



110 Champion Way, Asheville, NC 28806 | 828.633.6491 | www.icimagine.org

inclusivity . academic excellence . well-being . relationships . creativity . exploration

IC Imagine Parent & Student Handbook

2025-26 School Year

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School Essentials

Mission & Vision

Vision

We imagine an inclusive community where everyone thrives.

Mission

IC Imagine's mission is to champion an inclusive environment for academic excellence, strong relationships, physical and mental well-being, creativity, and exploration. IC Imagine graduates are engaged citizens prepared to succeed in college, career, and life.

Guiding Values

Inclusivity . Academic Excellence . Strong Relationships . Well-Being . Creativity . Exploration

Websites

Reference: [IC Imagine School Website](#)

School Governance

Reference: [Board of Directors webpage](#)

IC Imagine is a non-profit organization. As a non-profit, IC Imagine is governed by a Board of Directors. The Board of Directors has between five and nine members. The primary responsibilities include ensuring that the school is achieving its mission, creating and following board policies, overseeing the strategic plan for the school, and approving the annual budget. The Board is also responsible for the hiring and termination of employees at the recommendation of the Head of School/ Head of School. The Board meets the third Thursday of each month at 12:30 pm. All board meetings are open to the public. Some meetings are in person and others are virtual. There is always a virtual option. Public comments are allowed at board meetings.

2025-2026 Board of Directors

Andy Bobowski, Chair
Katie Ledford, Vice Chair
Erika Wellman, Treasurer
Jenna Powers, Secretary
Caleb Coaplen

Standing Board Committees

Academic, Finance & Governance

2025-2026 Administrative Team

Jennifer Townley, Head of School
Julia Hodges, Upper School Principal
Patrick Shaughnessy, Upper School Assistant Principal
Ryan Bell, Middle School Principal
Yvonne Bourque, Middle School Assistant Principal
Jamie Williams, Upper School Principal
Ellen Girardi, Lower School Assistant Principal
Laura Marsden, Student Services and EC Director
Kristin Buff, MTSS Academic Coordinator
Amanda Bell, MTSS Behavioral Coordinator
Devin Irvin, Athletics Director
Daven Hunsicker, Technology Director
Rob Townley, Facilities Director
Avery Jones, Business Operations and Finance Director

Non-Discrimination

Equal Education Opportunities

Reference: [108 Title IX Policy](#)

Reference: [105 Non Title IX Policy](#)

Reference: [406 Nondiscrimination Policy](#)

IC Imagine provides equal education opportunities for all students and does not discriminate on the basis of race, creed, color, national origin, ethnic origin, sex, gender, gender identity, natural hair style, cultural or economic background, or disability. Furthermore, no student, on the basis of sex, gender, gender identity, marital status, pregnancy, or parenthood, will be excluded from participating in, denied the benefits of, or subjected to discrimination under any educational program or activity conducted by the school. The school will treat its students without discrimination with regard to course offerings, athletics, counseling, employment assistance, and extracurricular activities. The School adheres to the legal obligations and requirements under all state and federal laws, including, without limitation, the Americans with Disabilities Act and Amendments, Section 504 of the Rehabilitation Act of 1973, and the Individuals with Disabilities Act Amendments of 1997, including identification, evaluation, and provision of an appropriate education.

Any individual who believes that he or she has been discriminated against, harassed, or bullied is strongly encouraged to file a complaint orally or, preferably, in writing to any of the following individuals:

- The principal or assistant principal;
- For Title IX harassment and discrimination, contact [Mark Ackerman](#), our Title IX Coordinator, and review the Title IX policy (linked above);
- For non-Title IX harassment and discrimination, including bullying, Title VI, and disability discrimination, contact [Mark Ackerman](#) and review the non-Title IX and Nondiscrimination policies (linked above) as well as the Title VI policy (below).

Title VI

No person shall, on the basis of race, color, or national origin, be excluded from participation in, denied the benefits of, or subjected to discrimination under any program or activity of the School in violation of Title VI of the Civil Rights Act of 1964, as amended. This means that the School does not advantage any one racial or ethnic group over another or use racial/ethnic stereotypes. Further, the School recognizes that Title VI protection covers students who are or are perceived to be Jewish, Christian, Muslim, Sikh, Hindu, Buddhist, or other groups that are or are perceived to: 1) share ancestry or ethnic characteristics; or 2) have citizenship or residency in a country with a dominant religion or distinct religious identity. Title VI prohibits discrimination based on race, color, or national origin against students of any religion when the discrimination:

- involves racial, ethnic, or ancestral slurs or stereotypes;
- is based on a student's skin color, physical features, or style of dress that reflects both ethnic and religious traditions; or
- is based on the country or region where a student is from or is perceived to have come from, including, for example, discrimination based on a student's accent or name, a student's limited English proficiency, or a student speaking a language other than English.

Please see the above Non-Discrimination section for information regarding complaints alleging Title VI violations. General inquiries regarding Title VI should be directed to the individual identified above.

Compliance with Other Laws

IC Imagine shall comply with all applicable federal laws and regulations, including but not limited to such laws and regulations governing employment, environment, disabilities, civil rights, children with special needs, transportation, and student records. The School shall comply with all applicable federal, state, or local health and safety laws and regulations. Neither the State Board of Education nor the local board of education assumes the duty to oversee the operations of the School except as may otherwise be required to monitor the charter School for compliance with applicable laws and regulations.

Religious Accommodations

IC Imagine respects the religious beliefs and practices of all staff and students, and will make, on request, an accommodation for such observances when a reasonable accommodation is available that does not create an undue hardship on the School's operations.

School Campus Expectation Policy

Reference: [514 School Campus Expectation Policy](#)

The purpose of this policy is to establish shared expectations for the School community and encourage frank, respectful engagement.

Adult Code of Conduct

Reference: [501 Adult Code of Conduct Policy](#)

As we partner with families to best support students, it is critical that we engage in a way that allows our partnership to flourish. We understand that situations can become stressful, and we want to maintain the best support possible.

Violence/Threats

Reference: [102 Clear Threats to Safety Policy](#)

If the act or action of the individual falls within the category of acts of violence on school premises, threats of violence on school premises, or bullying of teachers, students, or other parents, the individual can be immediately removed from the premises and permanently restricted from re-entry.

While a parent is restricted from re-entry to the school, their access to the school is restricted to external pick-up and drop-off of their student. Interactions with IC Imagine teachers or staff must be done electronically.

The school reserves the right to restrict any adult, including parents, from coming onto campus for any reason, including drop off or pick up, if the adult has engaged in Violence/Threats as set forth above or if the School determines that the adult's behavior has created an unsafe or hostile environment.

Banning from Campus

The School reserves the right to ban any person, including parents, separated personnel, or those under investigation, from campus where there is a safety or security concern, actual/potential disruption to the school environment, or where it is in the best interest of the School to do so. The Head of School, their designee, or the Board may issue such a ban.

Parent and Family Engagement

Reference: [Title I webpage](#)

Reference: [107 Title 1 Parent and Family Engagement Policy](#)

Reference: [Targeted Support and Improvement webpage](#)

IC Imagine recognizes the value of family engagement in a child's academic success and believes children's education is an ongoing cooperative partnership between the home and the school. Parents and other family members are their children's first teachers; therefore, the continued involvement of parents and family members in the educational process is most important in fostering and improving academic achievement. School officials shall strive to support parents and provide parents and family members with meaningful opportunities to become involved in the programs offered by the Title I schools. The Board encourages parents and family members to participate in the design and implementation of the programs and activities to increase the effectiveness of the School's Title I program in helping students meet state and local achievement standards.

Media (Utilizing IC Imagine's name or brand)

Reference: [508 Media Policy](#)

All media utilizing the School name or brand (e.g., logo, mascot, etc.) must have approval by the School's Board of Directors and shall be linked to the School's official websites.

Nothing in the aforementioned policy is intended or should be construed to interfere with or infringe upon any rights, obligations, or responsibilities under state or federal law, including but not limited to free speech rights. Furthermore, nothing in this policy is intended or should be construed to discourage or interfere with any individual's right or decision to participate in a proceeding with any appropriate federal, state, or local government agency, or to prohibit any individual from cooperating with any such agency in its investigation

Social Media Citizenship Standards & Expectations

Students should understand that as members of the School community, they represent the school at all times. When using social media sites, including but not limited to Twitter, Facebook, Instagram, Vine, and Snapchat, they must do so responsibly and are accountable for their actions at all times. Students should also understand that when using social media, they are bound by the rules of student behavior as outlined in the School's student handbooks. The School will only intervene in a student's use of social media if a parent, teacher, coach, administrator, or student reports an issue that is harmful to the health and well-being of the school community. Cyberbullying, in the form of student-to-student or student-to-teacher, will be handled as any other form of physical or emotional bullying. Students should expect the School administration to take note of and, if necessary, take disciplinary action in response to information communicated digitally that:

- conveys a physical threat toward a student, teacher, or administrator;
- advocates for the immediate violation of any laws or school rules;
- defames or denigrates individuals affiliated with the school community;
- impersonates any member of the school community;
- suggests that one's blog, website, or other digital communication is sponsored by or affiliated with the School.

For violations of the policy, see [402 Code of Conduct Policy](#).

Academics & Curriculum

Academic Honesty

Academic honesty is required by IC Imagine, and any form of academic dishonesty is a violation of the school's Student Code of Conduct. Academic dishonesty is defined as cheating and includes but is not limited to the following; working with another person(s) without permission, copying someone else's work, sharing your work with others without permission, unauthorized use of notes or books on examinations, tests or quizzes; giving or receiving information on examinations, tests, quizzes, classroom assignments, lab assignments, homework assignments or any other work without the approval of the instructor; forging a parent signature; and plagiarism. Plagiarism is defined as intentionally using another person's words, thoughts, or ideas as one's own without proper citation. Any act of academic dishonesty could result in loss of credit for the assignment and/or other disciplinary action.

Honor Code

Reference: [IC Imagine Honor Code of Academic Integrity](#)

IC Imagine strives to establish an environment of academic honesty and personal responsibility for each of our students. It is the school's expectation that each student takes responsibility for his or her own actions towards high standards and personal integrity. Violations to this honor code will result in a restorative response that includes academic consequences and reflection.

Student Honor Pledge:

"As a member of the IC Imagine student body and out of respect for my own personal integrity, I pledge that I have neither given nor received any unauthorized help on this assignment. I further pledge that I will not tolerate any type of academic dishonesty."

Promotion and Retention Policy and Academic Standards

Reference: [302 Grading and Reporting Policy](#)

Reference: [308 Upper School Promotion Requirements](#)

Reference: [IC Imagine's MTSS webpage](#)

All students will be expected to master the grade-level material each year. The teachers at IC Imagine will assess each student throughout the school year to track their progress towards mastery. If a teacher is concerned about a student's academic progress or behavior, they will bring the concern directly to KAST (lower and middle school) or ARK (upper school).

State Testing

Reference: [IC Imagine's Assessments webpage](#)

All School students in grades 3-12 will take the North Carolina required state tests.

Withdrawal Procedures

If a parent would like to withdraw their child from IC Imagine, they should contact the school to obtain the Student Withdrawal Form. Parents are required to list their student's next school on the form at the time of withdrawal. If the student will be homeschooled, the state-issued homeschool identification number must be provided for the student to be withdrawn. A records request for one of our current students from a new school is considered a withdrawal request; if a legitimate records request is received, the records will be sent, and that student will be withdrawn from IC Imagine.

Student Files

Reference: [408 Student Records Policy](#)

IC Imagine will adhere to all federal laws relating to maintaining student files. The following information regarding the Family Educational Rights and Privacy Act (FERPA) comes from the U.S. Department of Education website at <https://studentprivacy.ed.gov/ferpa>.

The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) is a federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education. FERPA gives parents certain rights with respect to their children's education records. These rights transfer to the student when the student reaches the age of 18 or attends a school beyond the high school level. Students to whom the rights have transferred are "eligible students."

Parents and eligible students have the right to inspect and review the student's education records maintained by the school. Schools are not required to provide copies of records unless, for reasons such as great distance, it is impossible for parents or eligible students to review the records. Schools may charge a fee for copies.

Parents or eligible students have the right to request that a school correct records they believe to be inaccurate or misleading. If the School decides not to amend the record, the parent or eligible student has the right to a formal hearing. After the hearing, if the school still decides not to amend the record, the parent or eligible student has the right to place a statement with the record setting forth his or her view about the contested information.

Generally, the School must have written permission from the parent or eligible student in order to release any information from a student's education record. However, FERPA allows the School to disclose those records, without consent, to the following parties or under the following conditions (34 CFR § 99.31):

- School officials with legitimate educational interest;
- Other schools to which a student is transferring;
- Specified officials for audit or evaluation purposes;
- Appropriate parties in connection with financial aid to a student;
- Organizations conducting certain studies for or on behalf of the school;
- Accrediting organizations;
- To comply with a judicial order or lawfully issued subpoena;
- Appropriate officials in cases of health and safety emergencies; and
- State and local authorities, within a juvenile justice system, pursuant to specific State law.

Right to Know Under the Every Student Succeeds Act

Reference: [Title I webpage](#)

Reference: [107 Title I Parent and Family Engagement Policy](#)

The Protection of Pupil Rights Amendment

The **Protection of Pupil Rights Amendment (PPRA)** affords parents certain rights concerning student privacy, parental access to information, and administration of physical examinations to minors. These include the right to:

1. Consent is required before students are required to submit to a survey, which is funded in part or in whole by a program of the U.S. Department of Education, that concerns one or more of the following protected areas ("protected information survey"):

- a. Political affiliations or beliefs of the students or the students' parent
 - b. Mental or psychological problems of the students or the students' family
 - c. Sexual behavior or attitudes
 - d. Anti-social, demeaning, illegal, or self-incriminating behavior
 - e. Critical appraisals of others with whom respondents have close familial relationships
 - f. Legally recognized privileged relationships, such as with lawyers, doctors, or ministers
 - g. Religious affiliations, beliefs, or practices of the students or parents
 - h. Income, other than as required by law, to determine program eligibility
2. Receive notice and an opportunity to opt a student out of the following:
 - a. Any other protected information survey, regardless of funding
 - b. Any non-emergency, invasive physical exam or screening required as a condition of attendance, administered by the School or its agent, and not necessary to protect the immediate health and safety of the students (except for hearing, vision, scoliosis, or any other physical exam or screening permitted or required under state law)
 - c. Any activity involving the collection, disclosure, or use of personal information or the marketing, selling, or distributing such information to others
 3. Inspect the following, upon request and before administration or use:
 - a. Surveys created by a third party before their distribution by a School to its students
 - b. Instruments used to collect personal information from students for marketing, sales, or other distribution purposes
 - c. Instructional material used as part of the educational curriculum

The School has developed and adopted policies regarding these rights and arrangements to protect students' privacy in the administration of protected surveys and the collection, disclosure, or use of personal information for marketing, sales, or other distribution purposes. The School will directly notify parents of these policies at the beginning of each school year and after any substantive changes. The School will also both directly notify parents through U.S. Mail, email, parent meetings, or the Parent-Student Handbook at the start of each school year of the specific or approximate dates (if such events are planned and/or scheduled) of the above activities and provide an opportunity to opt a student out of participating in them. Parents who believe their rights have been violated may file a complaint with:

Family Policy Compliance Office
 U.S. Department of Education
 400 Maryland Avenue SW
 Washington, D.C. 20202-5920

Directory and Photo/Video Permission Granted

Reference: [504 Communication Policy](#)

Reference: [508 Media Policy](#)

Reference: [702 Confidentiality and FERPA Policy](#)

PHOTO/VIDEO. Parents/guardians agree, without compensation, to permit the School, its contractors, employees and students to use, reproduce, exhibit, display, broadcast, distribute and create derivative works using their child's photographic image or likeness and/or their child's work product in, including but not limited to, the School's publications, promotional materials, website, alumni materials, and videos for the purposes of promoting,

publicizing, illustrating or explaining the School, its activities or programs and otherwise for the use and benefit of the School for other purposes. In most instances, photographs of students are published without names or with first names only. This permission includes print, broadcast, photographs, videotape, video, DVD, CD-ROM, and all present and future forms of electronic, online, or cloud-based media. This release shall continue in force until revoked explicitly by the parents/guardians in writing by email or mail, except to the extent that the School has already relied upon it. If parents/guardians revoke this release, the School shall have a reasonable time to comply with that request.

Parents/guardians understand and agree that any images or videos posted by the School can be viewed or used by the public, including AI or bots. They understand and agree that any published image or video also carries the risk of deep fakes being created and disseminated. Parents/guardians have the right to opt out or withdraw consent regarding the use of their child's photo or video. Parents/guardians understand and agree that if they do not opt out or withdraw consent, they waive their right to any claim or action against the school arising from the use or misuse of their child's images/video posted by the School.

Exceptional Children

Reference: [Exceptional Children \(EC\) webpage](#)

The mission of the School's Department of Exceptional Children is to ensure that children and youth with disabilities develop educationally, socially, emotionally, and vocationally through the provision of a free, appropriate education and related services in the least restrictive environment. We will continue to educate, support, and advocate for students with disabilities and assist them in achieving their true potential. Through the Individual Education Program (IEP) process, IC Imagine offers a free, appropriate public education to each of its students with special needs. This includes delivering the Occupational Course of Study courses to our high school students if determined to be appropriate by the student's IEP Team. Further information about occupational course of study courses can be found at the OCS website maintained by the North Carolina Department of Public Instruction:

<https://ec.ncpublicschools.gov/disability-resources/intellectual-disabilities/occupational-course-of-study>.

The Individuals with Disabilities Education Improvement Act of 2004 (IDEA) is the federal law. Article 9, Section 115C of the North Carolina General Statutes is the State law concerning the education of students with disabilities.

Who does this Program serve?

Children with disabilities include those with autism, deaf-blindness, deafness, developmental delay, serious emotional disability, hearing impairment, intellectual disability, multiple disabilities, other health impairment, orthopedic impairment, specific learning disabilities, speech and/or language impairment, traumatic brain injury, and visual impairment.

What is an IEP?

The IEP, Individualized Education Program, is a written document developed for each public-school child eligible for services. The IEP is created through a team effort and reviewed at least once a year.

Before an IEP can be written, your child **must** be eligible for special education. By federal law, a multidisciplinary team must determine that (1) the child has a disability **and** (2) the child requires special education and related services to benefit from the general education program.

The School's Exceptional Children programs are designed to support students with disabilities as they acquire academic, social, and functional skills.

For more information: <https://ec.ncpublicschools.gov/parent-resources/ecparenthandbook.pdf>

Who should I contact if I suspect my child may have a disability?

Contact our Exceptional Children's Director, Laura Marsden, your building principal or guidance counselor.

Section 504 of the Rehabilitation Act

Section 504 of the Rehabilitation Act of 1973 is a civil rights law that protects individuals with disabilities from discrimination. Section 504 protects qualifying students by prohibiting them from being excluded from public schools or denied the benefits of public schools because of their disability. For more information, visit the Department of Education website at <http://www2.ed.gov/about/offices/list/ocr/504faq.html>

What is A 504 Plan?

A 504 plan provides equal access to educational services for students with a qualified disability. It is designed to make appropriate changes to the classroom environment or the delivery of instruction to provide the student with equal access to the educational curriculum. This plan is individualized to the needs of the student.

What is considered a disability under Section 504?

A student must have a physical or mental impairment. The Department of Education describes "physical or mental impairment" as follows:

- (A) Any physiological disorder or condition, cosmetic disfigurement, or anatomical loss affecting one or more of the following body systems: neurological; musculoskeletal; special sense organs; respiratory, including speech organs; cardiovascular; reproductive; digestive, genito-urinary; hemic and lymphatic; skin; and endocrine; or
- (B) any mental or psychological disorder, such as mental retardation, organic brain syndrome, emotional or mental illness, or specific learning disabilities. 34 CFR 104.3(j)(2)(i).

The disabling condition must substantially limit one or more major life activity: A "major life activity" includes (but is not limited to) learning, concentrating, thinking, communicating, reading, walking, seeing, breathing, eating, lifting, bending, and primary bodily functions/systems (neurological, immune, respiratory, etc.)

Who should I contact if I suspect my child may have a qualified disability and needs a 504 Accommodations Plan?

Contact our Exceptional Children's Director, Laura Marsden, your building principal or guidance counselor.

Child Find

IC Imagine participates in Project Child Find, an effort coordinated with the Exceptional Children Division of the State Department of Public Instruction, to locate and identify children and youth ages birth through 21 with disabilities who are in need of special education and related services. The School informs parents and/or guardians of the services available from the School and other state and community agencies. The children who qualify for these services have been diagnosed with or are suspected to have intellectual, physical, or emotional disabilities and are unable to benefit from a regular school program without special assistance. School identifies these students through our Multi-Tiered System of Support (MTSS) as well as from parent and teacher referrals and provides the following help:

- A complete evaluation, and if appropriate and within the guidelines of eligibility in NC, eligibility in one of the 14 disabling conditions;
- An Individualized Education Program for children with a disability; and

- A referral to other agencies when needed.

Outside Providers and Dual Enrollment

The School prohibits outside providers from providing services to students on our campus unless the outside provider is contracted directly with the School to provide such services.

Dual enrollment opportunities are available at IC Imagine during upper school through AB-Tech Community College and The North Carolina School of Science and Math.

Dual enrollment in any other program during the regular school day is also prohibited unless expressly authorized by State Law or approved by the Board of Directors.

Grading

Reference: [302 Grading and Reporting Policy](#)
Reference: [Report Cards and Grading Scales webpage](#)

The long-term success of our students at IC Imagine is of the utmost importance to us as a School. In keeping with our mission to develop productive citizens who take responsibility for their future, our grading policy requires student accountability. We believe our students should be expected to put forth their best effort daily in the classroom. For consistency and fairness within the school, we believe it is essential to have a clear set of grading expectations clearly understood by students, teachers, administrators, and parents. Each grade level will communicate its grading policy to the students and parents at the beginning of the year.

All Honors-level courses will be awarded 0.5 Quality Point when calculating each student’s GPA. All AP and College Level Dual Enrollment courses will be awarded 1.0 Quality Point when calculating GPA.

Transcripts
Reference: [Transcripts webpage](#)

Day-to-Day School Operations and Procedures

School Hours

	Grades K-5	Grades 6-8	Grades 9-12
Drop off:	7:15 - 7:55 AM	7:15 - 7:55 AM	7:15 - 7:55 AM
School hours:	8:00 AM - 2:40 PM	8:00 AM - 3:10 PM	8:00 AM - 3:10 PM
Pick up:	2:40 - 3:00 PM	3:10 - 3:45 PM	3:10 - 3:45 PM
Latest time for early dismissal:	2:20 PM	3:00 PM	3:00 PM

Attendance

Reference: [401 Attendance Policy](#)

At School, every day is essential to the learning process; therefore, we encourage every student to be at school every day. Students are responsible for collecting and making up any work they missed while out of school. Students or parents may arrange to pick up work missed during an absence after they return.

Absences are considered Excused Absences in accordance with State law and will be excused for the following reasons:

1. Illness/Injury
2. Quarantine
3. Death of an immediate family member
4. Medical or dental appointments (a note from the doctor/dentist office is required to verify the appointment)
5. Court proceedings
6. Religious observance
7. Inclement weather

All absences must be documented to be considered excused. Parents can email documentation to attendance@icimagine.org or drop it off at the front office. For advance absence requests/notification, parents are encouraged to use the Absence Request feature within the Infinite Campus parent portal.

Arrival and Dismissal Procedures

Reference: [Arrival and Dismissal webpage](#)

Reference: [411 Student Walker/Biker Policy](#)

Reference: [Walker/Biker Application](#)

Reference: [Carpool Agreement Form](#)

Arrival Procedures

Students may not be on campus prior to 7:15 AM. Students dropped off prior to 7:15 AM will not be supervised.

Car Riders - All families must use the arrival loop and drop their children off in front of the school. Only students with special permission can be dropped off in the parking lot.

Bus Riders - Students who ride the bus will be dropped off in the Bus Parking Lot.

Student Drivers - Students who have current parking permits will park in the Upper Gravel Lot.

Student Drivers with Learning Permits - Students who have received a student driver parking tag will use the Upper Gravel Lot to park and swap drivers with their parents/guardians.

Dismissal Procedures

At dismissal time, students must be picked up by an authorized adult. If a student is being picked up by someone not on the student's authorized list for pick-up, the parent must authorize the pickup in writing by emailing studentservices@icimagine.org or calling the Front Office.

Every family will be issued two car line tags. You must have the school-issued carpool tag in your car to pick up your child. If you do not have your tag, you will be asked to park and come inside to show your State ID before

being allowed to pick up your child. This process enables us to ensure that every child goes home with the right person. Please hang your school-issued carpool tag on a hanger and hang it from your rearview mirror. If a student is being picked up by someone not on the student's authorized list for pick-up, the parent must authorize the pickup in writing by emailing studentservices@icimagine.org or calling the Front Office to notify us of the change.

If a child will be carpooling with another family, their parent must complete the carpool tag request form. The front office will create a group carpool number for the students in that group, and it will be available for pick up in the front office 72 hours after the request.

Families with K-8 students who are picked up after 3:50 pm and are not registered with ASCEND or participating in an after-school activity will incur a late pick up fee of \$10/day, which will be billed through Infinite Campus.

Tardy/Early Dismissal Procedures

Late Arrival to School

Students are expected to arrive at school on time. Students are considered tardy if they are not in their classroom by the beginning of homeroom (8:00 AM). Tardiness is only excused for medical and dental appointments or to comply with court-ordered attendance at a legal proceeding. In all such instances, for the tardy to be excused, proper documentation is required within 48 hours. Students tardy due to illness will only be excused with parent communication – in writing via email to attendance@icimagine.org.

Early Dismissal from School

Early dismissals are only excused for medical and dental appointments or to comply with court-ordered attendance at a legal proceeding. Early dismissals for athletics are considered excused. Please remember, teachers are still instructing in the classrooms until the end of school, and early dismissals interrupt instruction.

Early dismissals are classified in Infinite Campus as tardies, like a late arrival to school. Early dismissals are only excused for medical and dental appointments or to comply with court-ordered attendance at a legal proceeding. In all such instances, for the early dismissal to be excused, proper documentation from the doctor/dentist's office is required within 48 hours. Early dismissals due to illness will only be excused with parent communication, in writing via email to attendance@icimagine.org.

We encourage parents to make appointments for their child outside of school hours; however, if you must pick your child up from school early, please notify the teacher in advance. Parents must sign students out in the main office. Students will only be released from school to authorized drivers for the student. Those NOT listed as authorized adults can only pick up a student if the school has received a written and signed note from the parent/guardian giving permission for that person to pick up the student. **Proof of identity is required in order to pick up a student.**

Upper School students who drive themselves to school must have permission from their parents to be released for appointments during the school day. Dismissal will be authorized with this information.

The latest time a child may be picked up for early dismissal in grades K-5 is 2:20 PM; in grades 6-12, the latest pick-up time is 3:00 PM. Please schedule appointments accordingly and remember that students will not be dismissed after these times.

Partial Attendance for Extracurricular, Athletic and Special Event Participation

Students must be counted as present for the day to participate in any school-sponsored activity/event, including extracurricular, music performance, athletic, or special event activities.

Grades K-5: Arrive before 11:30 AM **OR** leave after 11:30 AM

Grades 6-8: Arrive before 11:30 AM **OR** leave after 11:30 AM

Grades 9-12: Arrive before 11:30 AM **OR** leave after 11:30 AM

For Upper School students with a leave period, Upper School administration calculates attendance based on minutes attended.

Make-Up Work for Absences

Students are responsible for, and they are permitted to, make up all work missed during absences. All work must be made up according to the course syllabus unless the teacher or an administrator determines that extenuating circumstances might support an extension of time. In grades 6-12, the student is responsible for finding out which assignments, quizzes, **and exams were missed and completing them within the specified time.** The teachers will work with the student in this process and provide the student with make-up assignments or exams as needed. Detailed information about makeup work can be found in each course syllabus and should be referenced in the event of an absence. Students absent due to a suspension from school will be provided an opportunity to complete work and take any examinations missed.

Classroom Interruptions

Every minute of instructional time is valuable at the School, and the School strives to avoid needless interruptions. If you need to speak to your child's teacher, please make an appointment beforehand. No visitors will be given access to any classroom unless the visitor has made prior arrangements for their visit.

After School Care (ASCEND)

Reference: [ASCEND Webpage](#)

ASCEND is the school's program that offers extended care opportunities to IC Imagine families with students in Grades K-5. When enrolling, families agree to the terms of the ASCEND User Agreement, expectations as specified in the ASCEND Family Handbooks and the rules & policies of IC Imagine. Any questions or concerns should be directed to the the ASCEND Director (ascend@icimagine.org).

Third Party Transportation Providers (Uber/Lyft)

Consistent with the School's carpool procedures, any person picking up a student in the carpool line must provide the School with the physical carpool tag listing the student's carpool number. If the carpool tag is not physically with the driver, they must park and walk into the office to request a pick-up of the child and provide the office with their State or Federally issued ID. If the adult picking up is not listed as a parent, guardian or emergency contact on the child's records, the child will not be released until the front office staff can reach the parent to confirm.

School does not condone students leaving campus in third-party car services (outside of child after care providers) and, specifically, ridesharing services whose policies explicitly prohibit minors from using them, such as Uber and Lyft. While some ride sharing services may permit minors to ride without an adult, the School does not permit the use of such services. The School will not allow any student to be picked up or dropped off in a third-party car service, such as Uber or Lyft, and will turn away such ride sharing services from the school.

Access to Education, Student Privacy, and Immigration Enforcement

School personnel must not allow any third party access to a school site without permission from the site administrator. The site administrator shall not permit third-party access to the school site that would disrupt the learning environment.

School personnel must contact the Head of School immediately if approached by immigration law enforcement agents. Personnel must also attempt to contact the parents or guardians of any students involved.

The Head of School must process requests by immigration law enforcement agents to **enter the School or obtain student data** as follows:

1. Request identification from the officers or agents and photocopy it.
2. Request a judicial warrant and photocopy it.
 - a. If no warrant is presented, request the grounds for access, make notes, and contact legal counsel for the School.
3. Request and retain notes of the names of the students and the reasons for the request.
 - a. If school site personnel have not yet contacted the students' parents or guardians, do so.
 - b. Do not attempt to provide your information or conjecture about the students, such as their schedule, for example, without legal counsel present.
4. Provide the agents with a copy of this Policy and Resolution
5. Contact legal counsel for the School.
6. Request the agents' contact information.
7. Advise the agents that you are required to complete these steps before allowing them access to any school site or student data.

School Communication

Reference: [504 Communication Policy](#)

Reference: [Communication webpage](#)

IC Imagine is committed to communicating with its school community on a regular basis. Parents can expect the following communication plan to be followed throughout the school year.

- All parent communication will come through email, text and phone; and Infinite Campus (student schedules, grades and attendance).
- All emails sent to staff that require a response will be returned within 72 business hours. Phone calls will be returned within 72 business hours. If a parent has an urgent or time sensitive matter to discuss with a teacher or administrator, it is recommended that they call the front office and leave a message. Our teachers and administrators are not consistently on their email during the instructional day as teachers are expected to be teaching, not on their email while students are in class.

- The school does not communicate through Facebook, or any other social media sites, regarding personal matters, questions or concerns. All school related questions must be asked in person, over the phone or in an email.
- The School website is the School's main source of information. Please refer to the website first with any questions regarding policies, procedures or dates of school functions.
- Schoolwide emails, call and text messages are sent to the specified Contact #1 and Contact #2 for each student in Infinite Campus.
- IC Imagine encourages middle and upper school students to handle any questions or issues directly with their teacher. Parents are expected to encourage their students to take personal responsibility for their learning.
- Parents should ONLY communicate with members of the School staff through their school email address, via the app, over the phone or in person. School staff members are not permitted to communicate directly with parents through direct text messaging. We ask that all parents please respect the staff by not communicating late in the evenings or on the weekends. A healthy work/life balance is as important for the School staff as it is for our School families.

Dress Code and School Uniform

Reference: [Dress Code webpage](#)

Reference: [403 Dress Code Policy](#)

To support the establishment and consistency of an effective learning community, all IC Imagine students are expected to adhere to the stated Dress Code in all school environments, including off-campus trips. In line with all of the school's policies, the student Dress Code Policy is based on equitable educational access and not differentiated based on students' race, gender, religion, sexual orientation, national origin, immigration status, physical, mental, or educational disability, gender expression, socioeconomic status, body type or body size.

All K-12 Students are expected to dress in accordance with the following dress code:

- K-8 Students wear uniforms
- 9-12 Students are expected to dress according to the Dress Code

The dress code is subject to change at the Administration's discretion.

Failure to comply with the School's uniform policy and/or dress code is a violation of the Student Code of Conduct.

If students have questions regarding the attire they would like to wear, they should contact their principals.

Behavior Expectations/PBIS

Reference: [Behavior Expectations webpage](#)

At IC Imagine, we DIVE into greatness. IC Imagine uses PBIS to teach students our school-wide expectations by incorporating student incentives. By promoting these core values together in the home, at school, and within our community, we support the shared responsibility of developing good citizens.

Lunch and Snack Guidelines

Reference: [Lunch webpage](#)

Reference: [Nut-Aware Campus webpage](#)

Families should pack their children's snack and lunch each day and send them with a reusable water bottle daily.

All food should be NUT-FREE. We encourage families to pack fruits, vegetables or other healthy foods. For families who wish to order lunch provided by our food vendor, meals are ordered in advance through the Infinite Campus school store.

Lower School students eat lunch in their classrooms daily. During the year, there may be opportunities for these students to eat outside. These situations shall be approved by the appropriate supervisor/administrator. After the beginning of the school year, administration will determine when parents may join students to eat lunch. Once this is allowed, this must be pre-approved by the classroom teacher and parents must sign in at the front desk and follow all sign in procedures. Parents would join the classroom to eat lunch with the student.

Middle and Upper School students eat lunch outside daily. In the event of inclement weather, students will eat inside in designated areas.

For lunch deliveries, we ask parents/guardians to place their children's orders and arrange delivery. All lunch deliveries must be dropped off at the Front Office.

Food for School Events

School Events

When bringing food for school events, all food should be purchased at the store and be nut-free.

Classroom Events

Student allergies must be considered if outside food is to be used or eaten in the classroom by the whole class.

Student Celebrations

Please do not send in snacks or desserts for your child's birthday.

Field Trips

Reference: [IC Imagine Field Trips webpage](#)

Reference: [410 Student Supervision Policy](#)

Reference: [IC Imagine Volunteer webpage](#)

Throughout the year, the school holds several sponsored events and field trips. IC Imagine believes field trips provide opportunities that enrich student learning and provide academic value or community-building time for our students. To this end, families can expect one or more field trips per grade each year. The number of field trips and associated costs will vary from grade to grade.

Field trips and overnight trips are a privilege at IC Imagine. Please review all information and eligibility requirements below prior to paying for a field trip or signing a permission slip. Students who do not attend field trips with their class will remain on campus for academic instruction.

RSVP and Payments

Parents will be required to RSVP by the designated date for their child to be able to attend. In addition, payment for the field trip must be made by the deadline. If a parent RSVP's that their child will be attending the trip, they will be liable for the full cost of the trip. There are no refunds, and full payment will be expected by the payment deadline, as the school is expected to pay for tickets well in advance of field trips and cannot get a refund. Field trip/Overnight Trip fees must be paid by the deadline, and the permission slip must be signed for the student to be able to attend the trip. There will be no exceptions. All payments and permission slips will be done through Infinite Campus. If needed, check and cash payments can be made at the front office before the deadline.

Financial Assistance

If there is a financial hardship in the family, the parent/guardian should contact the Finance Office and ensure they have completed the Scholarship Application, which is completed on Infinite Campus/Main Menu/More/Meal Benefits. The Finance Director or Office Manager will communicate directly with the parent/guardian regarding financial assistance that can be provided for each event, fee, or trip. Requests for financial assistance must be received at least two weeks prior to the payment deadline to allow for adequate planning. Any partial payment required for those with financial assistance will still be due by the payment deadline.

Eligibility

1. Students should be in good academic standing and not failing any classes. Grades will be checked two weeks prior to field trips/overnight trips. If a student is failing any classes at that time, they may not be able to attend the trip or school event.
2. Any student who has been suspended (cumulative days of ISS and/or OSS) five or more days is not eligible to attend unless they have undergone the restorative process and had their eligibility reinstated.
3. The permission/payment must be received by the due date.

Any student who has been suspended (cumulative days of ISS and/or OSS) five or more days will be subject to the Excessive OSS/ISS violation procedure. These students will not be allowed to participate in or attend any IC Imagine extra-curricular activities, including but not limited to sports events, dances, prom, senior activities, club activities, field trips, etc. for the remainder of the school year or until privileges are restored through a restorative appeal process.

No refunds will be given for students who become ineligible to attend the trip due to one of the reasons above. All final decisions regarding student participation on trips are at the discretion of the administrative team.

Additional Student Field Trip Guidelines

- Students must remain with their designated chaperone(s).
- No school student will be permitted to leave a field trip early except (1) in the case of an emergency, (2) requested by a member of the School staff for disciplinary reasons; or (3) pre-arranged permission granted from the administration. All students must remain with the group for the duration of the field trip.
- Students and families should be aware that any student who chooses to participate in a school-sponsored field trip is subject to a search of their room or belongings if there is a reasonable suspicion that the student may be in violation of school policy or law. Local law enforcement may also be called to investigate if there is a belief that the student's behavior violated the law. Students involved in serious

disciplinary action may lose the opportunity to participate in future field trips scheduled in the same school year.

- Personal devices, including cell phones, laptops, kindles, e-readers, tablets, and iPads, are not permitted on overnight trips unless otherwise directed by the School Administration. This rule is in place to protect all of our students.
- Overnight trips are optional for all students. Students not in good academic and behavioral standing may not be able to attend trips as they are offered. Deposits and payments made towards trips are nonrefundable, as vendors are paid well in advance of trips and will not refund the money to the school. Student accommodations will be made on trips per the student's IEP or 504 Plan, but special accommodations for dietary requests, rooming preferences, and parent or student desires will not be honored.

Chaperone Field Trip Guidelines

- All chaperones must be a Level II volunteer.
- Chaperones must ensure the students they have been assigned to supervise are following the predetermined expectations given by the Field Trip Coordinator.
- Chaperones must adhere to the predetermined student/chaperone ratio, unless otherwise directed by the Field Trip Coordinator .
- Due to the responsibilities of a chaperone to supervise the students in their care, chaperones are not permitted to bring additional family members.
 - If someone meets you at the location, your primary responsibility remains in service to IC Imagine as a chaperone for the students.

Clubs at IC Imagine

Reference: [Clubs webpage](#)

Kingfisher Clubs are structured in a variety of ways based on the specific school (e.g. lower, middle, upper) and/or program. Clubs provide our students a variety of opportunities to explore new and familiar areas of interest alongside their friends. In Middle and Upper School, many clubs are offered during the Imagination Days. Additional clubs may be established based on student interest.

The School shall comply with the federal Equal Access Act, which guarantees inclusion and non-discrimination with respect to extracurricular clubs. The School does not discriminate nor sanction the views/objectives/'vision of any club.

Drivers' Education and Driving Privileges

Reference: [Parking Permits \(Student Drivers\) webpage](#)

Driver's Education Classes

Reference: [Western NC Drivers Education webpage](#)

If your student is at least 14 ½ years old, they may register to take Driver Education. Once students have completed both the classroom piece and the driving portion, they can apply for a Learner's Permit at the DMV

when they turn 15 years old. At times, the School may offer a course on campus. Drivers Education courses are not free. Students are responsible for any and all related costs.

Driver's Eligibility Certificate

After completing driver education, students who plan to get their driving permit must obtain a Driver Eligibility Certificate from the School. To request the certificate, students must bring the documentation from the course instructor confirming completion of the course and driving hours to the Front Office, **and should** allow at least 3 days to get the eligibility certificate because the School must confirm that the student is in good standing and obtain a School Administrator's signature.

Parking on Campus

Reference: [IC Imagine Parking Permits \(Student Drivers\) Webpage](#)

Student parking is offered to sophomore, junior, and senior students. **Parking on campus is not a right but a privilege and choice. To protect the health and safety of all our students and staff, student vehicles parked on school property are subject to search by any authorized school personnel or law enforcement agencies when there is a reasonable suspicion that a student may be in violation of school policy or law. See Student Search and Seizure Policy, below, for more information.** It is understood that any violation of driving or parking regulations may result in suspension of this privilege and will become part of a student's discipline record.

Dropout Prevention/Driver's License Legislation

North Carolina House Bill 769 became effective December 1, 1997, and reflects a coordinated statewide effort to motivate and encourage students to complete high school. This legislation requires that a student's driving permit or license be revoked if a student cannot maintain adequate progress or drops out of school. Adequate progress is defined as passing 70% of all courses and is determined by first- and second-semester grades for schools on block scheduling. In rare cases, there may be circumstances beyond the control of the student or his/her parents that qualify as a hardship. If a hardship exists, the student may request a waiver. If the waiver is granted, the legislation would not affect the student. Hardship cases are rare and are reserved for extreme situations. Hardship review forms are available at our school.

Lose Control, Lose Your License Legislation

North Carolina Senate Bill 57, which became effective July 1, 2000, requires that a student's driving permit or license be revoked for one year if a student is given a suspension for more than 10 consecutive days or an assignment to an alternative educational setting for more than 10 consecutive days for one of the following reasons:

- The possession or sale of an alcoholic beverage or an illegal controlled substance on school property.
- The possession or use of a weapon or firearm on school property that resulted in disciplinary action under G.S. 115C-391 (d1) or that could have resulted in that disciplinary action if the conduct had occurred in a public school.
- The physical assault on a coach or other school personnel on school property.

School property is the physical premises of the school, school buses, or other vehicles under the school's control or contract used to transport students, and school-sponsored or school-related activities that occur on or off the physical premises of the school.

Unlike the "Dropout Prevention/Driver's License" law that only affects students under the age of 18, the "Lose Control" law does not stop at age 18. It is possible for a student to have his or her license suspended as a

17-and-a-half-year-old and not be eligible to drive for a full calendar year, reaching 18-and-a-half before again being eligible to drive.

Personal Items

The School will not accept responsibility for the personal items of students. We expect students to leave at home those belongings that are not necessary for their education. Any personal items that staff members judge to be unsafe, inappropriate for school, or interfering with students' educational focus will be confiscated and held in the office or remain in the possession of a staff member until the parents retrieve them. Such items may be subject to search. The School shall not be responsible for any items lost or damaged while in its possession.

Student Search Policy and Procedures

Reference: [413 Student Searches and Seizures Policy](#)

To maintain order in the school and to protect the welfare of students and the school community, school officials have the authority to conduct reasonable searches of students and to seize students' unauthorized materials. Any searches or seizures must be conducted in accordance with the standards described in this policy and any other applicable legal requirements. All school officials carrying out a search or seizure are expected to be knowledgeable about the legal rights of students and the appropriate procedures for conducting the search or seizure. A search must be justified at its inception, permissible in scope, and conducted using narrowly tailored methods to be minimally intrusive. School officials shall make reasonable and good-faith efforts to investigate allegations of misconduct before a student search is conducted.

This policy applies to searches conducted on school grounds, in school facilities, or at school-sponsored events. This policy does not apply to technology, which is addressed through other policies.

Destruction of School Property

A student shall not intentionally cause or attempt to cause substantial damage, as determined by school officials, to school property or steal or attempt to steal school property either on school grounds or during a school activity, function, or event off of school grounds. Damage or theft involving school property will result in disciplinary action up to and including exclusion from school. The parents or guardians will be asked to pay for the property the student has damaged or destroyed. Students with outstanding fines may be prohibited from all non-required activities (i.e., athletics, dances, parking, field trips, etc.)

Student Deliveries

To protect the integrity of the classroom environment, parents who deliver items for students should be aware that we do not deliver items to students. Students will be called to the Front Office at the appropriate time. We believe in encouraging student responsibility and ask parents not to return to the school with forgotten items.

Inclement Weather Procedures

IC Imagine is responsible for making its own decisions concerning any weather-related or emergency that may result in early release, delayed start, cancellation, or opening. The Head of School or designee will make decisions promptly. For employees to be assured they have the latest and most accurate information from IC Imagine, the following sources should be consulted:

- IC Imagine website
- IC Imagine email
- Text messages
- Social media
- News13/WLOS

Emergency Data

Every family must provide Emergency Contact Information to the school. Please communicate any changes to the information throughout the year by emailing studentservices@icimagine.org.

Visitors

Reference: [510 Visitor Policy](#)

All IC Imagine visitors must sign in at the front office. All visitors are required to wear a visitor tag while on campus. Once visitors have checked in, they will be escorted to their destination. All visitors must abide by the policies set forth in this handbook at all times.

Volunteers

Reference: [511 Volunteer Policy](#)

Reference: [Volunteer webpage](#)

IC Imagine welcomes volunteers! Parent volunteers are a huge piece to the success of our school. All volunteers must adhere to the volunteer requirements outlined in our Volunteer Policy. Volunteers must sign in at the front office and a volunteer visitor badge must be worn at all times if volunteering during school hours. All volunteers are expected to abide by all of the school policies set forth in this handbook.

All volunteers at IC Imagine are required to:

1. Have a background check each year, including a Sex Offender Registry Check, performed through the School's third-party vendor on file dated within the last two calendar years.
2. Complete, sign, and date the Volunteer Policy and Confidentiality Agreement Acknowledgement.
3. Confirm in writing that they have been provided with a copy of, read, understand, and agree to comply with this policy.

There are two (2) levels of volunteers.

- Level I
 - Are not unsupervised with students
 - No background check is required
- Level II
 - Interact directly with students; can be left unsupervised with students
 - Annual background check required; to be paid by volunteer

Volunteer opportunity levels determined by the school on a case by case basis.

Parent Concerns

IC Imagine encourages the involvement of parents in their child's education. If you have a concern regarding your child, please contact your child's teacher first. As a parent, you may request a conference with the teacher at any time. Please make these arrangements directly with your child's teacher. If you feel that your concern has not been handled by the appropriate teacher, then you can contact your child's Principal.

Resolution of Student Issues

If a parent wishes to meet to resolve a classroom/student issue, we encourage them to contact the appropriate staff members in this order:

1. Student's Classroom Teacher
2. Grade Level Principal
3. Head of School

Grievance Policy for Parents/Guardians/Students

Reference: [Grievance Policy 507](#)

Technology Use at School

Reference: [301 Computer Use Policy](#)

While at IC Imagine, students will have access to a variety of technology. It is the expectation of the school that all school-owned tablets and laptops remain at the school. While we do not ask our families to provide or pay for their devices, we require all parents to sign and adhere to the Computer Use Policy.

Video Monitoring

IC Imagine recognizes that the use of video monitoring/surveillance systems is warranted to maintain campus security, to increase student and employee safety and to assist with the enforcement of the school's policies and rules concerning student and employee conduct, safety and security.

School buildings and grounds may be equipped with video monitoring devices, but such devices shall not be placed where there are reasonable expectations of personal privacy, such as in locker rooms, changing rooms, nursing and health room areas, or bathrooms.

Use of Video Recordings

- Video recordings will only be utilized for official School business.
- Administrators or the Board may use a video recording of actions by students as evidence in any disciplinary action brought against students arising out of the student's conduct on or about school property.
- The video surveillance recordings may not be used in connection with instructional observations of professional staff. This policy does not prohibit the administration from establishing other methods of videotaping lessons for the purpose of instructional observation.
- Video surveillance recordings of students, staff and/or others may be reviewed for the purpose of determining adherence to school policy and rules.
- Such recordings may be used to detect or deter criminal offenses that occur in view of the camera(s) and may be shared with law enforcement officials.
- Video surveillance recordings will be released to others only in accordance with applicable state and/or federal law or regulation.

Headphone and Cell Phone Usage

Reference: [415 Student Wireless Communications Devices Policy](#)

Student Camera Phones/ Recording Devices

Reference: [742 Camera Phones/Recording Devices Policy](#)

Students are prohibited from audio or visual recording of teachers, classrooms, lessons, or students while on campus during school hours unless express permission is given by their teacher, an administrator, or the Head of School.

Student Technology Acceptable Use

Reference: [301 Computer Use Policy](#)

Students are offered access to the IC Imagine network for creativity, communication, research, and other tasks related to the academic program. All use of computers, iPads, furnished or created data, software, and other technology resources as granted by IC Imagine are the property of the school and are intended for school business and educational use. Students are to use the computer network responsibly. Using the network is a privilege, not a right, and may be revoked if abused. The user is personally responsible for their actions in accessing and using the school's computer network and technological resources.

1. **Privacy:** The School reserves the right to monitor Internet traffic and to retrieve and review any data composed, sent, received, or stored using its network or Internet connections, including e-mail. Users do not enjoy any expectation of privacy when using any technology or transmissions originating within or around

School property. Furthermore, students should have no expectation of privacy in any location or on any network while utilizing school-issued technology.

2. **Cyber-Bullying:** The School prohibits cyber-bullying, an act involving the use of information and communication technologies, including but not limited to e-mail, text messages, blogs, instant messages, personal Web sites, on-line social directories and communities (e.g., Facebook, Instagram, Wikipedia, YouTube), video-posting sites, and online personal polling Web sites, to support deliberate or repeated hostile behavior by an individual or group that is intended to defame, harm, threaten, intimidate, or harass students, staff members, or the School during or outside School hours and on or off School premises.
3. **Materials and Language:** Use of or accessing profane, abusive, pornographic, obscene, and/or impolite materials or language is not permitted. Accidental access should be reported to the instructor immediately. Intentional circumvention of web filtering is prohibited, including but not limited to VPN sites, browser extensions, etc.
4. **Installing/Copying:** Students are not to install or download any hardware, software, shareware, or freeware onto any media, devices or network drives. Software installed by anyone other than the network administrator will be removed and disciplinary action will follow. Downloading of non-work-related files is permitted only with an instructor's permission. Students may not copy other people's work or intrude into other people's files. Please refer to the Honor Code for the consequences for copying the work of another student. All copyright laws must be respected. Use of any other organization's network or technology resources via the network requires the instructor's permission and must comply with the rules appropriate for that network.
5. **Access:** Users may not access the computer network without proper authorization. Attempting to access the network without proper authorization and hacking is expressly prohibited. Users are to use their own username and password when using a school-issued device or student account. Users must log off shared devices when they are finished with their work and are not to log on to a device for someone else or tell others their password. Students are to notify the instructor if someone else is thought to know his/her password.
6. **Data Protection:** Users must not attempt to damage or destroy equipment or files. Though the School makes efforts to ensure the safety and integrity of data, the School makes no warranties of any kind, expressed or implied, for its service. The School will not be responsible for any damage to data.
7. **Storage:** Users are to delete their files and materials they no longer need. Students should not store personal documents, images, videos, or other digital material on school devices or school-maintained accounts (Google Drive, OneDrive, O365, Canvas, etc.).
8. **Passwords:** Students are reminded not to share passwords with anyone except a parent or guardian. Students should not use login IDs and passwords belonging to other students, faculty, or staff members.
9. **Email:** All email correspondence on the School system, the laptop/iPad, or in the student's assigned email account is the property of the School. Documents and other files created by the students and located on the laptops or the School computer system are also the property of the School.
10. **Data Sharing:** Students may not transfer, email or air drop photographs or videos. Doing so will be addressed according to the school's Code of Conduct Policy.

11. **Daily Student Expectations:** Students who are assigned a school electronic device are responsible for making sure the following:
- The device is completely recharged before classes start for the day.
 - Students will need to bring their device to school every day. Failure to do so may result in a failing grade on assignments that require using the device for that day.
 - Students are only permitted to use laptops/iPads during class when authorized by a faculty member and only for the purpose stated by the faculty member.
 - Students may not remove electronic devices from the protective cases provided to them. If a student needs to remove the tablet from the case for any reason, they must first have it approved by the Technology Director.
12. **Personal Cell Phone Use:** Cell Phones may not be used during the school day and are not a replacement for the school-issued technology.

School's 1:1 Technology Program

Students are expected to take excellent care of the equipment. Physical damage to the device will be charged back to the student and parent, with the exception of normal wear and tear. The charges will be billed to the parent for damage to the device above and beyond minor issues. Students may also face disciplinary consequences if their negligence caused the damage. Regardless of whether the student believes they are responsible for the breakage, the parent will be responsible for the cost of returning the device to its original state. Students are ultimately responsible for returning the same iPad/chromebook (devices all have serial numbers and are issued per student at the beginning of the year) at the end of the year. Suggesting that another student may have taken or broken it does not negate the need to pay for the repair/replacement.

Cost per repair can be found on the [Student Fees Schedule](#). A replacement fee will be charged if the device is lost or stolen.

The following consequences may apply if a student violates the policy and these expectations. Any of the below consequences may be enforced alone or in conjunction with one another by the School against the violating student.

- Revocation or limitation of electronic device access privileges;
- Temporary or permanent confiscation of the student's electronic device;
- Disciplinary action as provided for in the Code of Conduct Policy; and/or
- Any other sanctions or remedies provided by the law.

Internet Safety Policy

Reference: [303 Internet Safety Policy](#)

It is the policy of the board to: (a) prevent user access via its technological resources to, or transmission of, inappropriate material on the Internet or through electronic mail or other forms of direct electronic communications; (b) prevent unauthorized access to the Internet and devices or programs connected to or accessible through the Internet; (c) prevent other unlawful online activity; (d) prevent unauthorized online disclosure, use, or dissemination of personal identification information of minors; and (e) comply with the Children's Internet Protection Act.

Student Health and Wellness

Prevention and Control of State Reportable Communicable Diseases

Reference: [School Health webpage](#)

Students are excluded from school in cases of certain **reportable** communicable diseases. While the list of diseases reportable to the state Division of Public Health is lengthy, the number of such diseases common to the school-age child is not. This list is available upon request from the school nurse.

When a student is suspected of having one of those **reportable** communicable diseases, it is the responsibility of the parent to take the child to the local health department or primary health care provider for verification and treatment before that student can return to school. Students should be temporarily excluded from school if they present symptoms of a reportable disease. In each case, readmission to school should also take into account whether the student is able to participate in school. In some cases, a student with a disabling disease, who is no longer contagious but may require ongoing care, may be eligible for additional services under Section 504 of the Rehabilitation Act.

A list of students who have not been vaccinated for bona fide religious or medical reasons or who have illnesses that cause immunosuppression will be maintained in the school health office so that appropriate action can be taken to protect these individuals when serious communicable disease outbreaks do occur.

School staff make every effort to reduce the prevalence of disease-causing organisms by ensuring the environment's cleanliness, emphasizing frequent handwashing of students and staff, and following proper decontamination procedures of items used in mealtime and other activities. Despite those actions, the school-age child is often the source and conduit for communicable diseases ranging from the "common cold" to ringworm, among many. Most such illnesses are not among the diseases for which the state Division of Public Health, following guidelines issued by the Centers for Disease Control and Prevention, has issued mandatory isolation rules.

If a student has a communicable disease—including but not limited to HIV/AIDS, hepatitis B, and tuberculosis—the parents are encouraged to notify the school nurse. This information will be kept confidential in accordance with the law.

If notified that a student suffers from such immunodeficiency, the school nurse will request that the notifying party provide information about what types of exposures might put the student at risk and what reasonable practices can be taken in the school setting to minimize the risk to the student. Whenever possible, the school nurse will notify the parents or guardians (or the student himself where appropriate) of an infected or immunodeficient student of the existence of chicken pox, influenza, meningococcus, measles, tuberculosis, or other contagious diseases occurring in the school that may represent a serious threat to the student's health. Students who are removed from school as a result of such conditions will be provided instruction in an appropriate alternative educational setting.

Immunizations

Reference: [School Health webpage](#)

North Carolina law requires immunizations for every child present in this state. Every parent, guardian, or person in loco parentis is responsible for ensuring their child(ren) receive the required immunizations. It is the responsibility of the parent, guardian, or person in loco parentis to provide the immunization record of each school-age child to the school no later than 30 days after the child enters school, or the child will be suspended from school until a valid immunization record can be provided. The required vaccines for Kindergarten, 7th grade and 12th grade can be found on the webpage linked above.

** Please contact your child's healthcare provider for further information.*

If you have specific questions regarding your child, please contact the school nurse, your child's health care provider, or your local health department.

Garrett's Law

North Carolina law mandates that at the beginning of every academic year, local boards of education shall provide parents and guardians with information about meningococcal meningitis, influenza, Human Papillomavirus (HPV), and their vaccines. This important information is available online for parents/guardians [on our website](#).

First Aid and Emergency Care

In the event of a serious injury to a student, staff member, or visitor, school staff are responsible for instituting appropriate first aid procedures. A brief overview of first aid procedures will be provided to all employees at the beginning of each school year.

Do Not Resuscitate Orders

In accordance with First Aid and Emergency Care Procedures, it is within the scope of the duty of teachers and other employees to give emergency health care when delay would seriously worsen the physical condition or endanger the life of a student or other person.

Because of the complexity and severity of the medical conditions of medically fragile students, parents or guardians sometimes may request that school personnel not resuscitate a child in the event of cardiac or respiratory arrest. However, the School believes that implementation of Do Not Resuscitate ("DNR") orders is not consistent with the duty to protect the health and safety of students. Therefore, it is the policy of the School that school employees will neither accept nor honor DNR orders.

When a student with special health needs is enrolled, appropriate school personnel will determine whether an individualized health plan needs to be prepared for the student. School personnel will consult with the student's parents, school health officials and the student's physician, as appropriate, in making the determination. Individualized health plans should be reviewed annually to ensure the student's health needs are met.

If a school official receives a written DNR request from any student's parent/guardian and physician, appropriate

school personnel will review the student's current health plan to determine whether it is still sufficient and make necessary adjustments. In the rare event that parents and physicians can demonstrate that special circumstances justify alternate life-sustaining approaches, school personnel, in consultation with the parents and physician, may create an individually-designed medical resuscitation plan for the student. Such a plan shall not prohibit life-sustaining activities, but may describe emergency procedures appropriate to the individual student.

In the event of cardiac or respiratory arrest of a student, the following procedures will apply:

1. Emergency Care will be administered, including CPR.
2. Emergency Medical Services (911) will be activated.
3. EMTs will assume responsibility for the student when they arrive.
4. The parent or guardian will be notified as soon as possible.

It is the intent of the School that the underlying principle of any response to a DNR request is that no student is to be denied the fullest, genuine, appropriate efforts to preserve life and health.

Medication Administration

Reference: [412 Student Medications Policy](#)

The School recognizes that students may need to take medication during school hours. School personnel may administer medication prescribed by a health care practitioner upon the written request of a student's parent. In limited circumstances, a student may be authorized to self-administer medications. To minimize disruptions to the school day, students should take medications at home rather than at school whenever feasible. School officials may deny a request to administer any medication that could be taken at home or when, in the opinion of the Head of School/Head of School in consultation with any school nursing personnel, the administration of the medication by school personnel would pose a substantial risk of harm to the student or others.

Mandatory Reporting Policy

Reference: [715 Mandated Reporter of Child Abuse-Neglect Policy](#)

Pursuant to N.C.G.S. § 7B-301, all school personnel are required to report any suspected abuse of any child as per the School's Child Abuse Reporting Policy. These reports should be made directly to the Department of Social Services in which the child resides. If a report is made, it must be reported to the Head of School immediately. All school personnel will receive training on how to report child abuse. If any staff member has a question or concern, they should see the School Counselor and the Head of School.

In addition to cases of abuse, neglect, dependency, and maltreatment, under N.C.G.S. §14-318.6, any person 18 years of age or older who knows or should have reasonably known that a juvenile has been or is the victim of a violent offense, sexual offense, or misdemeanor child abuse under N.C.G.S. §14-318.2 shall immediately report the case of that juvenile to the appropriate local law enforcement agency in the county where the juvenile resides or is found. If a report is made, it must be reported to the Head of School immediately. All school personnel will receive training on how to report child abuse. If any staff member has a question or concern, they should see the School Counselor and the Head of School.

Student Discrimination, Harassment and Bullying Policies

Please see the earlier section and the Attachments in this handbook regarding Non-Discrimination for more information.

Reference: [105 Non-Title IX Policy](#)

Reference: [108 Title IX Policy](#)

Reference: [406 Nondiscrimination Policy](#)

- For Title IX harassment and discrimination, contact [Mark Ackerman](#), our Title IX Coordinator, and review the Title IX policy (linked above);
- For non-Title IX harassment and discrimination, including bullying, Title VI, and disability discrimination, contact [Mark Ackerman](#) and review the non-Title IX and Nondiscrimination policies (linked above).

McKinney-Vento

Reference: [McKinney-Vento Webpage](#)

Reference: [602 McKinney Vento Dispute Resolution Policy](#)

The McKinney-Vento Education of Homeless Children and Youth Assistance Act is the primary legislation dealing with the education of children and youth experiencing homelessness. The Act is also known as Title X, Part C of the Every Students Succeeds Act.

School McKinney-Vento Liaison: Amanda Bell, amandabell@icimagine.org

Student Discipline Procedures

Reference: [402 Code of Conduct Policy](#)

Athletics

Reference: [405 Interscholastic Athletics Policy](#)

General School Policies

Reference: [IC Imagine Board Policies](#)

Posting or Publishing Student Pictures and Information

The School reserves the right to post pictures and images of current and former students on its website, official Facebook page or for any other School purpose. Parents who do not wish to allow IC Imagine to use their child's picture or image must send a letter to the Head of School.

Boy Scouts of America Equal Access Act

The School does not discriminate against any group officially affiliated with either the Boy Scouts of America or any other youth group listed in Title 36 of the United States Code (as a patriotic society) that wishes to conduct a meeting within an open forum. The School does not deny such access or opportunity or discriminate for reasons based on the membership or leadership criteria or the oath of allegiance to God and country of the Boy Scouts of America or the youth groups listed in Title 36 of the United States Code (as a patriotic society).

Gender Equity Policy (Title IX)

Reference: [108 Title IX Policy](#)

The School certifies compliance with Title IX of the Education Amendments of 1972, as amended, 20 U.S.C. 1681 et seq. (Title IX), and its implementing regulation, at 34 C.F.R. Part 106, which prohibits discrimination based on sex. The School, as a recipient of federal financial assistance from the United States Department of Education, is subject to Title IX and does not discriminate based on gender in employment or any educational program or activity it operates.

For Title IX harassment and discrimination, contact [Mark Ackerman](#), our Title IX Coordinator, and review the Title IX policy (linked above).

Seclusion and Restraint Policy

IC Imagine complies with all applicable laws governing seclusion and restraint. The School has established guidelines for the use of restraint and provisions for training the staff in the management of student behavior in accordance with North Carolina General Statute, 115C-391.1 (also known as House Bill 1032 – Deborah Greenblatt Act). This law took effect July 1, 2006, and requires the School to inform parents of the existence of the law, the definitions for the following terms, and how the School will use these forms:

1. Physical Restraint is the use of physical force to restrict the freedom of movement of all or a portion of a student's body. The School will use a trained crisis team to physically restrain a child only as a last resort to protect the health and safety of the child and others in the area.
2. Mechanical Restraint is the use of any device or material attached or adjacent to a student's body that restricts the freedom of movement. The School will use a trained crisis team to mechanically restrain a student only as a last resort to protect the health and safety of the student and others in the area. The School will also contact the proper authorities (law enforcement) to assist when needed.
3. Seclusion is the confinement of a student alone in an enclosed space from which the student is prevented from or incapable of leaving. The School will use a trained crisis team to seclude a student only as a last

resort to protect the health and safety of the student and others in the area. The School will also contact the proper authorities (law enforcement) to assist when needed.

4. Isolation is a behavior management technique in which a student is placed alone in an enclosed space from which the student is not prevented from leaving. The School will use isolation to help a child get their behavior back under control before allowing them to rejoin their classmates. This space will follow the guidelines set forth in the law.
5. Time-out is a behavior management technique in which a student is separated from others for a limited time in a monitored setting. The School uses the time-out system to manage student behavior. The new law does not regulate the use of a time-out.

Aversive Procedures are a systematic physical or sensory intervention program for modifying the behavior of a student, which causes physical harm and long-term psychological impairment. The School will at no time use aversive procedures to modify a student's behavior.

Parents' Bill of Rights

Reference: [Parents' Bill of Rights webpage](#)

Parents have legal rights with regard to their child's education and in accordance with North Carolina State law, S.L. 2023-106; Senate Bill 49. Please find the information pertaining to this law on our website.

Parents' Guide to Student Achievement

Reference: [Title I webpage](#)

Reference: [107 Title 1 Parent and Family Engagement Policy](#)

Reference: [Targeted Support and Improvement webpage](#)

IC Imagine welcomes and encourages the involvement of parents, guardians, and caregivers in their students' education. Information regarding student achievement is available through our Parents' Guide to Student Achievement, which is available on our website.

Tuition and Fees

Reference: [808 Tuition and Fees Policy](#)

Admissions and Enrollment Policy

Reference: [404 Enrollment Policy](#)

Reference: [Enrollment webpage](#)

Smoking or Vaping on Campus

Reference: [109 Tobacco Policy](#)

School is a smoke-free campus. In keeping with the school's intent to provide a safe and healthy work environment, smoking and/or vaping are prohibited on School property at all times. This policy applies equally to all employees, parents, students, volunteers and visitors. This policy also includes the use of e-cigarettes.

Weapons

Reference: [110 Weapons Policy](#)

Weapons are expressly prohibited on school grounds, in school vehicles and at school-sponsored activities on or off school property. Weapons are defined to include firearms, knives, destructive devices, and/or any item (regardless of its nature) used to threaten or cause actual harm.

Drug and Alcohol Use

Reference: [103 Drug and Alcohol Policy](#)

Reference: [414 Student Drug and Alcohol Policy](#)

IC Imagine is dedicated to maintaining a safe educational environment. Thus, we have implemented a drug and alcohol-free school policy, which prohibits anyone from being under the influence of alcohol or illegal/misused drugs on school grounds or attending a school-related event. Alcoholic beverages are never to be consumed on School grounds or during field trips. Alcoholic beverages are never to be consumed in vehicles of transportation owned or operated on behalf of the School, or by their drivers while they are responsible for the operation of such vehicles. The use, sale, transfer or possession of alcohol, e-cigarettes, vaping devices, illegal drugs, hallucinogens, stimulants, sedatives, controlled substances, or drug paraphernalia on School property, at School events or on field trips is prohibited. This includes the misuse of prescription drugs, including medical marijuana, or any mood-altering substances while on School property, at a School event, on field trips, or in circumstances the School believes will adversely affect the School's operation or safety.

Threats and Violence

Reference: [102 Clear Threats to Safety Policy](#)

Our policy is to strive to maintain a school environment free from intimidation, threats or violent acts. This includes, but is not limited to, intimidating, threatening or hostile behaviors, physical abuse, vandalism, arson, sabotage, use of weapons, carrying weapons of any kind onto school property, or any other act, which, in the School's opinion, is inappropriate to School. In addition, jokes or offensive comments regarding violent events will not be tolerated and may result in disciplinary measures.

School Safety

IC Imagine has a Safe Schools Team that will create and manage the following procedures by outlining the actions and responsibilities of staff and administration in addressing the following issues:

- Evacuation Fire
- Evacuation Non-Fire

- Hazardous Materials
- Lockdown-Perimeter
- Lockdown-Full
- Serious Medical Emergency
- Severe Weather (tornado; hurricane; etc.)
- Public Health Emergency
- Student in Crisis

The Head of School oversees the Safe Schools Team and it is the responsibility of the Head of School to ensure that the procedures are current and applicable and that all applicable parties are aware of the procedures.

The Head of School is also responsible for ensuring drills occur on a regular basis. These procedures will be reviewed annually by the Safe Schools Team and any changes or revisions will be made by the Head of School or designee.

Unsafe School Choice Option

Title IX, Section 9532 of the No Child Left Behind Act of 2001 provides that a student attending a “persistently dangerous School” or a student who is a “victim of a violent criminal offense” on School property, as defined by law, has the right to transfer to another safe School in the district, if his/her parent requests a transfer. If there is no other safe School in the district providing instruction at the student’s grade level, the School shall contact neighboring districts to request that the students be permitted to transfer to a School in one of those districts.

Asbestos Management Plan

The Asbestos Hazard Emergency Response Act (AHERA) requires us to annually notify parents, students, staff members, and others who regularly occupy the School building of compliance with AHERA. This notification can be found on the school website.

Pesticide Notification

IC Imagine aims to control pest populations and to reduce the use of active pesticides throughout the School by implementing an integrated pest management program. The health and safety of all persons within the School’s facilities are of primary concern. Please contact the Facilities Director if you would like more information.

Hazardous Chemicals

The School will take all necessary steps to protect its students and staff from hazardous chemicals or other potentially dangerous materials, and it will comply fully with all required inspections, laws, ordinances, and regulations regarding hazardous chemicals.

Fire and Safety Regulations

The School will submit to all fire and safety inspections by state, county, and municipal authorities as required by law. The School will also obtain all necessary certificates and licenses prior to opening for each School year.

Registered Sex Offenders Policy

Reference: [509 Registered Sex Offenders Policy](#)

Pursuant to Session Law 2008-117, *The Jessica Lunsford Act for North Carolina* (the "Act"), the General Assembly of North Carolina has recognized that sex offenders often pose a high risk of engaging in sex offenses after being released from incarceration or commitment and that the protection of students from sex offenders while on School property and at School-sponsored activities serves an important governmental interest.