

IMPERIAL SCHOOL POLICIES AND PROCEDURES

(Alphabetically Listed)

✓ ABSENCES

- Please telephone the office (997-6282) the morning your child will be absent from school, or send a written excuse stating the specific cause of absence upon his/her return. An absence must be cleared with a note or a call within 3 days or it will be considered an unexcused absence. ****Homework may be requested but cannot be picked up until after school, pending teacher discretion. Removing students for vacation results in unexcused absences and could lead to a failing grade.**

✓ ACCIDENT INSURANCE FOR STUDENTS

- Please read the *Accident and Health Insurance Letter*. Enrollment is optional. If you wish coverage for your child, please follow the How to Enroll procedures outlined in the brochure. Applications with checks or money orders are to be mailed directly to Myers-Stevens & Co. in the self-addressed envelope. **DO NOT** send premium payments to the school.

✓ ARRIVING AT SCHOOL

- Playground supervision begins at 7:50 a.m. Students who arrive to school before that time are to wait in the library. Please do not drop students off before 7:30 am.

✓ BICYCLES

- Non-bus students in grades 4-6 may ride their bicycles to school with parent permission. Third graders may ride their bicycles after taking the *Bicycle Riding Test*. Students must follow these rules:
 - Bicycles are to be parked in the bicycle racks
 - All bicycles ***MUST BE*** securely locked to the bike stall
 - No riding of bicycles on school property at any time
 - Bicycle helmets are required by law for all students
- **NO SKATEBOARDS, RAZORS (SCOOTERS) OR ROLLER SKATING WILL BE ALLOWED ON SCHOOL PROPERTY AT ANY TIME.**

✓ BIRTHDAY CELEBRATIONS

- The school discourages the bringing of balloons and gifts due to the disruption of learning time. Balloons may not be brought into the classroom. Such items, if brought to school, will be held in the office until the end of the school day. Individual classrooms will have their own policies about the distribution of cupcakes or the like. All items brought to school must be coordinated with the classroom teacher in advance. Invitations to birthdays cannot be distributed during school. Parents may share invitations during student drop-off/pick-up.

✓ BOOKS

- Students are expected to be responsible for the care of text and library books checked out to them. All textbooks must be covered. Fines and/or replacement costs will be assessed for carelessly damaged or lost books.

✓ **BUS SCHEDULE**

- Please refer to the bus schedule which indicates bus stops and pick up times. Be advised that these are approximate times and may be subject to change. It is recommended that children be at their respective bus stops no earlier than 5 minutes before the scheduled pick up time. Students are expected to follow safe bus rules. Failure to do so may result in a three to five day suspension of these privileges. Bus conduct information will be given all bus riders. Please sign and return it to the school.

✓ **CLASSROOM DISRUPTIONS**

- Uninterrupted classroom instructional time is precious to our staff. Students will not be called out of the classroom to pick up forgotten items, receive phone calls, etc. Students will only be pulled out for emergencies. Messages for students will be put in their teacher's mailbox to be picked up at their break time. All class visits must be scheduled in advance with the teacher. Pop-in messages are not allowed.

✓ **CLASSROOM VISITS**

- Uninterrupted classroom instructional time is precious to our staff. Please plan visits to the classroom and meetings with the teacher in advance. All visitors on campus are required to register in the office before entering anywhere on campus during school hours.

✓ **CLASSROOM VOLUNTEERS**

- Imperial teachers are fortunate to have classroom volunteers. Please coordinate your time in the classroom in advance with teacher. All visitors on campus are required to register in the office before entering anywhere on campus during school hours. All volunteers are required to complete the "Volunteer Assistance Request" form. Information learned in the course of classroom volunteerism such as individual student learning profile or parent contact / email information is confidential.

✓ **COMMUNICATION FOLDERS**

- These communication folders go home every Thursday. Please review the contents and sign the back of the folder and return on Friday. There will be a \$1.00 charge for each replacement folder.

✓ **COMPUTER LAB**

- Imperial Elementary Computer lab serves as an extension of classroom learning. Classes are scheduled to participate in computer time regularly. The computers in the computer lab are not available for student use outside of teacher sign-up times unless granted permission

by classroom teacher or other supervising adult on campus.

✓ **DRESS CODE POLICY**

All school attire must conform to dress code standards to support a safe and academically appropriate environment. All students who have inappropriate attire or whose clothing does not meet minimum length/coverage standards will be directed to the office to call a parent and will not be allowed to return to class until a change of clothing is available.

Students are expected to wear appropriate clothing and groom themselves in a manner, which reflects good taste, does not violate the rules of decency, offend the standards of other students or detract from the educational program. Clothing or accessories should be of the type that is safe for work or play in any educational setting. All students are expected to comply with the following minimum standards of dress and grooming.

- **Hair:** Hair should be neat, clean, of one natural color and combed in such a manner not to cause undue attention.
- **Shirts/Tops:** Shirts/blouses must be clean, in good taste, size appropriate and without holes. Sleeves may be long or short. Girls may wear sleeveless shirts with straps that are at least 1 $\frac{1}{2}$ inches wide. Shirts/blouses must be long enough to cover all of the stomach, even when student raises both hands above the head. Halter tops, crop tops, spaghetti straps are prohibited. T-shirts with negative connotations, profanity or that promote alcohol or substance abuse is considered to be in poor taste and will not be allowed.
- **Pants/Skirts/Jumpers/Dresses:** Pants, Capri-style pants, shorts, skorts, skirts, overalls, dresses and jumpers are acceptable but they must be size appropriate so that they fit at the waist and crotch, and so that *NO* undergarment may show. Short-shorts and skirts or dresses that are too short (must be at least fingertip length) or too tight are prohibited. Cut-offs or tattered clothing is also not allowed. No oversized clothing is allowed. Due to many varieties of P.E. activities, it is required that girls wear shorts underneath skirts for maximum comfort and safety.
- **Footwear:** Closed toe and closed heel shoes and socks are to be worn at all times. Flip-flops, sandals and moccasins are discouraged for safety reasons. Any shoes with 1 $\frac{1}{2}$ inch or above soles are not permitted. Sandals without a back strap are not allowed. Athletic shoes with any kind of wheels in them are not allowed to have the wheels in use on the school campus at any time.

✓ **EMERGENCY CARDS (WHITE) & DISASTER CARDS (SALMON COLORED)**

- An **EMERGENCY CARD** must be filled out for *each child* attending school. It is imperative that we have *up-to-date information* with each

question answered to the best of the parents' ability. Part of this information is needed to help the teacher and the school staff understand any physical problem your child may have; the rest of it is vital information in case of illness, accidental injury or an emergency at school.

- Please note that a ***DISASTER CARD*** will also be sent home to be used in case of a disaster and is ***required***. This card will remain in the teachers' Emergency Backpack and will accompany each class to the playground in the event of a disaster (such as an earthquake). It is imperative that each child have a completed ***DISASTER EMERGENCY CARD*** before they can be released from school to a parent or reliable adult following a disaster.
- *If at any time during the school year there should be a change in any of the information asked for on these cards, please notify the school office immediately.* Neglect in keeping the school office correctly informed could mean loss of precious minutes at the time of an emergency. **PLEASE RETURN BOTH CARDS IMMEDIATELY.**

✓ **FIELD TRIPS**

- Each grade level has 2-3 field trips per year. Students are expected to adhere to classroom and school rules at all times or they will jeopardize their privilege to attend the field trips. It will be at the teacher/principal's discretion to allow a student to attend the field trip.

✓ **HEALTH OFFICE**

- Office staff will handle emergencies following basic First Aid procedures. In the event of an illness or injury requiring additional care, the parent will be notified. In an extreme emergency, paramedics may be called.

✓ **LIBRARY**

- Imperial Elementary has an excellent school library that is open from 7:50 am -2:15 pm. Children are encouraged to use our library as well as the public library to widen their reading and resource experiences. Children are allowed to take library books home from school. Please help them to observe due dates and proper care of the books. We also ask students and parents to maintain the library as a quiet library environment and that students should always have a hall pass to go to the library.

✓ **LOST AND FOUND**

- If an item is lost, please have your child check the "Lost and Found" area in the rear hallway or inquire at the school office. Please check for lost items frequently. At the end of the year "lost" items will be given to a local charity.

✓ **LUNCH**

- Please read the ***Hot Lunch Menu*** included with this packet. Each month

a new menu will be sent home. Hot lunches are available at \$2.50 each (includes milk or non-fat chocolate milk). Please note, students may NOT receive their first choice if quantities are not available. Lunches should be *pre-paid, (see below) please deposit a check at the office before lunch time. Check should be made payable to OUSD Nutrition Services. Milk is also available to those students not purchasing a lunch and may be purchased for 50 cents.

- *Pre-Pay Lunch Program. The Nutrition Services Department has implemented a pre-pay computer system to handle student meal transactions.
 - Pick up an envelope in the school office.
 - Write the student's name and on the envelope.
 - Place the payment in the envelope (cash, or check made out to OUSD, is acceptable).
 - Place the envelope into the gray Nutrition Services payment box located in the reception area of the school office.
- **IMPORTANT:** Please have your child "prepared" for lunch each day either by pre-paying, sending the daily lunch fee, or sending his/her own packed lunch. This is the parent/student responsibility. **THE SCHOOL OFFICE DOES NOT HAVE MONEY TO LEND.** It is important that the student know a day ahead if they will be buying lunch so that an accurate number of lunches can be delivered and every student can get the meal they ordered.

✓ **MARKING CHILDREN'S POSSESSIONS** (Important!)

- Please put your child's name on backpacks, lunch pails, sacks, rain gear, sweaters, jackets, etc. Many articles are lost at school and remain unclaimed because they are not labeled.

✓ **MEDICATION**

- If your child requires medication at school, all medication must be kept in the Health Office and dispensed under supervision. Medication must also be accompanied by a signed physicians release form. Forms are available in the school office.

✓ **MONEY OR VALUABLES**

- Children are discouraged from carrying large sums of money or valuable items to school. Items such as I-pods, CD players, electronics or other personal items that are not related to school or supplies are prohibited at school.

✓ **MOVING**

- If you are planning to move from our school area, please let the school office know which day will be your child's last day of attendance.

✓ **PARK**

- The Park property adjacent to the school is NOT a designated student area. Students are not permitted to go into these areas unless accompanied by a parent, this includes before and after school (unless walking through coming or going to/from school). All play in the park that presents a disruption to school activities or the safety of students is prohibited whether a parent is present or not.

✓ PICKING UP CHILDREN BEFORE REGULAR DISMISSAL TIME

- You are required to come to the school office if it is necessary to take your child out of school. Your child will be sent for and then released to you from the office. Children are *NOT* released directly from the classroom.
- No child will be released to any adult during school hours who does not properly identify himself in the school office. These procedures are designed to protect your child. Be sure to sign the "Student Check-Out" sheet in the office prior to leaving. If your child returns to school before the regular dismissal time, come to the office to sign them in.

✓ PICKING UP CHILDREN AFTER SCHOOL

- Students waiting for parent pick up are required to wait calmly in the front of the school. Students are not permitted to run around or otherwise play in the grass in front of school, along the sidewalk, or in the park (unless accompanied by parent).

- The school's parking lot can be hazardous. Students must be picked up within ten minutes after dismissal. Students who remain on campus after 2:30 pm will be ushered into the office and parent must enter the office and sign them out after this time. If you are unable to pick up your child by 2:30 p.m. daily, please make arrangements with *School Age Care*, located on our campus. Students will not be permitted to remain after school unsupervised. PLEASE BE PROMPT. Students habitually remaining late after school dismissal will receive letters from the principal informing parents of proper pick-up times.

✓ PLAYGROUND RULES

- We believe that students will:
 - Behave in a manner that does not disrupt or interfere with the rights of others.
 - Remain in assigned areas.
 - Keep hands, feet and objects to self.
 - Use only kind words toward others. Statements making fun of a person's name, appearance or abilities are not allowed.
- Use common sense -- if you think there is a chance you or someone else might get hurt, don't do it!
- Equipment, toys, trading cards or gum should not be brought to school.
- Citations will be issued if any of the rules are broken. Three citations in one quarter and the student will visit the principal. Infractions of rules will possibly result in loss of recess, field trip privilege, detention, campus beautification, essay writing, or suspension.

✓ **PROHIBITED BEHAVIORS**

- Disrespectful actions or language to an adult
- Inappropriate language and obscene gestures
- Fighting, Bullying or Harassment
- Destroying property
- Stealing property
- Possession of firearms, knives or drugs will result in immediate referral for expulsion
- Pretend fighting, play fighting, dangerous horse-play

✓ **READING COUNTS**

- School and Classroom policies for Reading Counts Points Awards should be explained during the Back-to-School night presentations and/or other parent newsletters or communications. Please pay close attention to these policies in order to support your child's successful attainment of his goals. The Reading Counts Lexile Level will be used to determine the target range of your child's reading that is eligible for Reading Counts Points Awards. Please encourage your child to read for enjoyment AND to choose books that will assist in broadening their vocabulary and reading ability. We want all children to grow and to enjoy reading. We encourage you to implement family rewards or incentives to encourage your child's continued growth and enjoyment in reading.

✓ **STAYING AFTER SCHOOL**

- Occasionally children may want to stay after school to help a teacher or a teacher may keep a child after school for discipline or special help. In the event that a child is held after school, you will be telephoned and advised how late your child will be staying at school, typically with 24 hours advance notification.

✓ **TARDINESS**

- Students who arrive late to school must check in at the school office where they will be issued a tardy slip before going to their classroom. Parents will be notified of repeated tardies and may be referred to the *School Attendance Review Board*. Please support a learning environment that is successful for all students by ensuring your child is not late arriving to class.

✓ **TELEPHONE USAGE AT SCHOOL BY STUDENTS**

- *Students may use the office phone only in an emergency.* Please have a standard arrangement for daily student pickup including rainy days, etc. which does not involve calling home.
- *Cell Phones.* Students may possess a cell phone, but they must remain off and in their backpack during school hours. Teachers may collect cell phones for safe-keeping during the school day.

✓ **TOYS AND PETS**

- Pupils are not allowed to bring toys, sporting equipment or pets to school unless permission has been granted by the teacher or principal. If there is a particular item or pet which the teacher feels the class would profit from sharing, permission may be granted by the teacher to the parent. The teacher

must be notified at least one day prior to the time the child wishes to bring the particular item or pet. Toys taken away by the principal will be placed in the *June Box* and will not be able to be returned until the end of the year.

✓ VISITING SCHOOL

- All persons entering the school building or playground are required to register in the school office before proceeding. Please do not enter a classroom without registering your presence. Visitors and parent volunteers are requested to sign the Visitor Roster daily and obtain a visitor badge before going to the classroom. You are welcome to visit; however, we ask the courtesy of having arranged your visit with the principal or teacher in advance.
- In cases where parents bring lunches, forgotten books, assignments, etc. you are requested to bring them to the office. The office will see that the item goes to the child.
- Make sure the items are well marked and place them on the counter in the front office. Late lunches may be placed on our "*late lunch cart*" and will be taken to the lunch area at lunchtime.
- Our teachers maintain office hours before and after regular class sessions. Conferences with the teachers should be arranged in advance for times other than during school hours. It is best to send a note or call to arrange a conference so that the teacher will be expecting you. Please do not drop in for unannounced visits before or after school if arrangements may otherwise be made in advance by phone, note, or email.
- Involved legal responsibilities make it impossible for the school to approve visits by children who are relatives or friends of students enrolled at our school.

✓ WALKING TO AND FROM SCHOOL

- We ask your cooperation in enforcing good safety habits as students go to and from school. Please have your student use the intersection of Nohl Ranch Road and Imperial Highway as we have a crossing guard to assist them. It is advised for you to have your student walk with another child at all times. Encourage your child to come straight home from school and report to a responsible adult. Some parents have found it helpful to set an estimated time of arrival home from school.
- The school discourages the use of the public library as a childcare facility. Students are not well supervised and therefore this is not in the best interest of your child. Please visit the public library website to review standards for student behavior when using the public library.

✓ WEAPONS

- Communicate with your children not to bring objects such as firearms, pocket knives, box cutters, fingernail clippers with a knife blade, or any other dangerous object to school. These are extremely dangerous and should not be brought to school or any school activity.

- Please ask your children to check with you for approval before they bring any questionable object on school grounds. A conversation with an adult can provide wisdom in resolving a student's problem before it becomes a student crisis. As a parent/guardian, please make it a habit to check backpacks on a regular basis to avoid any unfortunate situations.
- Children who choose to bring dangerous objects, create a facsimile of, or use an object in a dangerous fashion at school or school activity are choosing to no longer attend their school and are choosing to be expelled from the Orange Unified School District. Keeping our school safe, secure and peaceful is everybody's responsibility. Please discuss these important issues with your children.

The staff of Imperial Elementary has high expectations for student behavior, and strives to develop self-disciplined and responsible citizens. Studies of effective schools prove that learning occurs best in a well-organized, orderly environment. To assure such an environment, we have developed this discipline plan which includes both the classroom and the playground.

Outstanding desired character traits are highly visible on our "Pyramid of Success" wall in the main entrance of the school. Each month a particular character trait is featured school-wide. Everyone on our campus is expected to work on developing and upholding these character traits and strive to reach their "Personal Best". Students receive "Pyramid of Success" coupons and can be selected by their teachers to meet with the principal for special recognition each week.

Recognizing that behavior is maintained by knowledge of consequences, Imperial's program is designed to encourage, teach and strengthen appropriate behavior and to modify or eliminate inappropriate behavior. Through a variety of classroom recognition and incentive programs, children are positively rewarded for their efforts. Negative consequences result if children choose not to comply. Negative consequences may include specific reminders and warnings, behavioral contracts, loss of privileges, and referral to the principal for counseling and further disciplinary action. Suspension may also be necessary.

Parental support is needed and essential to encourage children to comply with school rules and procedures. The Imperial staff is eager to work closely with parents to teach and maintain responsible student behavior. Through written and oral communication with your child's teacher and compliance with the school wide and classroom discipline plans, you will remain well informed and actively involved in your child's education.

Please review this plan with your child. Thank you for your support and cooperation.