

# AMY IMAI ELEMENTARY SCHOOL

## DAILY SCHEDULE

	<u>DAILY</u>	<u>THURSDAY &amp; MIN. DAYS</u>
<b>Tk/Kindergarten:</b>	8:00AM - 1:30PM	8:00AM - 11:55AM
<b>Grades 1 - 3:</b>	8:00AM - 2:35PM	8:00AM - 11:55AM
<b>Grades 4 - 5:</b>	8:00AM - 2:40PM	8:00AM - 11:55AM
<b>Tk/Kinder Recess:</b>	9:40AM - 10:00AM	
<b>TK/Kinder Lunch:</b>	11:30AM - 12:15PM	
<b>Grades 1-2 Recess:</b>	10:00AM - 10:20AM	
<b>Grades 1-2 Lunch:</b>	12:00PM - 12:45PM	
<b>Grades 3-5 Recess:</b>	10:00AM - 10:20AM	
<b>Grades 3-5 Lunch:</b>	12:00AM - 12:45PM	

## GENERAL INFORMATION – A Guide From A-Z

### ARRIVING AND DEPARTING

1. Be sure your child gets a good night's rest, a good breakfast, and arrives at school on time.
2. Supervision begins at 7:30AM Please drop off your child starting at 7:30AM
3. Students are to wait in their classroom line before school at or before 7:50AM
4. Students are not to remain on campus after dismissal unless supervised actively by a parent or child care provider.
5. Parents of students with different dismissal times may wait with their younger child, but must remain in close proximity.
6. Sibling play on structures before the official end of the school day at 2:40 p.m. is discouraged, as it can be a distraction to learning.
7. Please be sure that your child understands how he/she will get home each day, and notify your child's teacher if there is a change in routine.
8. See the **Parking and Traffic** section for important guidelines about dropping off and picking up.

### ATTENDANCE POLICIES AND PROCEDURES

#### GENERAL GUIDELINES:

1. Regular attendance and on-time arrival is expected of each student. Chronic lateness may result in a mandatory meeting with a school official or designee.
2. Family trips should be scheduled outside of the 180 days of school.
3. When an extended absence cannot be avoided (emergencies), Independent Study Contracts may be available for a minimum of 5 and a maximum of 15 days, pending Principal approval. Advanced notice, at least five school days, to the office and teacher is required. Contact the office for additional details.
4. Three or more unexcused absences (and/or unexcused tardies in excess of 30 minutes) will result in truancy procedures and possible review by the State Attendance Review Board.
5. Whenever possible, medical and dental appointments should be scheduled before or after school.
6. Each classroom designates a spot for students to line up before the start of school. Students should stand in line upon arrival.

7. Students arriving late must get a tardy slip from the office prior to entering class.

#### **ABSENCE PROCEDURES:**

1. To ensure that all students are accounted for in a timely fashion, all absences must be reported to the office.
2. Report an absence or late arrival by calling the office at (650) 526-3490 or by emailing us at [imaiaattendance@mvwsd.org](mailto:imaiaattendance@mvwsd.org). Provide the following information: date of absence, student's name, grade and room number, reason for absence, and name and relationship of the person reporting the absence.
3. Continue to call each day the student is absent.
4. Make-up work should be requested from the student's teacher via email by 10:00AM on the day of the absence.
5. For planned absences and partial day absences, provide advance notice to the office and the student's teacher.
6. All students leaving school prior to dismissal must be signed out in the office by an authorized individual.
7. Upon a student's 5<sup>th</sup> unexcused tardy, parents/guardians will be subject to school follow up including, but not limited to the following: Truancy procedures, outside agency involvement, a meeting with the principal or designee.

## **CELEBRATIONS**

#### **CLASSROOM HOLIDAY PARTIES:**

1. Organization of classroom parties is at the discretion of the classroom teacher. In some cases, students are assigned responsibility and in other cases room parents organize and delegate, as appropriate. For specific questions, contact your child's room parent or the PTA room parent coordinator.
2. *Religious or personal objections* - Any parent who has a religious or other personal objection about his or her child's participation in holiday parties should notify the teacher so other arrangements can be made for the student during those times.

#### **BIRTHDAYS:**

1. Birthdays – Parents should make arrangements with teachers prior to bringing birthday treats.
2. Home party invitations – Invitations to parties outside the classroom **may not be distributed at school** unless the entire class is invited.

## **STUDENT CONDUCT**

#### **PHILOSOPHY:**

At Amy Imai School, we believe in this simple philosophy : **Be kind, be safe, be responsible.**

#### **EXPECTATIONS:**

1. We will show kindness and respect to all other children and adults.
2. We will play safely and be careful not to hurt others or ourselves.
3. We understand that fighting, name-calling, and bad language are never allowed. These are neither kind nor safe.
4. We will protect and show kindness for our buildings, grounds, supplies and equipment.
5. For our own safety, we will be in the right place at the right time, at recess, lunch, and at all other times.
6. We will show kindness through consideration, e.g. walking quietly from place to place, so that no one else is disturbed.
7. We will be a respectful audience at all assemblies and field trips.
8. We will remember that school is a place where every student has the right to work, play, and learn in peace.
9. We will be upstanders and fill buckets daily. (Project Cornerstone)

### **CONSEQUENCES:**

All consequences are applied progressively--if a student disobeys school rules repeatedly, the consequences will become increasingly serious. Consequences include, but are not limited to: conversation with principal or designee, phone call home, parent conference, letter of apology, loss of privileges, recess detention, lunch detention, after-school detention and, in serious cases, suspension or expulsion.

When students are sent to the office, the student fills out a form that is kept on file for future reference. Students understand that if solutions are not found, a parent meeting with the principal will be required. If a student is involved in any serious infraction such as, but not limited to, causing/threatening physical injury, damaging school property, harassment, possessing any dangerous substance or object, the principal will be notified immediately and students may be suspended under Ed. Code 48900.

Parents must understand that all matters of consequences involving children other than their own are confidential.

### **RECOGNITION:**

All Imai staff issue "Caught You Being Good" slips at random. The slips help clarify the action that merited recognition in the terms of Character: caring, fairness, responsibility, citizenship, effort, perseverance, respect, and trustworthiness. Periodic rewards will be given to students who have been given slips.

**CONFLICT RESOLUTION:** All students participate in approximately 6-9 literature based PTA supported Project Cornerstone lessons annually. For example, *Have You Filled a Bucket Today?* By Carol McCloud. This school-wide developmental asset language guides mediation communication when conflict arises between and among students. Yard duty, parent volunteers, staff, and students on the playground use this as a guide to work on peaceful resolutions.

### **PARENT CODE OF CONDUCT:**

Imai operates in a safe environment and all students have a right to feel safe on campus. If a parent witnesses an altercation between students, please alert a staff member immediately. Staff members wear fluorescent vests while on yard duty. Parents are NOT to discipline other people's children.

## **COMMUNICATION**

### **PRINCIPAL'S WEEKLY NEWSLETTER, STUDENT AGENDAS, AND FRIDAY FOLDERS**

The office publishes a weekly, Wednesday *Imai Gazette* that goes home via email and can also be accessed via the school website. This weekly newsletter includes updates about the Imai community, calendar information, community resources, and miscellaneous attachments. The website includes the most recent newsletter, school calendar, and links of value to the Imai community.

### **AGENDAS AND FRIDAY FOLDERS**

3<sup>RD</sup>-5<sup>TH</sup> grade students record their nightly homework in student agendas. 1<sup>ST</sup>-5<sup>TH</sup> grade teachers also send home Friday Folders containing student work and newsletters. These agendas and folders are funded by our PTA and provided at no charge unless a replacement one is needed.

## COMMUNICATION: PARENT TO SCHOOL

1. Contacting Students – Class interruptions are discouraged. Except for emergencies, students should not be contacted during class time. Messages and forgotten items, such as lunches, homework and musical instruments, may be left in the office for students to pick up during breaks. Plans for after-school transportation and activities should be made before school. Parents should NOT call or text students' cell phones during the school day.
2. Contacting Teachers – Except for emergencies, teachers should not be contacted during class time. Messages may be left for them via voicemail or email. Check with the teacher at the beginning of the school year regarding the best way to contact him or her.
3. Parent / Teacher Conferences – Conferences are scheduled in the fall to review each child's progress with his or her parents. Additional meetings can be requested by the teacher or parents throughout the year, as needed.
4. Concerns - Most concerns can be resolved by discussing problems directly with the teacher involved. If concerns are not addressed after discussions with teachers, parents should contact the principal for assistance.

## COMPREHENSIVE DISASTER PLAN

Imai School is prepared to deal with any kind of disaster that may occur. Should an earthquake, fire, or intruder on campus occur, we are committed to the following goals:

1. Provide for the safety of all children and staff members.
2. Care for any adult or child that has been injured.
3. Reunite students with their families or other adults designated as emergency guardians on your child's emergency card, in an orderly manner. Our current emergency plan has staff erecting an orange perimeter fence around our student body at the basketball courts. Upon arriving on campus following a disaster, parents and guardians are to check-in at the student release center in front of the fencing and follow the designated protocols for picking up children. A runner will be sent to the area where classes are assembled and the child will be brought to the "Reunion Station" for release.
4. If necessary and upon the authority of the Superintendent, evacuate to an offsite location (Bubb Elementary, Graham Middle School, or Cooper Park).
5. Maintain communications with proper authorities and with parents. **In case of a disaster, do not phone the school! Phone lines must be kept open for official calls.** For more information, turn on the Emergency Broadcast System stations (KCBS-740AM or KNTV) or call the city's 24-hour emergency number at (650) 968-1661.
6. Use common sense and good judgment at all times. If circumstances require us to deviate from our written plans, we will always do whatever is best for the children and their families.

## PREPARATION:

We believe that we must prepare in advance in order to successfully deal with whatever kind of disaster may occur. We take the following steps in order to provide the highest possible level of readiness:

1. We conduct regular fire drills and an annual earthquake drill that includes "Drop, Cover, and Hold" along with setting up the perimeter fencing, conducting search and rescue, and establishing a first aid station. These drills occur during the school day and during after school program operations as well.
2. In accordance with the most updated best practices, we train staff on best practices for active shooter situations. Our district collaborates closely with the Mountain View Police Department and the Santa Clara County Office of Education on the most updated suggested routines.
3. We place an 'emergency backpack' in every classroom.
4. We revise our disaster plan periodically, based on drill evaluations and feedback.
5. We ensure up-to-date CPR and first aid certification for staff.

## PARENTAL RESPONSIBILITIES:

Parents play a critically important role in helping us prepare for and deal with an emergency. Every family should make disaster preparedness a high priority by doing the following:

1. Maintain an accurate, updated, complete emergency card in the school office. Emergency Cards are required to be completed at the beginning of the school year for each student. The original is kept in the office. A copy is kept in the student's classroom emergency backpack, which goes with the class on field trips and emergency evacuations. It is imperative that the office be notified of any changes regarding medical or emergency contact information.
2. Inform your children of who is authorized to pick them up from school.
3. Do not attempt to take a child from school if you are not listed on that child's emergency card.
4. Follow the proper sign out procedure when picking up children. We have to account for every child at all times. There will be a student sign-out station established.
5. If your child takes any medication, or may require special medication in the event of an injury (for diabetes, epilepsy, etc...) a supply of that medication and the doctor's orders for its administration must be kept at school.
6. Adults coming onto campus may be asked to assist with emergency procedures. Please check in at the command center and wait for an assignment.
7. Parents and legal guardians of students will be provided with a Student Health/Emergency Form each year. In case of a Declared Emergency, students will be released ONLY to persons designated on this form. Parents are responsible for ensuring that information on the Student Health/Enrollment Form is current at all times.
8. Parents are asked to share with the schools the responsibility for informing students of what they should do in case of a severe earthquake or other major emergency. Parents need to give specific directions to each student to follow the policy outlined above and to follow the directions of school personnel.
9. School authorities will do everything possible to care for each student while he/she is under district supervision.
10. It is critical that students do not have directions from parents that are contrary to the district's stated policy on retention at school and authorized release in case of a severe emergency.

## DRESS POLICY

Imai believes parents and students should work together to ensure that students are dressed appropriately for school. Consideration should include weather, physical education, and other scheduled activities. Students may not wear clothing that promotes cigarettes, alcohol or drug use, gang affiliation, or would be considered reasonably offensive to others. Students should wear appropriate shoes e.g. shoes that are securely fastened.

## FIELD TRIPS

### EXPENSES:

The PTA funds most field trips. Occasionally, however, requests may be made of parents to supplement funding for certain trips. All students may participate in field trips regardless of ability to pay. Specific fundraisers may also be held to support special trips.

### PERMISSION SLIPS:

Permission slips will be sent home in advance of each field trip and must be returned to the teacher by the date indicated. If a student fails to return the permission slip on time, the student will not be allowed to participate in the field trip and will be assigned to another classroom while the class is away.

### TRANSPORTATION:

Various modes of transportation are used for field trips, depending upon distance from school, cost, and weather. These include district, chartered or city buses,

### **PARENT CHAPERONES:**

Parents are encouraged to chaperone field trips and play a key role in student supervision and safety. Parents need to take an active role in monitoring all children's behavior, including correcting them when necessary. While supervising students, parents are only to use their cell phones in cases of emergency as your full attention is needed at all times.

## **HEALTH**

### **HEALTH SERVICES:**

1. The Mountain View Whisman School District employs a Registered Nurse who is available for emergencies during school hours. The office staff is trained to provide basic first aid at all other times.
2. Serious injuries or illnesses will be referred to 911 services.
3. Parents must keep emergency cards updated so they can be contacted in the event of an emergency, injury, or illness requiring parent attention.
4. Illnesses and injuries that occur at home should not be referred to the school for care.
5. Periodic vision and hearing screenings are provided at school as follows:
  - a. Vision: grades K and 3; Color Vision: grade 1 (boys)
  - b. Hearing: grades K, 2 and 5
6. Any problems noted are referred to parents. Tests for other grade levels are also performed upon parent or teacher request.

### **ILLNESS AND INJURY POLICY:**

1. Students who are ill should be kept home from school.
2. Contact the office if a student is diagnosed with a communicable disease, such as chicken pox, measles, or strep throat. Exposure notices can be sent home with other students who might have been exposed.
3. If a student becomes ill at school, the office will contact parents. If parents are unavailable the office will contact other individuals listed on the emergency card.
4. If a student is injured at school, he or she should report to the teacher in charge. Parents will be contacted if more than basic first aid is required. Serious emergencies will be referred to 911 services.

### **DISTRICT LICE POLICY:**

Head lice can be a nuisance to our community. Head lice can affect anyone. The Mountain View Whisman School District policy states that if a student is found with active (not just nits), adult head lice, he/she shall be sent to the office, parents called, and the student must be picked up by parents and sent home. The parent/guardian of any such student shall be given information about the treatment of head lice and encouraged to begin treatment of the student immediately and to check all members of the family. The parent/guardian also shall be informed that the student shall be checked upon return to school the next day and allowed to remain in school if no active head lice are detected.

Upon the student's return to school, the school nurse or designee shall check the student for active head lice. If it is determined that the student remains infected with head lice, the school nurse or designee shall contact the student's parent/guardian to discuss treatment. As needed, he/she may provide additional resources and/or referral to the local health department, health care providers, or other agencies.

If a student is found consistently infested with head lice, he/she may be referred to a multidisciplinary team, which may consist of the school nurse, representatives from the local health department and social services, and other appropriate individuals, to determine the best approach for identifying and resolving problems contributing to the student's head lice infestations.

When it is determined that one or more students in a class or school are infested with head lice, the principal or designee may, at his/her discretion notify parents/guardians of students in that class or school and provide them

with information about the detection and treatment of head lice. Staff shall maintain the privacy of students identified as having head lice.

Prevention: Discourage children from playing with each other's hair, combs, brushes, and hats. Keep long hair braided or tied back. Be alert for symptoms such as persistent itching, and report all cases to the school office.

#### **MEDICATION:**

All students taking medication at school must submit a "Medication Authorization Form" signed by the students' doctor. Forms are available in the office. Without such authorization, office staff cannot give students any medication, including Tylenol, Advil, allergy medicines, cough drops, or asthma inhalers. Students are never allowed to have any medication with them at school. When students are off campus for field trips, the teacher in charge will be responsible for student medication, as needed.

#### **MEDICAL INFORMATION:**

Each student's Emergency Card must be kept up to date at all times, including medical conditions and the names and phone numbers of individuals who are authorized to pick the student up in the event of an emergency.

**HUMAN GROWTH AND DEVELOPMENT-** Instruction in Human Growth and Development takes place in the Spring in grade 5. Opt out forms are sent home to parents in advance. Same gender teacher support is coordinated to provide students with a higher level of comfort.

## **PARKING AND TRAFFIC / PICK-UP AND DROP-OFF**

Due to geography, parking and traffic have been chronic issues at Imai. You can help us and make your own life easier by doing the following:

1. Walk or bike to school. Bike racks are available in three places.
2. Carpool – the more the merrier!
3. There is NO parking, nor room for cars to turn around on Carol Ave. This is a walk/bike-in entrance only.
4. Respect the directions of the staff and parent volunteers in front of the school. They will try to get your car into and out of the drive-through in front of the school in a safe and efficient manner. Students should only depart cars on the passenger side in the yellow zone.
5. The curb is painted yellow, indicating a drop-off zone only. Cars must not be left unattended for any reason at the yellow curb unless otherwise directed. When dropping off, pull as far forward as possible even if you see no one behind you. This is a **"Cell Phone Free Zone"**!
6. There is a crosswalk in front of the school on Martens Avenue, as well as one across the Huff parking lot. Yield to pedestrians using these crosswalks. Blocking crosswalks is illegal and violators will be reported and ticketed.
7. Students waiting for rides are to wait in front of rooms 3-6 and not in front of the MUR.
8. Remember – there is absolutely no parent parking or drop off by the back portables. Our staff needs every one of those spaces. In addition, blocking or parking in the fire lane could result in ticketing.
9. Become a morning or after-school drop-off volunteer yourself. We need you!
10. Report any traffic violations on Grant Road/Martens Ave. to MVPD at 650-903-6344
11. See the [Imai Traffic Guidelines](#).

#### **BICYCLES, SCOOTERS, SKATEBOARDS, ETC.:**

1. Bicycle racks are provided at the back of the school, and next to Room 19.
2. The school cannot be responsible for loss or damage to bicycles on campus. We strongly encourage students to lock their bikes to the bike racks and do not leave bicycles overnight.
3. Children are required by law to wear helmets while using bicycles, scooters, skateboards, and skates.

4. Students may not ride or skate in corridors at any time, nor ride on the blacktop during school days until 3:30 p.m. (or 1:00 p.m. on Thursdays).

#### **BUS TRANSPORTATION:**

Information about district-provided transportation is distributed at the beginning of each school year.

## **PARENT INVOLVEMENT**

#### **ORGANIZATIONS:**

1. **PTA** – The Imai School PTA plays an essential role in ensuring that each of our students has access to an excellent education. Through its focus on academic achievement, a strong sense of community, parent involvement, and parent education, the PTA is the cornerstone of an inclusive community where every member is appreciated and valued. Through financial support for classroom materials, field trips, assemblies, and arts programming, the PTA enriches our school and enables our students to meet their academic potentials. We encourage all members of the Imai community to join the PTA. Community events sponsored by the Imai PTA include the following: Beautification Day, Book Fair, Family Science, Silent Auction, Monthly Family Dinner Nights, EagleFest, Parent Education Programs, Multicultural event
2. **IMAI SCHOOL SITE COUNCIL** - The school site council is responsible for advising the development of Imai's Site Plan for Student Achievement, approving it in its final form, and overseeing its implementation. The Council consists of five school employees and five parent members. Parents are welcome to attend monthly meetings of the council or to serve as members of committees.
3. **ELAC**—The English Learner Advisory Committee's purpose is to assist parents in becoming informed about our district's Master Plan for English Learners and their school's Single Plan for Student Achievement. In addition, functioning as an advisory group about funding decisions specific to English Language learners. ELAC meetings are open to the public; all parents are encouraged to attend. Only elected ELAC representatives may vote on voting issues and elect officers. Meetings are held a minimum of four times a year.
4. **ROOM PARENTS** – Room parents are responsible for organizing class parties and other activities for the school year. Parents who are interested in being room parent may complete a form that will come home with the newsletter early in the year. Teachers will choose two of these parent volunteers. Other parents may volunteer to assist the room parents as well as assist teachers in or outside the classroom in other ways such as accompanying classes on field trips, preparing special projects, assisting students with classroom work, etc.
5. **OTHER VOLUNTEERS** – More info is available at the school office.

#### ***Volunteer Guidelines***

All volunteers are expected to abide by the following:

- Provide evidence of a negative TB test.
- Provide a photo ID that is scanned into our Raptor system.
- Maintain confidentiality of all students and staff.
- Obey all emergency procedures.
- Always stay within line of sight of supervising teacher or staff.
- Honor the teacher's and students' time and keep your commitments. Contact the teacher or the school office as soon as possible if you will be late or absent.
- Sign in at the school office, wear a volunteer sticker, and log the volunteer hours.

Volunteers are encouraged to wear masks and be COVID vaccinated, but not required.

Additional MVWSD volunteer guidelines can be found [here](#).



## PLAYGROUND

**Safety, kindness, and responsibility** should be the highest priority at all times, and students should exercise appropriate judgment, even in the absence of specific rules.

### GENERAL RULES:

1. Students should keep hands and feet to themselves.
2. No hitting, kicking, grabbing, pushing, tripping, spitting, fighting, or horseplay/roughhousing.
3. We are an "inclusive" school, i.e., all students have a right to play and may not be excluded, except for meaningful age differences.
4. Single incidents or repeat targeting of a student will not be allowed and will be handled swiftly through school discipline.
5. Students must remain in view of at least one adult at all times.
6. Students may bring snacks to eat during morning recess time. Food is not allowed on the playground. Students may not share food to avoid any allergy issues.

### PLAY STRUCTURES:

1. No tag or chasing on or around equipment.
2. No jumping from structure platforms.
3. No blocking entrances to slides, climbing boards, stairways, etc.
4. Slides: All slides should be "feet first." Students may not walk or climb up slides. One student at a time. Each student should make sure that the slide has cleared before beginning a descent.
5. Monkey bars: First priority is for those swinging from bar to bar. Students may climb and sit on them, but must move out of the way of those swinging below. No "Cherry Bomb" gymnastics dismounts allowed (upside down back flips).

### BLACKTOP:

1. No tag or chase games. (Students may play tag on the field.)
2. No dodge ball games, i.e., games in which students attempt to throw balls at other students.

### FIELD:

1. No contact sports. This does not prohibit tag and touch football games, if played appropriately.
2. The field is off-limits if soggy.

## PROHIBITED PROPERTY

The following items should not be in a student's possession: portable electronic devices, chewing gum, large sums of money, trading cards, toys and recess equipment from home, makeup, hazardous items such as matches, cap guns, air guns, and knives, permanent markers. Cell phones must be turned off/and remain in the child's backpack.

## SAFETY

### YARD SUPERVISION:

1. Morning yard supervision begins at 7:30AM. Since adult supervision is not provided prior to 7:30AM, students should not arrive before that time unless accompanied by a parent or child care provider.

When students arrive in the morning, they should wait in line at the location designated by their teachers.

2. The principal, yard supervisors, and volunteers provide supervision of the students.
3. During inclement weather, 4<sup>th</sup> and 5<sup>th</sup> grade student rainy day helpers assist with classroom supervision during lunch.
4. Students must leave campus (or report to Kids' Place) immediately after school is out unless a parent is closely supervising them.

#### **CAMPUS SECURITY/VISITORS:**

1. All visitors and volunteers who enter or leave the campus during school hours **must sign in** and out at the office and provide the main office with state, federal, or local agency ID upon request.
2. Visitors and volunteers must also wear an identification sticker (available in the office) while on campus. Parents may not arrive unannounced in classrooms during the school day. To help avoid disruption in the classroom messages, assignments, lunches and other belongings should be left in the office.
3. A parent who wants to observe his or her child's classroom must make an appointment with the teacher or school secretary.

## **SCHOOL FACILITY**

#### **COMMUNITY USE:**

Use of the campus not directly related to the school's program must be approved in advance by the principal. Some uses are subject to fees, and all users must provide evidence of appropriate insurance. Please see the school secretary for approval requests.

#### **FIELDS:**

The Mountain View Parks and Recreation maintains the fields at Imai and is responsible for its scheduling.

#### **NO SMOKING/ALCOHOL:**

According to California state law, smoking and alcohol are not allowed on public school campuses at any time.

#### **ANIMALS:**

Dogs must be kept on a leash at all times while on the Imai campus. Due to a heightened potential for injury, parents are discouraged from bringing dogs to school at drop-off and pick-up times. Dogs that are brought to school must be kept separated from other dogs. Students may not leave their lines to pet dogs.

#### **DONATIONS OF SUPPLIES AND EQUIPMENT:**

Parents often ask about donating used computers, office furniture and supplies, books, etc. to the school. Please check with the office regarding any donations. Receipts for tax deductions will be provided upon request.

## **SCHOOL SERVICES**

#### **SCHOOL ACTIVITIES AND EVENTS:**

Imai provides a variety of opportunities to provide community service, celebrate student achievement, and participate in community events. These may include the following:

##### **CSMA ART DISPLAYS**

A gallery of student art projects is displayed during Open House. Student work is also shown at various locations in Mountain View. Advance notice will be given through the Imai Gazette

### **100 DAYS CELEBRATION**

Primary grade students celebrate the completion of the first 100 days of school.

### **HALLOWEEN PARADE**

Students participate in a school-wide costume parade on the day of Halloween (or the Thursday before Halloween if it falls on a weekend day). Costumes should not be worn to school unless otherwise directed by the teacher. Students have an opportunity to change into costumes at recess. If students do not plan to participate in the parade due to religious reasons, they should inform their teachers in advance. Costumes may not be scary, reflect blood, gore, violence and no weapons.

### **IMAI SILENT AUCTION**

Our PTA hosts an annual popular and well-attended Silent Auction each year. The fun adult-only evening is the main fundraising event of the school year. It raises funds for enrichment opportunities and other supports for all Imai students.

### **SPIRIT DAYS**

The Student Council sponsors school spirit days, such as “pajama day” and “crazy hair day” throughout the year. Spirit days are publicized in the newsletter and with posters around the school.

### **STUDENT HELPERS**

Fourth and fifth graders assist with many school service projects. Students help with the flags, playground equipment, the recycling program, serving lunch, field day, and rainy day supervision.

### **LOST AND FOUND**

All students are encouraged to label clothing. Any lost and found items turned in to the office will be returned to the classroom, if labeled with the student’s name. If no name is found, the item will be held for approximately one month, at which time it will be donated to charity.

### **STUDENT RECORDS**

A parent may review his or her child’s school records with advance notice. By law, records must be viewed in the presence of a certified staff member and may not be taken off campus. Transfer of Records: Imai will request records of students who have transferred from another school. When a student leaves Imai, records will be forwarded upon request by the new school.

### **LIBRARY**

The Imai library is managed by a part-time library clerk, who is assisted by library volunteers. Each classroom is assigned a weekly library period. The library has an automated check-out system, and students can use computers to check on book availability or to take an accelerated reader quiz. Students are assessed periodically to determine their current reading levels and to help them make appropriate choices. The Imai library includes sections of books and videos available for check out to Imai parents. Topics include parenting skills, children’s health and nutrition, discipline, and family outings. Parents should see the library clerk for more information.

### **COMPUTERS/TECHNOLOGY**

Imai embraces a blended learning model. Classroom use of technology is intended to support and integrate current subject matter curriculum. All grades Tk-5 classrooms have 1:1 Chromebook access for students. Imai students have daily opportunities to use technology as a tool for learning and collaboration.

### **SERVICES FOR ENGLISH LANGUAGE LEARNERS**

Specific, leveled, daily English Language Development classes will be taught at all grade levels. Both integrated and designated English Language Development instruction is provided for students in accordance with Federal and State guidelines.

### **CHILD CARE**

The YMCA Kids' Place program offers after-school care for Imai students. Space is limited. For additional information regarding their program and fees, please call Kids' Place at (650) 567-9928 or (650) 969-9622.

### **SCHOOL PICTURE DAY**

Individual student pictures and class pictures are taken in the fall. Information regarding pictures will be sent home with the newsletter. Pictures may not be ordered unless payment is received before the student's picture is taken. A makeup day will be offered for students who are absent or need their pictures retaken.

### **SUPPLIES AND TEXTBOOKS**

Basic school supplies and textbooks are furnished for all students as required by law. At the beginning of the year and periodically thereafter, teachers may provide students with a "wish list" of supplies to be donated. Parents may check the school website for grade level specific supply wish lists.

### **FOOD SERVICE**

1. Students may bring their lunch from home or get hot lunch at the cafeteria
2. All students are eligible for free snack and lunch
3. Students may bring snacks to eat during morning recess time. Food is not allowed on the playground.
4. Imai offers a snack during recess
5. "Nut-free" and "allergy" tables are reserved for students with allergies.

## **TEACHER CONFERENCES**

Whenever questions or problems arise regarding your child's experiences in the classroom or in other situations at school, please discuss them with your child's teacher before asking to meet with the principal. Our teachers are happy to schedule such appointments at your convenience.