

Imperial Elementary School

Parent/Student Handbook: Guidelines and Procedures



PRINCIPAL'S MESSAGE

Welcome to Imperial Elementary School. Imperial offers a unique, enriched, integrated curriculum, accompanied by a strong core of basic skills for all students. Students will construct knowledge in classrooms that provide an environment that fosters curiosity to explore and experiment while mastering basic skills and concepts. Imperial is committed to providing a safe environment that promotes a climate of caring, respect and personal responsibility.

This handbook has been prepared to provide information about policies and procedures at Imperial Elementary School, as well as to communicate to parents and students the standards and behavior expectations we have of all our students while at school. Working together, parents and Imperial staff, create a safe, positive learning environment for students.

Please save the handbook and keep it in a convenient place, as this information will be helpful throughout the year. If you have any questions, please contact the school office at 714-997-6282. Additional information about school policies can be found in the OUSD Parent/Student Handbook on the OUSD website under Parents and Information.

On behalf of the teachers and support staff, we would like to extend an invitation for you to visit Imperial Elementary School, and become an active member in our many parent volunteer opportunities. We look forward to having you and your child at Imperial Elementary School.

SCHOOL-WIDE DISCIPLINE PLAN

WHAT IS PBIS?

Positive Behavioral Interventions & Support (PBIS) is a research-based framework for teaching and supporting positive behaviors for ALL students. This school-wide approach to discipline focuses on building a safe, positive environment in which all students can learn. The benefits of implementing PBIS for students include:

- Better academic performance
- Social Emotional Competence
- Reduced Bullying
- Reduced Office Referrals & Suspensions

Students that are caught doing the right thing are rewarded positively with SOAR Tickets. The SOAR Tickets are redeemed for prizes or privileges.

An Imperial Eagle is...

Safe, **O**n task, **A**cts responsibly, & **R**espectful



	Parking Lot	Hallway	Lunch Tables	Playground	Restroom
SAFE	<ul style="list-style-type: none"> • Behind the yellow line • Walk • Primary behind fence 	<ul style="list-style-type: none"> • Walk 	<ul style="list-style-type: none"> • Walk to your line • Keep hands and body to yourself • Playground balls remain in cart during eating time 	<ul style="list-style-type: none"> • Walk on the blacktop • Keep hands and body to yourself • Stay in designated play areas 	<ul style="list-style-type: none"> • Walk • Keep hands and body to yourself • Make a line if occupied
ON TASK	<ul style="list-style-type: none"> • Watch for your ride 	<ul style="list-style-type: none"> • Walk to your destination • Stay in line 	<ul style="list-style-type: none"> • Sit at assigned table • Eat your own food 	<ul style="list-style-type: none"> • Eat snacks at lunch table 	<ul style="list-style-type: none"> • Hang out on the playground instead
ACTS RESPONSIBLY	<ul style="list-style-type: none"> • Siblings wait together • Exit and enter car quickly 	<ul style="list-style-type: none"> • Quiet voices • Voices off 	<ul style="list-style-type: none"> • Throw trash in trash can • Use talking voices • Clean up after yourself 	<ul style="list-style-type: none"> • Use equipment properly • Freeze at the sound of the bell and then walk to your line 	<ul style="list-style-type: none"> • Use inside voice • Wash your hands
RESPECTFUL	<ul style="list-style-type: none"> • Hands to yourself • Act appropriately 	<ul style="list-style-type: none"> • Hands to yourself • Respect people and things 	<ul style="list-style-type: none"> • Remember your manners • Wait patiently to be dismissed 	<ul style="list-style-type: none"> • Take turns • Pick up your trash • Listen to the teacher on duty • Be inclusive 	<ul style="list-style-type: none"> • Respect privacy • Paper towels in the trash can • Flush the toilet

...and will **SOAR** into the 21st Century

DISCIPLINE

MISBEHAVIOR

Corrective steps to be taken for repeated behavior:

1. Reteach/Reminder about expectations
2. Reflection/Think Sheet
3. Alternative activity at recess or loss of privilege
4. Infraction slip sent home for parent signature
5. 3 Minor Infractions for the same behavior results in a Major Infraction/office referral, parent contact and additional consequence.

MALICIOUS BEHAVIOR -Any behavior resulting in injury including fighting, harassment or physical threats, cyberbullying or threats on social networking sites could result in:

1. Major Infraction/Office Referral
2. In-house suspension 1-5 days and parent meeting with Admin. Possible meeting with Anaheim Police Department. Automatic on behavior contract.
3. In-house suspension 1-5 days and parent meeting with Admin and behavior contract. Possible meeting with Anaheim Police Department.
4. Student Community Services contacted, possible change in placement at school site or referred to Placement Panel.

IMPERIAL DRESS CODE

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 ½ inches wide. Shirts/blouses must be long enough to cover all of the stomach, when raises both hands raised above the head. Halter tops, crop tops, spaghetti straps are NOT permitted. 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 undergarments 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. Additionally, we have had a number of injuries with students wearing Crocs. Any shoes with 1 ½ 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

If a student violates dress code, his/her parent/guardian will be called to bring appropriate clothing, or the student will be able to check out clothing for the day. Borrowed clothing will need to be washed and returned to school the following day.

ATTENDANCE AT SCHOOL

Regular and punctual school attendance allows your child the best opportunity to learn the vast quantity of information required by our rigorous state standards. Imperial Elementary School is proud of their high academic performance. Please ensure your child's adherence to punctual arrival and departure from school. School will start promptly at the bell. If students are not in their assigned classroom at the bell, they will be marked tardy. Perpetual tardies or absences will result in meeting with the School Attendance Review Team. In the event of an absence, please call the school office to report the absence by 9:00 am.

BIRTHDAY CELEBRATIONS

The teacher should be notified of the date and type of treat along with ingredients a minimum of 24 hours before treats are sent to school out of respect for alternative dietary needs. Treats will be distributed at recess or the end of the day.

If notice is not given the treats will be sent to the office to be picked up by the child at the end of the day. The student may disperse the treat outside of the gate at the end of the day. Treats will be distributed at recess or the end of the day.

PICTURES AND VIDEOS

Capturing special moments during your child's elementary years is important and we encourage you to do so. Please keep in mind that each student has a "Release of Waiver." Parents give their permission to have their child photographed or videotaped. In order to respect the privacy of all our families, please do not post pictures and/or videos of other students on Facebook, YouTube, Instagram, Tumblr, or any other internet or social media site. Please do not submit pictures to any newspaper and/or media unless you have cleared it with the school. When volunteering, we ask that no videos be taken in the classroom. If you are witnessed using your phone in this manner, you may be asked to leave.

VISITING SCHOOL

Visitors are welcome, but there are state-mandated procedures, as well as district policy, that must be observed. Visitors must come to the school office to get a visitor's pass. By law, no one is allowed on school campus during class hours that is not a registered student, staff member, or approved visitor. Volunteer parents need to sign in at the office and wear a visitor's badge. If you wish to observe a class, please contact the teacher and the principal to arrange the best time. The observation will be limited to 25 minutes each visit to minimize disruption. If you have questions or wish to conference with a teacher when you visit, please arrange for another time. Teachers cannot meet with parents during class time. School-aged children who are not enrolled at Imperial cannot visit classes (visiting relatives or former students, etc.).

VOLUNTEERING AT SCHOOL

We welcome parents, grandparents and community volunteers at Imperial Elementary. Volunteers need to contact the staff member regarding times and activities. Volunteers must sign the Volunteer Book in the office when arriving/departing and wear a volunteer badge while on campus. Younger children are not allowed to be in the classrooms while parents volunteer.

Volunteers are defined as people who are coming to work in the classroom directly with students, including PTA members. A volunteer application must be completed prior to being allowed on campus. **Applications need to be done each year.**

Volunteers who work more than five hours in a day must provide vaccination status, obtain a fingerprint clearance through the Department of Justice and Federal Bureau of Investigations, and submit to a tuberculosis (TB) risk assessment/examination. Volunteers are responsible for all associated costs.

Volunteers who work less than five hours per day must provide vaccination status. A Megan's Law registered sex offender check will be completed for volunteers who work less than 5 hours.

PARKING LOT PROCEDURES

Please cooperate fully with the Imperial staff on parking lot duty as they have the safety of all children in mind as their highest priority. A little politeness goes a long way in the car line (and beyond). Our students are watching, so please help us teach kindness and patience.

PLEASE ALLOW SUFFICIENT TIME TO ALLOW YOUR CHILD TO ARRIVE TO SCHOOL WITHOUT BEING RUSHED.

- NEVER park or leave your car unattended while in the “pick-up/drop off zone.” DO NOT GET OUT OF YOUR CAR.
- Pull all the way forward as the cars in front of you move.
- Use the middle lane for drop-off and pick up. The right lane is for buses only and the left lane is for driving through.
- Students will exit vehicles on curbside only.
- Students arrive no earlier than 7:30 (unless they go to CARES)
- If you would like to walk your student in, please park in the library parking lot or the park parking lot.
- Do not park in parking stalls or behind cars that are parked. The parking stalls are reserved for our staff.
- Use the crosswalk while walking in the parking lot, and crossing the streets.
- If a bus is present, please observe the bus loading area and do not drop off/pick up students in close proximity.
- Children are to be picked-up promptly after school. There is NO SUPERVISION on campus 15 minutes after dismissal.
- Students will wait for class to begin in the blacktop area at the lunch tables for grades 1-6 and in the Kinder blacktop area for TK/K with teacher supervisors, until the bell rings

DAYCARE (CARES)

CARES is a positive alternative for working parents in need of child care. CARES is located at Imperial. Hours of operation are from 7:00am to 6:00pm. CARES can be reached at 714-628-5379.

STUDENT FEES

Article IX, Section 5 of the California Constitution states: “The Legislature shall provide for a system of common schools by which a free school shall be kept up and supported in each district.” In *Hartzell v. Connell*, 35 Cal.3d.899, 913 (1984), the Supreme Court of California unambiguously held that this provision prohibits public school from charging mandatory fees for educational activities. *Id.* at 911. The courts concluded that educational activities include both curricular and extracurricular activities. The Court flatly rejected the argument that a fee-waiver

policy that allowed for schools to charge fees for educational activities: “Educational opportunities must be provided to all students without regard to their families’ ability or willingness to pay fees or request special waivers.” Id. at 913. Thus, whenever a public school offers a curricular or extracurricular program to students, the California Constitution requires that the school provide all materials, supplies, and equipment—whether they are necessary or supplementary to the program – to students free of charge.

The constitutional prohibition against requiring public school students to pay fees or purchase materials for educational activities is codified in Education Code 60070, which prohibits school officials from requiring students to purchase instructional materials, and reinforced by Title 5, Section 350 of the California Code of Regulations, which prohibits schools from requiring students to pay any fee, deposit or other charge not specifically authorized by law. Public schools may solicit and accept donations from parents or the broader community, so long as the fundraising program is voluntary and contributing is not a requirement for participating in an educational activity.

HEALTH INFORMATION

Medication

The school cannot administer medicine without the appropriate forms completed by both the parent and doctor (Ed Code 49423). Forms may be obtained from the school’s Health Clerk. Medication taken at school must be properly labeled with original prescription labels and with child’s name, type of medication and the dosage and may only be taken in the school health office. **Students may not bring medication of any kind (including aspirin, inhalers, etc.) to school. All Parents must sign an authorization form for over the counter products to be administered by Imperial personnel. This form must be turned in for every student at the beginning of each school year.**

Health Services

Once a year, the school district provides **vision and hearing screening** for all kindergarten, 1st grade boys, and 5th grade students. Parents will be notified of findings for referral to the family’s own physician.

HOMEWORK POLICY

We, the teachers and administration of Imperial Elementary School, join with the OUSD Board of Education in acknowledging the role homework plays in a student’s education. Its primary purpose is to reinforce academic skills taught in school. Students, teachers and parents each have essential roles with respect to homework. The responsibility of the student is to complete all homework, develop regular study and work habits, and do most assignments independently or in cooperation with others when directed by the teacher. Parents may be involved to provide assistance and structure without diminishing the student’s sense of responsibility. Parents are also a valuable resource for their child’s learning through monitoring homework completion. Homework should always be completed. Failure to do so will negatively

impact their grade and academic progress. Consequences will be determined by each individual grade level.

Parents or guardians can do much to encourage homework success:

- Set a regular study time each day that is not to be interrupted by family plans, extracurricular activities, computer/i-pad, or television time.
- Establish a study area, away from household distractions, with good light and space.
- Have the student organize school materials: study notes, assignments, books, backpacks.
- Check student agenda, Parent/Student Portal, Google Classroom, and any other platform to monitor progress on a regular basis.
- Help the student work to find the answer rather than doing the work just to get it done.
- Be supportive when student gets frustrated without doing the work for them.

If students are managing their time, and homework is taking too long, please notify the teacher to discuss possible solutions. The chart below lists the average amount of time of homework per day by grade level.

Grade Level	Average Homework Min.	Additional Reading Min.	Total Time
Kindergarten	10 min	10 min	20 min.
First	15 min.	15 min.	30 min.
Second	20 min.	20 min.	40 min.
Third	30 min.	20 min.	50 min.
Fourth	40 min.	20 min.	60 min.
Fifth	50 min.	20 min.	70 min.
Sixth	60 min.	20 min.	80 min.

MAKE UP WORK DUE TO ABSENCES

Excused Absence - According to the Calif. Ed. Code 46010 and 48205. A student absent from school under this section shall be allowed to complete all assignments and tests missed during the absence. Upon satisfactory completion, the student shall be given full credit earned. The tests and assignments shall be reasonably equivalent to, but not necessarily identical to, the tests and assignments that the student missed during the absence. The student has one extra day per each day absent to complete any missed assignments upon returning to school.

Unexcused Absence - Calif. Ed. Code 48913: The teacher of any class from which a student is suspended will decide whether or not the pupil will be allowed to complete any assignments and tests missed during the absence.

***At times, there are emergency circumstances in life that are out of our control. If an emergency family situation arises, please notify the teacher before the assignment is due so that arrangements can be made.

LOST AND FOUND

Throughout the school year, we accumulate a large number of sweaters, sweatshirts, jackets, and lunch boxes. We urge parents to label everything with your child's first and last name that is sent to school. Items that are labeled are easier to locate when they are put in the Lost and Found. Unclaimed items are donated at the end of each month.

PARENT GROUPS

Parent Teacher Student Association (PTA): PTA is open to all parents (Dads, Moms, Grandparents, Guardians), and is a good place to start if you want to become involved with school activities. The purpose of the Imperial PTA is to provide a strong link between the school and the home and to provide an avenue for parents to become involved. PTA works to assist teachers in the classroom, sponsor assemblies and enrichment programs, and plan activities to raise funds for extra materials, equipment and field trips not otherwise provided by the school district, as well as to furnish volunteers for our school functions.

School Site Council: The council is made up of parents, teachers, staff and principal. The School Site Council establishes and reviews the school plan, approves the LCFF budget each year and reviews the implementation of the program and its effectiveness. Nominations for the School Site Council are accepted in the School Office in the fall.

PETS AND ANIMALS

Animals, fowl, and reptiles will be allowed in the classroom but must meet prior approval by the teacher and principal. Please be aware that pursuant to Orange County Ordinance 41.46, dogs are not to be on school grounds at any time. Should you choose to bring your dog when walking your child to and from school, please wait for your child off school grounds.

REPORT CARDS

Report cards are issued three (3) times throughout the year for elementary school students. They will indicate both academic and effort grades for the student. Elementary students' parents attend a parent/teacher conference, and a Parent-Teacher Conference Summary form is used to record the student's strengths and needs, along with an assistance plan for school and home. Parents can check student achievement by logging on to the Parent Portal.