



IC Imagine
Family Investment Guide

IC Imagine
1000 Brevard Road, Suite 175
Asheville, NC 28806
828.633.6491

Family Investment Guide

Table of Contents

Our Mission.....	3
What is a Charter School.....	3
INVEST COLLEGIATE Consortium.....	3
Contact Information.....	3
Faculty Directory.....	4-7
Who to Contact With Questions.....	8-9
After school Program.....	9
Car line expectations.....	10
Behavior.....	11
Special Education Services.....	11-12
Student Expectations and Code of Conduct.....	12-13
Discipline Policy.....	13-20
Acceptable Computer Use Policy.....	21-29
Dress code.....	29-32
Attendance Policy.....	32-36

Our Mission

At INVEST COLLEGIATE Imagine we Imagine, we Nurture, we Value, we Engage, we Sustain, we Transform as we champion opportunities in leadership and learning, embracing greatness, inspiring achievement within a telescopic environment.

What is a Charter School?

We are an independent, tuition-free public school in North Carolina. North Carolina approved our charter in 2014 and we opened in August of 2014. We are funded with the per pupil allotment from the state for our enrolled students. As a Charter School we are able to hire and dismiss faculty, contract services and control our finances. We must meet the terms of our charter. Click the link below to view our charter.

[INVEST COLLEGIATE Imagine Charter](#)

INVEST COLLEGIATE Consortium

INVEST COLLEGIATE Imagine is governed by INVEST COLLEGIATE Consortium which holds a 501(C)3. The board members serve in a voluntary capacity with terms of three years. The board is responsible for governing two public charter schools in North Carolina, Invest Collegiate Transform in Charlotte and Invest Collegiate Imagine in Asheville. They work to ensure each school meets their mission and promise to the community they aim to serve. The volunteer board meets monthly, rotating the location of the meeting between the two school locations.

Contact Information

Address 1000 Brevard Road, Suite 175, Asheville, NC 28806
Phone Number 828.633.6491
Fax Number 828.633.6494
Web-site: icimagine.org
Email addresses: firstnamelastname@investcollegiateimagine.org

Faculty Directory

Name	Title	Email Address
Jenn Townley	Head of School	jennifertownley@investcollegiateimagine.org
Jamie Williams	Dean of Lower School	jamiewilliams@investcollegiateimagine.org
Sean Vervain	Dean of Upper School	seanvervain@investcolleagateimagine.org
Sean Vervain	EC Coordinator	seanvervain@investcollegiateimagine.org
Mandy Gladys	Athletic Director	mandygladys@investcollegiateimagine.org
Jesse Mitchell	School Counselor	jessemitchell@investcollegiateimagine.org

Ellen Hotaling	Curriculum Coordinator	ellenhotaling@investcollegiateimagine.org
Sarah Reams	Beginning Teacher Support Program	sarahreams@investcollegiateimagine.org
Kerri Eudy	Administrative Associate	kerrieudy@investcollegiateimagine.org
Jill Brackins	Student Information Coordinator	jillbrackins@investcollegiateimagine.org
Heather Gillis	Front Office	heathergillis@investcollegiateimagine.org
Josh Ray	SCOPES (after school program)	joshray@investcollegiateimagine.org
Kristy Stiefel	Kindergarten Lead Teacher	kristystiefel@investcollegiateimagine.org
Lauren Weninegar	Kindergarten Teacher	laurenweninegar@investcollegiateimagine.org
Name	Title	Email Address
Kelly Hanna	Kindergarten Teacher	kellyhanna@investcollegiateimagine.org

Angie Smith	Kindergarten Teacher	angiesmith@investcollegiateimagine.org
Emmalee Ellis	Kindergarten Teacher	emmaleeellis@investcollegiateimagine.org
Ashley Gregg	Kindergarten Teacher	ashleygregg@investcollegiateimagine.org
Vanessa Horton	Kindergarten Associate	vanessahorton@investcollegiateimagine.org
Ellen Hotaling	First Grade Teacher	ellenhotaling@investcollegiateimagine.org
Rebecca Nilo	First Grade Teacher	rebeccanilo@investcollegiateimagine.org
Rebecca Barker	First Grade Teacher	rebeccabarker@investcollegiateimagine.org
Jenny Knight	First Grade Teacher	jenniferknight@investcollegiateimagine.org
Jordan Ford	First Grade Associate	jordanford@investcollegiateimagine.org
Kaitlin O'Steen	Second Grade Teacher	kaitlinosteen@investcollegiateimagine.org
Maggie Powell	Second Grade Teacher	maggiepowell@investcollegiateimagine.org

Lindsay McEntire	Second Grade Teacher	lindsaymcentire@investcollegiateimagine.org
Melana Lombardo	Second Grade Teacher	melanalombardo@investcollegiateimagine.org
Melanie Johnson	Third Grade Teacher	melaniejohnson@investcollegiateimagine.org
Todd Norman	Third Grade Teacher	toddnorman@investcollegiateimagine.org
Name	Title	Email Address
Gay Edwards	Third Grade Teacher	gayedwards@investcollegiateimagine.org
Laura Dinwiddie	Third Grade Teacher	lauradinwiddie@investcollegiateimagine.org
Pete Hutchins	Fourth Grade Teacher	petehutchins@investcollegiateimagine.org
Nate Barton	Fourth Grade Teacher	natebarton@investcollegiateimagine.org
Ginger Landers	Fourth Grade Teacher	gingerlanders@investcollegiateimagine.org

Sue Freeman	Fourth Grade Teacher	suefreeman@investcollegiateimagine.org
Alicia Rogers	Fifth Grade Teacher	aliciarogers@investcollegiateimagine.org
Ellen Lafferty	Fifth Grade Teacher	ellenlafferty@investcollegiateimagine.org
Kyle Higgins	Fifth Grade Teacher	kylehiggins@investcollegiateimagine.org
Ryan Bell	Middle School Math Teacher	ryanbell@investcollegiateimagine.org
Meridith Mitchell	Middle School Science	meridithmitchell@investcollegiateimagine.org
Sarah Reams	Middle School ELA	sarahreams@investcollegiateimagine.org
Hannah Heal	Middle School Social Studies	hannahheal@investcollegiateimagine.org
Chelsea Lafferty	Upper School Math	chelsealafferty@investcollegiateimagine.org

Randi Baldwin	Upper School Science	randibaldwin@investcollegiateimagine.org
Megan Percy	Upper School ELA	meganpercy@investcollegiateimagine.org
Emily Bongarzone	Upper School Social Studies	emilybongarzone@investcollegiateimagine.org
Name	Title	Email Address
Shealin Eldridge	EC Teacher	shealineldridge@investcollegiateimagine.org
Susan Lister	EC Teacher	susanlister@investcollegiateimagine.org
Andy Pond	EC Teacher	andypond@investcollegiateimagine.org
Nicole Morin	EC Teacher	nicolemorin@investcollegiateimagine.org
Taylor Baumann	EC Associate	taylorbaumann@investcollegiateimagine.org
Kelley Mayfield	EC Associate	kelleymayfield@investcollegiateimagine.org
Lynette Gillis	EC Associate	lynettegillis@investcollegiateimagine.org

Pepper Basham	Speech Therapist	pepperbasham@investcollegiateimagine.org
Clint Jackson	Visual Arts Teacher	clintjackson@investcollegiateimagine.org
Erika Wellman	Music Teacher	erikawellman@investcollegiateimagine.org
Shawn Wellman	Band Teacher	shawnwellman@investcollegiateimagine.org
Wendy Kearns	PE Teacher	wendykearns@investcollegiateimagine.org
Mandy Gladys	PE Teacher	mandygladys@investcollegiateimagine.org
Ashlee Kinnaird	Spanish Teacher	ashleekinnaird@investcollegiateimagine.org
Brenda Miranda	Spanish Teacher	brendamiranda@investcollegiateimagine.org

Who to Contact with Questions

Head of School

jennifertownley@investcollegiateimagine.org

Kindergarten

kristystiefel@investcollegiateimagine.org

Dean of Lower School

jamiewilliams@investcollegiateimagine.org

Dean of Middle/Upper School

seanervain@investcollegiateimagine.org

Athletic Director

mandygladys@investcollegiateimagine.org

Enrollment Questions

enrollment@investcollegiateimagine.org

Curriculum Questions

ellenhotaling@investcollegiateimagine.org

Exceptional Children/IEP

seanervain@investcollegiateimagine.org

School Counselor/504

jessemitchell@investcollegiateimagine.org

Imagine Community Partners (parent organization)
imaginecommunitypartners@gmail.com

SCOPES (after school program)
joshray@investcollegiateimagine.org

Band
shawnwellman@investcollegiateimagine.org

Music
erikawellman@investcollegiateimagine.org

Drama
erikawellman@investcollegiateimagine.org

Visual Arts
clintjackson@investcollegiateimagine.org

Spanish
ashleekinnaird@investcollegiateimagine.org
brendamiranda@investcollegiateimagine.org

Lunch
jillbrackins@investcollegiateimagine.org

Student Information
jillbrackins@investcollegiateimagine.org

Scholarships

kerrieudy@investcollegiateimagine.org

Uniform Closet

kerrieudy@investcollegiateimagine.org

After School Program (SCOPES)

We operate an after school program which has a fee. The program runs daily from dismissal until 6pm. The children participate in several activities. Our discipline policies and procedures apply during this program.

Car Line Expectations

Cell Phone use is not permitted in the car line during arrival or dismissal.

Arrival

- Please do NOT cut through the outlet mall in the morning to enter Ridgefield Boulevard
- Please keep gaps to a minimum between cars in the morning!
- Please do pay attention to Collegiate Leaders directing traffic and walkers!

Dismissal

- Please be aware that there are no sign outs from 2:30-3:30 while dismissal is taking place (this includes SCOPES pick up!)
- Please be mindful of our pick up windows.

Kindergarten blue: 2:10-2:25 (this line is usually finished by 2:30!)

2:40 Yellow line: 2:30-2:50

3:00 Yellow line: 2:50-3:05 (this line is usually finished by 3:00!)

3:00 Blue line: 3:00-3:15 (this line is usually finished by 3:20!)

Late Pick-Ups

- Please also be aware that all dismissal lines close at 3:20 (12:00 on early release days).
- If you arrive after 3:20, please park and come in to pick up your children. They will be sent to SCOPES, our after school program and there will be a \$10.00 fee at pick up. This fee will not apply on days where traffic or weather cause issues.

Behavior

At IC Imagine, we believe in a proactive positive reinforcement system to encourage appropriate behaviors. To that end, we have developed a matrix to use with our Champions to teach appropriate behaviors and use consistent language among our faculty and student body. Our Positive Behavior Matrix can be viewed online at:

<http://sites.icimagine.org/home/positive-behavior-incentive-system-pbis/>

When poor behavior choices lead to consequences our faculty uses our minor and major guideline documents to determine the appropriate response. These documents can be viewed online at:

<http://sites.icimagine.org/home/ic-imagine-behavior-management/>

Special Education Services

Child Find for Special Education Services

INVEST COLLEGIATE Imagine develops and implements Individualized Education Plans (IEPs) for students eligible for services to ensure every student has free and appropriate access to education. As a public charter school, INVEST COLLEGIATE Imagine follows all state and federal regulations governing, locating, identifying, and evaluating children with disabilities. Parents or guardians of students with identified disabilities should contact the EC Program Coordinator, Sean Vervain (seanvervain@investcollegiateimagine.org or 828-633-6491) upon enrollment. Parents who suspect their child may have a disability should contact Sean Vervain or their child's Collegiate Leader.

All policies governing students with disabilities can be viewed online at:
<http://ec.ncpublicschools.gov/policies/nc-policies-governing-services-for-children-with-disabilities/policies-children-disabilities.pdf>

The Parents' Rights Handbook for Students with Disabilities can be viewed online at:

<http://ec.ncpublicschools.gov/parent-resources/ecparenthandbook.pdf>

Discipline for Students Who Receive Special Education Services

The EC staff will be active consultants in such situations on a case-by-case basis. All long-term suspension (exceeding 10 days) will require a manifestation determination meeting.

Due Process for Students who Receive Special Education Services

Parents and adult students can ask for a due process hearing if they disagree with:

- the student's eligibility for services
- the IEP
 - the manifestation determination

Please contact Sean Vervain with questions.

seanvervain@investcollegiateimagine.org

828-633-6491

Student Expectations and Code of Conduct

INVEST COLLEGIATE sets high standards for students, families and Collegiate Leaders. In order to graduate responsible citizens, we have designed a challenging, rigorous curriculum and seek to create a dynamic learning community. This will only be accomplished with the active participation of our entire educational community.

The following guidelines clarify expectations for our students:

- Students will focus on their academic responsibilities during school hours.
- Students will be respectful and kind to each other, to the Collegiate Leaders, and to the greater community.
- Students will adhere to the uniform policy outlined in the INVEST COLLEGIATE charter.
- Students will attend class regularly, be on time, and engaged every day.
- Students will accept ownership for helping to maintain our school environment.

Code of Conduct

INVEST COLLEGIATE's discipline policy will support the attainment of the school's mission and reinforce the active domains: imagine, nurture, value, engage, sustain, and transform. The INVEST COLLEGIATE model leads to a nurturing school environment that sets the stage for engagement and academic excellence. Collegiate Leaders will uphold high expectations and remain responsible for establishing a positive school climate that continuously identifies and acknowledges

students for respectful behavior. Collegiate Leaders will model and identify appropriate behaviors in varying environments throughout the course of the school day and academic setting. Learning behavior transitions in varying environments remains a valuable component of the socialization process of a productive citizen. All school Collegiate Leaders will be trained to support and implement a school-wide positive discipline model. The Collegiate Leaders and students will work together to implement the INVEST COLLEGIATE model.

Discipline Policies

In most cases, the appropriate Collegiate Leaders and faculty members, within the classroom setting will manage discipline immediately and effectively. In some situations, either due to the seriousness or repetitive nature of the offense, intervention by the Head of School is warranted. The Head of School will be responsible for any action requiring probation, suspension or expulsion.

1. Less Serious Violations

Less serious violations will be managed by the classroom teacher or a Collegiate Leader, faculty member, responsible for student supervision. Such violations consist of disruptive classroom behavior, discourtesy, defacing property, roughhousing, profanity, etc. The attending Collegiate Leader may bring these situations to the attention of the Head of School or appropriate classroom Collegiate Leader if disciplinary action is warranted or if these actions are repeated.

2. More Serious Violations

More serious violations such as unauthorized absence, smoking or use of tobacco products, or repeated lesser violations will be dealt with in a more formal basis. Detention, campus work detail, and silent lunch are a few of the penalties that may be assigned.

3. Major Violations

Major violations are those that are serious enough to require probation, suspension or expulsion. These violations will be immediately reported to the Head of School. They include: physically threatening others, the use or possession of illegal or controlled substances, the use or possession of a weapon or any object being used as a weapon, academic dishonesty, theft or destruction of property and fighting which results in physical harm or injury. Any of these violations may result in probation, suspension, or expulsion.

Note: A detailed list of infractions and the range of resulting consequences is detailed herein. Additions, corrections, and deletions of these rules can ensue. Students and parents will be notified of changes or additions. These policies and others adopted by the INVEST COLLEGIATE Board will be distributed to families and students in an INVEST COLLEGIATE FAMILY GUIDE.

Student Expulsion and Exclusion Policy

A pupil shall not be suspended from school or recommended for expulsion unless an INVEST COLLEGIATE Head of School (Lower, Middle, Upper) determines that the student has:

- Caused or attempted to cause or threatened to cause physical injury to another person;

- Possessed, sold or otherwise furnished any fire arm, knife, explosive, or other dangerous object, unless in the case of possession of any such object, the pupil had obtained written permission to possess the item from a certified school employee, which is concurred by the principal or the designee of the Head of School;
- Unlawfully possessed, used, sold or otherwise furnished, or been under the influence of any controlled substance or alcoholic beverage or an intoxicant of any kind;
- Unlawfully offered, arranged or negotiated to sell any controlled substance or an intoxicant of any kind, and then either sold, delivered or otherwise furnished to any person another liquid, substance, or material and represented the liquid, substance, or materials as a controlled substance, alcoholic beverage or intoxicant;
- Committed robbery or extortion;
- Caused or attempted to cause damage to school property or private property;
- Stolen or attempted to steal school property or private property;
- Possessed or used tobacco, or any products containing tobacco or nicotine cigarettes, smokeless tobacco, or chew packets or betel. This section does not prohibit use or possession by a pupil of his or her own prescription products;
- Committed an obscene act or engaged in habitual profanity or vulgarity;
- Unlawfully offered, arranged or negotiated to sell any drug paraphernalia;
- Disrupted school activities or otherwise willfully defied the valid authority of supervisors, teachers, administrators, school officials or other personnel engaged in the performance of their duties.
- Knowingly received stolen school property or private property.

Disciplinary consequences for behavior violation of the Student Code of Conduct:

Students and parents/guardians will understand that the following disciplinary actions could be implemented for acts enumerated in this section and related to school activities which occur at any time, including (but not limited to) any of the following:

1. While on school grounds;
2. While going to or coming from school;
3. During the lunch period whether on or off campus;
4. During, or while going to or coming from, a school sponsored activity.

Act of Violence

- Fighting is not allowed at INVEST COLLEGIATE. This action is considered one of the most severe infringements on the rights of others. It is also a direct attack on the educational process. Acts of violence, whether directed at another student, teacher or adult will carry a severe penalty. Possible disciplinary actions: On-campus suspension, home suspension or expulsion. Flagrant or repeat offenses may result in a maximum consequence of expulsion.
- Threatening to cause physical harm detracts from the educational setting and places students in fear. Thus, depending on the severity of these actions, the following disciplinary actions may result: On-campus suspension, work details, home suspension or other recommendations to expel.

Weapons and Dangerous Objects

- a. Possession of a define weapon will not be tolerated. Possession of a weapon will result in disciplinary action -- home suspension or expulsion.
- b. Possession of fireworks and explosives or the use of these items will also result in home suspension or expulsion.

Tobacco, Drugs, and Alcohol

- a. INVEST COLLEGIATE is a tobacco, drug and alcohol-free campus. Any possession or use of these substances is strictly prohibited. Offenses of the rule may result in on campus suspension, home suspension or expulsion. This rule, as all school rules apply, for after school events and school trips.
- b. Possession of these substances with the intent to distribute or sell will result in expulsion. The sale of look-alike drugs will result in home suspension for the first offense and expulsion for any subsequent offense.
- c. Drug paraphernalia, whether possessed for use or with the intent to sell or distribute, will be seen as an attempt to promote the distribution and use of illegal drugs and will result in suspension or expulsion.

Stealing, Robbery, or Extortion

- a. These offenses will result in on-campus suspension, work detail, home suspension or expulsion. The severity of the crime and the number of offenses will dictate the punishment.

Damage to Property

- Causing or attempting to cause damage to school property will result in the replacement of the damaged property by the student. The

parent or guardian will also be held responsible for the replacement of the damaged property.

- Severe cases of damaging, defacing or mutilating school property such as arson, damage to windows, playground equipment, computers, etc. may result in the suspension (on-campus or home) or expulsion.

Profanity, Obscene Acts, Demeaning Racial Statements and Vulgarity

- These acts will be construed as an attack on the rights and privileges of other students who are attempting to receive an education and the rights of teachers to teach. Therefore, the attempt or act of projecting the above named actions whether on clothes, written, verbal or through gestures is in violation of school policy. The resulting disciplinary action will require: changing offensive clothing, work detail, on-campus suspension, home suspension, expulsion or a combination of any of these actions.

Willful Disobedience

- Willful disobedience is the intentional defiance of Collegiate Leaders, faculty, and/or staff. Such action may be exhibited while coming to and from school, on the bus, during the normal school day or on fieldtrips. For the safety of the student and other students and the establishment of a nurturing learning environment, respect for faculty, staff, and parents is necessary. All students will come to understand this policy. It may take more time, patience and understanding to illuminate the younger children; however, student safety and a positive educational environment must be maintained. Therefore, timeout, work details, and on-campus suspension may be employed. Repeated disobedience may result in a request to have a student evaluated by other behavior professionals.

Every attempt will be made to correct the in appropriate behavior before actions of home suspension and expulsion are considered.

- Students are expected to demonstrate good citizenship and act in a reasonable manner. Failure to do so will result in a reprimand, detention, Saturday work detail, after school work detail or suspension. Public displays of affection fall under this category.

Sexual Harassment

- Prohibited sexual harassment includes, but is not limited to; unwelcome sexual advances, request for sexual favors, and other verbal, visual or physical conduct of a sexual nature.

1. Submission to the conduct is explicitly or implicitly made a term or condition of an individual's employment, academic status or progress;
2. Submission to or rejection of the conduct by an individual is used as the basis for academic or employment decisions affecting the individual;
3. The conduct has the purpose or effect of having a negative impact on the individual's academic or work performance, or of creating an intimidating, hostile or offensive educational or work environment; and
4. Submission to or rejection of the conduct by the individual is used as the basis for any decision affecting the individual regarding benefits and services, honors, programs, or activities at or through the school.

- Other types of conduct that are prohibited and may constitute sexual harassment include:

1. Unwelcome leering, sexual flirtations or propositions;
2. Unwelcome sexual slurs, epithets, verbal abuse, derogatory comments or sexually degrading descriptions;
3. Graphic verbal comments about an individual's body, or overly personal conversation;
4. Sexual jokes, stories, drawings, pictures or gestures;

5. Spreading sexual rumors;
6. Teasing or sexual remarks about students enrolled in a predominantly single-sex class;
7. Cornering or blocking of normal movements;
8. Displaying sexually suggestive objects in the educational environment; and
9. Any act of retaliation against an individual who reports a violation of the school's sexual harassment policy or who participates in the investigation of a sexual harassment complaint.
10. Purposefully limiting a student's access to educational tools; and
11. Touching an individual's body or clothes in a sexual manner.

Enforcement

The Head of School or his/her designee shall take appropriate actions to reinforce the board's sexual harassment policy. These actions may include:

1. Removing vulgar or offending graffiti;
1. Providing staff in-service training and student instruction or counseling; or
1. Taking appropriate disciplinary action to include reprimand, detention, on-campus suspension or home suspension.

Act of Hate Violence

Causing, threatening, or attempting to cause or participate in an act of hate violence can be defined as willfully interfering with or threatening

another person's personal or property rights because of race, ethnicity, national origin, religion, disability or sexual orientation. Speech that threatens violence, when the perpetrator has the apparent ability to carry out the threat, may be considered an act of hate violence. These offenses may call for reprimand, suspension, community service and/or expulsion.

Other Harassment

Intentionally engaging in harassment, threats or intimidation against a student or group of students when the harassment is severe and pervasive and disrupts classes or creates disorder or an intimidating or hostile educational environment will not be tolerated. These offenses may call for a reprimand, suspension, community service and/or expulsion.

Academic Dishonesty

Academic dishonesty is often a difficult concept to define. INVEST COLLEGIATE strives to increase a student's ability to work independently and collaboratively, while realizing this only clouds the issue of academic dishonesty. We realize that valuable social skills and learning come through group projects, collaboration, and cooperation.

Students should do as much of or all of their own homework, but students should be willing to give assistance to fellow students when the learning experience can be enhanced. In some situations, testing is required to be independent of any outside help. Students will be made aware of this and will be expected to act accordingly.

Plagiarism

Plagiarism is a serious issue in academe. Students must give credit to the appropriate individuals for their research and writing. It is often difficult to distinguish what should be duly noted and what is common knowledge. It is the job of the faculty to bring this issue into a clearer focus for the students so that students will learn proper citation processes. Through their own research and writing, the constitution of plagiarism will become better defined for the student. Students will begin learning the principles and process of research and writing in early elementary school. Over the course of the year, older students will be using the APA system for documenting paraphrased and quoted material.

Severity Clause

The administration reserves the right to immediately call a parent to take a student home for the day, or suspend or expel a student from school, if the severity of the student's actions is deemed worthy of such a response, even if that student has committed no prior infractions.

Students in the EC Program

The EC staff will be active consultants in such situations on a case-by-case basis. All long-term suspensions (exceeding 10 days) will require a manifestation determination meeting.

Confidentiality

Information concerning students, families, and staff is confidential and cannot be shared at any time.

Faculty, staff, and administration may only share information concerning student behavior, performance, or disciplinary action with a student's parents or legal guardians. Please do not ask IC Imagine faculty or administration for information regarding disciplinary consequences for children other than your own.

Acceptable Computer Use Policy

Privileges

INVEST COLLEGIATE provides Internet access for students and Collegiate Leaders. The Internet offers vast, diverse, and unique learning resources to students, families and educators. Computer and network-based technologies at INVEST COLLEGIATE, including Internet access, are provided to further educational goals and objectives. With access to computers and people all over the world, also comes the availability of material that may not be considered to be of educational value in the context of the school setting. INVEST COLLEGIATE will take precautions to restrict access to such materials. However, on a global network, it is impossible to control all materials and an industrious user may discover controversial information. We firmly believe that the valuable information and interaction available on this worldwide network far outweigh the possibility that users may procure material that is not consistent with the educational goals of the school.

Responsibilities

The smooth operation of the network relies upon the proper conduct of the end users who must adhere to strict guidelines. These guidelines are provided here so that students and families are aware of the responsibilities they are about to acquire. Students and families are expected to abide by this Acceptable Computer Use Policy as well as all current local, state, and federal laws. If an INVEST COLLEGIATE student violates any of these provisions, he or she may lose any and all computer access privileges (including use for school work) for a period

of time based on the severity of the violation and/or face other disciplinary consequences. Severe violations and/or violations of state or federal laws will incur more serious consequences in accordance with those policies of school and the law. The signatures on the Family Guidebook Acceptance form are legally binding and indicate the parties who signed have read the terms and conditions carefully and understand their significance.

Risks and Limitation of Liability

The Internet serves as a powerful and essential educational tool. However, students and parents must be informed of the potential dangers that exist on the Internet, including (but not limited to) child/sexual predators, scam artists, and hate-biased materials. The INVEST COLLEGIATE school-based computer use policies have been developed to protect against these dangers, and student use will be monitored by school staff to enforce these policies. In addition, data that track individual student Internet activity can be made available to parents upon request. Students are hereby warned against giving out any personal information over the Internet, including physical description or photo of self, name, age, address, school attended, or any times when the student will be home alone (including after school before parents have returned from work). Students should never meet one-on-one with someone they have met on the Internet without first seeking permission from their parent/guardian.

Unlike home-based Internet usage which may be for entertainment and other purposes, Internet usage at INVEST COLLEGIATE is

for educational purposes only. INVEST COLLEGIATE makes no warranties of any kind, whether expressed or implied, for the service it is providing. INVEST COLLEGIATE:

- reserves the right to block or filter Internet content that has no educational purpose, is obscene, contains pornography, or is harmful to minors.
- makes no guarantee that the functions of services provided by or through the INVEST COLLEGIATE network will be error-free or without defect.
- will not be responsible for any damages a user may suffer including but not limited to loss of data, delays, non-deliveries, miss deliveries, or service interruptions caused by provider/user negligence, errors or omissions.
- is not responsible for the accuracy or quality of the information obtained through or stored in the system or network.
- will not be responsible for financial obligations arising through the unauthorized use of the system. Use any information obtained via the Internet at your own risk.

Cyber-bullying

Neither the school's network nor the broader Internet (whether accessed on campus or off campus, either during or after school hours) may be used for the purpose of harassment. All forms of harassment in cyberspace, often called cyber-bullying, are unacceptable.

Cyber-bullying includes but is not limited to, the following misuses of technology: harassing, teasing, intimidating, threatening, or terrorizing another person by sending or posting inappropriate and hurtful e-mail messages, instant messages, text messages, digital pictures or images, or

Website postings (including blogs). Often the author (sender or poster) of the inappropriate material is disguised (logged on) as someone else. Members of the INVEST COLLEGIATE community who feel that they have been the victims of such misuses of technology should not erase the offending material from the system. They should print a copy of the material and immediately report the incident to a school official (any Collegiate Leader or member of the Technology Staff). All reports of harassment in cyberspace will be investigated fully. Sanctions may include, but are not limited to, the loss of computer privileges, detention, suspension or expulsion from school.

Supervision and Monitoring

School and network administrators and their authorized employees monitor the use of information technology resources to help ensure that uses are secure and in conformity with this policy. School leadership reserves the right to examine, use, and disclose any data found on the school's information networks in order to further the health, safety, discipline, or security of any student or other person, or to protect property. They may also use this information in disciplinary actions, and will furnish evidence of crime to law enforcement.

Network Access Terms and Conditions

A responsible student user of the INVEST COLLEGIATE Network:

- MAY USE the Internet to research assigned classroom projects.
- MAY USE the Internet to research/develop educational materials.
- UNDERSTANDS that NONE of his or her communications and information accessible through the Network is considered private or confidential.

- UNDERSTANDS that his or her Internet activity may be tracked and monitored and made available for parental review.
- UNDERSTANDS that INVEST COLLEGIATE Leaders may be silently observing his or her workstation and network activity at any time, and may intervene in the activity at any time.
- AGREES that he/she will NEVER disclose his or her password to any other student.
- AGREES to NEVER disclose his or her personal information or private information about another person over the Internet either by posting or by disclosing this information to another person met on the Internet.
- UNDERSTANDS that security on any computer system serving many users is critical, and it is the responsibility of all users to help safeguard the integrity of the system. This responsibility includes the reporting of any potential security breach such as unauthorized or prohibited use. If you feel you can identify a security problem on the network, you must notify a teacher or an administrator.
- UNDERSTANDS that if any provision of the Acceptable Computer Use Policy is violated, the student may not be allowed to use the network and disciplinary action may be taken.
- UNDERSTANDS that if he or she loses the privilege of using the network, there shall be no obligation to provide a subsequent opportunity to access the network. This means that the student may receive failing grades on subsequent in-school activities requiring network access.

Workstation Violations:

A student is to leave the computer exactly as he or she finds it unless given specific permission from an instructor. Prohibited changes include, but are not limited to

1. Installing unauthorized software on any workstation or anywhere on the network
2. Logging on as another user or allowing another individual the use of one's account or user ID
3. Stealing, vandalizing or defacing hardware (including keyboards, monitors, and headphones).
4. Not reporting computer vandalism that you are aware of
5. Removing or replacing hardware or cables without authorization.
6. Changing the screensaver or desktop backgrounds of a lab or classroom computer.
7. Moving, adding, deleting, or changing icons on the desktop, including printer icons of a lab or classroom computer.
8. Setting themes or sounds; or changing the screen resolution of a lab or classroom computer.
9. Tampering with operational settings including the Start menu.

Usage Violations:

Use of the computer must be in support of education and research and consistent with the educational objectives of INVEST COLLEGIATE. *The student is responsible, at all times, for its proper use.* Improper use of the network is prohibited. Uses of the network that are prohibited include, but are not limited to

1. Use of school technologies in support of any illegal purposes.

2. Intentionally uploading, creating, or spreading computer viruses or worms.
3. Attempting to gain unauthorized access to the INVEST COLLEGIATE network, or any other network, or to
4. any secure data is considered hacking activity and thus is prohibited. Hacking activity includes students attempting to logon to the network/Internet as a faculty member or an administrator.
5. Possessing and/or using or attempting to use hacking tools, including keystroke loggers, wireless crackers, port scanners and password/encryption tools.
6. Not reporting a known potential security breach or vulnerability such as unauthorized or prohibited use.
7. Not reporting network security violations or potential violations that you are aware of. If you become aware of a problem, do not demonstrate the problem to other users.
8. Downloading and storing files on the network without authorization (as a student you are authorized to store only course-related documents in your home directory folder or as directed by An INVEST COLLEGIATE Leader).
9. Connecting any non-INVEST COLLEGIATE hardware (including personal laptops and PDA devices and cell phones) to the network without specific advance permission from Technology Staff.
10. Providing access to the INVEST COLLEGIATE network to unauthorized individuals via one's own account, another's account, or otherwise.
11. Using profanity, obscenity or language that is considered offensive or threatening. This includes retrieving, viewing, producing, posting, or sending (or attempting to post or send) material that

- is profane, obscene, lewd, sexually explicit or suggestive or pornographic in purpose.
- advocates or engages in illegal acts, threats, hate or violence.
- potentially disrupts, causes damage, threatens or endangers students or staff.

1. Spamming: Distributing mass e-mail messages and chain letters or sending e-mail to school address lists or other large numbers of people or a large volume of messages to one or more individuals for the purpose of causing annoyance.
2. Posting personal or private information about yourself or other people on the Internet. Violating any aspect of a student's right to privacy by disclosing confidential information including but not limited to a student's grades or test scores.
3. Posting, sending, or disclosing over the Internet information that insults, defames, or harasses.
4. "Re-posting" or forwarding personal communications without the author's prior consent.
5. Chat rooms and instant messaging are off-limits during school hours except with prior specific permission. Arranging or agreeing to meet with a person you have met online without specific advance permission from a parent or teacher is prohibited.
6. Using INVEST COLLEGIATE technology to copy commercial software in violation of state, federal, or international copyright laws.
7. Using the INVEST COLLEGIATE network for financial gain or for the transaction of any business, commercial or lobbying activities.
8. Using technology to cheat; to misrepresent another's work as one's own or to pass one's work on to another for the purpose of cheating.
9. Plagiarizing (claiming another person's writings as your own) any information gained on or through the network or from the Internet. (This

includes the downloading of reports or term papers purchased on the Internet and passing them off as one's own). INVEST COLLEGIATE will implement software that identifies plagiarized copy purchased by students over the Internet. NEVER SUBMIT ANY WORK THAT IS NOT YOUR OWN without proper attribution.

Conduct Violations:

The use of the computer is a privilege, not a right, and inappropriate use will result in a cancellation of those privileges and severe disciplinary action. The school administrators will deem what is inappropriate use, based on the explicit and implicit guidelines in the Acceptance Computer Use Policy.

You are expected to abide by the generally accepted rules of network etiquette. These include, but are not limited to, the following:

- Do not be rude or abusive in your messages to others.
- Use only appropriate language. Do not swear or use vulgarities or any other inappropriate or offensive language.

Using technology for off-task activities during class (playing games, videos, music, or visiting websites not instructionally related) is prohibited.

You may not visit chat rooms, bulletin boards, newsgroups or translator services at any time during class without your instructor's permission.

You may not instant message or check your email, or send email or chat messages during class unless your instructor gives you permission to do so.

You must report any unsolicited or inappropriate web site that pops up on your screen without your consent to your Collegiate Leader, technology leader, or school leadership.

If you experience any problems with your workstation (you can't log on, you can't print, you can't get on the network or to the Internet, your CD is stuck, etc.), you must report these problems to your Collegiate Leader, technology leader, or school leadership.

It is your responsibility to keep your password confidential. IF YOUR PASSWORD IS COMPROMISED, YOU MUST CHANGE IT IMMEDIATELY! If you forget your password, see your Academic Leader who will help you create a new password. Choose a password you can easily remember. Your password must follow specific guidelines for a secure password. It must contain at least eight characters. It must also include a symbol, and a number. It may not contain all or part of your username. During the year, you will be required to change your password every 90 days to ensure the security of your account and your data. You may not use any previous passwords. You will be notified when your password is about to expire.

Consequences for Violations of Terms and Conditions

Workstation and Usage Violations such as those listed above are SERIOUS violations with SEVERE consequences. Workstation and Usage violations can incur suspension of computer privileges as well as disciplinary action and including school suspension and notification of a student's parents. Reinstatement will require parental signature and/or conference.

Conduct Violations also have the consequence of disciplinary action which may include suspension of computer privileges. Repeated conduct

violations will be treated as a serious violation (see above) and parents will be notified.

Academic Consequences of Violations

Violations of the Acceptable Computer Use Agreement may carry serious academic consequences. If you lose your computer privileges, you may not use ANY INVEST COLLEGIATE computer. You may NOT bring a personal laptop to school to use for the duration of the violation. If you have access to the necessary hardware/software at home, you may complete computer-related assignments at home. Otherwise, you must complete your assignment at a public library or some other public computing facility. You may propose alternate, non-technology assignments to your Collegiate Leaders. Your Collegiate Leaders will decide whether your proposal constitutes an acceptable alternative for meeting the learning objectives of the original computer-based assignment. If there are no valid alternatives in computer-based courses, the result may be that you would fail the assignment.

The following applies to all violations:

1. If the school year ends before the computer suspension, the remainder of the suspension will carry over to the next school year.
2. Acts of vandalism that require the replacement of equipment will require financial recompense by the student or the student's parents.
3. Any violation of this agreement may result in additional disciplinary action in accordance with school policies, local, state and federal laws.

Dress Code: School Uniforms

To support the establishment and consistency of an effective learning community all students at IC Imagine will wear uniforms. The uniforms will be selected by the Collegiate Leaders, including school leadership, for each academic year. The uniforms will vary according to the Lower, Middle, and Upper Schools.

Dress Code

The IC Imagine Uniform Policy is designed to provide students with the safest and most orderly learning environment possible. The uniform policy is in effect every school day, including any off-campus trips. Advance notice will be publicized for any events which a specific uniform or events that do not require a uniform.

Assistance/Amenities for Families

IC Imagine is sensitive to the needs of families in meeting the uniform requirements. The parent or guardian of a student may contact the IC Imagine GUIDANCE counselor regarding requirements for financial assistance for uniforms.

General Guidelines

- No logo other than the IC Imagine logo may be worn.
- No jeans, jean skirts, jean jumpers or cargo pants of any type may be worn.

- Shirts must be tucked in at all times with the exception of the female shirts without a split at the bottom that are made to be worn on the outside of the waistband.
- A solid color t-shirt may be worn under the approved uniform shirt.
- Shorts, skirts, skorts, capris, culottes, and jumpers **must** reach the tip of the finger or longer when arms are at the sides.
- All uniform Oxford shirts may only have two buttons open at any given time.
- All clothing must fit appropriately (e.g. no tight or baggy clothing).
- All IC Imagine athletic t-shirts and sweatshirts are permissible on designated days by Head of School.
- Athletic uniforms are not school attire.
- Brown/black belts must be purchased and worn for specific events.
- Shoes must be closed toe and closed heel. Lower School students are encouraged to wear tennis shoes. Brown/black dress shoes (flat heels) must be purchased and worn for specific events. No shoes with wheels are to be worn at any time.
- A student may wear one watch of his/her choice with the uniform during the school day.
- Earrings may be worn by students. They may not exceed chin length.
- Prescription glasses are acceptable; please note on your student's health chart if he/she wears contact lenses or glasses.
- Sunglasses may not be worn inside the building or classrooms.
- Students are encouraged to keep their nails neat, trimmed, clean and sanitary.
- Due to potential allergic reactions please limit the use of perfumes or colognes.
- All hats/caps must be removed before entering the building.

- Hair accessories are acceptable as long as they do not become a distraction to the learning environment. If the accessories do become a distraction, the Academic Leaders reserve the right to ask students to place accessories in their backpacks or lockers. Students will not be permitted to wear unnatural hair coloring or accessories with false hair if they become a distraction to the learning environment.
- Lunchboxes should fit in the student's cubby or locker. Lunchboxes with vulgar or obscene pictures are prohibited.

Non-Uniform Day Attire

Non-Uniform Attire School Days are designated by the Head of School

Appropriate Dress for School:

- Dresses, skirts, and shorts must be mid-thigh, finger-tip length, or longer.
- All shirts must have distinctive sleeves with a shoulder seam.
- All shirts must be able to be tucked in (even with hands extended above the student's head) and have either a collar or a neckline that is no more than one inch below the collar bone.
- Clothing must cover all underwear.
- Appropriate footwear must be worn at all times.
- Pants that are free of holes and cover a student's underclothing.
- All footwear must be closed toe/closed heel.

Inappropriate Dress for School:

- Clothing that exposes bare midriffs and bare backs.
- T-shirts are that have advertisement/promotion of drugs, alcohol, tobacco products, depict prejudice, unlawful acts, obscene words/pictures, or anything else not appropriate for a school setting.

- Pants worn that are excessively sagging, low cut, or have holes.
- Pajamas or slippers.
- Hats, bandanas, head wraps, or other head coverings.
- Sunglasses or other eyewear not medically prescribed by a doctor.
- Sheer or see through clothing.
- Underclothing that is visible.
- Studded bracelets, chains, or any objects worn that are considered dangerous.
- Clothing that constitutes a health or safety hazard.
- Sandals and flip-flops, swimsuits of any kind.

Protection of Religious Expression

Students may display religious messages or artifacts (such as necklaces, bracelets, earrings, rings), but not on clothing. If wearing particular attire during the school day is part of a student's usual religious practice, under the Religious Freedom Restoration Act, the school will not prohibit the wearing of such items. Parents must discuss any potential situations with the Head of School.

Non-Compliance

Students who choose not to comply with the Uniform Policy will be asked to remain in the school office until a parent/guardian is contacted to bring them a change of clothing. Students will be marked absent and responsible for any work missed while waiting on correct uniform attire to be brought to school. Parents are asked to be in concert with and enable faithful adherence to the dress code policy.

Attendance

Attendance to class is critical for academic success. Students who are ill should remain at home to recover. However, parents and students should be aware that frequent absences often result in academic difficulties. We encourage scheduling of appointments and travel during non-school hours and scheduled breaks.

In case of an absence, please notify the school in writing the dates of the absence and the reason. These written notices must be kept on file at the school for reporting purposes.

If a student plans to be absent for an educational opportunity, he or she should come to the office and obtain the appropriate paperwork for approval before the absence, to be approved by an administrator. The administrator will provide the necessary information and expectations to the student.

The NC Department of Public Instruction considers absences for these reasons to be lawful:

- Illness or injury: When absence results from illness or injury which prevents the student from being physically able to attend school
- Quarantine: When isolation of the student is ordered by the local health official or the State Board of Health
- Death in the immediate family: When absences results from the death of a member of the immediate family of the student
- Medical or Dental appointments
- Court or administrative proceedings

- Religious observance
- Educational opportunity: approval must be granted by an administrator one week PRIOR to the absence.

Compulsory Attendance Law Reporting

The Head of School will notify parents and take all other steps required by G. S. 115C-378 for excessive absences from school.

After a student has accumulated three unlawful absences, the Head or his/her designee shall notify the parent/guardian of the child's excessive absences. After not more than six unlawful absences, the Head shall notify the parent/guardian that he/she may be in violation of the Compulsory Attendance Law and may be prosecuted if the absences cannot be justified under the established attendance policies of the state and the Board of Education. Once the parents are notified, the school social worker/counselor may work with the child and his/her family to analyze the causes of the absences and determine the steps to eliminate the problem. The school social worker may request that a law-enforcement officer accompany him/her if the counselor believes that a home visit is necessary.

After 10 accumulated unlawful absences in a school year, the Head of School will review any reports to or investigations produced by the school social worker pursuant to G. S. 115C-381. The Head/Dean shall confer with the student and his/her parent/guardian to determine whether the parent/guardian has been notified of the student's absences and has made a good faith effort to comply with the law.

If the Head of School determines that the parent/guardian has not met his/her obligations, the Head of School or designee may notify the district attorney and/or the director of social services of the county where the child resides. Evidence that shows that the parent/guardian was notified and that the child has accumulated 10 absences which cannot be justified under the Board's established attendance policies shall constitute a *prima facie* case that the child's parent/guardian is responsible for the absences. If the Head of School determines that the parent has met his/her obligations the Head may file a complaint with the juvenile court counselor indicating that the student is habitually absent from school without a valid excuse.

Lower School: Grades K - 5

Students at IC Imagine are required to be in attendance at least 94% of the school year in order to be in compliance with North Carolina Attendance Law for students between the ages of seven (or younger if enrolled) to be promoted to the next grade. A student absent more than fifteen days shall be referred to the Head of School for possible retention. Upon the fifth absence (lawful or unlawful) the School designee will notify the parent of the school's concern and of interventions necessary for student success.

If the Head of School determines retention is necessary based on attendance, the parent/guardian will be notified in writing. The parent/guardian will have five days to appeal the Head of School's decision. Written documentation must be provided to the Head of School and must be based on appropriate reasons for the absences and completion of make-up work.

Middle School: Grades 6 - 8

As an IC Imagine promotion standard, a middle school student may not miss more than 15 days of school a year or must be present more than 94% of the school year.

When a student has been absent for more than 10 day, he/she will be referred to the Head of School as a candidate for retention. The Head of School will notify the parent of the school's concern and will inform the parent of the attendance requirements in regard to the INVEST COLLEGIATE promotion standard.

If the Head of School determines retention is necessary based on attendance, the parent/guardian will be notified in writing. The parent/guardian will have five days to appeal the Head of School's decision. Written documentation must be provided to the Head of School and must be based on appropriate reasons for the absences and completion of make-up work.

Parents/Guardians who feel that extenuating circumstances have resulted in their child missing more than 10 days may request an attendance waiver through the school office. Waiver request forms must be completed at least three weeks before the end of the school year. The waiver period may be extended at the discretion of the Head of School who will review the waiver requests and determine if the student will receive course credit.

Upper School: Grades 9 - 12

The *total* number of student absences for a school year cannot exceed ten (10) lawful or unlawful absences (6 for a semester-length course). If a student is absent from school and/or individual classes more than ten (10) times during the school year (whether lawful or unlawful) will receive a code of FF (future failure) and he/she will not receive credit for

the course(s) unless the school office grants a waiver (6 for a semester-length course). Waiver request forms must be completed at least three weeks before the end of the school year. The waiver period may be extended at the discretion of the Head of School. An Attendance Appeal Committee will review the waiver requests and determine if the student will receive course credit.

Late Arrival to School or Class

Tardiness has a negative impact not only on the tardy student's education, but also on that of his or her classmates. Students should make a point to arrive to class on time and to be ready to participate.

If students arrive at school after the signal for class to begin, they must provide a note from a parent or guardian explaining the tardiness and must sign-in in the office. Administrative Associates will give the student an admittance form to enter class. On the following day, students should show that form to any teacher whose class was missed.

Early Departure

If students must leave school early, they should bring a note from a parent or guardian explaining the reason for the departure. This note should be given to the appropriate Administrative Associate upon arrival to school. The student/parent must then sign-out before leaving the building. The student/parent must sign back in if the student returns to school later the same day.

If a student gets sick during the school day and needs to leave school, the student should go to the office and call a parent or guardian. Administrative staff will speak to the parent or guardian before the student is allowed to sign-out.

Completion of Assignments

Students are responsible for completing assignments when they are absent. Students should work with their Academic Partners to make arrangements to complete assignments, tests, and quizzes in a timely fashion. Students who are absent, or anticipate being absent for two or more days, should arrange to obtain assignments from their Collegiate Leaders at school or via email. When that arrangement is not possible, students or parents may request assignments through the office. Students who have been suspended from school will not be permitted to make up missed work.