



# **2023-2024 Parent Handbook**



Dear Parents:

**Welcome to The Imani School!** We are delighted that you have chosen to join us as we embark upon this most exciting year. The children are full of enthusiasm and excitement and the teachers are full of creative ideas and plans for the children.

The philosophy of The Imani School can be summed up in six short words--**I AM SPECIAL! I CAN SUCCEED!** We believe that each child is a unique individual created by and in the image of God. Our goal is to help each child to develop into a self-confident, competent, caring human being, endowed with a joy of living and learning, and secure in the knowledge of God's love.

The faculty, staff and I are totally committed to providing the finest quality program for the education of your children. However, the success of our program, and the optimum development of each child, is dependent upon a shared commitment between parents and staff. We welcome and encourage your active involvement in The Imani School, and we look forward to working with you as partners in the development of your children!

# **THE IMANI SCHOOL MISSION STATEMENT**

**The Imani School provides superior education to intellectually capable students.**

**The Imani School provides an academic foundation that enables our students to reach their highest, God-given potential and excel as self-confident, Christian leaders.**

**THE IMANI SCHOOL**  
*Committed to Excellence for the Glory of God!*

## HOURS OF OPERATION

The Imani School attendance policy promotes regular class attendance as an integral part of the learning process. The classroom experience is an extremely vital part of the education, and it is a student's responsibility to attend classes. Students who miss class more than nine times in a semester may not receive a passing grade, and he/she may be required to complete summer work assigned by the School. The case will be reviewed by the school's administrators. Excessive absences (more than nine per semester or more than 18 times in a year) may jeopardize the student's position at Imani. Students arriving to school after 10:20 a.m. will receive a half-day absence.

Preschool children may arrive as early as 7:00 a.m. to have breakfast. Breakfast is served from 7:00-7:30 for Pre-K students only. Kindergarten – 8<sup>th</sup> grade students can arrive as early as 7:45 a.m.

## TUITION

- Continuous Enrollment will start in February 2019. Each student's registration fees will be posted to his/her account by the fourth week of February, 2019.
- Registration fees of \$500.00 will be automatically billed and/or withdrawn from FACTS accounts in three equal installments of \$166.67 on March 20, April 20, and May 20.

## Financial Policies:

- Enrollment constitutes an agreement to continue in school for the full academic year and payment of the full year's tuition and all related fees and expenses of the student. No refund will be made in case of early withdrawal.
- All tuition and fees are non-refundable.
- Annual tuition paid in full receives a 4% discount.
- Tuition is payable on the first business day of the month from August 1 – May 1. Payments not received by the due date are considered delinquent. A late fee of \$50.00 per month is charged on past due balances.  
**\*We reserve the right to refuse admission, if account is delinquent.\***
- Tuition is collected automatically by FACTS Tuition Management system which assesses a \$45 fee per family each year. Families who are unable to utilize the services of FACTS will be required to deposit the last month's tuition in August.
- Families who choose to withdraw, must provide written notice to the school prior to April 1st
- Report cards and other records will not be released for students with delinquent accounts.



## **ARRIVAL**

Upon arrival, students must be signed-in using one of the iPads in the front lobby or at the side exit if you are using the carline. When using the carline, students must exit quickly with their things.

School begins promptly at 8 a.m., and students may enter their classrooms at 7:50 a.m. Students arriving before 7:50 a.m. must report to the cafeteria. We ask that you avoid tardiness. Excessive tardiness can impede on the progress of students and is disruptive to the class.

The school day ends at 4:00 p.m. Students may be asked to remain after 4:00 p.m. for academic, disciplinary, or extracurricular reasons when parents have been given advance notice. Students are expected to be picked up by 4:10p.m. if not in a supervised activity. Any students left after dismissal will be automatically signed in for extended day.

## **TARDINESS**

Students who arrive at school late(after 8:05) or return from an off-campus appointment will not be admitted to class without a “tardy slip” from the front office. Tardiness is recorded by the teacher and is reported to Administration when it becomes repetitive.

## **EXTENDED CARE PROGRAM**

Morning extended care for Kindergarten through 8<sup>th</sup> grade students is from 7:00 – 7:45 a.m. Aftercare is from 4:10 a.m. – 6:00 p.m.

Middle School students may report to the school library for supervised study each day, which will be available from 4:00-6:00 p.m. Middle school students not picked up from carpool by 4:10 p.m. will be required to sign in at the library and will be charged the daily rate of \$8. Students picked up after 4:10p.m. must be signed out in the front lobby.

All students must be picked up no later than 6:00 p.m.

Billing procedures: To register for the extended day program, please fill out the form available on the School website. Parents will be billed at the end of each month.

## **LATE PICK-UP FEES**

Students must be picked up by **6:00pm**. Staff is paid only until 6pm. After that time, the additional expense must be passed on to the late parent or guardian through a late pick-up fee paid directly to the staff member caring for the student at the time of pick-up. A parent arriving at 6:05pm will owe a late fee of \$5.00. A late pick-up fee is assessed for every 15 minutes.

## **Sign-outs**

Leaving for appointments during the school day is discouraged; however, if unavoidable, please email your child's teacher and copy an office administrator. Parents should come to the office, not the classroom, when picking up their child. Parents must sign their children out before the student is released for an appointment. When a child returns from an appointment, he or she must be signed in.

## **Premeditated Absences**

We hope that absences will be kept to a minimum; however, if you decide to have your child miss school days please inform the teacher 2 days in advance. Teachers will share assignments and other important information. Students whose absences are discretionary (vacations, leaving a day before a school holiday) may not receive accommodations normally provided for students who miss school because of illness.

## **Absences Due to Illness**

When a student is ill and will be absent, parents need to notify the Reception Desk. Homework will be sent to the office and can be picked up by a parent or another child in the office after 4 p.m. The teacher and parent/student will work out the arrangement of due dates and assignments to complete and will come to an agreement. Students must attend at least one half of the academic day in order to participate in an extracurricular activity after school that day.

## **Unexcused Absences**

Any absence not covered above shall be considered an unexcused absence, and the student may receive no credit for the work missed.

## **BIRTHDAYS**

Classroom parties may be held on Fridays only. Birthday party invitations for off campus parties may not be distributed at School unless the entire class is invited. The School does encourage families to use good judgment on preventing hurt feelings. For example, the suggestion would be to keep the party small or include all of the girls (or boys) in the specific class instead of excluding a few girls (or boys) from the party.

## **CAMPUS SAFETY AND SECURITY**

### **Security**

The safety and security of our students is our highest priority. To maintain a safe campus environment, both hidden and visible security cameras are installed throughout the campus. Likewise, the security officers regularly monitor the campus as an active, mobile, and visible presence. While our security team strives to maintain as safe a campus environment as possible, it is important that our students, faculty, and staff are aware of their surroundings and report any suspicious activity to an Administrator or school personnel.

### **Campus Visitors**

All school visitors during school hours are required to check in when they arrive on campus. When visitors check in, they will be asked for a valid, government-issued form of identification (driver's license or passport). IDs are matched against names in a student's file, as well as data entered by the School on custody issues and restraining orders. Visitors must sign out prior to leaving.

## **AFTERNOON DISMISSAL**

Students who are dismissed at 4 p.m. will be taken to the front lobby or side exit for the carline. Parents, please visit our website to fill out the Extended Day Form underneath the Parents tab to inform us if your child will stay for extended day or be released at 4pm.

When using the side exit for dismissal, drivers should not get out of their cars. Students must load/unload their backpacks quickly so that the line moves expeditiously. Students enter and exit cars from the designated loading area only.

## **CELL PHONES AND PERSONAL ELECTRONICS**

Lower School students are not permitted to have personal electronic devices on campus. These items include but are not limited to: cell phones, SmartPhones, SmartWatches, iPods, and tablets. In extenuating circumstances, parents should contact the Head of Lower School if their child should need to carry a cell phone. If a student brings a cell phone or wears a Smartwatch to

school without permission, it will be taken from the student and kept in the office for the parent to retrieve.

Middle School Students' cell phones will be picked up at the beginning of each day and given **back before students leave for the day.**

### **LAPTOP POLICY**

Seventh and eighth students will be issued a laptop. A Laptop Policy must be signed by students and their parents before a laptop is assigned.

### **COMPUTING AND TECHNOLOGY**

The School respects the importance of 21st century technology and incorporates it into K-8<sup>TH</sup> instruction. Students are expected to understand the Internet's public nature and to be responsible, accountable users. Behavior online is expected to match their behavior offline; they should exemplify honesty, respect, and responsibility.

### **CHAPEL**

Pre K – 3<sup>rd</sup> Grade students attend Chapel on Tuesdays from 8:30-9am. Fourth – middle school students attend Chapel on Thursdays from 8:30-9am.

### **HONORABLE BEHAVIOR**

At The Imani School, honorable behavior is the highest goal. We expect honorable behavior from all members of our community.

- Students will follow all school rules and policies.
- Students will be honest in all their academic responsibilities.
- Students will treat all other students and adults with respect.
- Bullying, whether physical or verbal, will not be tolerated. Bullying harms all members of the community, not just its target.
- Threats, intimidation, or fighting are considered serious breaches of conduct and will be dealt with accordingly.
- Students will behave in ways that demonstrate good manners.
- Students will remain on campus at all times during the school day unless permission has been granted by Administration.

### **DISCIPLINE**

Disciplinary matters are handled between student and teacher, with the more serious matters or repeated infractions reported to the Administration. Students will be treated with respect and kindness and, in turn, will be expected to respect the rights and property of others. Students may sometimes be removed from class or school for periods of time in the case of serious infractions. They may be required to make up work or remain after school. The Administration will deal with these infractions on an individual basis. Students are expected to conduct themselves in an orderly manner at all times. Playground rules are strictly enforced. All teachers share

responsibility for monitoring student behavior. Repeated or serious misbehavior will result in one or more of the following:

- Disciplinary action appropriate to the offense
- Conference with parents
- Counseling
- Suspension and probation
- Expulsion

**\*\*Students who consistently or repeatedly fail to uphold the standards of conduct and behavior expected by the School may not be invited back the following year.\*\***

## **EMERGENCY SCHOOL CANCELLATION**

### **Bad Weather, Flooding, etc.**

In the event of dangerous weather conditions or other emergencies, The Imani School may either cancel or delay the opening of school. Such announcements will be sent by voice message or text message to faculty, staff. Emergency contact information is based upon what parents list and update within The Imani School's online profile information. Because conditions in different areas of the city may vary widely, parents may need to keep children at home even though the School has made the decision to open.

## **EMERGENCY SCHOOL DISMISSAL**

Certain emergency circumstances might lead the School to want to release all students quickly and safely to their homes. In an "emergency dismissal," the School wants to make sure that every student is released directly only to parents or others authorized by parents. Once notified of an "Emergency Dismissal" through the communication channels outlined above, drivers will pick up their children via front lobby only. If a change in these procedures is necessitated, parents may be alerted to these changes via text alert and through school personnel positioned in the front lobby.

## **HEALTH POLICIES AND HEALTH CLINIC PROCEDURES**

Policies: Medical Forms and all health information will be collected electronically or hard copy. All requirements and forms must be submitted prior to the first day of school. The School requires parents to provide all requested medical information as well as the names and phone numbers of people to be contacted in case of emergency. It is the parent's responsibility to keep their child's health information updated throughout the year.

### **Illness or Injury at School**

Sick or injured students are to report to personnel in the School office. Parents will be contacted to pick up any student too ill to remain in school. If a student presents with a fever greater than

100.00, has vomiting or diarrhea, the student will be sent home. Any student with fever should remain home until fever free for twenty-four hours without the aid of a fever reducing medicine. If a student remains absent for greater than 3 days a medical note will be required to excuse these absences.

### **Medication**

If a student must take medication during school hours, a parent should sign-in the medication in the front office. All non-prescription and prescription medications must be in their original containers with the name of the student, the prescribing physician, and directions for administration on the label. Expired medication will not be accepted. Students are not allowed to self administer or carry any medication on them.

### **Concussions Management Protocol:**

Any student who is suspected of having a concussion during a school event, on or off campus will be immediately removed from activity. Before a student returns to practice/activities, that student must be evaluated by a licensed medical provider and turn in a complete a return to play form.

## **PHYSICAL EDUCATION**

All students in grades K-5 participate in a physical education program under the direction of the Athletic Department. The regular school uniform is worn for K-5 physical education activities. Girls should wear shorts under their jumpers. Sneakers or rubber-soled shoes must be worn for activities. During winter months, sweatpants may be worn during P.E. class. Students are asked to bring these from home.

Our sixth grade program is designed as a true extensive introduction to the sports offered in the Middle School Athletics Program. This introduction will provide more fundamental, skill-based instruction, small-sided games and (where possible) an experience of full game competition. For example, in the sixth grade, it is the student's first opportunity to compete for Imani in sixth grade track and field program. The students are exposed to some of the concepts that will be taught at the seventh & eighth grade level as well as many of the drills that will be used on a day-to-day basis in practices. We believe this type of exposure helps students make a fully informed choice when deciding what sports to try out for when entering the seventh grade program.

THE ACADEMIC PROGRAM\_\_\_\_\_

The Imani School curriculum is designed to both support and to stretch the student as the school prepares him for the increasingly demanding academic programs characteristic of the high schools which most of our graduates attend. Our record of success in educating our students is clearly evident in our standardized test scores and the numerous awards our students receive when competing against public and private schools locally and nationally in science, math, speech and poetry writing.

Our curriculum is designed to build upon your child's natural curiosity and eagerness to learn. Teachers at The Imani School see and appreciate each and every child for his own "self". Each child deserves, and receives his full share of time and attention. The child's sense of accomplishment, his self-confidence, grows as his esteem is nourished.

Rather than watering down the curriculum to minimum standards, we challenge your child to expand and reach his fullest potential. Even in the earliest years, the academic program is both vigorous and visionary. The curriculum provides children with a solid academic foundation through classes in reading, writing, spelling, math and foreign language. Through individual and small group activities, the children learn to apply information and develop critical thinking and problem-solving skills. Learning activities are structured to give each child many opportunities for success.

### **GradingScale**

A 92-100

B 82-91

C 75-81

D 70-74

### **CITIZENSHIP GRADES**

Citizenship grades are given in all subjects as well. Citizenship represents a combination of character and conduct, especially as they affect the other members of the classroom. Students who receive one "U" or two (or more) "Ns" for citizenship in a quarter will be placed on behavior probation. The citizenship grades are:

E Excellent

S Satisfactory

N Needs Improvement

U Unsatisfactory

### **HOMEWORK**

A reasonable amount of homework will be assigned. The purpose is to reinforce skills and to help students develop good work habits and routines. It is expected that students dedicate time each evening to homework. With each grade, homework expectations gradually increase. Nightly reading is encouraged throughout Lower School.

## **HONOR ROLL**

To make **A Honor Roll**, a student must have no grade lower than an A- in any subject.

To make **A-B Honor Roll**, a student must have all A's and 1 B in English, history, mathematics, science, foreign language ( Spanish) and not lower than B-'s in all other subjects.

## **HONORS AND AWARDS**

The School's policies on procedures and decisions for grading student effort and achievement and for awarding school honors and trophies are the exclusive responsibility of the administration and faculty. A special Awards Day Program is held in May of each year.

## **REPORTS FROM SCHOOL**

Communication with families is vitally important to the success of our program. We have several regular, established means of communicating with parents and students, including text alerts, emails, front lobby kiosks and a weekly newsletter. In addition, we also offer the following:

**Back to School Night** – an opportunity to meet faculty and receive information concerning subject matter, homework and class work

**Progress Reports** – grades are made available to parents/ students at the midpoint of each

**Report cards** – grades are handed out at the Report Card Meetings at the end of 1<sup>st</sup> and 3<sup>rd</sup> 9 Nine weeks and sent electronically to parents at the end of the 2<sup>nd</sup> and 3<sup>rd</sup> quarters. Detailed written comments accompany grades at the end of the first and third quarters. Students whose progress warrants a comment at the end of quarter two or four will receive one along with the report card.

## **PARENT TEACHER CONFERENCES**

Conferences are scheduled during teachers' planning periods. Additional conferences with faculty and administrators may be arranged as needed. Appointments can be made by contacting the teacher via email or through the front office. Teachers also frequently call or email parents about student progress.

Two parent-teacher conferences are scheduled throughout the year through an online signup system. The purpose is to receive the 1<sup>st</sup> and 3<sup>rd</sup> 9 weeks report cards and to discuss students' progress. Additional conferences may be scheduled through the teacher. When questions or problems arise concerning your child or his/her work, first contact your child's teacher. If the situation needs further attention, contact a member of the administrative team.

## **SUMMER READING**



Reading is an essential academic skill; accordingly, during the summer vacation, students should read at least THREE books: the core book assigned by the English instructor and two of the student's choice. The core book will be part of the curriculum for that year's work in English.

## **TESTS AND EXAMINATIONS**

Students are expected to take tests on the date specified. Tests are scheduled at the discretion of teachers and with prior notice to students. When students miss a test because of illness or any other acceptable reason, it is the parents' responsibility to arrange prompt makeup times with the individual teachers.

Please note that tests and quizzes are not the same thing. Quizzes tend to be shorter in nature and are often a reflection of the previous day's lesson or the previous night's homework. Students may have more than one quiz in a day.

Examinations are given at the end of each unit. Faculty take great care that students are well-prepared and know the material covered on the exam. Weighted credit for exams is 50% and quizzes 20%. Exam schedules will be posted and communicated with students and parents well in advance of the exam dates.

## **TUTORIALS**

One of the key strengths of our program is the availability of help and support from faculty. Afternoon tutorial sessions are available from 3-4pm. Students may ask questions, listen to the questions of others, or quietly study on their own. A faculty member may require a student's presence in the morning or afternoon tutorial whenever it is considered necessary. This time period also enables students to make up work due to absences.

## **MAKE-UP TESTS**

Students who miss a test or quiz for any reason should see their teacher to arrange a make-up test. It is up to the student and teacher to find a mutually agreeable time for the test.

### **Documentation Requirements to Qualify for Accommodations for a Diagnosed Learning Disability**

To be eligible for instructional accommodations, a student must have a documented learning disability that directly affects his or her ability to learn and perform optimally in a conventional learning environment. The documentation must include an evaluation conducted by a qualified professional (e.g. a neuro-psychologist, speech-language pathologist, licensed psychologist, educational diagnostician).

## **ATHLETICS**

In alignment with the The Imani School's mission, the Department of Athletics and Physical Education believes in educating the whole student. Our seventh and eighth grade program is designed to offer students the experience of team sports and growth in the area of lifetime health and fitness. We achieve this goal by offering various team sports. This allows each student to find a level of success in every season. We have three seasons of competition, and the sports within those seasons are as follows:

**Boys Sports**

Fall – Football

Winter – Basketball

Spring – Track & Field

**Girls Sports**

Fall – Cheer

Winter – Basketball & Cheer

Spring – Track & Field

**CONDUCT**

The School's faculty and administration will determine which behavior requires disciplinary action. Rudeness, abusiveness, profane language, bullying, fighting, malicious gossip, dishonesty of any kind, vandalism, and actions that are illegal are among the behaviors that will lead to disciplinary action. Possible disciplinary action includes but is not limited to the loss of campus privileges, Saturday detentions, exclusion from school activities, in-house detention, suspension from school, dismissal or non-renewal of enrollment for future academic years.

Parents must be respectful of the School's disciplinary process and consequences even when they do not agree with the outcome. A parent's failure to do so may result in disciplinary consequences up to and including dismissal or non-renewal for future academic years for the family's student(s).

- The Head of School has the authority for dismissing a student from the School or not renewing a student's enrollment for, including but not limited to, any of the following reasons:
- Conduct that threatens the safety or health of any student or employee;
- Conduct that interferes with the work of teachers or students;
- Stealing or unauthorized possession of another person's property;
- Academic dishonesty, including cheating or plagiarism;
- Vandalism;
- Possession of any weapon, knife, gun, instrument or article, including instruments of the martial arts, that might be injurious to a person or property;
- Any other behavior deemed by the Head of School as not in the best interests of the School or the student.

**DISCIPLINE REPORTS AND PROCEDURES**

Discipline Reports: The Discipline Report forms are designed to inform the Head of School and parents of discipline problems, failure to meet daily responsibilities, or to record patterns of misbehavior..

Sequence of Consequences: Minor infractions of school rules will be reported to Administration. Three Discipline Reports in a nine-week period will result in an after-school detention. Detentions are held from 4:00-6:00 p.m. on a designated day each week. If minor infractions continue to occur, an Administrator will meet with the student and his parents to discuss the problem. Possible consequences include an after-school detention or loss of privileges. Major infractions will be reported immediately to the Head of School. The teacher and the Head of School will meet to decide the appropriate action. Possible actions include detention, Saturday detention, in-school suspension, out-of-school suspension, probation or expulsion of the student. Parents will be contacted under the following circumstances:

**Specific Responses:**

- Students who are fighting will be suspended for at least one day, and other requirements may be issued prior to their return to regular classes.
- Students who miss class because of an out-of-school suspension are responsible for all assignments and may suffer academic consequences if deemed appropriate.
- Students who have been suspended (in-school or out of-school) may not participate in school activities such as athletics, performances, etc. during that quarter.
- Acts of dishonesty are treated as an opportunity for guidance.
- Acts of theft will be considered a very serious offense at The Imani School and will not be tolerated.
- More severe consequences may be necessary as additional information emerges. For example, the consequences will be more severe if a student causes injury to another student.
- Students who have received consequences (detention, suspension, etc.) will receive citizenship grades of N or U that quarter.
- Any student who receives a citizenship grade of U on his/ her report card for the quarter will be placed on behavior probation for the rest of the year.

**ACADEMIC INTEGRITY**

It is crucial that students and parents develop a clear understanding of what constitutes dishonesty and plagiarism.

**Academic Dishonesty**

Most students have a well-defined sense of what constitutes honorable behavior by the time they arrive in Middle School. As well, Middle School teachers will explain what is and is not acceptable in their particular classes. In general, academic dishonesty is the act of engaging in unauthorized behavior on a test or assignment.

The consequences for academic dishonesty are necessarily severe. All students and parents should be acutely aware that any act of cheating would put the student at risk of suspension or dismissal from school.

In most cases, the offense of academic dishonesty will be followed by these steps:

- The student must meet with an Administrator. The student will receive a zero for the assignment or a failing grade for the course, depending upon the situation. The student will also receive a citizenship grade of N or U in the course.
- The student will write a letter of explanation and apology to the teacher in whose class the incident occurred. The letter must be reviewed and approved by the teacher and/or Administrator before it is taken home.
- At least one of the student's parents is expected to sign the letter of explanation, which must be returned to the Administrator the morning of the following school day.
- At the teacher's discretion, the work may be completed again. In such cases, no grade shall be attained other than zero.

### **Plagiarism**

Plagiarism is defined as the act of borrowing another person's work and presenting it as one's own. The use of such information is misleading and dishonest.

### **COMMUNITY SERVICE**

Service opportunities exist for all grade levels and the Middle School student body as a whole. All students will participate in the school-wide community service. Students and faculty in each grade will develop a variety of service projects, promote their experiences and recognize the needs within the community.

### **FIELD TRIPS**

Students may take part in planned field trips. When these events occur, students will be given prior notice as to time, place etc., and instructions on special dress that may be required. Parents may also be notified if permission forms are requested, and students must have written permission from a parent to take any over-the-counter medications. Participants of a school group must travel in the transportation provided by the School unless granted specific permission to do otherwise. Parents must request alternate transportation in writing.

### **LOCKERS**

5th - 8th grade students may obtain a locker at the beginning of the year. It is the responsibility of the student to keep the locker clean and neat. Locker clean-outs are held periodically. Problems with lockers should be reported to an administrator. All student belongings including books, bags, coats etc. must fit inside lockers and permit the locker door to shut. Backpacks and other bags that do not fit within the locker should be stored in a teacher's classroom. Athletic equipment should be stored in the PE lockers. There should be no expectation of privacy in the use of school lockers. The school may inspect lockers and their contents, including backpacks and personal items brought on campus.

### **LOST AND FOUND**

Please label all shoes and clothing with student's name. Unlabeled items (i.e., books, school supplies, etc.) found in the hallways or campus of the School will be considered lost and will be taken to the Lost and Found cabinets. Items will be placed in the Front Lobby at the end of each month. Items that are not claimed will be sent to Goodwill.

### **HEALTH CARE, MEDICAL FORMS AND MEDICINES AT SCHOOL**

Each student must have an annual Imani Health Form with an updated immunization report provided by the physician on file in order to attend classes, participate in sports, and/or any school sponsored activity. Please inform the front office staff of any changes in your child's medications, health status or other factors that may affect their well-being during the school day. If you have any questions or concerns, please call or come by the office. Any student who becomes ill at school should visit the nurse immediately. The office staff member shall make the determination whether a student should return to class, stay in the nurse's office, or go home. Students with an oral temperature over 100 should remain at home until fever free without the use of fever reducing medication for at least 24 hours to control the spread of the illness to other students and teachers. Taking prescription medications at school must be arranged through the front office by signing the medicine log. Prescription medications given by front office staff must be in their original pharmacy container and will be given according to the prescription on the container. Parents are responsible for updating the front office staff of any changes in a student's need for prescription medication. Parents are also responsible for insuring the front office has an adequate supply of medication that is not expired. Certain over-the counter medications are available in the front office. Medications will be given upon a student's request, if the parent has given written permission and the front office staff feels the request is warranted.

### **CUSTODIAL ARRANGEMENTS**

If your family has a court order in place including but not limited to a divorce decree that includes custodial arrangements, a custody order, or a restraining order, you must provide the school with a complete and official file-stamped copy of the court order. We expect parents and guardians to abide by any court order applicable to your child. If a situation arises in which the custody or possession of a child is in question, a school representative will call 911 to request an officer arrive at the school to resolve the dispute.

### **PARENT ORGANIZATIONS**

Dad's Club

Imani School Parents Association

Grandparents Club

Room Moms

**Parents agree to adhere to and abide by and require their child(ren) to adhere to and abide by the policies and procedures set forth. Any violations of these policies or procedures by parent(s) or student may result in disciplinary action up to and including dismissal from the School or non-renewal of enrollment for future academic years, at the sole discretion of the School.**

**The Imani School reserves the right to suspend or dismiss during the school year or decline to re-enroll any student who in effort, conduct or progress is not fulfilling the School's**

**expectations, as determined by the School. The Imani School also reserves the right to suspend, dismiss during the school year or decline to re-enroll any student whose enrollment is deemed by The Imani School not to be in the best interests of the School or whose parents are deemed by The Imani School not to support the School's mission, philosophy, expectations and/or rules**

**Add Parentsweb, Renweb, Fundraising have tiff look at prices for extended day and forms**