stages of development. It encompasses the stages of academic development as well as specified pedagogical approaches with all academic disciplines.

The three Trivium Arts Stages are the Grammar stage, the Logic stage, and the Rhetoric stage, occurring in that order. These three stages are experienced by all students in Grades K-12, but each stage is emphasized at different developmental levels of a student's education. The beginning Grammar stage is a focus in Grades K-2. At this stage, a student is highly motivated and is excited about learning. They enjoy learning games, stories, songs, and projects. They are creative and imaginative, but also want to experience the concrete aspects of life by touching, tasting, feeling, smelling seeing.

The regular Grammar stage includes Grades 3-6. Students at this level are interested in building a foundation of knowledge through interesting content and facts. They like to figure things out, organize information, explain, and talk. They want to relate their own experiences to topics and stories. The Logic stage includes Grades 7-9. They still can enjoy learning but could need more motivation and challenge. The developmental focus is on higher level skills such as critiquing and debate. They are curious about the "why" of most things and want to know the "behind the scenes" facts that tell the rest of the story. They like to show off their knowledge and sometimes may think and act as if they are more knowledgeable than adults. The Rhetoric stage includes Grades 10-12. The higher level skills focus at this level can include synthesis, interpretation, and persuasive communication in written and spoken form. Students at this level are interested in present events, justice, fairness, their own feelings and ideas, and focusing on moving toward special interests and topics they value.

The developmental characteristics of the Trivium have many implications for classroom instruction and pedagogy. Even though each aspect of the Trivium has a developmental focus, the pedagogical tools of the Trivium Arts may be used across all grade levels. A Classical education then becomes a life-long process of the application of the "tools of learning" students take with them through all stages of the Trivium; tools meaning the skills learned in the grammar, logic, and rhetoric stages that are carried forward through every stage of learning. The end result is a well trained mind ready for higher education and ready for life.

Arts and Athletics

The following is the curriculum breakdown for the arts and athletic programs (music, art and P.E.).

1. Music:
 - a. Core Knowledge Curriculum – 50%
 - b. Classroom participation – 25%
 - c. Performance – 25% (Attendance is mandatory at concerts and performances)
 - d. Refer to Band and Choir Handbook for details
2. Art:
 - a. Core Knowledge Curriculum – 33% (Art History, Writing about Art, Aesthetics)
 - b. Art projects – 33% (Skill development, Meeting requirements, Following directions, Creativity)
 - c. Citizenship/Participation – 33% (10 points per class meeting. Criteria and expectations included in course descriptions)
 - d. Exhibits and contests will be entered as opportunities arise, exhibits in the school hallways and Fine Arts Festival.
 - e. No outside of classroom sketching assignments. Art assignments will be done in class only.
3. PE
 - a. 50% Effort, participation, teambuilding/cooperation
 - b. 25% Movement competence and understanding
 - c. 25% Physical and personal wellness
 - d. Athletic shoes must be worn to P.E. (Parents check for your child’s PE day.) It is highly suggested that kindergarten and 1st grad wear Velcro sneakers if they cannot tie their own shoes.

Placement, Retention and Promotion

Imagine Indigo Ranch Administration and staff will decide on placement in math and reading groups and on promotion and retention of students through the use of various assessment tools, some nationally standardized and some teacher-created.

Promotion to a higher grade level is viewed and determined on a variety of areas including but not limited to: developmental issues, academic performance and emotional and social readiness. Students who show decided and documented deficiencies in these and other areas could be considered for retention. Retention decisions will be based upon:

- Teacher documentation and anecdotal information
- Parent anecdotal information
- Developmental and Achievement Test Scores

Retention or promotion concerns will be discussed beginning no later than third quarter by staff and with parents. Imagine Indigo Ranch staff asks that the parents collaborate with and honor decisions to retain students. “Social promotion” of students who have not completed academic work is not allowed. We recognize the social and emotional pressures created by retention, but affirm the priority of academic success for each student’s future well-being.

Mid-Terms and Report Cards

Mid-term academic progress reports are sent to parents at the mid-point of each grading period.

Report cards are distributed to students during family conference times. End of the year report cards are sent home on the last day of school.

All progress reports and quarterly reports need a sign-off from parents to verify the parent has seen the reports.

Textbooks/School Books/Learning Materials

Textbooks are the property of Imagine Indigo Ranch, and students are responsible for the care of their books. All books are to be covered with an appropriate book cover. Damaged or lost learning materials are the responsibility of the student to whom they were issued. Any learning material that is damaged or lost will be paid for by the student at full replacement cost. It is possible that student permanent files may be held if all costs are not paid. Under no circumstance should a student write in a textbook with pencil or pen.

Charge for damaged textbooks (replacement cost plus 25% for processing shipping and handling)

Internet Access

Every student must read, understand and sign the *Student Internet Use and Rules Agreement*. Parents must also sign the agreement before students are allowed to use the Internet. Students are responsible for proper behavior on school computer networks just as they are in a classroom or a school hallway. General school rules for behavior and communications apply. The network is provided for students to conduct research and communicate with others. In most cases, teachers will limit the sites that the student should access for a particular activity or assignment. The school's firewall will block those sites that the school deems inappropriate. Independent access to network services is provided to students who agree to act in a considerate and responsible manner. The Internet Use Agreement is found on the website, is included in the enrollment folder, and a copy is included in this handbook.

Homework

At Imagine Indigo Ranch, the teachers and administration strongly believe that homework will contribute to the academic success of children. Homework serves as a link between the child, the home, and the classroom. Homework fosters good study habits, effective time management, and personal responsibility. While recognizing the usefulness of homework, Imagine Indigo Ranch staff also strives to minimize homework loads, realizing the need to maintain a balance in students' lives. Homework may be a daily activity for some students. Students enrolling in Imagine Indigo Ranch who have learning gaps in their background, are behind in their academic progress, or who have scored Partially Proficient or Unsatisfactory on standardized tests will probably experience a greater homework load initially in

order to catch up to Imagine Indigo Ranch academic standards or fill learning gaps. Students who use their class time responsibly should not have excessive amounts of homework. If students are consistently overwhelmed, parents should contact their teachers. As a general rule, parents should expect ten minute increments of homework no more than four nights a week per grade level. For example, the times listed below should be maximum parameters:

Kindergarten – 10 minutes
First Grade – 20 minutes
Second Grade – 30 minutes
Third Grade – 40 minutes
Fourth Grade – 50 minutes
Fifth Grade – 60 minutes
Six Grade – 70 minutes
Seventh Grade – 80 minutes
Eighth Grade – 90 minutes

Students:

- Complete homework assignments neatly and on time.
- Schedule time wisely to meet assignment deadlines.
- Attend school regularly and come prepared.
- Turn in homework when due.
- Get assignments when absent. **Makeup work will take priority over any extracurricular activity.**

Teachers:

- Provide checkpoints for long term assignments.
- Give no more than two major tests on any one day. This does not include vocabulary quizzes or spelling tests which are usually studied in class as well. As students move into the higher grades, the test limit may not always be possible.
- Assign work for academic reasons to practice, reinforce, and master skills.
- Provide clear directions for assignment, format, and due date.

Parents:

- Provide an appropriate place and atmosphere for homework.
- *Set aside homework/reading time nightly.*
- Contact teacher if time spent on homework is excessive.

Statement of Locker Policy

All lockers and desks made available for student use on the school premises are the property of Imagine Indigo Ranch. These lockers and desks are made available for student use to store school supplies and personal items necessary for use at school. These lockers and desks are not to be used to store items which cause, or can reasonably be foreseen to cause, an interference with school

purposes or an educational function or which are forbidden by state law or school rules.

The student's use of the locker or desk does not diminish the school's ownership or control over those items. The school retains the right to inspect the locker or desk and its contents to insure that the locker or desk is being used in accordance with their intended purpose, and to eliminate fire or other hazards, maintain sanitary conditions, attempt to locate lost or stolen material and to prevent use of the locker or desk to store prohibited or dangerous materials such as weapons, illegal drugs, alcohol, or tobacco.

Lockers

Locker space with a combination lock is provided to each student within the following guidelines:

1. **Required** lockers will be provided for 6th through 8th grade students. The locker usage fee is included in the student fees assessed for 6th through 8th grade students. Students **must** sign-up for locker space.
2. Only **school issued** combination padlocks will be permitted. There is a \$5.00 deposit fee for the required school provided lock for each locker. The \$5.00 will be returned at the end of the school year if the lock is returned in same condition it was received by the student.
3. The school assumes **NO** responsibility for loss or damage to any item in a locker, locked or unlocked.
4. Drinks and food items are not to be kept in lockers at any time.
5. Students are not allowed to share lockers.
6. Students must respect the property/lockers of other students. Marking on lockers is forbidden. Hitting or kicking lockers with or without intent to damage will not be tolerated.
7. Students who willfully cause damage to any locker will be suspended for a time determined by the administration. In addition, student's parent/guardian will be responsible for covering the cost of repair or replacement of any damaged locker.

Each student will be assigned a locker at the beginning of the school year. **Students should keep their lockers locked at all times.** Students should not share lockers or use other students' lockers - unless assignment is made by the office. Students should not write in or on lockers. Decals and similar materials are not to be placed inside or outside. Students are encouraged to keep their lockers cleaned out.

Locker Rules

In order to implement the school corporation's policy concerning student lockers, the school board adopts the following rules and regulations:

1. Locks: Imagine Indigo Ranch will retain access to student lockers by keeping a master key. Students **may not** use their own locks to prevent

- access to lockers by school officials. Any unauthorized locks may be removed without notice and destroyed.
2. Inspection of all Lockers: An inspection of all lockers and desks in the school, or all lockers and desks in a particular area of the school, and **may be** conducted if the principal, superintendent or assistant superintendent reasonably believes that such an inspection is necessary to prevent, impede or substantially reduce the risk of:
 - a. an interference with school purposes or educational function,
 - b. a physical injury or illness to any person,
 - c. damage to personal or school property, or
 - d. a violation of state or school rules. Examples of circumstances justifying a general inspection of a number of lockers or desks include the following:
 - i. When the school receives a bomb threat;
 - ii. When evidence of drug or alcohol use creates a reasonable belief of an unusually high level of student use;
 - iii. At mid-term, end of grading period, and before school holidays to check for missing library books, missing materials, lab chemicals, or school equipment;
 - iv. Where student violence or threats of violence create a reasonable belief that weapons are stored in the lockers.
 3. If a general inspection of a number of lockers is necessary, then all lockers in the defined inspection area will be examined. Students will not necessarily be given the opportunity to be present while a general inspection is being conducted.
 4. Involvement Of Law Enforcement Officials: The principal, superintendent or assistant superintendent may request the assistance of law enforcement officials to assist the school administrators in inspecting lockers or desks or their contents for purposes of enforcing school policies only if such assistance is required
 - a. to identify substances which may be found in the lockers
 - b. to protect the health and safety of persons or property, such as to aid in the discovery and disarming of bombs, which may be located in the lockers.
 5. Locker Maintenance: Nothing in these rules shall affect members of the custodial staff who, at the direction of the principal, clean out (a) lockers from time to time in accordance with general housekeeping schedule or (b) the locker of the student no longer enrolled in the school. Further, the custodial staff may open a student's locker during any vacation period if they have reason to believe such locker contains rotting, spoiling, or mildewing items such as food, wet clothes, etc.

6. Publication of Rules: A copy of these rules shall be provided to each student and his/her parents or guardian at the start of each school year or as soon as practicable after the student's enrollment in the school. Copies of the rules shall be posted in the principal's office and other prominent places generally used for announcements to students.

Field Trips

Occasionally, a field trip is planned as an enhancement to a particular class. These field trips are an integral part of the Imagine Indigo Ranch program and attendance is required. There are normally no provisions for alternate educational settings for students not accompanying their class on a field trip. All students must turn in a signed permission slip (and fee, if necessary) from their parents or guardian before being permitted to attend the field trip. In most cases, District school buses will be used for transportation. Standard uniforms are to be worn on all field trips unless specifically announced otherwise by the teacher.

Snow Days

Imagine Indigo Ranch follows Falcon District 49's Closure and Delays.

When the school district administration cancels or delays the start of school due to inclement weather, several radio stations and T.V. stations will be contacted to broadcast the closure or delay. The decision to close school in most cases will be made by 5:00 a.m. and radio stations and television stations will be contacted. **If Falcon District #49 closes, our school classes are cancelled and all scheduled school activities including any before and after school care are cancelled.** District 49 offers the community an ability to sign up for broadcast emails that will notify you of inclement weather closures. This is a good option for notification as well. You can sign up at D49.org under "Sign up for notifications/closures" at the top of the home page. Parents should make prior arrangements so that their child(ren) has a place to go if there is no one at home in case of the need for an early release. On late start days, AM kindergarten classes will be cancelled. On late start days, a **yellow** flag will be flown on the flag pole in front of the school. On school closure days, a **purple** flag will be flown. So, if we have families who do not have access to radio, TV or the internet, the flags flying in front of the school will notify parents of school status. We highly encourage our families who do have internet access to sign up with Falcon D49 for the Flash Alert messages. You will receive a message via email directly from the district when school closures and delays are decided. This is the most efficient way to be notified.

STUDENT RIGHTS AND SAFEGUARDS

Students and parents are encouraged to participate in or seek change in the operation of Imagine Indigo Ranch in a variety of ways. Parent informational nights are held during the year to provide information and seek input from parents. Parents may also serve on committees formed to provide advice to the Principal, or on the Governing Board. Individuals may also provide direct input to staff members. *It is Imagine Indigo Ranch policy to attempt to resolve situations at the lowest level. **THEREFORE, IF A SITUATION INVOLVES AN INDIVIDUAL TEACHER OR STAFF MEMBER, THAT PERSON SHOULD BE CONTACTED FIRST BEFORE ELEVATING THE ISSUE TO THE PRINCIPAL, REGIONAL DIRECTOR, AND FINALLY THE IMAGINE INDIGO RANCH GOVERNING BOARD. IF AN ADMINISTRATIVE REPRESENTATIVE IS CONTACTED ABOUT AN INDIVIDUAL STAFF MEMBER OR TEACHER, THE FIRST QUESTION WILL BE “HAVE YOU GONE TO THAT PERSON, HAD A LEGITIMATE CONVERSATION AND TRIED TO WORK OUT THE ISSUE?”** If the answer to that is no, then that administrative representative will send that parent back to the individual staff member or teacher in question. This is the most respectful, honoring and courteous process to all involved in the school community.*

Individual Dignity

Each and every person, young and old, is entitled to be treated with respect and dignity regardless of her/his race, color, ethnicity, religion, gender, social status, disability, or age. The dignity of each individual is best served when all concerned--students and school personnel alike--treat one another as they would like to be treated. In particular, sexual harassment and bullying behavior are not tolerated in Imagine schools or at school activities.

Free From Discrimination

Imagine Indigo Ranch policies provide that students will not be discriminated against or denied the benefits of educational programs or activities based on any student's race, gender, religion, ethnicity, national origin, age, or disability in any Imagine Indigo Ranch program or activity. If any student believes that he/she has been discriminated against, notify the Principal. If the issue has to do with a disability, also notify the Imagine Indigo Ranch Principal.

Free Expression

Students have a limited right to free expression. This right is found in the First Amendment to the United States Constitution. In the classroom, this means that they may express their opinions orally or in writing. Outside of the classroom, at school, on the bus, or at school activities, students also have a limited right of free speech. The limitation on this right to speak is that such speech must not create a material and substantial disruption to the educational process or harm someone's reputation, or create a clear and present danger to others. In addition, the First Amendment does not protect speech that leads to unlawful action; nor does it protect obscenities.

Free Association

Students are generally free to associate with, join, and participate in groups of their own choosing. However, any group, whether school-sponsored or not, that engages in activities which interfere with the rights of others, or which disrupt the educational environment of the educational process, may be subject to disciplinary actions by the school officials or appropriate law enforcement agencies.

Peaceful Assembly

The First Amendment to the United States Constitution allows students of a school to peacefully assemble on the school grounds. However, such assembly must comply with attendance rules and procedures as well as building regulations.

Sexual Harassment

Sexual harassment is defined as sexually oriented remarks, behavior or jokes that make you so uncomfortable, for a significant period of time that you consider not coming to school, or a particular class or activity. Your responsibility is to clearly indicate that the remarks, behavior, demands, etc. are not welcome and are offensive to you. This is not an easy thing to do, but you must make this clear to the people who are making you uncomfortable. If it does not stop, you or your parents must report it to an adult at school.

Bullying

Bullying is any written or verbal expression, physical act, or gesture that is intended to cause another person's distress. It can be direct or indirect. Direct bullying can be physical in nature, such as hitting, kicking, pushing, or choking, or it can be verbal, such as name-calling, threatening, teasing, etc. Indirect bullying is subtle and may be difficult to detect. It can take many forms such as social isolation, intentional exclusion, making faces, staring, obscene gestures, manipulating friendships, etc. Students need to report any bullying actions to an adult such as a parent, tutor, teacher, or principal.

Search and Seizure

All school property is under the control of the Board and the principal. A search of school property (including, but not limited to, lockers and vehicles parked on school property) may be made at the discretion of school administration if a reasonable suspicion arises that items considered illegal, disruptive, or a general nuisance to the educational process are being kept at the school. School officials will detain a student if there is a reasonable suspicion that a student has drugs, narcotics, weapons, explosives, or other dangerous contraband in his possession, and if such possession constitutes a clear and imminent danger to the safety and welfare of the student, other persons, or school property. Further, school officials will notify parents and the appropriate law enforcement agency of illegal possession of such materials. Under no circumstances will strip searches be conducted at school.

Interrogations

School administration will make a reasonable attempt to notify parents prior to permitting any law enforcement official to question or detain a student. In no circumstance will a student be questioned or detained by law enforcement authorities without the presence of either a parent or school official; the school, having legal custody of the student during the school day and during approved extra-curricular activities, must ensure that each student's rights are protected.

Weapons at School

Any student carrying, bringing, using or possessing any dangerous or deadly weapon in any school building, on school grounds or at any school sponsored event shall be recommended for expulsion. The following are dangerous weapons: firearms (including air guns and pellet guns – loaded or unloaded, operable or inoperable), firearm facsimiles, fixed blade knife with a blade length of greater than 3 ½ inches, spring-loaded or pocket knife with a blade of more than three inches, any knife used to threaten harm to others, brass knuckles, bludgeons or any other device or substance intended to be used to inflict serious bodily injury or death. Students who inadvertently bring in a dangerous or deadly weapon may not be punished if he or she immediately, and voluntarily, notifies an adult at school and gives up the weapon.

Smoke Free Environment

Imagine Indigo Ranch prohibits the use of tobacco products on school property. This prohibition applies to staff, students and members of the general public. The Imagine Indigo Ranch will discourage students from using tobacco by providing positive adult examples and effective anti-tobacco educational programs.

For purposes of this policy, the following definitions shall apply; fuller definitions may be found in state law.

1. "School property" shall mean all property owned, leased, rented or otherwise used by the school, including but not limited to the following:
 - a. The interior portions of any building or other structure;
 - b. All grounds over which the school exercises control, including areas around any buildings, playgrounds, athletic fields, recreation areas and parking areas;
 - c. All vehicles used by the school.
2. "Tobacco" shall include all kinds and forms of tobacco as well as cloves or any other product packaged for smoking.
3. "Use" shall mean lighting, chewing, inhaling or smoking any tobacco product.
 1. Signs shall be posted in prominent places on all school property to notify the public that smoking or other use of tobacco products is prohibited in accordance with state law and this policy. Any

member of the general public considered by the principal or his designee to be in violation of this policy shall be instructed to leave school property.

Video Disclaimer

Video surveillance shall be used to promote the order, safety and security of students, staff and property.

Student Records

The school maintains important files of information on each student. Students and their parents or guardians, may review those record with reasonable advance notice to the school. Parents have the right to challenge any educational record on the grounds that it is inaccurate or misleading. School officials may obtain access to student records for educational purposes. All individually identifiable educational information is confidential except for “directory” information. Directory information includes the student’s name, date of birth, place of birth, participation in officially recognized sports and activities, height and weight (for athletic teams), dates of attendance, degrees, and other honors awarded.

SCHOOL BEHAVIOR AND DISCIPLINE

General Conduct

Imagine Indigo Ranch places a great deal of emphasis on the character development of each student. Progress is most often recognized by outward actions toward others. With this in mind, students are expected to demonstrate an attitude of respect for their peers as well as adults, whether teachers, school staff, or visitors. In addition, respect for the property of another is expected. This includes school property and the personal effects of others. Imagine Indigo Ranch believes students learn to develop virtuous character by observing behavior of adults and peers, from direct teaching, from analysis of behavior in literature or video, from their own mistakes, and from practicing actions that lead to virtuous character.

Staff will model and teach students the fifteen classroom social behaviors designed to help children know respectful, polite behavior and steps to working successfully with others. Students will be expected to follow these behaviors. Charts with steps for each of the fifteen behaviors are taught in each classroom. Parents are encouraged to use these same behaviors at home to help students form habits of behavior. The behaviors are:

Classroom Social Skills

- Following Instructions
- Accepting Criticism or a Consequence
- Accepting “No” for an Answer
- Greeting Others
- Getting the Teacher’s Attention
- Making a Request
- Disagreeing Appropriately
- Giving Criticism
- Resisting Peer Pressure
- Making an Apology
- Talking with Others
- Giving Compliments
- Volunteering
- Reporting Other Youths’ Behavior
- Introducing Yourself

Conduct/Behavior Expectations

Students will be expected to show consideration for their teacher and their classmates by being aware of and complying with the following list of school rules:

1. Students are expected to cooperate using traditional standards of behavior and conversation.
2. Respectful communication should occur. There should be no talking back or arguing with teachers or staff. Prompt and cheerful obedience is expected. Requests from the teacher should not have to be repeated.
3. Students will be held responsible for damage done to school property, including textbooks. Actual replacement or repair costs will be assessed. Hardback textbooks must be covered with a book cover.
4. Public displays of affection are not permitted at school or school activities.
5. Students are expected to walk single file on the right side in all hallways.
6. Students are expected to keep hands and their possessions to themselves.

7. Students are expected to keep their personal space (desk, backpack, etc.) neat and organized.
8. Students are expected to be in class, on time, and ready to work.
9. Students are expected to be active participants in the learning process by participating in class discussions, completing assignments, reading on a daily basis, and being open to new ideas and activities.
10. Students should eat or drink in designated areas only. Students may not chew gum at school.
11. Students are expected to be aware of and avoid the off-limits areas of the building or grounds.

Classroom Behavior

Students will be expected to:

- Enter classrooms in an orderly manner,
- Get to their desks, be seated and quietly work on bell work when the bell rings,
- Pick up any trash around their desks and help to maintain a neat classroom environment,
- Refrain from throwing any objects in the classrooms,
- Leave the teacher's desk, chair, reference books, and white board undisturbed and untouched unless permission is given,
- Adjust blinds, rearrange desks, or open or close windows only with permission from the teacher,
- honor the classroom environment and will refrain from:
 - a) passing notes or asking others to pass notes,
 - b) talking while the teacher or other students are talking,
 - c) working on assignments during class and staying on task until they have finished their assigned work.

Playground Rules

- 1) Follow the supervisor's directions at all times.
- 2) Use equipment safely and for its intended purpose.
- 3) Students are to stay within the boundaries unless they have a pass.
- 4) No tackling, touching, grabbing clothes, or rough, careless play.
- 5) All games must be designed to include anyone who wishes to play.

SCHOOL-WIDE DISCIPLINE PLAN

Code of Ethics and Core Beliefs of School Community Behavior and Conduct

Philosophy/Policy

Rules and expectations covered in this section are designed to meet the following goals:

1. Maintain an orderly school operation.
2. Maintain optimal learning opportunities for students. School facilities and classrooms must be free of behaviors that interfere with teaching and learning.
3. Help students develop skills and behaviors necessary for healthy social interaction, both present and future.
4. Help students learn how their decisions affect the quality of their lives and the lives of others.
5. Help students develop responsibility and character.

Taken from the same root word for disciple, discipline is established and maintained at Imagine Indigo Ranch with the intent to "train" or "build into" the lives of students. For this reason the discipline procedures are progressive in nature. Imagine School employees desire to be fair yet firm, loving but not sentimental and caring not just, "doing our job." Imagine Indigo Ranch will implement and function within the philosophies and strategies of the *Love and Logic* student behavior management program. Thoughtful and professional reaction to misbehavior requires consideration of several factors. The Five Critical Disciplinary Considerations will be taken into account in any type of disciplinary situation:

1. The precipitating events.
2. The child's intentions.
3. The personality and temperament of the child.
4. What actually happened?
5. The damage or hurt caused by the misbehavior or rule violation.

The kind and amount of discipline will be determined by the teachers, and, if necessary, the administration. As mentioned above, the discipline will be administered by considering the individual student's problem and attitude. All discipline will be character-focused and based on traditional principles, i.e. restitution, apologies (public and private), no lingering attitudes, etc. The vast majority of discipline problems are to be dealt with at the classroom level.

It is vital for parents and students to realize that maintaining an orderly atmosphere in the school and the classroom is critical to the learning process. As in all other areas of the education at Imagine Indigo Ranch, *compassion and forgiveness* will be an integral part of the discipline of a student.

Discipline is best maintained by those on the front line; the classroom teachers. *Common sense* being the rule, teachers are expected to uphold the spirit of Imagine Indigo Ranch's discipline policy. Only major or serious offenses are referred to the administration. Some office referrals may require the administration to contact the parents. There are ten basic behaviors that may lead to a disciplinary referral to the administration:

1. **Disrespect** shown to any staff member. The staff member will be the judge of whether or not disrespect has been shown.
2. **Dishonesty** in any situation while at school.
3. **Rebellion**, i.e. outright disobedience in response to instructions.
4. **Fighting**, i.e. striking in anger with the intention to harm another student.
5. **Obscene language or gestures**. Students are expected to use wholesome language at all times.
6. **Habitual Disruption** of the educational process.
7. **Stealing**: It is a serious violation of Imagine Indigo Ranch philosophy and policy to take something that does not belong to you, regardless of value. Any student caught stealing will be subject to discipline by the school administration, including the possibility of expulsion. Included in any discipline will be a matter of restitution. Incidents of stealing will be handled on an individual basis, considering the prior behavior record of the involved student or students.
8. **Vandalism**: A student involved in willfully damaging school property may receive school suspension. The student will also be responsible for paying the costs to repair the damage.
9. **Truancy**: A student who "skips" school (is absent without permission) at any time will be considered truant and will be issued an office referral.
10. **Cheating**: As exemplary citizens, Imagine Indigo Ranch students are expected to maintain absolute integrity as members of the student body. All provable incidents of cheating will receive a zero for the paper, quiz, test, or assignment as well as an office referral. The following activities will not be tolerated at Imagine Indigo Ranch:

***Copying or permitting a fellow student to copy** the homework/classroom/test.

***Use of notes or "cheat sheet"** during a test unless permitted by the teacher.

***Plagiarism**: Plagiarism is any instance, whether intentional or unintentional, where a student includes non-original material in their work without giving credit to the original author. Both intentional and non-intentional plagiarism is considered a form of cheating and is subject to academic and disciplinary consequences.

***Looking at or possessing a copy** of an assessment not yet taken.

Consequences

Any student who is a habitual offender of school rules, no matter how small the individual offenses will be subject to suspension and may be considered for expulsion. Imagine Indigo Ranch does not permit the use of tobacco, drugs, alcohol, profanity, racial slurs, derogatory remarks, or gambling at school or any school sponsored activity. In addition, use of drugs or alcohol, sexual immorality, threats of harm to faculty, staff, or students during or after school hours and on or off campus will automatically result in suspension from school for up to five (5) days, and the student could be considered for expulsion. When expulsion is considered for any student, his/her behavior record for the school year and the nature of offense will be taken into account. In addition, any student who consistently possesses and shares with others a negative attitude toward Imagine Indigo Ranch, faculty, or fellow students may be called on to meet in a disciplinary council with parents and administration.

During the visit to the office, the administrator will determine the nature of the discipline. The administrator may require restitution, janitorial work, parents' attendance during the school day with their child, or other measures consistent with Imagine Indigo Ranch's philosophy which may be appropriate. In the event that the parents are needed to participate during the school day as part of a behavioral consequence, parents need to make the arrangements necessary to be on site with their student during the specified school hours.

Suspension

Suspension from school is a serious step in the discipline procedure of Imagine Indigo Ranch. It is used when other attempts to remediate a problem have been unsuccessful. Suspension may result from repeated violations of school rules or a single serious violation of school rules. The length of suspension is determined by the frequency or severity of the offense, and may be from a half day to ten days in duration. After the first 3-day suspension, any subsequent suspension will automatically result in a consideration for expulsion. Certain offenses may receive automatic suspension without prior attempts at mediation. *Any suspension requires parent contact with the administration prior to the student being allowed to return to classes.* That re-entry meeting will be scheduled as part of the suspension process.

Expulsion

Imagine Indigo Ranch will follow the Falcon District 49 expulsion policies and procedures for expulsion. This policy can be obtained at <http://www.d49.org> under Publications.

Serious Misconduct

If a student commits an act with such serious consequences that the administration deems it necessary, the office-visit process may be bypassed and **suspension** or **expulsion** proceedings imposed immediately. Examples of such serious misconduct could include acts endangering the lives of other students or

staff members, gross violence, vandalism to the school facilities, violations of civil law, or any act in clear contradiction of Imagine Indigo Ranch's policies. Students may be subject to school discipline for serious misconduct which occurs after school hours.

Standards of Student Safety and Security

The Falcon District #49 Board of Education has set forth rules and expectations addressing student safety and security. Much like the rules that govern our cities, violations of those rules carry penalties, fines, and consequences that are prescribed by law. The purpose of penalties under these federal, state and local laws is to ensure an orderly and safe society.

The Board of Education sets the standards for safety and security and has set penalties for violation of these standards. These standards address the safety and security of both children and school staff. They are not up for interpretation at the local school level, just as the laws for our state, county, and city are not up for interpretation or revision by local charter school boards or administrators.

District Rules

Although the information in this section has been previously covered, it is District policy that each year students will receive a copy of the District 49 Code of Conduct. TICA will do our best to purchase and distribute the D49 Code of Conduct, but in the event that this is not available in a timely way, all District 49 Policies and Procedures are posted on their web site at: www.d49.org, listed under *Publications*. The seriousness of the activities merits your close attention a second time. All district rules related to safety and security rules are in effect at all times at the local school level.

Code of Conduct from D49 Policy

The Principal may suspend or recommend expulsion of a student who engages in one or more of the following activities while in school buildings, on school grounds, in school vehicles or during a school-sponsored activity and in certain cases when the behavior occurs off of school property.

1. Causing or attempting to cause damage to school property or stealing or attempting to steal school property of value.
2. Causing or attempting to cause damage to private property or stealing or attempting to steal private property.
3. Commission of any act which if committed by an adult would be robbery or assault as defined by state law. Expulsion shall be mandatory in accordance with state law except for commission of third degree assault.
4. Violation of criminal law which has an immediate effect on the school or on the general safety or welfare of students or staff.
5. Violation of district policy or building regulations.
6. Violation of the district's policy on dangerous weapons in the schools. Expulsion shall be mandatory for carrying, bringing, using or possessing a

- dangerous weapon without the authorization of the school or school district, unless the student has, in good faith, delivered the firearm or weapon to a teacher, administrator or other authorized person in the district as soon as possible upon discovering it, in accordance with state law.
7. Violation of the district's alcohol use/drug abuse policy. Expulsion shall be mandatory for sale of drugs or controlled substances, in accordance with state law.
 8. Violation of the district's violent and aggressive behavior provisions within the suspension and expulsion policy.
 9. Violation of the district's tobacco-free schools policy.
 10. Violation of the district's policy on sexual harassment.
 11. Throwing objects, unless part of a supervised school activity, that can cause bodily injury or damage property.
 12. Directing profanity, vulgar language or obscene gestures toward other students, school personnel or visitors to the school.
 13. Engaging in verbal abuse, i.e., name calling, ethnic or racial slurs, or derogatory statements addressed publicly to others that precipitate disruption of the school program or incite violence.
 14. Committing extortion, coercion or blackmail, i.e., obtaining money or other objects of value from an unwilling person or forcing an individual to act through the use of force or threat of force.
 15. Lying or giving false information, either verbally or in writing, to a school employee.
 16. Scholastic dishonesty which includes but is not limited to cheating on a test, plagiarism or unauthorized collaboration with another person in preparing written work.
 17. Continued willful disobedience or open and persistent defiance of proper authority including deliberate refusal to obey a member of the school staff.
 18. Behavior on or off school property which is detrimental to the welfare or safety of other students or school personnel.
 19. Repeated interference with the school's ability to provide educational opportunities to other students.
 20. Engaging in "hazing" activities, i.e., forcing prolonged physical activity, forcing excessive consumption of any substance, forcing prolonged deprivation of sleep, food, or drink, or any other behavior which recklessly endangers the health or safety of an individual for purposes of initiation into any student group.
 21. Violation of the district's policy on student expression.

The penalties or consequences for violating these rules cannot be excused or changed by local charter school boards or administrative staff.

The Imagine Classical Academy at Indigo Ranch
School Rules the Love and Logic Way

Core Beliefs That Guide Enforcement of School Rules and Expectations

Each student is a unique individual with unique personal, social, and educational needs. As a result, every disciplinary situation becomes unique in nature. Consequences for misbehavior provide the best learning value when matched to the unique student and the unique situation. The odds for children learning from their mistakes increase dramatically when children see a reasonable connection between their behavior and the resulting consequences.

Our school staff dedicates itself to following a set of core beliefs that provide a guide for dealing with student discipline. These core beliefs guide our attempts to individualize disciplinary procedures and to help students see reasonable connections between their behavior and the resulting consequences.

Since these core beliefs provide the guiding light for our professional decisions, the staff encourages parents to bring concerns and questions to us in the event we operate in ways that appear to be inconsistent with these core beliefs.

Love and Logic Core Beliefs for Our School

The following list of core beliefs outlines the professional actions and attitudes of all staff members in this school:

1. Every attempt will be made to maintain the dignity and self-respect of both the student and the teacher.
2. Students will be guided and expected to solve their problems, or the ones they create, without creating problems for anyone else.
3. Students will be given opportunities to make decisions and live with the consequences, be they good or bad.
4. Misbehavior will be handled with natural or logical consequences instead of punishment, whenever possible.
5. Misbehavior will be viewed as an opportunity for individual problem solving and preparation for the real world as opposed to a personal attack on school or staff.
6. Students are encouraged to request an opportunity to share their side of the situation whenever they have a question about the consequences.
7. School problems will be handled by school personnel. Criminal activity will be referred to the proper authorities.

***Rules and Expectations Supporting the Orderly Operation of the School
and the Educational Process:***

Love and Logic Rules for Our School

1. Treat others with the same respect with which you are treated by the adults in this school.
2. Your actions, dress, possessions, etc., may not cause a problem for anyone else.
3. If your actions, dress, or possessions cause a problem for anyone else, you will be asked to solve that problem.
4. If you cannot or choose not to solve the problem, appropriate consequences will be imposed by staff members. These consequences will depend upon the situation and the person or persons involved. Staff members will use their best judgment based upon the information they have at the time.
5. If a student and/or parents need more discussion required for a final resolution, a meeting may be called by parents or students to meet and share information related to the situation in question. In the event that this discussion provides additional information that sheds different light on the situation or shows the consequences to be unfair, the consequences may be changed or eliminated to better fit the unique situation.

Individual Classroom Rules

(These rules also apply to the cafeteria, hallways, and playground)

1. Treat me, as your teacher, with the same respect with which I treat you.
2. Your actions may not cause a problem for anyone else.
3. If you cause a problem, you will be asked to solve it.
4. If you cannot solve the problem or choose not to, I will do something. What I do will depend upon the situation and the person involved.
5. If I do something that appears to be unfair, whisper to me, "I'm not sure that's fair," and we will talk about it.

The basic principles of Love and Logic will be adhered to at The Imagine Indigo Ranch. This effective program in combination with reinforcing our Core Virtues will provide a well-rounded approach in helping our students take responsibility for their behavior and their choices.

CO-CURRICULAR ACTIVITIES

Clubs

Club sponsorship will be operated by the Envisage Clubs Program. All clubs must have the approval of the administration and be chaperoned by an approved adult sponsor. They are to be financially self-supporting.

Academic Competition

Academic teams or individuals may be selected throughout the year to compete in the Spelling Bee, Geography Bee, Math Meet, Knowledge Bowl, or other competitions.

OTHER GENERAL POLICIES

Conflict Resolution

As parents, students, and school personnel, we need to commit ourselves to seek reconciliation with others when a wrong, perceived or real, has occurred. **SPECIFICALLY, IF A PARENT HAS A CONCERN ABOUT A CLASS OR TEACHER, THE PARENT SHOULD MEET WITH THE TEACHER FIRST.** If necessary, a conference with the parent, teacher, and administration can be scheduled. If a parent/student has a conflict with another parent/student the parents and students should meet to resolve any differences or concerns. In general, parents and students are expected to follow the following procedure in resolving conflicts.

1. Meet with and try to solve the problem with the teacher or parent of another student directly.
2. If the meeting with the parent did not resolve the issue to everyone's satisfaction, arrange a meeting with the classroom teacher.
3. If no satisfactory resolution is reached, ask to meet with the principal. The teacher and or parents may be a part of the meeting.
4. If no satisfactory resolution was reached, ask to meet with the regional director.
5. In extreme cases, the last level for resolving conflicts is the governing board.

Finances

Full Day Kindergarten tuition is \$3500.00 per school year. As a convenience, kindergarten tuition payments may be paid in 10 equal payments of \$350.00 per month, beginning August 1st through May 1st of each school year. All Full Day Kindergarten tuition payments are due no later than the 5th of each month. An invoice will be provided, as a reminder for tuition payments that are due, but you are still responsible for making the monthly payment in the event you have not received the reminder invoice.

Late Fee for Kindergarten Tuition

Effective with the 2011-2012 school year full day kindergarten tuition will remain at \$350.00 a month with late fees effective after the 5th of each month at a rate of \$5.00 per day until paid in full. If not paid in full by 1st of the following month your child will be placed in the half day program until all tuition is brought completely up-to-date with late fees.

Kindergarten tuition payments will **not** be prorated for any partial months, if your child withdraws early or enrolls late during the school year.

If a check that is written to Imagine Indigo Ranch is returned for insufficient funding, then a fee of \$25 is due to Imagine Indigo Ranch along with the amount of the check, payable by cash only. If two insufficient fund checks are received from one family, then that family may only pay with cash or money order for all payments thereafter.

Recap on Student Fees

All student fees are non-refundable and are not prorated.

1. Key Card Fee

We propose to charge \$10.00 per key card to the families. We will collect the key card fee and the consumable fee at the beginning the school year.

Employees, vendors and others will be provided a key card if they lose it they will be charged a \$25.00 fee.

2. Donation in lieu of volunteer hours

Parents/guardians of each family need to serve at least 20 hours per year per household in school volunteer service. (Twenty hours of volunteer service each year is the most desirable avenue for our partnership. However, parents who do not fulfill the volunteer hour requirement will be asked to submit a \$200 donation in lieu of their volunteer service.)

3. Late Fee for Kindergarten Tuition

Effective with the 2011-2012 school year full day kindergarten tuition will remain at \$350.00 a month with late fees effective after the 5th of each month at a rate of \$5.00 per day until paid in full. If not paid in full by 1st of the following month their child will be placed in the half day program until all tuition is brought completely up to date with late fees.

4. Insufficient or Returned Checks

Effective with the 2011-2012 school year all checks returned unpaid by our bank will be assessed a returned check fee in the amount of \$25.00. If we receive two insufficient or returned checks from an individual they will no longer be allowed to remit by check for any reason.

5. Student Fee
 - a. The student fee is \$65.00 per year, per student for preschool through 5th grade if this fee is not paid by September 1st it is \$75.00 per student. This fee will include a tee-shirt required to be worn for all field trips.
 - b. The student fee is \$100.00 per year, per student for 6th through 8th grade if this fee is not paid by September 1st it is \$110.00 per student. This fee will include a tee-shirt required to be worn for all field trips.
6. Replacement Planners
Charge for lost planners (\$12.50)
7. Replacement of Damaged or Lost Textbooks
Charge for damaged textbooks (replacement cost plus 25%)

Child Abuse

NOTICE TO ALL PARENTS/GUARDIANS OF TICA AT INDIGO RANCH
STUDENTS: We are obligated by federal, state, and local laws to inform all parents-guardians of the following statutes concerning alleged child abuse and/or neglect:

- 1) By Law, the El Paso County Department of Human Services has the prerogative to make an unscheduled visit to Imagine Indigo Ranch and require that a student who is the subject of a child abuse/neglect report be interviewed during school hours without any obligation to notify the parents/guardians of the student or seek permission from the parents/guardians to conduct the interview;
- 2) Legally, we also need to inform parents that any Imagine Indigo Ranch employee who has reasonable cause to know or suspect that a child has been subjected to abuse or neglect is legally REQUIRED to report or cause a report to be made of such fact to the Department of Human Services immediately. Therefore, if a discussion between a Imagine Indigo Ranch employee and a parent/guardian concerning a student leads the employee to a conclusion that there is reasonable cause to suspect that the student has been subjected to abuse or neglect, the employee is REQUIRED BY LAW to report the parent or guardian to the DHS immediately.



THE IMAGINE CLASSICAL ACADEMY AT INDIGO RANCH
PERMISSION TO ADMINISTER MEDICATIONS

The parent/guardian of _____ ask that school
staff give the following medication _____
(name of child)
(name of medications & dosage)

_____ at (times) _____
to my child, according to the Health Care Provider's signed instructions on the lower part of this form.

Prescription medications must come in original container labeled with child's name, name of medicine, time medicine is to be given, dosage, date medicine is to be stopped, and licensed health care provider's name. Pharmacy name and phone number must also be included on the label.

Over-the-Counter medications must be labeled with child's name. Dosage must match the signed health care provider authorization, and medicine must be packaged in original container. It is understood that the medication is administered solely at the request of and as an accommodation to the undersigned parent/guardian. In consideration of the acceptance of the request to perform this service by any person employed by The Imagine Classical Academy at Indigo Ranch, the undersigned parent/guardian hereby agrees to release The Imagine Classical Academy at Indigo Ranch and its personnel from any legal claim which they now have or may hereafter have arising out of the administration of or failure to administer medication to the student.

By signing this document, I give permission for my child's health care provider to share information about the administration of this medication with the nurse or school staff delegated to administer medication. I understand it is my responsibility to furnish the medicine.

Parent/legal guardian's **printed name** Parent/legal guardian **signature** Date

Work phone Home phone Cell phone/Pager

Health Care Provider Authorization to Administer Medication in School

Child's Name: _____ DOB: _____

Medication: _____ Dosage: _____

To be given at following times: _____

Special Instructions: _____

Purpose of medication: _____

Side effects that need to be reported: _____

Starting date: _____ Ending date: _____

Signature of Health Care Provider with Prescriptive Authority License Number

Phone Number Date

THE IMAGINE CLASSICAL ACADEMY AT INDIGO RANCH

STUDENT INTERNET USE RULES

Students are responsible for proper behavior on school computer networks just as they are in a classroom or a school hallway. Communications on the network 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 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 school computer networks 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 insure that users are using the system responsibly. Users should not expect that files stored on school servers would be private. The school has the right to check the computers in order to determine what materials and who has accessed sites. During school, 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 sources.

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 computer networks
- Violating copyright laws
- Using others' passwords
- Trespassing in others' folders, work or files
- Intentionally wasting limited resources
- Employing the network for commercial purposes

School Staff will act as a guide, but cannot be a full time guaranty.

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.
- "We have read and understand The Imagine Classical Academy at Indigo Ranch's Internet Rules and agree to follow those rules when using the school's computer network."

X _____
Student Date 50 Parent/Guardian Date

THE IMAGINE CLASSICAL ACADEMY AT INDIGO RANCH

PRE-ARRANGED ABSENCE FORM

(PLEASE FILL OUT TWO WEEKS IN ADVANCE OF STUDENT ABSENCE)

Please be aware that your student's academic status and attendance record will be taken into account as part of the approval process.

I UNDERSTAND THAT I AM RESPONSIBLE TO GET ALL ASSIGNMENTS FROM ALL MY CHILD'S TEACHERS, AND TO SEE THAT THEY ARE COMPLETED ACCORDING TO THE REQUIRED STANDARDS AT THE IMAGINE CLASSICAL ACADEMY AT INDIGO RANCH.

Child's Name _____

Child's Teacher (s) _____

Grade: _____ Date _____

Dates of proposed absence: _____

Reason for Absence: _____

Parent Name _____

Parent Signature _____

Home Phone _____ Work Phone _____

SCHOOL USE ONLY:

Number of Absences for this student this semester _____

Teacher Approval Yes No

Teacher Signature _____ Date _____

Principal Approval Yes No

Principal Signature _____ Date _____

Family and School Compact

The Imagine Classical Academy at Indigo Ranch

This compact is a declaration of commitment on the part of parents/guardians, students and school staff to make a collaborative pledge of responsibility for our students' overall success in school. As part of our collaborative commitment we affirm our vow to pledge to the following obligations:

As a **student** at Imagine Indigo Ranch, I promise to:

- ✓ Do my best to exemplify the Core Virtues.
- ✓ Serve as role models to peers by following the policies and procedures in the Family Handbook.
- ✓ Treat others the way I want to be treated.
- ✓ Complete all class work and assignments.
- ✓ Solve my problems in ways I need to, provided it doesn't cause a problem for anyone else.
- ✓ Come to school each day prepared, ready to learn and ready to succeed.

Student Signature

Date

As a **parent/guardian** at Imagine Indigo Ranch, I promise to:

- ✓ Support the mission of the school.
- ✓ Serve as a role model to my child(ren) by following the policies and procedures in the Family Handbook.
- ✓ Attend all Family/Teacher Conferences each year.
- ✓ Send my child(ren) to school each day cleanly and neatly dressed in dress code with adequate nourishment for the day and ready to learn.
- ✓ Set high standards and expectations for academic and behavioral performance.
- ✓ Monitor homework completion as well as provide a regular time and quiet atmosphere for my child(ren) to complete homework.
- ✓ Support and commit to the content of the Core Knowledge curriculum by regularly asking my student(s) about what they are learning.
- ✓ Recognize that students' success on CSAP and other standardized assessments is an important component of the school's accountability to the community in regards to student academic achievement.
- ✓ Purchase and keep stocked the supplies and tools required for classroom use and pay on time any fees associated with school requirements, activities, or programs.
- ✓ Volunteer for the school at least 20 hours per school year per family unit.
- ✓ Ensure that my child(ren) are in school everyday, except for illness or other legitimate reasons. I will make every attempt to schedule appointments after school hours or in the late afternoon whenever possible. I also will make every effort to schedule family vacations that occur during school holidays and not when school is in session.
- ✓ Pay all school fees (i.e. student fee) in a timely manner, that contribute to the increased educational benefit for my child(ren).

Parent/Guardian Signature

Date

As a **School Staff** at Imagine Indigo Ranch, we promise to:

- ✓ Set high standards and expectations for all children.
- ✓ Foster, model and train students in the Core Virtues.
- ✓ Make our school culture a safe, respectful and caring learning environment.
- ✓ Offer a rigorous and challenging academic program.
- ✓ Adhere to fidelity of treatment to our curriculum and emphasize writing in all content areas.
- ✓ Make every effort to keep external costs at a minimum for our families.
- ✓ Assign meaningful homework in a nightly timeframe requirement that is reasonable.
- ✓ Communicate well with all stakeholders at all times and make ourselves available to students and parents for any concerns or issues they might have.

STUDENT CONSTITUTION

WE, THE STUDENTS OF THE IMAGINE CLASSICAL ACADEMY AT INDIGO RANCH, adopt this **CONSTITUTION** to communicate an oath of integrity and justice within a society of high moral standing and to promote a successful learning environment for all.

ARTICLE I. I will display responsible and positive behavior, as it is the job of every student. If I am responsible for my own actions then others around me can learn.

ARTICLE II. I will display generosity and forgiveness to those around me and will not use offensive or hurtful language.

ARTICLE III. I will work hard to demonstrate self-discipline, independence and learn to the best of my ability.

ARTICLE IV. I will attend school on a regular basis and take responsibility for promptly making up any missed assignments from absences.

ARTICLE V. I will be courteous and respectful to others by listening to and following directions when they are given.

ARTICLE VI. I will appreciate and follow school, classroom, playground and lunchroom rules.

Student Signature

Date

Imagine Indigo Ranch School Volunteer Opportunities

Being part of the Imagine Indigo Ranch community includes each family unit volunteering a minimum of 20 hours per school year. During our Back to School Night there will be papers posted for you to sign up for actual events, activities, etc. To allow more time to think about and discuss volunteer opportunities with your family, we are providing a list of needs we know at this time. Ideally, we would love to have each family unit volunteer for one item in each category; however, we know that each family has to find opportunities that best fit into their lives.

Thank you for partnering with us as we help our students grow into amazing young people; we couldn't do it without you!

~~~Ongoing Support

- ~Classroom Help
- ~Room Parent
- ~Coming in to help with grading, projects, etc.
- ~Office Help

~~~School Events

- ~Sock Hop
- ~Open House
- ~Geography Bee
- ~Science Fair
- ~Spelling Bee

~~~Committees and Task Forces

- ~Character Ed TF
- ~Economic Sustainability TF
- ~PTO
- ~SAC
- ~New School Development TF
- ~Parent Choice (Marketing etc.) TF
- ~Shared Values TF

**Imagine
Indigo Ranch**

VOLUNTEER OATH FORM

Please read and initial the following statements to indicate your understanding and compliance.

1. I have read and will abide by the Imagine Indigo Ranch School Volunteer Code of Conduct.

_____ Yes _____ No

2. Have you ever been convicted* of committing a felony or misdemeanor, other than a misdemeanor traffic offense? (Mark only one answer.)

_____ Yes _____ No

If you marked "Yes" above on #2, please provide the jurisdictions, dates, and specific felonies and/or misdemeanors for which you were convicted.

I hereby affirm under penalty of perjury that all information provided herein, is true and complete. I understand that any misrepresentation of facts may result in termination of my volunteer privileges and that falsification of statements may be punishable by law.

Signature of Applicant

Date

**A person is deemed to have been convicted of committing a felony or misdemeanor if such person has been convicted under the laws of any state, the United States or any territory subject to the jurisdiction of the United States of an unlawful act which, if committed within this state, would be a felony or misdemeanor. For purposes of this document, "convicted" includes having pleaded guilty or nolo contendere or having received a deferred judgment; except that a person shall not be deemed to have been convicted if the person has complied with all of the terms of a deferred judgment.*

Imagine Indigo Ranch

VOLUNTEER CODE OF CONDUCT

Volunteers at Imagine Indigo Ranch shall:

- Be on-time and reliable in fulfilling volunteer commitments.
- Please exercise kindness while volunteering for Imagine Indigo Ranch.
- Respect and abide by the confidential nature of anything you might see or hear while volunteering.
- Please conduct yourself in a businesslike and fair manner, without partiality to individual students.
Please motivate children in a positive way to work and help them succeed in school.
- Graciously accept direction and constructive criticism from staff members for which you are volunteering.
- Acknowledge the teacher as the authority in the classroom.
- Do not confront a teacher regarding disagreements or differences of opinion in the presence of children.
- Be respectful of the classroom by not disrupting a teacher's instructional time or student learning.
- Schedule all in-classroom volunteer hours through the Classroom's Volunteer Coordinator (CVC) or the teacher.
- Dress modestly and appropriately for a school environment (i.e. midriff covered, no short shorts/skirts, no spaghetti straps).
- Wear a current volunteer nametag at all times when volunteering at the school.
- Sign in and out at the front office when volunteering at the school.
- Record all volunteer hours, including those worked outside of school, on the log sheet in the front office.
- Ensure that all children (e.g. younger siblings, non-students) accompanying the volunteer on school premises are supervised at all times. (Children may only accompany volunteers in the resource room, lunchroom, hallways, and at recess.)
- Arrange for a replacement in the event you cannot meet your scheduled obligations.
- Call the school 24 hours in advance and inform appropriate staff of any volunteer replacements in person or via voice mail.
- I understand that if my conduct is not deemed appropriate for the Imagine Indigo Ranch setting and my conduct does not conform to the volunteer code, then my volunteer activities may have limitations set by Imagine Indigo Ranch administration.

LOCKER AGREEMENT

I understand that having a locker is a privilege, not a right. I will follow the rules below, so I do not lose my locker privileges.

1. I will not give out my locker combination to anyone because it puts me at risk for items being stolen.
2. I will not bring anything valuable to school and leave it in my locker. If I do, it will be at my own risk.

Read and understood by:

_____ Locker #: _____
Print Name

_____ Date: _____
Student Signature

TEAR OUT AND RETURN THIS PAGE

Imagine Schools, Inc.

Internet Safety Policy for Students

Compliant with Children's Internet Protection Act

Introduction

It is the policy of Imagine Schools, Inc., to: a) prevent user access over its computer network to, or the transmission of, inappropriate material via Internet, electronic mail, or other forms of direct electronic communications; b) prevent unauthorized access and other unlawful online activity; c) prevent unauthorized online disclosure, use, or dissemination of personal identification information of minors; and d) comply with the Children's Internet Protection Act ("CIPA").

Definitions

Key terms herein are as defined in the Children's Internet Protection Act.

Access to Inappropriate Material

To the extent practical, technology protection measures (e.g., Internet filters) shall be used to block or to limit access to inappropriate information via the Internet or other forms of electronic communications.

Specifically, as required by CIPA, blocking shall be applied to visual depictions of material deemed obscene, to child pornography, and to any material deemed harmful to minors.

Subject to staff supervision, technology protection measures may be disabled for adults or, in the case of minors, minimized only for bona fide research or other lawful purposes.

Inappropriate Network Usage

To the extent practical, steps shall be taken to promote the safety and the security of users of the school's online computer network when using electronic mail, social network websites, chat rooms, instant messaging, and other forms of direct electronic communication.

Specifically, as required by the CIPA, school policy shall prevent inappropriate network usage including a) unauthorized access, "hacking," and unlawful activities; b) unauthorized disclosure, use, and dissemination of personal identification information regarding minors; and c) cyber bullying in accordance with the "Protecting Children in the 21st Century Act" established in August 2011.

The Federal Communications Commission has specifically noted that Facebook and MySpace are not required to be blocked. The School will determine as necessary whether other social networking websites are *per se* "harmful to minors."

Education, Supervision, and Monitoring

It shall be the responsibility of all school staff members to educate, supervise, and monitor appropriate usage of the online computer network and access to the internet in accordance with this usage policy, as well as according to the standards of CIPA, NCIPA, and Protecting Children in the 21st Century Act.

Procedures for disabling or otherwise modifying any technology protection measures shall be the responsibility of the school's Internet Technology Officer or designated representatives.

The IT Officer or designated representatives will provide age-appropriate training for students who use the school Internet facilities. The training provided will be designed to promote the school commitment to:

- 1) The standards and acceptable use of Internet services as set forth in this Internet Safety Policy;
- 2) Student safety with regard to;
 - i) Safety on the internet
 - ii) Appropriate behavior while on line, on social networking Web sites, and in chat rooms
 - iii) Cyber bullying awareness and response
- 3) Compliance with the requirements of the Children's Internet Protection Act.

Following receipt of this training, the student will acknowledge that he/she has received the training, understood it, and will follow the provisions of the school's acceptable use policies.

Adoption

This Internet Safety Policy for Students was adopted and approved on October 14, 2011.

IMAGINE SCHOOLS, INC.

_____/s/
Isabel Berio
Senior V.P. and General Counsel

October 14, 2011
Date

**ACKNOWLEDGMENT RECEIPT
OF
INTERNET SAFETY POLICY FOR STUDENTS**

This will acknowledge that I have received training and instruction at school on the standards and acceptable use of the school's computer network and Internet services as follows:

1. Safety on the Internet
2. Proper behavior while on line, on social networking Web sites, and in chat rooms
3. Cyber bullying awareness and response.

I have understood the training and instruction and will follow the rules about acceptable use of the school's computer network and Internet services. I commit to following the school's Internet Safety Policy for Students

Name: _____
[Print]

Signature: _____

Date: _____

School: Imagine Indigo Ranch

SIGNATURE PAGE

I/we have read Imagine Indigo Ranch Parent-Student Handbook, understand its contents, and agree to help promote a safe, effective learning environment by helping apply its policies and procedures.

Date: _____

Student Name (printed): _____

Student Signature (grades 3-8 only): _____

I understand that I am responsible for paying the student fees no later than

Parent Name (printed): _____

Parent Signature: _____

Parent Name (printed): _____

Parent Signature: _____

PLEASE SIGN AND RETURN TO YOUR CHILD'S TEACHER AS SOON AS POSSIBLE, BUT NO LATER THAN THE END OF THE FIRST FULL WEEK OF SCHOOL!!!!!!

DISCLAIMER

The administration and Imagine Indigo Ranch Governing Board reserve the right to interpret, change and/or modify this Handbook, as necessary without prior notice, to promote the safe and efficient operation of Imagine Indigo Ranch. This handbook is not all inclusive, but is intended to provide you with a summary of many of our guidelines. No Family Handbook can anticipate every circumstance or question. After reading the Handbook, if you have questions, please speak with a member of our administrative team.