



The Navigator

A Guide for Students, Parents and Teachers

Elementary (K – 5) “Home of the Skippers”
Middle School (6 – 8) “Home of the Warriors”

Imagine South Lake
2750 Hartwood Marsh Road
Clermont, FL 34711
352-243-2960
Fax: 352-243-2967
www.imaginesouthlake.org

School Hours
8:00 a.m. - 3:00 p.m. (2:00 p.m. on Wednesdays)

This manual is a guide to the policies and procedures for Imagine South Lake and is meant to augment the *“Lake County School District Code of Student Conduct and Policy Guide.”* However, the Principal is the final authority on these and any policies not covered in these pages.

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South Lake

Our Mission

Our mission at Imagine South Lake is to help parents and guardians educate their children by creating learning communities of achievement and hope. Undergirding this mission is Imagine Schools Six Measures of Excellence that guides our work:

Shared Values

These are at the core of what we strive to achieve:

- **Integrity:** Living up to our commitments; it requires freedom mixed with responsibility and accountability.
- **Justice:** That everyone is treated equitably, uniquely and appropriately.
- **Fun:** Creating an environment where all stakeholders participate in decisions and take responsibility for results.

Parent Choice

We believe that, given a choice of public schools, parents will seek out the best school for their child(ren).

Academic Achievement

We evaluate the learning gains of each student, and the achievement of our teachers and schools, in a way that truly measures their annual improvement.

Positive Character Development

We believe that a school must cultivate a culture of character in order to be a successful community. We teach the Six Pillars of Character® to our students with the same vigor that we teach the core curriculum; these pillars are: Trustworthiness, Respect, Responsibility, Caring, Fairness and Citizenship.

Economic Sustainability

We want our schools to be strong and vibrant both for children enrolled now and for their children, so we take living within our means very seriously.

New School Development

Our goal is to serve the educational needs of as many students in our community as possible.



Imagine South Lake Dress Code 2011 - 2012

In an effort to promote safety and diminish competition among students, there is a mandatory uniform policy for all grade levels. You may purchase your child's uniform shirt directly through our uniform supplier *In Unison* (they do NOT have a retail store locally); there are links to their price list and online store at www.imaginesouthlake.org. You may order online or fax your order to **954-718-7060**.

Shirts for Boys and Girls:

- Approved shirts are on the *In Unison* order form.
- In case of cold weather undershirts and turtlenecks may be worn but must be white, navy or black in color.
- Undershirts should not show below the hemline.
- Shirts must be clean and free of holes or tears.
- Shirts may not be tied or knotted at the waist or back.

Bottoms for Boys and Girls:

- Must be uniform navy or khaki long or short pants. Uniform bottoms may be purchased from *In Unison* or any retailer that sells "uniform" clothes (i.e. Target, Walmart, JC Penney, Old Navy, Sears, etc.)
- No cargo pants (pants with pockets down the legs).
- No jeans. **Uniform pants are required even in cases of cold weather.**
- "Bloomers" or shorts worn under girls' dresses may not rest below the hemline of the dress/jumper.
- Shorts must not be higher than 3" above the knee.
- Uniform bottoms must be appropriately fitting, nothing skin tight.

Shoes:

- Sneakers and non-marking rubber sole shoes are required.
- Shoes must have a closed toe and closed heel.
- Flips flops, sandals, Crocs, slippers and Uggs (winter boots) are not permitted for safety reasons.

Outerwear:

- Sweaters and winter jackets in plain navy, white or khaki are allowed. (Sweaters, jackets and sweatshirts with the Imagine Schools logo are available from *In Unison* but are not required).
- Sweaters and jackets must be solid in color and cannot have large or offensive graphics.

Student Choice Days:

- Wednesdays are Student Choice days. Students are not required to wear uniforms on these days.
- Jeans may be worn that are clean and without holes or tears.
- Pants or shorts must be worn at the waistline and may not be excessively baggy or tight.
- Shirts with printing that is offensive will not be permitted. Printing that depicts smoking, drugs, alcohol, profanity, violence and sex is considered offensive and is prohibited.
- Skirts/shorts may not be higher than 3" above the knee.
- No halter tops, sling tops, spaghetti straps, or tank tops. See through tops, cropped shirts and shirts that show the abdomen are not permitted.

Backpacks:

- Regular or wheeled are acceptable, no offensive graphics.

Miscellaneous:

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

Enforcement of this dress code will be as follows:

- 1st Violation: Phone call from teacher to parent
- 2nd Violation: Written communication from school administration
- 3rd Violation: Student will be sent to the front office and parent will be notified to pick up child or bring in uniform clothes for child to change into. Student will be kept in the office and not permitted to return to class until the parent arrives.

Coming and Going from School:

- **Visitor Procedure:** ALL visitors are required to sign in at the front office where they will receive a visitor badge that is to be prominently worn at all times while on the school campus. Important: The Middle School building does not have its own reception area; ALL visitors must first report to the front office in the main building and receive a visitors pass before proceeding to the Middle School building.
- **Morning Drop Off Procedure:** Students shall not arrive to school earlier than 8:00 a.m. unless they are registered for Extended Care. Hallways and the car line are not supervised before 8:00 a.m. so students should be brought to Imagine Hall by a parent. Upon arrival, students in kindergarten and first grade proceed to Imagine Hall where they will be supervised until their teacher picks them up at 8:20 a.m. All other students proceed directly to their class and either wait outside the classroom or go in the class as the teacher directs them. If a class has already been picked up in Imagine Hall students should proceed directly to their class. The car loop is closed at 8:20 a.m. Students are tardy after 8:30 a.m. and a tardy slip must be obtained from the front office. Parents need to leave campus by 8:30 a.m. unless they are volunteering. Parents wanting to speak with a teacher need to schedule a conference by contacting the teacher via the student's planner, voicemail or e-mail (links to all teacher emails can be found at www.imaginesouthlake.org).
- **Student Sign Out Procedure:** Early checkouts are permitted but do interrupt valuable instruction time, so please make every effort to minimize them. Lake County policy is that every 3 early dismissals count as 1 unexcused absence. The cut off for check outs through the office is **2:15 p.m. (1:15 p.m. on Wednesdays)**. Parents arriving after this time should proceed to the carline. No student will be allowed to leave the school with anyone other than the legal parent or guardian, unless that person is listed on the "Student Information Card" and presents appropriate identification. Any student leaving school during the school day must be signed out in the front office in the main building. For their safety, we do not dismiss students on their own with only a note or telephone call from the parents; they must be signed out through the front office. Parents are not permitted to pick-up students outside the classroom or hallways; please pick them up in the front office.
- **Dismissal Procedure:** On all days except Wednesday, kindergarteners and siblings, walkers, bus riders and day care vans are dismissed at 2:45 p.m. All other students are dismissed at 3:00 p.m. Dismissals will be called out over the public address system. On Wednesdays, early dismissal day, kindergarteners and siblings, walkers, bus riders and day care vans are dismissed at 1:45 p.m. All other students are dismissed at 2:00 p.m. All students must vacate the school grounds by 3:30 p.m. (2:30 p.m. on Wednesdays) unless they are at Extended Care or at a school related activity.
- **Car Riders:** If you are dropping off/picking up your student using the car rider line, please proceed with caution to the waiting staff personnel. Please remain in your vehicle to help expedite this process. Parents are not permitted to drop students off by the roadway on the grass, in the parking lot, or in the bus line. Car tags are required and must be visible if you are picking up your student using the car rider line. For safety, your student may not enter the vehicle until a staff member or a Student Safety Patrol opens the door and directs the student to the vehicle; please remain in your car and refrain from using your mobile phone. After your student has buckled up, proceed slowly to the exit. If you are walking your student to class, park in the available spaces in front of the school and proceed to the office to sign-in and obtain a visitor's badge. As a further safety precaution, students will not be released from the car rider line area to parents walking up from the parking lot. You must remain in your vehicle in the car rider line in order to pick up your student.
- **Bus Riders:** Imagine South Lake follows the overall policies listed in the "*Lake County School District Code of Student Conduct and Policy Guide.*" **Riding the bus is a privilege, not a right.** A verbal warning will be given to students who do not follow the bus rules as outlined below. If a student does not correct their behavior after a verbal warning, use of the bus for that student may be suspended. For a list of rules and consequences please see the Lake County Code of Conduct.
Students must register to become a bus rider at the beginning of the school year at Open House or during the first week of school. While every consideration will be taken to accommodate the largest number of students possible, the number of seats are limited, so a waiting list may be put in place if enrollment exceeds capacity.
Bus riders must be at the respective bus stop at the predetermined time (adjusted each year) in the morning. They must enter the bus and be seated quickly and quietly. No parents are allowed on the bus. Students will be dismissed to their respective bus per the dismissal procedure. **Parents and students are encouraged to learn the code name of their bus (e.g., Shark, Sea Turtle, etc.) and their bus driver's name.** For safety bus drivers can not be contacted while in route.

Coming and Going from School (continued):

- **Transportation Changes:** If you have a change in your student's transportation status during the day, please call the school at 352-243-2960 and press 2 when prompted by our message. If it is after 2:15 p.m., please speak to our receptionist directly by pressing 0 when prompted.

Attendance:

- **Absences:** Imagine South Lake follows the overall school rules and discipline recommendations listed in the "*Lake County School District Code of Student Conduct and Policy Guide.*" **A written excuse to the teacher dated and signed by the parent or guardian is required for all absences.** Absences will be excused in case of illness/injury of the student, illness/death in the immediate family, doctor or dental appointment, recognized religious holidays or other serious events beyond the student or family's control. To report your student's absence call the school at 352- 243-2960 and press 1 when prompted by our message (the above mentioned signed note is still required upon the student's return). **If a note is not received the student will have an unexcused absence for the day.** If family business should require a student to miss school, a prearranged absence must be requested in writing to the Principal. No more than five prearranged days are excused each year. Parents must notify teachers no less than 5 days in advance, in order to collect makeup work for prearranged absences.
- **Tardiness:** Having your student at school before 8:30 a.m. will help our teachers begin the day with the least amount of disruptions. Students are tardy after 8:30 a.m. and a tardy slip must be obtained from the front office for grades K-5 and from a hall monitor in the Middle School building. Parents need to leave campus by 8:30 a.m. unless they are volunteering.

Agenda:

- All students in grades 1-8 will receive one agenda per school year. Agendas should be used consistently to copy daily course assignments and serve as, one of many, communication platforms between teacher and parents/guardians. Parents are encouraged to check agendas daily. All grade levels use agendas to communicate between home and school.

Clinic:

- The school nurse or the covering staff member will be on duty to call parents when children are no longer able to stay at school. Please make an effort to pick up your child as soon as possible within the hour. **If your child tells you he/she doesn't feel well in the morning before school, please keep him/her at home as minor problems sometimes become worse as the day progresses.** Students are not permitted to attend school within 24 hours of having a fever of 100.3 or more. Students must be fever free without fever reducing medications (Tylenol, Motrin, etc.) for 24 hours before returning to school. Every child needs to have a "*Student Medical Authorization*" form and "*Student Information Card*" on file in the clinic. Please provide more than one working emergency contact phone number and keep the school informed of any change in phone numbers so we may contact you in case of an emergency.
- **STUDENTS ARE NOT ALLOWED TO BRING ANY TYPE OF MEDICATION TO SCHOOL, KEEP MEDICATION IN CLASSROOMS OR SELF-ADMINISTER MEDICATION.**
- All prescription medication with current date must be presented in the original container to the principal/designee. Parents/guardians shall bring all prescription medication to school and sign a Prescription Medication Consent Form.
- All non-prescription medication shall be delivered by parents/guardians. Non-prescription medication may be administered for 72 hours (3 consecutive days) with parental written consent on the Lake County Schools Non-Prescription Form. After the 72 hour (3 consecutive days) time frame, a standing order must be secured from the student's physician.

Character Education:

- Imagine South Lake incorporates Character Education in our daily curriculum. We teach our students about the value of the “Six Pillars of Character” which are: trustworthiness, respect, responsibility, fairness, caring and citizenship. Throughout the school year there will be various lessons, activities and assemblies to reinforce this focus.
- Six times a year, the South Lake Kiwanis Club sponsors the **Terrific Kid** program to honor two students from each class in grades kindergarten through fifth grade who exemplify one of the pillars of character. Parents will be invited to attend the ceremony when their child has been chosen as a **Terrific Kid**.
- Middle school students who exemplify one of the pillars of character will be nominated six times a year per grade level as the “**King/Queen of Character**.”

Conferences:

- All parent/teacher conferences are to be scheduled directly with the classroom teacher and are at a minimum held twice a year. Teachers are not available for conferences during the school day except by prior arrangement. We encourage parents to take an interest in their child’s activities at school and would like for you to visit the classroom. If you would like to visit your child’s classroom, please contact the teacher in advance.

Contact Information Changes:

- Notify the school in writing immediately with any address, phone or email change.

Discipline:

- A healthy and safe learning environment is only achieved when students follow the school and classroom rules. Imagine South Lake follows the overall school rules and discipline recommendations listed in the “*Lake County School District Code of Student Conduct and Policy Guide*.” If students have trouble following the classroom or school rules, they will be reminded of the rules with a warning. However, if they continue to misbehave, they may have privileges taken away, be temporarily sent to another room to work, have their parents called or sent to the front office for disciplinary action.

Extended Care:

- Our Extended Care program is a fee based program available mornings from 7:00 a.m. to 8:00 a.m. and afternoons from 3:00 p.m. to 6:00 p.m. (2:00 p.m. to 6:00 p.m. on Wednesdays). Pricing and registration forms are available in the front office or online at www.imaginesouthlake.org. Students must be signed in and out by a parent or guardian in Imagine Hall. Hallways are not supervised before 8:00 a.m. so students should be walked to Imagine Hall by a parent.

Extra-curricular Activities:

- Extra-curricular activity information will be sent home and also advertised on our website (www.imaginesouthlake.org) as it becomes available.
- These activities may include but are not limited to: sports, yearbook, newspaper and reading club.

Field Trips:

- Teachers may plan field trips during the year as part of the educational program. **Signed permission slips and payment (if applicable) must be received by the due date in order for the student to be allowed to participate.** **Field trip payments are non-refundable.** Teachers will request parent chaperones as needed. Anyone who wants to volunteer must complete a volunteer screening form.

Inappropriate Items:

- Imagine South Lake follows the overall policies listed in the “*Lake County School District Code of Student Conduct and Policy Guide.*” In most cases the classroom teacher will decide what is and is not appropriate in their classroom.
- **Toys:** Should not be brought to school unless requested by the teacher (e.g., show and tell, educational activity, etc.); such items may be confiscated by the teacher or administration. Any non-weapon collected will be returned to the student at the end of the school day, but repeated misbehavior will result in additional discipline (e.g., detention, suspension, etc.). The return policy for repeated offences will be determined on a case-by-case basis with parents/guardians informed, with a right of appeal to the principal, if return is denied.
- **Skateboards, shoes with wheels in them and scooters:** These items are not permitted to be ridden on school property and are discouraged. We will allow a student to bring them on campus if they have a written note from a parent/guardian explaining why the student must have the item on campus. If this is completed, the skateboards, shoes with wheels in them or scooter must be kept in the student’s homeroom class until the end of the day. If a student is found utilizing these items on campus the item will be confiscated and a parent/guardian will have to come and pick it up.
- **Weapons:** Lake County has a **ZERO TOLERANCE** policy on weapons of any kind on school grounds. If a student is found to be in possession of a weapon, the situation will call for suspension, expulsion and/or the calling of law enforcement.
- **Animals:** No animals may be brought to school except by special arrangement.
- **Videos:** Teachers must preview videos before being presented to the class. Only movies rated G will be permitted to be shown. PG movies may be shown with parent consent and administrative approval. Any questionable material must be discussed with the Principal.
- **Mobile phones:** may be carried but must be turned off and in the student’s backpack during school. **If a family chooses to allow their student to bring a mobile phone to school, said devices are the responsibility of the student. Imagine South Lake is not liable or responsible for any loss or damage.**
- **Other electronics** (e.g., mp3 players, iPods, games, cameras, etc) **are not permitted on school grounds. No electronics may be used on campus. If any of the aforementioned devices are brought to school the item will be confiscated and the student will be subject to disciplinary action. 1st Offense - The item(s) will be confiscated by the teacher and returned at the end of the school day. 2nd Offense - The item(s) will be confiscated and only returned to a parent or guardian by the Administration. 3rd Offense or more – The student will be subject to disciplinary action.**

Breakfast / Lunch:

- Children need healthy meals to learn. Imagine South Lake offers a healthy breakfast and lunch every school day. Students will be assigned a lunch period. Due to safety concerns we are not able to heat lunches for students. Please do not send items that require heating. Hot lunches are offered throughout the year. Families are welcome to eat lunch with their child (see Visitor Procedure). Parents are encouraged to assist in the lunch room.
- **SLA Management** is our food service provider; their corporate offices are in Winter Park, Florida and they prepare on-site meals and serve fresh, nutritious food to our students and faculty. They are a registered vendor with the Florida Department of Education. All students are required to have a lunch account and PIN regardless of whether or not they choose to purchase a lunch from SLA; you can set up your student(s) lunch account, get a PIN and access deposit forms on the school’s website www.imaginesouthlake.org.
- **Regular Prices:** Breakfast costs \$1.78; lunch costs \$2.78 (these prices are subject to change). Your children may qualify for free meals or for reduced price meals (see free or reduced price meals program below); milk and juice are \$0.75.
- **Free or Reduced Prices:** Reduced price is \$0.30 for breakfast and \$0.40 for lunch. Complete the application to apply for free or reduced price meals. **Use one "Free or Reduced Price School Meals Application" for all students in your household. Application forms can be found on www.imaginesouthlake.org.**
- **Deposits:** All deposits **MUST** be accompanied by a deposit form and checks should be made out to ‘Imagine South Lake’. Forms and checks/cash should be given to the student’s homeroom teacher during homeroom. Forms and checks will not be accepted by the SLA staff during the day. For further information please visit www.slangmt.com.

Breakfast / Lunch (continued):

- We cannot approve an application that is not complete, so be sure to fill out all required information. Return the completed application to: Ms. Quinones at 2750 Hartwood Marsh Road, Clermont FL 34711.
- If you have other questions or need help, call the school at 352-243-2960 or Ms. Quinones at 352-617-0737. Si necesita ayuda, por favor llame al teléfono: 352-243-2960 or Ms. Quinones at 352-617-0737. Si vous voudriez d'aide, contactez nous au numero: 352-243-2960.
- ***ATTENTION: Due to federal requirements, SLA now only serves milk at lunch. If a student is lactose intolerant and has a doctor's note (on the doctor's letterhead or prescription pad) the student will be served a non-dairy product (again, ONLY if they have a note on file). The notes may be brought to the front desk or faxed to the school (attention Mrs. Quinones or Nurse Jill Morningstar) at 352-243-2967.***

Lost and Found:

- Please write your student's FIRST and LAST NAME on their lunch box, notebooks and all clothing (e.g., jackets, sweaters, uniforms, etc.). The Lost and Found is located in the storage closet in Imagine Hall. Unclaimed items will be donated to charity on the 30th of each month.

Media Center/Library:

- Library books may be checked out from the media center. Books must be returned on time and in good condition. If a book is lost or destroyed, the student will be required to pay the full replacement cost. Parent volunteers are welcome and encouraged to help in the Media Center by shelving books.

Parent Involvement:

- **Governing Board:** The governing board of Imagine South Lake invites you to play an active role in your child's school by attending the monthly board meetings to learn more about school policies and procedures.
- **PTO - Parent Teacher Organization:** The PTO at Imagine South Lake provides an organization through which parents, teachers, and school personnel may communicate and work cooperatively in the best interest of the students and school by promoting volunteer opportunities, educational and informative programs, and by raising funds for the benefit of the student body and the school. Please join us and help make our school the best that it can be. Membership applications and more information is available in the front office or on the school's website www.imaginesouthlake.org.
- **Booster Club:** The Booster Club at Imagine South Lake is happy to contribute to the welfare of the school's athletes by organizing fundraising and support activities for our athletes (see Special Activities). Please join us and help make our school the best that it can be. Membership applications are available in the front office or at www.imaginesouthlake.org.
- **Volunteering:** Please complete and return to your child's teacher, the "Volunteer Form" provided to you at Open House. All parents wanting to volunteer must be registered with the school according to Lake County Regulations. Volunteers are required to sign in and out of the front office. Visitor badges must be worn and visible at all times.

Parties at School:

- Teachers will make the final decision on parties appropriate to the children and related events. Teachers will decide on days and times that may best suit the needs of their class. Birthday parties are not to be held at school for any student. However, any parent wishing to send cupcakes, cookies and/or drinks to celebrate a birthday can contact the teacher for approval in advance and are welcome to join the class during lunch period (see Lunch and Visitor Procedure).

Progression Policy:

- Imagine South Lake follows the *Lake County Schools Student Progression Plan* in regards to student promotion/retention. A copy of the full student progression plan may be found at : <http://www.lake.k12.fl.us/165110310107290/>.

Religious Observation:

- Imagine South Lake follows the overall policies listed in the “*Lake County School District Code of Student Conduct and Policy Guide.*” Our school community recognizes and supports the value of learning about diverse cultures, customs and world religions. Where appropriate in the instructional program, teachers may wish to examine observances of the world’s major religions, with particular emphasis on those represented by students in the classroom, our school and community. Through instruction, students must be provided with opportunities to understand the ways in which people are similar as well as the ways they are different. The following information may be appropriately shared:
 - Name of the holiday
 - Purpose of the holiday
 - When the holiday is held (date and location)
 - Who participates in the holiday
 - Traditions associated with the holiday
 - How the holiday reveals the historical experience and culture of its followers
 - Regional differences in the recognition of the holiday

While religious holidays may be acknowledged as described above, they may not be observed. This means that religious symbols such as crosses, nativities and menorahs may be used as teaching aids in the classroom provided that the symbols are displayed as examples of the cultural and religious heritage of the holiday and are temporary in nature (temporary being the period that the instructional unit is in progress). Religious symbols may not be used as decorations. Symbols of religious holidays that have acquired a secular meaning such as Dreidels, Santa Claus and Christmas Trees are permissible decorations.

- In addition, music, art, literature and drama with religious themes may be included in teaching about religion, provided that they are presented in a religiously neutral, prudent, and objective manner, and related to sound, secular educational goals. Religious music or drama may be included in school events, such as holiday programs, as long as they are part of the secular program and not focused on any one religion or religious observance. Such events must not promote or denigrate any particular religion, serve as a religious celebration, or become a forum for religious devotion.

Students’ participation should be voluntary in the recognition of any holiday. At all times, the major goal of this policy and all activities is to promote sensitivity, respect, and tolerance for all.

Report Cards:

- There are four grading periods (quarters). *Report Cards* will be sent home after each 9-week grading period. In addition, students receive a *Progress Report* approximately 4-5 weeks into each quarter. For exact dates see the school calendar at www.imaginesouthlake.org .

Resolving Issues:

- Many misunderstandings and problems can be resolved through discussion between the parent and teacher/or other appropriate school personnel. These guidelines are step-by-step procedures to assist you when you are attempting to solve a problem.

Step One: Contact the teacher or staff member involved. Many times this is a part of gathering facts.

Step Two: If further clarification is desired, you are advised to schedule a conference with the Dean of Students. The Dean will either help you resolve the issue or schedule additional meetings if necessary.

Step Three: Contact the Principal to discuss or schedule a meeting.

Step Four: Contact the Board of Directors President whose email address can be found on the school’s website <http://www.imaginesouthlake.org/Leadership/board.html> .

Resolving Issues (continued):

- Most issues are satisfactorily answered at step one. Our teachers are always open and willing to communicate. The other steps are provided as an additional means of addressing your concerns. **Parents should never engage another student directly over any issue and should follow the procedure outlined above.**
- Please note that school personnel are not required to suffer verbal or physical abuse by parents, students, or others. Two Florida laws (Statute (12) 228.091 and Statute (2) 877.13) address the issue of verbally or physically abusive parents, guardians, or other persons acting on behalf of a student. While such situations are rare, if any parent is acting abusively they will be asked to leave the school; the principal will follow-up in writing advising the parent that they are not welcome back unless their behavior changes. If the parent returns and continues to be disruptive, law enforcement will be called and asked to take appropriate action.

Textbooks:

- It is expected that students will take good care of their books and return them in a clean and unmarked condition. If a book is lost or destroyed the parent will be expected to pay the full replacement price.

Website:

- Please feel free to visit our school website on a periodic basis at www.imaginesouthlake.org for copies of this manual, announcements, the school calendar, teacher/website updates and other important information.

Withdrawals/Moving:

- Please contact the office at least three days before a move is planned so that textbooks and library books and other materials can be returned. You will need to complete a “Withdrawal Form” so that we can send all necessary records to your child’s new school.

The Navigator is a “living document” which may be revised during the school year, please check the digital copy on the school website www.imaginesouthlake.org for the latest edition at any given time. If you notice any errors or omissions to The Navigator, please feel free to bring them to the attention of the Principal.