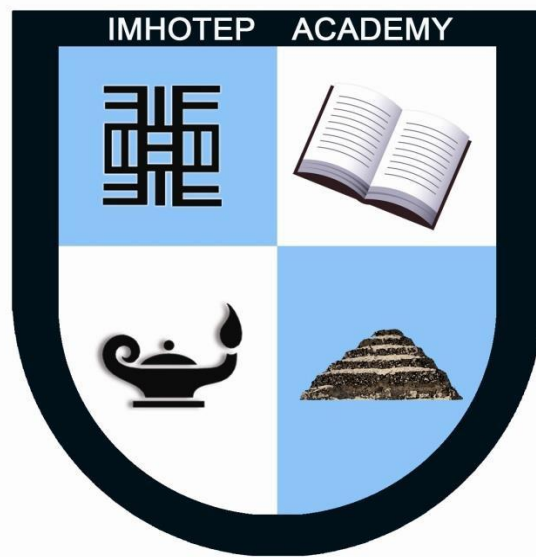


Imhotep Parent Handbook



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Dear Parents,

Imhotep Academy welcomes you to the 2024-2025 school year. As you experience this year with your child, you will become part of our 30 years of educating children and preparing them for an ever-changing world. We strive to foster intellectual curiosity and critical thinking by providing a rigorous core academic program taught in flexible and innovative ways.

Imhotep has designed this handbook to provide you with information about our school policies, procedures, curriculum, special programs, and parent involvement. Please review this booklet carefully; it is a guide to a successful year. The Imhotep Academy administrators reserve the right to make changes and updates, with notice, to the Parent Handbook, as necessary.

Thank you and welcome to an environment of extraordinary learners!

Sincerely,

Imhotep Administrators

Imhotep Academy

Our Mission:

Imhotep Academy is committed to the development of the whole child. We believe that it is our responsibility to develop children mentally, physically, and intellectually to have:

- A passion for learning supported by academic excellence and scholarship
- Moral values and character traits that positively foster future success
- Knowledge of self and community to strengthen confidence, leadership, social responsibility, and citizenship
- A healthy, safe, engaged, and supportive educational environment

Our Vision:

Imhotep Academy strives to develop scholars and future leaders, while continuing to provide broad and accelerated academic experiences.

Our Philosophy: Imhotep Academy...

- Is dedicated to sound scholarship and academics that foster the development of curiosity and independent thought
- Enables our students to acquire the skills, knowledge and self-respect which are appropriate foundations for lifelong learning and personal development
- Believes that children have special talents and abilities that develop at different rates and that they learn best using a variety of academic disciplines
- Provides a well-rounded program that balances physical development and sound growth
- Provides each student with accelerated academics that challenges students on and above their grade level
- Encourages collaborative, action-based, and constructive learning environments
- Invites parents to understand and actively support the school's vision, mission and goals.

IMHOTEP ACADEMY | 2024-2025 CALENDAR/Tentative

| AUGUST '24 | | | | | | |
|------------|----|----|----|----|----|----|
| S | M | T | W | Th | F | S |
| | | | | 1 | 2 | 3 |
| 4 | 5 | 6 | 7 | 8 | 9 | 10 |
| 11 | 12 | 13 | 14 | 15 | 16 | 17 |
| 18 | 19 | 20 | 21 | 22 | 23 | 24 |
| 25 | 26 | 27 | 28 | 29 | 30 | 31 |

- 5-9 Staff Preplanning
- 9 Parent/Staff Meet & Greet
- 12 First Day of School
- 19 First Day of After School
- 30 Labor Day Break

| FEBRUARY '25 | | | | | | |
|--------------|----|----|----|----|----|----|
| S | M | T | W | Th | F | S |
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| 9 | 10 | 11 | 12 | 13 | 14 | 15 |
| 16 | 17 | 18 | 19 | 20 | 21 | 22 |
| 23 | 24 | 25 | 26 | 27 | 28 | |

- 3-7 National School Counselor's Week
- 14 Staff Workday
- 17 Pres. Obama Day
- 28 Staff Workday

| SEPTEMBER '24 | | | | | | |
|---------------|----|----|----|----|----|----|
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| 8 | 9 | 10 | 11 | 12 | 13 | 14 |
| 15 | 16 | 17 | 18 | 19 | 20 | 21 |
| 22 | 23 | 24 | 25 | 26 | 27 | 28 |
| 29 | 30 | | | | | |

- 2 Labor Day
- 9 Grandparents Day

| MARCH '25 | | | | | | |
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| 9 | 10 | 11 | 12 | 13 | 14 | 15 |
| 16 | 17 | 18 | 19 | 20 | 21 | 22 |
| 23 | 24 | 25 | 26 | 27 | 28 | 29 |
| 30 | 31 | | | | | |

- 7 Final Grade Cut Off
- 13 Progress Reports
- 17 Staff Workday
- 28 *Heritage Program
- *Venue pending: Heritage program date might change

| OCTOBER '24 | | | | | | |
|-------------|----|----|----|----|----|----|
| S | M | T | W | Th | F | S |
| | | | 1 | 2 | 3 | 4 |
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| 12 | 13 | 14 | 15 | 16 | 17 | 18 |
| 19 | 20 | 21 | 22 | 23 | 24 | 25 |
| 26 | 27 | 28 | 29 | 30 | 31 | |

- 2 School Custodian Day
- 10 Staff Workday
- 11 Staff Workday
- 14 Indigenous Peoples Day
- 16 National Boss' Day
- Begin working on Academic Fair Projects
- 18 Progress Reports

| APRIL '25 | | | | | | |
|-----------|----|----|----|----|----|----|
| S | M | T | W | Th | F | S |
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| 5 | 6 | 7 | 8 | 9 | 10 | 11 |
| 12 | 13 | 14 | 15 | 16 | 17 | 18 |
| 19 | 20 | 21 | 22 | 23 | 24 | 25 |
| 26 | 27 | 28 | 29 | 30 | | |

- 4 Early Release Day 12Noon
- 7-11 Spring Break
- 18 Dean of Academics Day
- 23 Administrative Professionals' Day
- 28-30 Testing

| NOVEMBER '24 | | | | | | |
|--------------|----|----|----|----|----|----|
| S | M | T | W | Th | F | S |
| | | | | | 1 | 2 |
| 3 | 4 | 5 | 6 | 7 | 8 | 9 |
| 10 | 11 | 12 | 13 | 14 | 15 | 16 |
| 17 | 18 | 19 | 20 | 21 | 22 | 23 |
| 24 | 25 | 26 | 27 | 28 | 29 | 30 |

- 5 Staff Workday/Election
- 22 Staff Workday
- 25-29 Thanksgiving Break

| MAY '25 | | | | | | |
|---------|----|----|----|----|----|----|
| S | M | T | W | Th | F | S |
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| 11 | 12 | 13 | 14 | 15 | 16 | 17 |
| 18 | 19 | 20 | 21 | 22 | 23 | 24 |
| 25 | 26 | 27 | 28 | 29 | 30 | 31 |

- 1 School Principals' Day
- 1-2 Testing (continued)
- 2 Spring Recital
- 5-9 Staff Appreciation WK
- 9 Awards Day/Early Release 12N
- 16 Field Day/Grade Cut Off
- 17 8th Grade Graduation
- 19 Imhotep Family Day
- 20-22 No After School Prog.
- 22 1/2 day/Last Day/Rpt Cards
- 23 Staff Post Planning
- 26-30 Memorial Day & Closed

| DECEMBER '24 | | | | | | |
|--------------|----|----|----|----|----|----|
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| 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| 8 | 9 | 10 | 11 | 12 | 13 | 14 |
| 15 | 16 | 17 | 18 | 19 | 20 | 21 |
| 22 | 23 | 24 | 25 | 26 | 27 | 28 |
| 29 | 30 | 31 | | | | |

- 9-12 Academic Fair
- 13 Final Grade Cut Off
- 19 Class Party Day
- 19 Report Cards
- 20 *Kwanzaa Program
- 20 Last Day of 1st Semester
- 23-31 Winter Break

*Venue pending: Kwanzaa program date might change

| JUNE '25 | | | | | | |
|----------|----|----|----|----|----|----|
| S | M | T | W | Th | F | S |
| 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| 8 | 9 | 10 | 11 | 12 | 13 | 14 |
| 15 | 16 | 17 | 18 | 19 | 20 | 21 |
| 22 | 23 | 24 | 25 | 26 | 27 | 28 |
| 29 | 30 | | | | | |

- 2 First Day of PreK Summer and Camp DREAMS
- 19-20 Juneteenth

| JULY '25 | | | | | | |
|----------|----|----|----|----|----|----|
| S | M | T | W | Th | F | S |
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| 2 | 3 | 4 | 5 | 6 | 7 | 8 |
| 9 | 10 | 11 | 12 | 13 | 14 | 15 |
| 16 | 17 | 18 | 19 | 20 | 21 | 22 |
| 23 | 24 | 25 | 26 | 27 | 28 | 29 |
| 30 | 31 | | | | | |

- 4,7 Independence Day
- 18 PreK Graduation
- 18 Last Day for PreK and Camp DREAMS

| JANUARY '25 | | | | | | |
|-------------|----|----|----|----|----|----|
| S | M | T | W | Th | F | S |
| | | | | | | 1 |
| 2 | 3 | 4 | 5 | 6 | 7 | 8 |
| 9 | 10 | 11 | 12 | 13 | 14 | 15 |
| 16 | 17 | 18 | 19 | 20 | 21 | 22 |
| 23 | 24 | 25 | 26 | 27 | 28 | 29 |
| 30 | 31 | | | | | |

- 1-3 Winter Break
- 6 Staff Workday
- 7 First Day of Second Semester
- 20 M.L. King Day

- First/Last of Semester
- Staff Workday/ Pre-Post Planning
- Holiday/School Closed
- School Functions/ Programs/Graduation
- Report Cards
- Parent Conference Day/Final Grade Cut Off

SCHOOL YEAR (PreK-4 Only)

Imhotep Academy PreK-4 will open August 12, 2024. The PreK-4 school year will end July 18, 2025. (Dismissal is at 12 noon on May 9, 2025, and May 22, 2025.)

- Ages of children served **4-5**
- 12-month operating year (August-July)

SCHOOL HOURS

| | |
|---------------|---|
| Complimentary | 7:45 a.m. – 8:20 a.m. (drop off at the car loop) |
| Academic | 8:30 a.m. – 3:15 p.m. |
| Dismissal | 3:15 p.m. – 4:00 p.m. (pick up from the car loop) |
| Complimentary | 3:15 p.m. – 5:00 p.m. (Begins August 19, 2024) |

***Parents must come inside to pick up after 4:00 p.m.**

****Please note: Parents will incur a late fee of \$2.00 per minute after 5:00 p.m. to cover the cost of staff to monitor students picked up later than 5:00 p.m.**

SCHOOL YEAR (K – 8th)

Imhotep Academy will open August 12, 2024. The K – 8th grade school year will end May 22, 2025 (Dismissal is at 12 noon on May 9, 2025, and May 22, 2025.)

- Ages of children served **Kindergarten through 8th Grade**
- 10-month operating year (August-May)
- Monday – Friday

SCHOOL HOURS

| | |
|----------------------|--|
| Complimentary | 7:45 a.m. – 8:20 a.m. (drop off at the car loop) |
| Academic | 8:30 a.m. – 3:15 p.m. |
| Dismissal | 3:15 p.m. – 4:00 p.m. (pick up from the car loop) |
| After-School Program | 4:00 p.m. – 6:00 p.m. (Begins August 19, 2024 - Plus-side Learning, LLC - \$70/week) |

**** After 4:00pm – students will be taken to the after-school program and parents will incur a \$20 drop-in fee for the service.**

Please note: Parents will incur a mandatory late fee of \$2.00 per minute after 6:00 p.m.

REQUIRED ENROLLMENT DOCUMENTS

- Official copy of birth certificate
- Eye, Ear, and Dental screening
- Immunization Records (update if necessary)
- Completed Financial Agreement
- Current fees paid-in-full
- See Enrollment Requirements Checklist for other important items
- All student files must be completed by August 9, 2024.
- Students may not enter until enrollment documents are submitted.

ADMISSIONS POLICIES & PROCEDURES

Imhotep Academy offers high quality education for students in a safe environment. Our teachers are committed to work hard, challenge, and support each student as they achieve academic excellence. It is also the responsibility of Imhotep Academy to set policies and procedures that adhere to the beliefs and culture of the school. Imhotep Academy promises to take this responsibility seriously as we enter a mutual partnership with each family.

Imhotep Academy reserves the right to immediately discontinue service if:

- A student's needs cannot be met
- Financial obligations are not kept
- If families are not in compliance with the policies, procedures, and teaching practices.

Notice: Students may not enter until the files are complete.

Communication:

Communications (emails & text messages) will be sent through GradeLink (IA's student information system), and Microsoft TEAMS.

PreK-4 Only- Pre-K4 Only- PreK-4 Only

SCHOOL ENVIRONMENT

Introducing your child to their first school experience can be an exciting, yet stressful time for the child and parent. Your cooperation is necessary for a quick and pleasant future. After you visit the school with your child, discuss what his or her routine will be daily.

When you bring your child to school, in order to make the transition from home to school smooth, please bring your child and exit as soon as possible as not to cause a melancholy mood in your child or others who may not have made the adjustment.

Parents are asked to supply the school in writing with any information which will help the staff to better understand their child.

LATE BIRTHDAYS

Students with late birthdays (turning 4 years old after September 1st), will be required to attend PreK for two years. Students are not automatically promoted to kindergarten after attending PreK for one year.

PERSONAL ITEMS

Personal items must be labeled (coats, sweaters, extra clothes, hats, and gloves – everything)! The school will not be responsible for misplaced items. Do not bring toys or other valuables without first clearing it with the teacher.

- All students nap daily. Please be sure your child has his or her labeled sheet, blanket, and pillowcase for this purpose.
- Students should have outside wear that is suited for the weather in order to allow daily outdoor play.
- Each student's cubby should contain the following:
 - A self-locking plastic bag containing one complete change of clothes, including underwear and socks.
- It is the parent's responsibility to check their child's bookbag daily for notices or items that needs to be replaced.

WITHDRAWAL

Parents must provide a written two-week notice before a student may be withdrawn.

PreK-4 Only- PreK-4 Only- PreK-4 Only

INCLUSION POLICY

POLICY STATEMENT:

Imhotep Academy welcomes all children and is committed to providing developmentally appropriate learning and academic experiences for each and every child. We believe that each child is unique; therefore, we work in partnership with families and other professionals involved with the child to provide the support every child needs to reach their full potential.

PROCEDURES:

Admissions/Waiting List

Children of all abilities are accepted into Imhotep Academy and families interested in having their child attend the program will be given an equal opportunity for admission. A waiting list may be maintained, and children will be accepted from the list on a first-come first-served basis.

Inclusive Environment

Educators at Imhotep Academy use developmentally appropriate practices and consider the unique needs of all children when planning. Staff will make every attempt to make any adaptations or modifications necessary to meet the needs of the children. Staff will work with therapists, special educators, and other professionals to integrate individual accommodations, modifications and strategies into classroom routines and activities. Any adaptations will be reviewed with families and other professionals supporting the child.

Students requiring specialized instruction and/or modifications will be accepted on a 90-day probationary period. If at any point during the 90-day period it is found that a student's needs exceed Imhotep Academy's ability to serve them in our general educational settings, with our modifications, accommodations, and professional recommendations, Imhotep Academy will make a referral for an appropriate setting.

Confidentiality

Confidentiality applies to all verbal and written information about potential, enrolling and previously enrolled children and their families. All staff will be briefed on the need for confidentiality and will be expected to fulfill their obligation to respect the protection of privacy. Written records will be stored in a secure location with access to administrators and the child's teacher. No information will be released about a child and the parent/legal guardian during enrollment or transition from Imhotep without receiving the written permission of the parent/guardian. This excludes the responsibility held by educators as mandated reporters of suspected child abuse and neglect as outlined in Georgia law or when information is subpoenaed by the court.

Family Centered Practices

Imhotep Academy acknowledges and respects the priorities each family has for their child. Families are encouraged to be supportive when collaborating with staff to ensure that each child has an opportunity for optimum success. Imhotep Academy will communicate with each family and have regular meetings/conferences to discuss the child's successes and challenges.

Professional Development and Support for Staff

Training and support are provided to ensure that all staff are comfortable, confident, and competent to meet the developmental and educational needs of all children. All staff receive an orientation on inclusion policies and attend training focused on effective inclusion and/or other disability topics whenever possible. The administrators provide additional support and resources as appropriate.

Collaboration with Other Professionals

Many children with disabilities or other special needs are supported by developmental and educational professionals such as therapists, teachers, and others. Imhotep Academy welcomes those professionals and works with them to assure the child's success. The service provider will provide services to the child in the context of the classroom environment. The child's teacher and the service provider will work collaboratively in determining the best strategies to support the child in the group setting. Imhotep Academy supports the teacher's participation in Individualized Family Service Plan (IFSP) and Individualized Education Program (IEP) meetings.

**IMHOTEP ACADEMY
SCHEDULE OF FEES 2024-2025**

REGISTRATION (NON-REFUNDABLE)

- \$500 All Grades

TUITION FOR THE 2024-2025 SCHOOL YEAR

- Kindergarten Academy
 - Accredited 4's \$12,000*
 - Kindergarten \$13,500

- Young Learners Academy (1-3) \$13,500
- Junior Learners Academy (4-6) \$13,600
- Preparatory Academy (7-8) \$13,700

***This program is not licensed by Bright from the Start: Georgia Department of Early Care and Learning and is not required to be licensed.**

Bright from the Start does routinely inspect this program.

IAPTA MEMBERSHIP REGISTRATION

PTA membership is \$50 per family. Please make checks payable to IAPTA or pay electronically.

IMHOTEP ACADEMY PAYMENT SCHEDULE

- In Full: 5% discount Due by July 31
- Bi-yearly: 5% discount due July 31 and Dec. 16

MONTHLY PAY SIMPLE PAYMENT OPTIONS

TUIO is an automatic payment processing system using checking, debit, and credit accounts. Additional fees will be applied by payment processor.

Each change to TUIO processing dates will also incur a \$25 reprogramming fee.

| Monthly Payment Schedule |
|--------------------------|
| 1. July 31 |
| 2. August 31 |
| 3. September 30 |
| 4. October 31 |
| 5. November 30 |
| 6. December 31 |
| 7. January 31 |
| 8. February 28 |
| 9. March 31 |
| 10. April 30 |
| 11. May 31 Pre-K only |
| 12. June 30 Pre-K only |

Parent Signature

Date

PAYMENT PROCEDURES

Tuio will process monthly tuition payments. A 10% late fee will incur monthly for all outstanding balances. If administrators have made more than one attempt to collect fees, a \$25 collection fee will be added to the account monthly. All parents will receive a statement (e-mailed) if there is an account balance after the due date. All fees are due immediately upon receipt of this notification and students will not be allowed to attend classes until the balance is paid in full – no exceptions, no special arrangements. If parents disregard the notice and the student is sent to school, parents will be called to pick them up.

RETURNED CHECK CHARGE

There is a \$30 NSF charge for all returned checks and ACH drafts.

FINANCIAL CONTRACT

All parents are required to sign a financial contract for the school year.

SPECIAL TUITION DISCOUNTS:

- **HALF-YEAR/FULL YEAR PAYMENTS**

There is a 5% discount when tuition is paid bi-yearly. A 5% discount is applied when the tuition is paid in full for the entire school year.

- **MULTIPLE FAMILY MEMBERS**

There is a 5% discount applied when siblings attend Imhotep.

PTA MEMBERSHIP

Membership in the Imhotep Academy PTA (IAPTA) is mandatory for all families. IAPTA will provide information regarding the regular membership fee as well as higher-level membership benefits. Fees can be paid via IAPTA CashApp at \$imhotepta.

*** All students whose financial obligations are past due will be withdrawn from class until their account is brought up to date. NO EXCEPTIONS! NO GRACE PERIOD! Teachers will not issue make-up work for days missed due to non-payment.**

ARRIVAL, ATTENDANCE, TARDINESS, EARLY DISMISSAL PARKING, & INCLEMENT WEATHER

ARRIVAL

Students who arrive between 7:45 a.m. and 8:20 a.m. will enter through the door at the car loop and go directly to class. Parents must park and walk students to the main office door after 8:20 a.m. Students arriving after 8:30 a.m. are tardy and **must be signed into school in the main office by a parent/guardian. The parent/guardian will be required to escort their child(ren) to class if the class is in a different building. Students who arrive after 8:40 a.m. will be required to wait in the main office until the 2nd period class begins.** (See tardy procedures below.)

ATTENDANCE

It is very important that students attend school every day. When students are absent, they miss the classroom instruction that makes them successful in school. Too many absences can hinder students from staying on track and maintaining good grades.

Please note the following:

- When students have been absent, send a note signed by at least one parent/guardian; include the date and reason for absence. A doctor's excuse may also be provided to account for an absence.
- A student with more than **9 days unexcused absences** during the year is in violation of Imhotep's attendance requirements and may be retained.
- In order to achieve maximum success, avoid vacations during the scheduled academic year. Instead, plan vacations during scheduled school breaks.
- If an absence is health related and more than one-day, parents should speak with their child's teacher in order to receive assignments. If a child will miss school for more than two days for any reason other than illness, permission should be requested in writing at least one month in advance. Teachers are not required to provide schoolwork for these absences.



TARDY PROCEDURES

Late arrival is a disruption of the school program. It is extremely important to be in school every day and on time for academics. Students should be at school no later than 8:30 a.m. **Students entering the building after 8:30 a.m. are late and must be accompanied by an adult and signed in at the office. Parents must escort their child(ren) to class if the class is in a different building. Students who arrive after 8:40 a.m. will be required to wait in a designated tardy room until the 2nd period class begins.** Teachers will not provide missed assignments due to lateness. For excessive tardiness, a mandatory conference with parents and administrators will be required; eight

(8) tardy incidents will equal one (1) absence and if tardiness continues, a student may be retained.

EARLY/END OF DAY DISMISSAL

Classes end at 3:00 p.m. and students dismissed at 3:15 p.m. daily through the car loop. If there is a need for early dismissal:

- 1) **The early dismissal cut-off time is 2:45 p.m. After 2:45 p.m., parents must pick up from the car loop.**
- 2) A prior written notice must be provided/emailed to the office if persons other than the legal guardians are to pick up a child.
- 3) Parents must stop by the office to sign the student out BEFORE going to the classroom.
- 4) Parents must submit in writing a request for pick up regarding any adult who is not on the authorized pick-up list.
- 5) Any adult unfamiliar to the office will be asked to show photo identification.

PARKING

The student drop-off-pick-up area is only to be used for that purpose. All parents who need to enter the school should use the parking area. Please do not park in the orange and yellow cone area in the parent drop off/pick-up (car loop) zone.

INCLEMENT WEATHER

School closing caused by weather – check your email, text messages, **Imhotep normally schedules 180 class days. Four of those days can be used as emergency days. Should we use more than four days, there is potential that the additional days beyond the four will be made up prior to the end of the school year.** If possible, Imhotep will implement virtual learning during inclement weather occurrences.



CURRICULUM OVERVIEW, GRADING SYSTEM, HOMEWORK, TESTING, PROMOTION/RETENTION, & WITHDRAWAL

CURRICULUM OVERVIEW

Imhotep Academy uses the Core Knowledge Curriculum along with Mathematics and Language Arts Common Core State Standards Initiative, Next Generation Science Standards, and Social Studies Standards of Excellence. Lessons from the curriculum are designed to meet the needs of many learning styles so that all children can reach their maximum potential. There are many cross-curriculum connections which will be integrated into the applicable domain of study. Lessons are facilitated to ensure students experience learning through a variety of resources and strategies. The resources and strategies include, but are not limited to, textbooks, technology (Smartboards, Computers, etc.), manipulative items, projects, presentations, and field trips. Imhotep Academy provides each student with accelerated academics, which challenge them on and above their grade levels and provide tailored academics to those students whose educational achievements may not meet the standard requirements.

GRADING SYSTEM

Our grading system is one tool by which we measure the academic and behavioral achievements of our students. It has been designed to motivate our students to work towards their individual levels of excellence in their academic studies and character development.

A = Excellent (100 – 90)

B = Good (89 – 80)

C = Average (79 -70)

D = Poor (69 - 60)

F = Unsatisfactory/Failing (59 and below)

I = Incomplete

Students must be **ENROLLED at LEAST 20 DAYS DURING a GRADING PERIOD** to receive a report card for the current quarter. However, if transfer grades are received, any grades applied by Imhotep Academy will be averaged with the transfer grades to generate a report card.

PRINCIPALS LIST (2nd through 8th Grade only)

Students with 90% or better GPA with an “A” in all subjects will be placed on the “Principals List.”

HONOR ROLL (2nd through 8th Grade only)

Students with 80% to 89% with A’s and B’s in all subjects will be placed on “Honor Roll.”

HOMEWORK

Imhotep recognizes the need for practice at home, so all students will be required to have homework. Imhotep suggests that each family set aside quiet time for students (no TV or games) and to take an active role in helping them meet their requirements (remember: your positive interest and involvement will be a great benefit during homework time).

If your child consistently fails to turn in assignments or does not turn them in on time, a notice will be sent home for the parent’s signature and must be returned to the teacher. Missed or incomplete homework assignments will affect your child’s progress and grades. Deficiency notices/homework and classwork notices will be sent home.

STANDARDIZED TESTING

These tests give us an indication of the ability and achievement level of individual students and thereby help us form reasonable expectations for their success in academic courses. **Tests are given each spring, approximately the last week in April, to all students in grades K – 8.** Parents have the option to “opt-out” of testing without penalty by submitting the Opt-Out Form available prior to testing.

PROMOTION OR RETENTION

Promotion from one grade level to the next grade level is contingent upon the students meeting their class level objectives. Upon administrator approval, mandatory tutoring (at the parent's expense) may be necessary if the student has difficulty meeting these objectives. Teachers will meet with parents if the students are failing and note such failure on progress reports. (Be sure you have a clear understanding of the grading system.) Students with failing grades will be retained and required to attend summer school to be promoted to the next grade level. The cost of summer school is the same rate as the monthly tuition.

WITHDRAWAL

Please notify the school at least two weeks in advance if you are transferring. If you are moving at the end of the year, notify the school as soon as possible so records can be processed and sent to the receiving school. **There is no one day record service, including recommendations for high school placement. Records will be released once all fees have been paid in full.**

CLASSROOM VISITS

CLASSROOM VISITS

Parents are encouraged to visit and participate in the learning process of Imhotep Academy students. Please prearrange classroom visits with your child's teacher for a mutually convenient time and date. For safety reasons, when visiting the school, please do not go directly to your child's classroom. ***Administrators reserve the right to limit classroom visitation to any parent that interferes with the academic environment of the classroom.*** All adults, including parent volunteers, need to sign in at the main office. Imhotep also welcomes community volunteers to enrich and supplement the educational program. See volunteer guidelines.

PARENT VOLUNTEER REQUIREMENTS & GUIDELINES

PARENT VOLUNTEER REQUIREMENTS

All parents are required to volunteer a minimum of 20 hours throughout the school year. These hours can be acquired in the classroom or assisting with overall school projects.

GUIDELINES FOR VOLUNTEERS

Thank you for sharing your time and talents at Imhotep Academy. We have developed some guidelines that will assist you as a volunteer.

1. Confidentiality: All information concerning children is strictly confidential and should not be shared with others.
2. Volunteers need to be in the vicinity of a teacher when working with children.
3. Volunteers ***are not allowed*** to bring siblings during their time of service.
4. Please avoid interrupting teachers while they are teaching. Questions and concerns can be addressed following instructional time or with administrators.
5. Teachers will deal with discipline issues. Please bring any discipline concerns to the attention of the teacher. It is inappropriate for volunteers to discipline children verbally or in any other way.
6. Take children's comments with a "grain of salt." Do not repeat the stories and personal information that children may share with you.
7. The lounge facilities are there for your use.
8. Ask other volunteers or teachers for help when needed.
9. Attire should be neat, clean, comfortable, and appropriate for our school setting.
10. No political or religious preferences may be advocated.
11. During field trips, Imhotep Administrators ask parent volunteers/chaperones to NOT make any purchases from gift shops to ensure that all students have the same field trip experience.
12. Communication with students and/or parents should only occur during school hours at Imhotep Academy.
13. Volunteers and parents are asked to follow our dress code policy by refraining from wearing items that are revealing, contain sexual content, and contain inappropriate language.
- 14. The use of drugs, alcohol and tobacco is prohibited.**
- 15. All regular volunteers and student interns must complete an application and criminal background check.**

***College students/interns must bring an outline or confirmation letter from their professor to get credit for the hours they volunteer/intern.**

***All volunteers must sign in and out at the front office.**

PARENT & TEACHER COMMUNICATION GUIDELINES

Imhotep Academy parent and teacher communication guidelines are designed to keep you, the parent, well informed about your child's progress and to answer any questions or concerns you may have.

- Conferences are mandatory. Parents are required to attend conferences scheduled by administrators, teachers, and/or the school counselor.
- During drop-off and pick-up, teachers need to be attentive to all their students, so always address your questions or concerns to the teacher as soon as possible, but at an appropriate time. If they are unable to answer your questions, they will direct you to Imhotep administrators.
- If there are unresolved concerns, please see administrators immediately.
- Forms of communication teachers may use:
 - Memos or notes in student's agenda.
 - Overview letter or academic outline.
 - Homework station - GradeLink
 - Information bulletin board outside of classroom - GradeLink
 - Email (from Imhotep Academy only) – GradeLink
 - Messages and virtual meetings via Microsoft TEAMS
 - Phone calls
 - Conferences



PARENT & TEACHER COMMUNICATION GUIDELINES (cont.)

MAINTAINING A SAFE AND POSITIVE LEARNING ENVIRONMENT

Imhotep Academy strives to foster a safe and positive learning environment for all students, staff, and parents. We value open communication and collaboration, but such interactions must be conducted with respect.

We expect all parents/guardians to treat staff and other parents with courtesy and avoid disruptive behavior. This includes, but is not limited to:

- **Verbal abuse:** Yelling, swearing, insults, or other threatening language towards staff or other parents.
- **Physical altercations:** Any form of physical aggression towards staff or other parents.

CONSEQUENCES OF DISRUPTIVE BEHAVIOR

Verbal disrespect or physical altercations will not be tolerated.

If such behavior occurs, the following may take place:

- **Verbal warning:** A private conversation with the parent/guardian to explain the incident and expectations for future conduct.
- **Exclusion from school grounds:** In cases of severe verbal abuse or threats, a temporary or permanent ban from entering school buildings may be implemented.
- **Removal of child from enrollment:** In extreme cases, repeated or ongoing disruptive behavior may result in the student's withdrawal from the school.
- **Contacting Authorities:** If necessary, the local police will be contacted for assistance.

We encourage open communication and aim to resolve any concerns constructively. However, the safety and well-being of our entire school community is our top priority.

If you have any questions or concerns, please don't hesitate to contact a school administrator.

CHILD CUSTODY ISSUES AND DOMESTIC DISPUTES

Imhotep Academy prioritizes a safe and secure learning environment for all students and staff. We understand that families may face challenges, including child custody issues and domestic disputes. We also understand that child custody issues and domestic disputes can be emotionally charged situations.

However, it is important to remember that school administration and staff are not equipped to mediate or manage these complex situations. In addition, school grounds are not the appropriate venue for resolving these matters. We encourage parents or guardians involved in such situations to utilize appropriate legal channels or seek professional mediation services to navigate these complex issues. If necessary, the local police will be contacted for assistance.

While we cannot be involved in mediating these disputes, we encourage open communication with the school if a situation might impact your child's emotional well-being or behavior at school. We can work together to support your child's academic needs during these challenging times.

Thank you for your understanding and cooperation in maintaining a positive learning environment for all students.

BIRTHDAY RECOGNITIONS, LUNCH, PARTIES, TREATS, & FIELD TRIPS

BIRTHDAY RECOGNITIONS (The following applies to ALL grade levels)

We are always excited to see the warm smiles of Imhotep students on their birthdays; however, due to the size of our enrollment, birthday recognitions will be limited to the following:

- Students may wear a birthday crown, tiara, button, etc. as acknowledgement of their birthday.
- Teachers may have the class sing happy birthday in recognition of the birthday boy/girl.
- No other recognitions will be allowed, including, but not limited to cake/food/snacks during any part of the school day/year, balloons or other party décor, and other birthday activities during any part of the school day/year.

****Reminder:** Birthday parties should be held at home or a venue for special events. Imhotep cannot accommodate parties. This includes any type of special guests.

LUNCH



Set up a LUNCH ACCOUNT through EZSchoolPay. Please use the guidelines provided to assist you in setting up your account. Add money to your child's account to cover the number of days they plan to eat school lunch. You can add more money to the account at any time, per the instructions. Keep in mind that lunch is **\$6.25** per day. Please make sure that your student has memorized their student ID number as this will help the line move more efficiently.

Students may also bring their lunch. **Please keep in mind that students will not have access to a microwave or refrigerator.** Parents are asked to send lunches in sturdy lunch containers with cold packs for items that need to be kept cold and suitable thermoses for those items that need to stay hot. Please do not send food or drinks in **GLASS** containers. For students with severe allergies or special diets, parents must provide lunch. Please include healthy items such as milk, 100% juice, fruit and vegetable sticks and dip. **Due to allergy concerns, please do not send any peanut or fish related items.** Imhotep Academy request students not to bring Lunchables, hot chips, candy, soda, energy drinks, or coffee as a school lunch. Let's make lunch nutritious! *** If a child forgets their lunch, parents must either pay for school lunch, bring a lunch to them, or have lunch delivered (IN THE STUDENT'S NAME) via UberEATS, Grub Hub, etc.**

We are a peanut free school!

SCHOOL PARTY DAYS (2)

Imhotep Academy allows two class party days per school year. Parties occur at the end of each semester, December, and May. Room parents collaborate and organize food items, etc. for the class parties.

SPECIAL TREATS

Special treats (i.e., pizza, ice cream, cookies, etc.) for an entire class or grade level must be approved by Imhotep administration.

****NOTE:** Students are not allowed to sell candy, snacks, toys, etc. to other students at Imhotep Academy.

FIELD TRIPS

Each grade level participates in several face-to-face and virtual field trips per year. Your child must earn the **privilege** to go on each field trip. **A STUDENT MAY BE ELIMINATED FROM PARTICIPATING BASED ON BEHAVIOR. PARENTS WILL BE NOTIFIED.** Students must be in full Imhotep uniform to participate in each field trip. Chaperones may be required to attend for some students. Permission slips requesting parents' permission for their child to participate must be returned with the required fee, if applicable. Frequently, parents are invited to attend the trip as volunteer helpers (see parent volunteer expectations and guidelines). These parents will be volunteering to assist the teacher; therefore, **siblings are not allowed to accompany parents.** For safety and convenience, when packing lunch for a field trip use brown paper bags, juice boxes and NO GLASS bottles or containers. All field trip deadlines are to be respected and followed. Due to reservation and advance payment requirements, field trips may not be paid for on the day of the trip.





RECESS, EXTRACURRICULAR ACTIVITIES, SPECIAL PROJECTS, ASSEMBLIES, BOOKS & MATERIALS, & TELEPHONE USAGE

RECESS (OUTDOOR PLAY)

Students participate in outdoor recess breaks at least one time per day, weather permitting. Students should have outside wear that is suited for the weather to allow daily outdoor play. At the teacher's discretion, students may be left in the office if they are not dressed appropriately for outdoor play. Teachers may also leave students in the office if the air quality is not suitable for health conditions such as asthma and allergies to pollen, etc. If the weather is not conducive for outdoor play, students will participate in an indoor recess activity such as dance, shake breaks, etc.

EXTRACURRICULAR/ POSSIBLE ATHLETIC ACTIVITIES

Imhotep Academy offers all students an opportunity to develop their abilities and skills through participation in a variety of seasonal sports and activities. All coaches, club sponsors and activity coordinators must meet with administrators for approval of activities. Our STEAM-based after school program, Plus-side Learning, offers cheerleading, martial arts, robotics, chess, TV production, dance, and art. Other activities include basketball, soccer, and track.

AMBASSADORS PROGRAM

This program consists of students who serve as representatives for our school. Each year, students will be invited to apply for Ambassadorship. This prestigious position will be awarded to those students demonstrating the following:

ELIGIBILITY REQUIREMENTS

- A minimum of one faculty/staff recommendation
- Be in good standing (academic, attendance and behavioral)
- Have a strong desire to be a leader/great representative for Imhotep Academy
- Enrolled in Fifth through Eighth Grades

ROLE REQUIREMENTS

- Knowledgeable about the history of Imhotep Academy
- Comfortable with public speaking
- Knowledgeable of current events
- Passion for history
- Willingness to research a variety of topics
- Available to represent Imhotep Academy at various community events

Appointed Ambassadors must reapply for their position each year. An Imhotep Academy Ambassador can have his/her position revoked for exhibiting behavior not becoming of an Ambassador.

NATIONAL JUNIOR HONOR SOCIETY

Membership in the National Junior Honor Society (NJHS) is one of the highest honors that can be awarded to a middle school student. Imhotep Academy is a duly chartered and affiliated chapter of this prestigious national organization. Students in grades 6, 7 and 8 are eligible for membership.

Membership is open to those students who meet the required standards in five areas of evaluation: scholarship, service, leadership, character, and citizenship. For the scholarship criterion, a student must have a cumulative **GPA 3.5 or better on a 4.0 scale**. To evaluate a candidate's character, the faculty council uses two forms of input. First, school disciplinary records are reviewed. Second, members of the faculty are solicited for input regarding their professional reflections on a candidate's service activities, character, and leadership. Students are selected for membership by majority vote of a five-member principal-appointed faculty council, which bestows this honor upon qualified students on behalf of the faculty of our school each October/November.

Following notification, a formal induction ceremony is held at the school to recognize all the newly selected members. Once inducted, new members are required to maintain the same level of performance (or better) in all four criteria that led to their selection.

SPECIAL PROJECTS

All students in grades 5th through 8th are required to participate in the school's special projects. Each student will be given a role to play, song to sing, article to write, poster to prepare and a great deal of research to do. Many of these special projects are part of the students' Fine Arts grade (mandatory), others are part of the subject grade. All are counted academically. Tentative projects: Science Fairs, Math Project, Technology Project, STEAM Project, Social Studies Project, Language Arts Project, Performing Arts Program (music and dance), Kwanzaa Project, Quiz Bowls, Heritage Project, Foreign Language Project, Cultural Research, and School-wide Academic Bees. Dates will be announced for all activities.

ASSEMBLIES:

All school assemblies which emphasize special guests, student achievements, and overall school spirit are conducted periodically. They are treated as a regular part of the school program and students attend with their classes. Parents and community members are welcome to join us at any time.

BOOKS & MATERIALS

Textbooks must be ordered and paid for according to the textbook ordering process. If a book is lost, parents must submit to the office a written statement including the name of the lost book, the name of the parent, and student name. Books will only be reordered at cost, including shipping fee, and must be paid for in advance. **The school will not accept responsibility for replacing lost books.**

TELEPHONE USAGE/PROHIBITED DEVICES

In emergency situations, a member of the faculty or staff will make any necessary phone calls to the parents. **Imhotep administrative staff cannot be responsible for relaying changes to your pick-up schedule and other concerns.** All arrangements should be made before your child comes to school. Forgotten homework or other items are not considered emergencies. Students will not be permitted to use the school phone for these purposes. **Students are not allowed to bring cell phones in the building. Wireless/Bluetooth devices (iPads, tablets, AirPods, wireless headphones, smart watches, etc.) are also prohibited. These items present a significant disruption to the school and learning environment. Imhotep Academy will not accept responsibility for damaged or lost devices. Please note: Inappropriate use of computers (accessing social media, cyber-bullying, inappropriate websites, etc.) may result in student suspension or expulsion.**



IMHOTEP ACADEMY MUSIC POLICY

Music is a unique way of communicating that can inspire and motivate children. It is a vehicle for personal expression, and it can play an important part in the personal development of people. Music reflects the culture and society in which we live. Imhotep Academy believes that the music your child is exposed to at school should reflect the values set forth by our institution. The following restrictions will be in place for all school events and activities on and off campus:

- Music with lyrics that include but are not limited to sex, drugs, alcohol, guns, gangs, or strip clubs.
- Music that incorporates profanity in lyrics.
- Radio edits of explicit songs.
- Music that includes derogatory reference to women, men, or children.
- Music that glorifies questionable acts or behavior.
- Music that uses symbolism to replace questionable lyrics.
- All the above when transporting school children between school events.

Please use this policy as a guide when planning, assisting, or monitoring any activity including school children.

DISCIPLINE/CODE OF STUDENT CONDUCT

Discipline is handled in a positive manner which is consistent with each student's developmental needs. Clear behavioral rules and regulations are set. We encourage self-control and peaceful means. Imhotep expects respectful conduct and will not tolerate **Improper Behavior** at any time. **All discipline notifications will be in writing.** The following procedures and penalties will be imposed:

1st Warning –

Student warning will be issued by the teacher after three behavioral infractions. The student will be given a written notice of improper behavior and will be given an opportunity to improve based on the teacher's recommendation; parents will be called. If the student's behavior is related to or is of a violent nature, the student will be suspended or expelled immediately without another warning.

2nd Warning –

Students will be given written notice of improper behavior. Parents will be called and must pick up student from school at the time of the infraction. Parents will be required to meet with Imhotep Administrators before the student can return to class.

3rd Warning –

Students will be given a written notice of improper behavior. Parents will be called, and students will be suspended for one to three days. At that time, the student will be placed on weekly probation, not to exceed three weeks and no less than one week. If the student's behavior does not change, the student will be expelled from Imhotep Academy, related programs, and activities.

A student may be suspended or expelled without warning for the following misconduct and behavior infractions:

Gross Misconduct and Improper Behavior:

- Abusive language or profanity
- Fighting/hitting/kicking peers
- Insubordination/stubborn behavior
- Wetting, spitting
- Temper tantrums
- Disruption of class or school function: excessive talking, making constant noises, not following classroom rules, and the inability to stay on task, disrupting the teacher during instruction.
- Physical attacks or threats
- Property destruction
- Stealing
- * Bullying behaviors/ **Cyber bullying**
- * Improper cell phone/ laptop use
- * Verbal disrespect towards peers/teachers
- * And any other infraction deemed as gross misconduct by Imhotep Academy Administration



A safe learning environment requires that certain items be not permitted at school. Parents are asked to ensure that the following items do not come to school.

- Electronic games, unless requested by a teacher.
- Cell phones
- Toys or candy

If taken by any Imhotep staff, parents must come in for the return of item(s).

Classwork During Suspension: Students may not make up work missed during a suspension, which may result in a zero for missed assignments.

*****Students whose behavior may be caused by medical reasons will be placed on probation pending testing or evaluation of condition. If evaluation is not completed within the probation period, the student will be dismissed from the program. If a student has an official diagnosis, an Imhotep Academy Individualized Education Program (I.A.I.E.P.) will be implemented.**

IMHOTEP STUDENT HEALTH & WELLNESS POLICY

Imhotep realizes that there are many times when it is in the best interest of your child to keep him/her home from school due to illness. We must also provide a healthy environment for all students; therefore, the following health policy supports the educational process by enhancing the health of all children.

MEDICATION

Students may not bring or take any type of medication at school unless the school has on file a parent authorization form and doctor's instructions.

- ❖ All medication must be brought to the office.
- ❖ All medication must have child's name (the original prescription) on the label.
- ❖ **A medical authorization form must be filled out by a parent before medicine is distributed**
- ❖ No over-the-counter medicine will be issued unless a physician's note is attached.
- ❖ **DO NOT** send medicine, cough drops or sore throat lozenges in your child's lunch or book bag.

ILLNESS

The following illness restrictions apply to all students. Parents will be given a written notice about the identification of the illness and parent's must sign. These restrictions are based on Imhotep's requirements and will be strictly enforced:

ILLNESS

COVID:

Exposed (not vaccinated)

Quarantine for 5 days

Exposed (vaccinated)

No quarantine unless symptoms develop

**Positive Case
(not vaccinated)**

Quarantine for 5 days & fever free. Wear mask for 5 additional days after quarantine.

**Positive Case
(vaccinated)**

Quarantine for 5 days & fever free. Wear mask for 5 additional days after quarantine.

Diarrhea

No fever or vomiting for 24 hours and fewer than 5 stools for day

Strep Throat

**After at least 24 hours of antibiotic treatment
and no fever for 24 hours**

Influenza

After fever and symptom free for 24 hours without medication

Vomiting

After 24 hours and able to tolerate a normal diet

Pinkeye/Conjunctivitis

After 48 hours of antibiotic and no sign of active infection

Ringworm

24 hours after treatments; may return after one full day; all ringworms must be covered.

Common Cold

If child is too uncomfortable to attend school and shows signs of fever – stay home

**Communicable Disease or
Undiagnosed Rashes**

After seeing a physician and it is deemed not communicable

Fever

100 degrees and over – need normal temperature for 24 hours without medication.



RETURN TO SCHOOL

Life-Threatening Allergies Policy

These guidelines are designed to ensure that the environment of Imhotep Academy is as safe as reasonably possible for the students who experience life-threatening allergies. The guidelines are designed to manage life-threatening allergies to most common foods, latex products, and insect bites. It is anticipated that as a student moves from the necessarily more restrictive environment of the primary levels to the greater independence of the secondary levels, their needs will change, as will their plan of care. This process will be ongoing and assessed by all involved persons on a regular basis. The guidelines describe measures to promote a safe environment for all students by educating all members of Imhotep Academy community about life-threatening allergies. These guidelines may be modified to accommodate the individual student.

Parent/Guardian's Responsibility

- Provide the required Imhotep Academy written medical documentation, instructions, and medications as directed by their licensed prescriber following the Imhotep Academy medication policy.
- Educate the child in the self-management of their allergy including:
 - Strategies for avoiding exposure to allergens such as unsafe foods and insects
 - Symptoms of allergic reactions
 - How and when to tell an adult they may be having an allergy-related problem
- Epi-Pen students must be taught how to handle the use for this pen and be able to carry it on their person (only pertains to children who are mature and able to handle this situation).

Student's Responsibility

- Should notify an adult immediately if they eat something they believe may contain the food to which they are allergic.
- Should not trade food with others.
- Should not eat anything with unknown ingredients or known to contain any allergen.
- Should be proactive in the care and management of their allergies and reactions based on their developmental level.

School's Responsibility:




- Assure that all staff that interacts with the student on a regular basis understand a life-threatening allergy, can recognize symptoms, and know what to do in an emergency.
- Because of the high risk of cross-contamination inherent with peanut and nut products, Imhotep Academy no longer allows peanut butter in the school. We suggest that the use of Wow Butter or Sun Butter is a safer choice.
- Designate school personnel to handle a reaction and ensure that there is a staff member available who is properly trained to administer medications in accordance with the state nursing and good Samaritan laws governing the administration of emergency medications.
- Discuss field trips with the family of the allergic child to decide appropriate strategies for managing the allergy while on a field trip.


UNIFORMS


All uniform items may be purchased through Flynn O'Hara Uniforms at <https://www.flynnohara.com/> or onsite at 6311 Roswell Rd., Sandy Springs, GA 30328. Uniforms are to be worn during school hours unless permission is given by administrators for free dress.


All students need a minimum of three uniforms. Be sure that your child leaves home dressed appropriately. **No student may attend school without their complete uniform: there will be no exceptions.** Any student observed out of uniform will be removed from class and sent to the office and possibly sent home. A student may not return to class until the uniform infraction is corrected.









Uniform guidelines are as follows:

| Grade Level/ Gender | Day of Week/What to Wear | <p>Pictures for Pre-K Boys</p> <p>Additional approved items available at https://www.flynnohara.com</p> | |
|------------------------|--|--|--|
| Pre-K Boys | <p>Mondays Blue Oxford Long Sleeve Shirt w/logo Navy Fine Gauge Sweater Vest w/logo Navy Flat Front Pants Shoes (dress): Solid color – Black, Blue, Brown Socks: Navy Belt: Black, Brown (braided preferred)</p> |  | |
| | <p>Non-PE Days (2 days – typically Wednesdays & Fridays) Jersey Knit Shirt (Color Blue, Logo Mandatory) Navy Flat Front Pants Navy Flat Front Shorts (optional) Shoes: Solid color – Black, Blue, Brown, or Black sneakers Socks: Black, Blue, Brown Belt: Belt: Black, Brown (braided preferred)</p> |  | |
| | <p>PE Days – Athletic Wear (2 days - typically Tuesdays & Thursdays) Light Steel T-Shirt w/logo (long Sleeve option available) Mesh Gym Short w/logo Navy Sweatshirt w/logo Navy Sweatpants w/logo Shoes: Black or white sneakers</p> |  | |

| Grade Level/ Gender | Day of Week/What to Wear | |
|-------------------------|---|--|
| K – 5th Boys | <p>Mondays Blue Oxford Long Sleeve Shirt w/logo Navy Fine Gauge Sweater Vest w/logo Navy Flat Front Pants Navy Necktie (clip-on) Shoes (dress): Solid color – Black, Blue, Brown Socks: Navy Belt: Black, Brown (braided preferred)</p> <p>Non-PE Days (2 days – typically Wednesdays & Fridays) Jersey Knit Shirt (Color Blue, Logo Mandatory) Navy Flat Front Pants Navy Flat Front Shorts (optional) Shoes: Solid color – Black, Blue, Brown, or Black sneakers Socks: Black, Blue, Brown Belt: Belt: Black, Brown (braided preferred)</p> <p>PE Days – Athletic Wear (2 days - typically Tuesdays & Thursdays) Light Steel T-Shirt w/logo (long Sleeve option available) Mesh Gym Short w/logo Navy Sweatshirt w/logo Navy Sweatpants w/logo Shoes: Black or white sneakers</p> | <p style="text-align: center;">Pictures for K – 5th Grade Boys</p> <p style="text-align: center;">Additional approved items available at https://www.flynnohara.com</p>  |

| Grade Level/ Gender | Day of Week/What to Wear | <p>Pictures for 6th – 8th Grade Boys</p> <p>Additional approved items available at https://www.flynnohara.com</p> |
|---|--|---|
| <p>6th–8th Boys</p> | <p>Mondays Navy Polyester Blazer w/logo Blue Oxford Long Sleeve Shirt w/logo Charcoal Flat Front Pants Navy Necktie Shoes (dress): Solid color – Black Blue, Brown Socks: Navy Belt: Black, Brown (braided preferred)</p> <p>Non-PE Days (2 days – typically Tuesdays & Thursdays) Jersey Knit Shirt (Color Blue, Logo Mandatory) Navy Flat Front Pants Navy Flat Front Shorts (optional) Shoes: Solid color – Black, Blue, Brown, or Black sneakers Socks: Black, Blue, Brown Belt: Belt: Black, Brown (braided preferred)</p> <p>PE Days – Athletic Wear (2 days – typically Wednesdays & Fridays) Light Steel T-Shirt w/logo (long Sleeve option available) Mesh Gym Short w/logo Navy Sweatshirt w/logo Navy Sweatpants w/logo Shoes: Black or white sneakers</p> |  |

| Grade Level/ Gender | Day of Week/What to Wear | Pictures for Pre-K Girls Additional approved items available at https://www.flynnohara.com | |
|------------------------|--|--|--|
| Pre-K Girls | <p>Mondays Drop Waist Jumper Dress w/logo Long Sleeve Peter Pan Collar Blouse Spandex Shorts (to be worn with dress) Shoes (dress): Solid color – Black, Blue, Brown Socks: Navy Knee Socks or Navy Tights</p> <p>Non-PE Days (2 days – typically Wednesdays & Fridays) Drop Waist Jumper Dress w/logo Long Sleeve Peter Pan Collar Blouse Spandex Shorts (to be worn with dress) Shoes (dress): Solid color – Black, Blue, Brown Socks: Navy Knee Socks or Navy Tights Wednesdays & Fridays, girls may also wear: Jersey Knit Shirt (Color Blue, Logo Mandatory) Navy Flat Front Pants Navy Flat Front Shorts (optional) Shoes: Black sneakers Socks: Black, Blue, Brown Belt: Belt: Black, Brown (braided preferred)</p> <p>PE Days – Athletic Wear (2 days – typically Tuesdays & Thursdays) Light Steel T-Shirt w/logo (long Sleeve option available) Mesh Gym Short w/logo Navy Sweatshirt w/logo Navy Sweatpants w/logo Shoes: Black or white sneakers</p> |  | |

| | | |
|-------------------------------------|---|--|
| | | <p style="text-align: center;">Pictures for K – 5th Grade Girls</p> <p style="text-align: center;">Additional approved items available at https://www.flynnohara.com</p> <div style="display: flex; flex-wrap: wrap; justify-content: space-around;">   </div> <div style="display: flex; flex-wrap: wrap; justify-content: space-around;">    </div> <div style="display: flex; flex-wrap: wrap; justify-content: space-around;">    </div> |
| Grade Level/ Gender | Day of Week/What to Wear | |
| K – 5th Girls | <p>Mondays Drop Waist Jumper Dress w/logo Long Sleeve Peter Pan Collar Blouse Spandex Shorts (to be worn with dress) Shoes (dress): Solid color – Black, Blue, Brown Socks: Navy Knee Socks or Navy Tights</p> <p>Non-PE Days (2 days – typically Wednesdays & Fridays) Drop Waist Jumper Dress w/logo Long Sleeve Peter Pan Collar Blouse Spandex Shorts (to be worn with dress) Shoes (dress): Solid color – Black, Blue, Brown Socks: Navy Knee Socks or Navy Tights Wednesdays & Fridays, girls may also wear: Jersey Knit Shirt (Color Blue, Logo Mandatory) Navy Flat Front Pants Navy Flat Front Shorts (optional) Shoes: Black sneakers Socks: Black, Blue, Brown Belt: Belt: Black, Brown (braided preferred)</p> <p>PE Days – Athletic Wear (2 days - typically Tuesdays & Thursdays) Light Steel T-Shirt w/logo (long Sleeve option available) Mesh Gym Short w/logo Navy Sweatshirt w/logo Navy Sweatpants w/logo Shoes: Black or white sneakers</p> | |

| Grade Level/ Gender | Day of Week/What to Wear | <p>Pictures for 6th – 8th Grade Girls</p> <p>Additional approved items available at https://www.flynnohara.com</p> |
|---|--|---|
| 6 th –8 th Girls | <p>Mondays Navy Polyester Blazer w/logo Blue Plaid 2 Pleat Skort/Skirt Blue Oxford Long Sleeve Shirt w/logo Navy Necktie Shoes: Solid color – Black, Blue, Brown Socks: Navy Knee Socks or Navy Tights</p> <p>Non-PE Days (2 days – typically Tuesdays & Thursdays) Blue Plaid 2 Pleat Skort Blue Oxford Long Sleeve Shirt w/logo Shoes: Solid color – Black, Blue, Brown Socks: Navy Knee Socks or Navy Tights Tuesdays & Thursdays, girls may also wear: Jersey Knit Shirt (Color Blue, Logo Mandatory) Navy Flat Front Pants Navy Flat Front Shorts (optional) Shoes: Black sneakers Socks: Black, Blue, Brown Belt: Belt: Black, Brown (braided preferred)</p> <p>PE Days – Athletic Wear (2 days - typically Wednesdays & Fridays) Light Steel T-Shirt w/logo (long Sleeve option available) Mesh Gym Short w/logo Navy Sweatshirt w/logo Navy Sweatpants w/logo Shoes: Black or white sneakers</p> |  |

ACCESSORIES FOR BOYS

Weathered Belt / Braided Belt

Approved Colors: Black, Brown

All Weather Mocs

Approved Colors: Black, Brown

OUTERWEAR FOR BOYS AND GIRLS

Polar Fleece Jacket

Approved Colors:

Navy

School Guidelines:

Logo mandatory

Polar Fleece Hooded

Jacket Approved Colors:

Navy School Guidelines:

Logo mandatory

Squall Parka

Approved Colors: Navy

School Guidelines:

Logo mandatory

ACCESSORIES FOR GIRLS

D-Ring Belt

Approved Colors: 57

School Guidelines: unable to logo this item

Headband

Approved Colors: 57

School Guidelines: unable to logo this item

Hair Scrunchie

Approved Colors: 57

School Guidelines: unable to logo this item



Weathered Belt / Braided Belt

Approved Colors: Black, Brown

School Guidelines:

unable to logo this item



Mary Janes

Approved Colors: Black, Brown, True Navy

School Guidelines:

unable to logo this item

Shoe Requirements (Boys & Girls):

Approved Colors: Black, Brown, Navy solid-colored plain leather shoes. P.E. Shoes: All Black or All White. Nubuck and Sperry are also approved. Low cut shoes only. No sandals, open toed, clogs, tennis or bowling-looking shoes or boots. Shoes may not include bells, lights, studs, or any other decorations.

Socks:

Boys- White, Black or Blue Only (no multicolored socks)

Girls- Blue (socks or Tights), White (socks for P.E.) Only

EXCLUSIONS

- Writing: Other logos, writing or drawings on uniforms will not be permitted.
- Hats: NO headgear (hats, scarves, etc.) may be worn in the building. Headgear is allowed only if it pertains to a religious belief that necessitates it being worn daily. (Should be navy blue)
- Under tee shirts: Only white tee shirts (with no writing or pictures) are permitted to be worn under blouses or shirts.
- Girls may only wear studs or small earrings.
- Boys may not have designer parts or Mohawks, or earrings.
- Natural and locked hair must be maintained.
- Hair colors, including highlights, that are not acceptable, include, but are not limited to: purple, blue, green, pink, orange, fluorescent, red, yellow, neon yellow. Any hair color that is determined by Administration not to be a natural hair color is not acceptable.
- Limit hair beads when styling hair to avoid distractions in class. Hair beads are not safe for younger girls, i.e., PreK, K, etc.
- Only uniform jackets and sweaters may be worn during the school day and in the classrooms. (No designer jackets)
- Students may not wear footwear with lights or bells at any time.
- **Long sleeve shirts may be worn under short sleeve uniform shirts and can only be school uniform colors (Navy blue, light blue, white or grey).**

P.E. UNIFORM RESTRICTIONS:

Compression tights, leggings, or tights may not be worn under the student's P.E. shorts. Students may wear their navy-blue sweats during cooler weather. P.E. approved tennis shoes, white, black.

NOTE: All uniforms worn to Imhotep are expected to be in good condition, **clean, pressed, not faded and/or torn.**

FREE DRESS GUIDELINES

The opportunity to wear non-uniform clothing (free dress) to school may be given to students as part of our excellence program for students. The following guidelines are set by Imhotep administrators:

Acceptable for Boys:

- Polo shirts
- Tee shirts
- Oxford shirts
- Jeans in good condition – no holes, no sagging
- Walking shorts – no sagging
- Appropriate shoes – no thongs, boots, open toed shoes, or flashing lights shoes

Acceptable for Girls:

- Polo shirts
- Blouses
- Skirts – no minis
- Tee shirts
- Jeans in good condition – no holes
- Culottes/skortis
- Appropriate shoes – no thongs, boots, or open toed shoes

Note: No clothing is to be worn with any emblems, pictures or writing which are incompatible with good moral values.

THE ULTIMATE STUDENT

The world belongs to us... So gaze upon this triumphant piercing sight – the builders of pyramids and vital contributors to the magnificent, glorious wonders of America’s present and future.

We are the ultimate students... who attribute our extremely high self-esteem and our tough-as nails disposition to our philosophical belief “that no one can make you feel inferior without your consent.”

We are the epitome of the expression “Excellence breeds excellence.”

We are tried, true and tested under fire in a tough, competitive environment. We reach for the unreachable. We take care of business. We are resilient, heroically bold, extremely candid, swift of mind, proud, yet humble.

We are the ultimate students who renew our quest for excellence every day. We seize the moment, we do not look back, we make big plans, we aim high. We always play to win.

We are the ultimate students...to whom much is given much is expected.

We do not rest on our laurels, nor do we place any limits on our intellectual or spiritual achievement. We never settle for “just getting by, making excuses, taking short cuts, cutting corners, beating the system, or goofing-off.”

We are not eager to follow others; we are not impressed with glitter and gleam, nor are we swayed by peer pressure.

We elect instead to soar like the eagle by always striving to achieve the magic and honor of leadership before we settle for the lesser easier role of following others.

We are the ultimate students... We measure our success not by what we are, but by what we could be; not by what we have done, but by what we can do.

We possess extreme confidence, character, and self-abnegation.
We are not timid, intimidated, or small minded.

Tomorrow belongs to us, and yesterday’s accomplishments will pale in comparison without academic achievements... We are adventurous, creative, daring and willing to accomplish what others say cannot be done.

We are the ultimate students... Who are respected for our inquiring, tameless, universal minds. We do not rest until our thoughts turn to actions.

We think beyond the traditional by reaching deeper into the unknown, by asking “What If”, “What About “, and “What Else?”

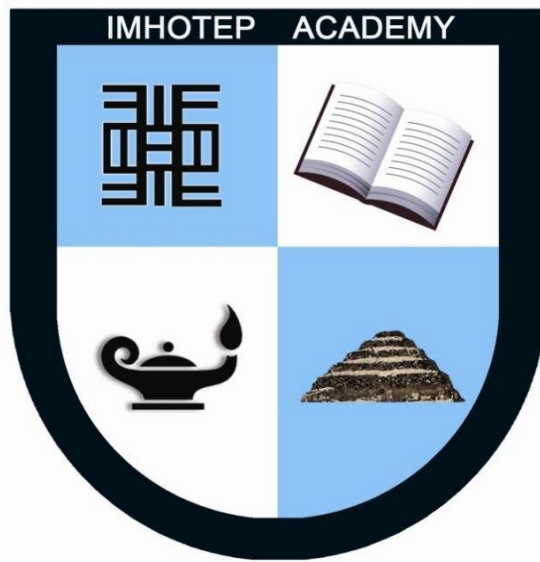
We are the ultimate students. We harness our God-given talents. As a result, we are expected to succeed in life and encouraged to share our success with those who are less fortunate.

We are the ultimate students...When we try, we do not cheat. When we lose, we do not cry. And, when we compete, we take no prisoners—none.

The world belongs to us...The future belongs to us...And today begins with us...

The Ultimate Students.

Written by Marva Collins (Westside Prep) Fred Hampton, Franklin Phillips



Home of the Ultimate Student Warrior Pride!

***** The Imhotep Academy administrators reserve the right to make changes and updates, with notice, to the Parent/Guardian Handbook, as necessary.***