Empire Elementary School

5201 First Street, Empire, California 95319

SCHOOL HANDBOOK

Student and Parent Rights and Responsibilities

2025-2026

Empire
Union School District

Where Eagles soar!
EMPIRE ELEMENTARY SCHOOL

Claudia Camarena, Principal

Web Page:
http://www.empire.k12.ca.us/empire/empire1.htm

Dear Parents and Students,

Welcome to Empire Elementary School and the opening of the 2025-2026 school year. Empire Elementary has built a legacy as being the heart of the Empire community where we build life-long learners and model citizens. We are dedicated to providing a quality education that meet both District and Common Core Standards.

The Empire Elementary School Handbook contains important information relevant to your child's education. As a family, please take time to review the information provided so that we can work together as a team to build a strong foundation for your student's academic career. As a parent, you play a crucial role in your child's education. Research shows that students perform better in school when their parents are involved in their education. It is important that parents review schoolwork, attend school wide events, and maintain routines for homework and school attendance including the arrival at school on time. In cohesion with parents, staff are committed to hold students to a high level of expectations allowing them to maximize their highest level of potential.

Please do not hesitate to contact the school personnel should you have any questions throughout the school year. I look forward to staying connected with students and families and the community of Empire to maintain a positive school culture. It is an honor to serve the Empire Community as your principal.

Sincerely,
Ms. Claudia Camarena
Principal

EMPIRE ELEMENTARY SCHOOL MISSION STATEMENT

We are driven by one goal, to develop 21st Century learners who are proficient in reading, writing, and mathematics. We will work daily to develop skills in effective collaboration, digital literacy, critical thinking, and problem solving.

VISION

We are committed to creating a school that knows no limits to the academic success of each student.

SCHOOL MOTTO

Imagine, Believe, Achieve

EMPIRE UNION SCHOOL DISTRICT
116 N. McClure Road – Modesto, CA 95357
(209) 521-2800 FAX (209) 526-6421

BOARD OF TRUSTEES

Loretta Stein, President
Carole Dovichi, Clerk
Doug Bentley
Bob McDonough
Gina Smith

DISTRICT OFFICE PERSONNEL

C.W. Smith, Ed.D., Superintendent
Tiffany Davenport, Assistant Superintendent, Instructional Services/Special Education Services
Derek Pendley., Assistant Superintendent, Human Resources
Andreya K. Viscovich, Assistant Superintendent, Business Services

SCHOOL CONTACT INFORMATION

Empire Elementary School
5201 First Street
Empire California 95319
209 521-2970
FAX-209 527-5620

Principal- Ms. Claudia Camarena
ccamarena@empire.k12.ca.us

Student Services Assistant- Alma Sloan
asloan@empire.k12.ca.us

Principal's Secretary- Claudia Leyva
cleyva@empire.k12.ca.us

School Secretary- Melinda Angulo
mangulo@empire.k12.ca.us

OFFICE HOURS: Monday-Friday 7:30 AM-4:00 PM

DAILY STUDENT SCHEDULE:

TK/Kindergarten 8:25-2
:10 p.m.
Grades 1-3 8:25-2:10 p.m.
Grades 4-6 8:25-2:35 p.m.

MINIMUM DAY DISMISSAL SCHEDULE

Grades TK/K 8:25-1:10 p.m.
Grades 1-3 8:25-1:10 p.m.
Grades 4-6 8:25-1:30 p.m.

LATCHKEY PROGRAM

The program is offered from 6:30-7:45am to all grades.
Latchkey costs a flat rate of $2.50 per day for the first child. The second child is $2.40 per day. There is an additional $35.00 registration fee per family.

AFTER-SCHOOL ASES~PAL PROGRAM

The after school program is offered from dismissal until 6pm on all school days.
Students in TK-6th grades are eligible to attend the program on their campus.
The after school program is offered to each student at no cost.
ASES Site Coordinator- TBD

SCHOOL COLORS AND MASCOT

Ours school colors are blue and gold, and our mascot is the Eagle. The eagle symbolizes strength, focus, and courage. The Empire Eagles take pride in our, "Spirit Fridays Program", in which classes, wearing the highest percentage of school colors, are recognized.

School Rules, Regulations and Guidelines

Student Responsibility and Rights

A safe learning environment is essential for all children. At Empire Elementary we believe that demonstrating respect, responsibility and kindness towards self and others is essential for learning. Classroom expectations and school rules will be discussed in detail the first day of school. It is our intent to ensure that all students will have a positive school experience. Please continue to encourage your child to set high standards for behavior, and remind them of the importance of respect and tolerance toward others. The **Student-Parents Rights and Responsibilities handbook is** provided to every family at the beginning of the year. By the end of the first week of school, parents are requested to return the signature page to acknowledge they have reviewed the handbook. Students will be expected to comply with all EUSD regulations, rules, rights, and responsibilities.

ARRIVAL TIME AT SCHOOL

School begins promptly at 8:25AM. It is important that all students arrive at school on time and ready to learn each day. Those students who arrive on time are eligible for daily prizes through our morning announcements.

ATTENDANCE POLICY

Student Absences and Excuses:

Daily attendance is the initial step in achieving academic success. Regular and punctual attendance is necessary for students to develop self-discipline, responsibility and work habits that will influence success throughout life. Students who have regular attendance generally achieve higher grades and enjoy school more. The school cannot teach students who are not present. The entire process of education requires continuity of instruction, classroom participation, learning experiences and study in order to reach the goal of maximum educational benefits for each student.

Definitions of Terms*:*

Tardy: Any student who misses (30 minutes or less) at the beginning of the school day.
Early Sign-out: Any student leaving school (30 minutes or less) prior to the end of the day.
Absent: Any student who misses more than 30 minutes of a school day will be counted absent.
Truant: Truancy is absence from school without knowledge or consent of the principal and/or parent.
Perfect Attendance: **A student who has not missed any PORTION OF A SCHOOL DAY FOR ANY REASON** during the school year is considered to have perfect attendance.

Attendance Procedure – Daily Absence Report

Parents should notify the attendance office by phone within 48 hours each day their child is absent. This call will provide the background necessary to verify parental knowledge or consent for the student's absence. ***Without verification***, students may be considered truant. If a child arrives late or leaves early, a parent or parent designee **(with parental consent, written and/or verbal) must sign the student in or out at the office.** Students who leave school during the school day, without parent and school consent, will be considered truant. Class work missed due to absence needs to be completed. Students are responsible for obtaining make-up work assignments. Subject assignments will be provided to the student for completion and must be returned within the same time frame as the number of days missed.

School Attendance Review Team Monitoring Procedures (SART)

The purpose of the School Attendance Review Team (SART) is to provide a coordinated community effort to meet special needs of students with school attendance problems. Upon (3) days of a student's absence and/or tardies/early sign-outs from school in a quarter, a letter will be mailed to the student's parent/guardian announcing that an attendance problem may be developing. This notification serves as a reminder of a possible attendance problem. The school will determine if the absences are considered justified (childhood diseases, injuries, death in the family, religious holidays, etc.). If absences are justified, a letter after five days will not be necessary. A written explanation will be retained in case of questions.

Early Sign-outs: The school will recognize the following reasons for early dismissal:

- Appointments with physicians or dentists – it is recommended that, if possible, appointments be made before or after school or on a non-school day.
- Emergency situations as allowed by the principal.

ABSENCES:

- Upon 5 days of a student's absences and/or tardies/early sign-outs from school in a quarter, a direct parent conference may occur (personal/telephone).
- Upon 10 days of a student's absences and/or tardies/early sign-outs from school in a quarter, a letter, direct parent conference and a possible referral to SARB (student Attendance Review Board) may occur.
- Upon 11+ days of a student's absences and/or tardies/early-sign-outs from school in any one quarter, any of the following options may occur:
  - Program modification (which may include removal of privileges)
  - Referral to the SARB
  - Before and After School Detention
  - Parent/Student Contracts

Incentives

Incentives for good attendance may include:

- Recognition of perfect attendance (trimester/semester) through parent letters/newsletters, certificates, assemblies, etc.
- Classroom recognition for best attendance record on building/class attendance chart.

Tardiness/Truancy

Tardiness: For the first through fourth tardy in a trimester, disciplinary action may include the following consequences:

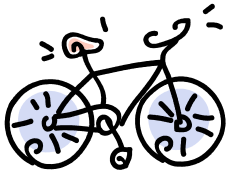
- Parent conferences
- For repeated or extremely severe incidents, the principal will refer to SARB.

AFTER SCHOOL PROGRAMS

The Empire Union School District offers two programs on our campus:
The Empire Intervention Program and the State A.S.E.S. (After School Education & Safety) Program.
Students who do not meet grade level standards are eligible for the Empire Intervention Program. Intervention classes are held before, during or after-school. The program is structured to meet the individual needs of each student. You will be notified if your child is recommended for the intervention program.

The ASES program is designated for students in grades TK-6. The ASES program at Empire Elementary begins on the first day of school and operates through the last day of the school year. This program operates in conjunction with PAL (Police Activities League Program). It is comprised of three hourly components. The first hour is dedicated to academic intervention, the second hour for homework assistance, and the final hour for the enrichment and recreation. If interested, please contact the school office and ask for the, ASES Coordinator.

BICYCLES/SCOOTERS/SKATEBOARDS/SKATES



The school is not responsible for bicycles, scooters, skateboards or other personal property. Bicycles and scooters are to be walked on campus sidewalks and locked in our bike racks. Students riding bicycles or scooters to school are required to wear helmets and obey all traffic regulations and the rules of the road. The Modesto Police Department requires that all bicycles be licensed. Riding bicycles, skateboards and scooters on the school grounds is strictly prohibited. If students violate these rules, privileges may be revoked. Signs posted on our campus advise that skateboards are not allowed on campus, and parents should be aware that they assume responsibility for any violation of the rules.

COMPREHENSIVE SCHOOL SAFETY PLAN

The Empire Elementary School Comprehensive Safety Plan is reviewed and updated annually. If you are interested in reviewing the school's Safety Plan, please contact the school office.

CUSTODY

In the event a child is living with only one parent, progress reports, grades and conferences will also be offered to the non-custodial parent upon request. (If the non-custodial parent is not to be involved with his/her children, PLEASE PROVIDE LEGAL DOCUMENTATION OF CUSTODIAL RIGHTS TO THE PRINCIPAL.)

CONFERENCES



Empire teachers schedule conferences with families to discuss their child's progress. Conferences with the teacher help develop a mutual understanding of the child and help make his/her time in school a positive experience. It is very important that families attend these conferences. Each teacher will contact families when conferences are needed.

All families are requested to attend a conference with their child's teacher in the Fall. Spring conferences are not required. However, teachers and/or families may request to meet to discuss a student's progress.

Individual conferences are not permissible during class time. An individual conference appointment may be made with the classroom teacher for a time convenient for both the parent and the teacher.

DISMISSAL PRECAUTIONS – RELEASE OF CHILDREN

The Empire Elementary School is legally responsible for the safety of its students during the school day.
Staff members shall not excuse any student from school prior to the end of the school day, or into any person's custody without the direct prior approval and knowledge of the principal.
In keeping with these precautions there must be adherence to the following procedures:

- The school office designee shall not excuse a student before the end of the school day without a request for early dismissal by the student's parent or guardian.
- Students will ***not be released to anyone whose name is not listed on the enrollment card*** unless permission has been granted by the parent or guardian and approved by the principal. School personnel will verify identity of parent or guardian before verbal permission to release the student to someone not listed on the enrollment card can occur. The above applies to end of the day dismissal, as well.
- Children will be released to either biological parent unless a court order indicates otherwise.
- Parents shall provide documentation concerning parental rights, including divorce decrees and restraining orders, if any exist. School administration will review court documentation specifying custodial rights and parenting agreements and additional precautions will be taken.

DRESS CODE

Empire Elementary expects student dress and grooming to be neat, clean and in good taste so that each student may share in promoting a positive, healthy, and safe atmosphere while attending school. For reasons of health and safety, students are required to wear shoes at all times. All shoes must have backs or heel straps. Student dress, which is offensive or detracts from the learning process or creates a health or safety problem, will not be permitted. The judgment of appropriateness will be made by the Empire school staff. Generally, halter tops, half tops, short skirts, revealing or low cut blouse, and any shirts with inappropriate letter or drawings are not acceptable. This also includes, ultra low rise, baggy pants, gang related symbols or gang related colors. Students are also not allowed to wear shoes with skates on the heels, commonly known as Heelys. When, in the judgment of the principal, a student's appearance or mode of dress disrupts the educational process, or constitutes a threat to health or safety; the student may be required to make modifications. A second offense will be classified as defiance. For more information related to the dress code please refer to page 20.

EMERGENCY NUMBERS

PLEASE notify the school office immediately, in writing when your home address or home business, child care provider or emergency phone numbers change. Site policy mandates that student records be kept current. It is extremely important for your child's welfare that the school is made aware of these changes.

ENROLLMENT

To be admitted to kindergarten in Empire Elementary, a child must be five (5) years old before September 1st prior to the school year in which he or she plans to enroll.
All students seeking admission to the district and its instructional programs must satisfactorily meet all residency, academic, age, immunization, health, disciplinary and other eligibility prerequisites as established by Board policies, rules and regulations, and by state law.
Students entering the schools in the school district who have not previously presented a birth certificate or other acceptable proof of age will be required to present such proof.

EQUIPMENT~PERSONAL PROPERTY

Students must not bring athletic equipment or toys to school. The only exceptions are with teacher approval. The school will not be responsible for the loss or destruction of these items. In the case of "Show and Tell" for primary grade children, articles may be brought from home; after class display, they are entrusted to the teacher until dismissal time. Students are also encouraged not to bring expensive electronic devices or toys to school, as these may be stolen or lost. Toys resembling weapons are not allowed. Parents are responsible to pick up such items. Any remaining items left after the last day of school will be donated to a local charity

FIELD TRIPS

Throughout the year, students may participate in educational field trips. These field experiences are designed to enhance student learning. Field trips also serve to connect classroom learning with the "real world." Parents must sign their approval for field trips on the Enrollment Form in order for a student to attend field trips. Students who have not demonstrated appropriate behavior during the school year may lose the privilege of attending field trips. (Parents of asthmatic students are asked to send the child's inhaler to school on the day of a field trip.)

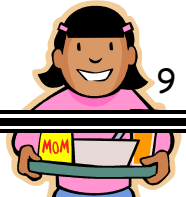
LUNCHROOM SERVICES

Our site serves both breakfast and lunch each day.

Meal hours:

The lunch period is 40 minutes with 20 minutes in the cafeteria and a 20 minute recess.
Transitional Kindergaten:..…… 11:00-11:40AM
Kindergarten: ……11:10-11:50AM
First Grade: ……....11:20-12:00PM
Second Grade: ……11:30-12:10PM
Third Grade: ……..…… 11:45-12:25PM
Fourth Grade: …… 12:00-12:40PM
Fifth Grade: …… 12:15-12:55PM
Sixth Grade:…… 12:30-1:10PM
Students not participating in the school meal program are asked to refrain from bringing soda or candy with their lunch, as this does not adhere to our District Wellness Policy. Beverages in glass containers are not permitted. Providing students with fast food lunches at school is discouraged.

SNACKS:
Students may eat a nutritious snack during their mid-morning recess. We encourage your child to bring apples, bananas, cheese sticks, and trail mix. Gum is not permitted at school.



MEDICATION

Students who have been prescribed medication by a physician to take during school hours, for chronic or short-term illness, will be administered prescription medication by designated school personnel only. **School personnel are NOT legally allowed to give children ANY medication including pain reliever, without written permission of a physician. School personnel will give your child medication at school if the following guidelines are met:**
1. Parent and physician complete the form – *Permission Form for Administering Medication in School*. (You may obtain a form at your school office).
2. Bring medication to school office in a pharmacy-labeled bottle that includes student name, medication name, dosage, and time to be given.
3. Permission Form for Administering Medication in School is updated yearly. Students may not have ANY medication in their possession at school (This includes cough drops and pain reliever.)
All medications must be kept in the nurse's office, with proper form on file. Unused medications must be picked up by the parent or guardian on or before the last day of school. Any remaining medications will be discarded.

PHYSICAL EDUCATION PARTICIPATION

If a student cannot participate in physical education class or recess, a signed note from the parent is required. A doctor's excuse will be necessary if the child is to be excluded for more than 3 days.

SCHOOL SITE COUNCIL

It is increasingly important that the education of our students be a shared responsibility of both the state and the community. One of the basic requirements of state and federal programs is to involve parents, teachers, and administrators to act as an advisory committee. This school advisory committee is known as the School Site Council. Empire Elementary School Site Council meets once a month and is a group of parents and staff members who work to develop, review and evaluate school improvement programs and school budgets with the principal. Members are selected by election in the fall. They serve a two year term and are expected to attend monthly meetings throughout the school year. We are currently seeking new committee members. Ballots will be sent home with students early in the school year.

School-to-Home/Home-to-School Communication

Empire Elementary believes it is critical to have effective communication with each students' home and be easily accessible as well. In an effort to make communication more seamless, Empire Elementary uses various forms of contact all accessible by parents and guardians. Parent Square is the primary form of communication. Parents will receive text messages, emails, and/or phone calls through Parent Square. Parent Square uses contact information provided to the school at the beginning of the year. **If at any point during the school year, your contact information changes, please contact the school office immediately to update your information and stay connected.**

CELL PHONES AND USE OF THE TELEPHONE

Cell phones must be kept in a back-pack and used only before and after school. Cell phones must not be audible or visible during school hours. **If your child is observed by a staff member using a cell phone during school hours, the phone will be confiscated and taken to the office. Only parents or authorized relatives over the age of 18 may retrieve the phone. The school is not responsible for lost or stolen cell phones.**

Traffic Patterns
Drop off or pick up zones

Please drop off or pick up children in your vehicle in the drop off zone of the G Street school parking lot. Please unload and load your children efficiently and safely. This zone is a single lane zone. Please do not double park as this poses a safety risk to children.

Children, who walk home, must exit at dismissal through the G Stt of the building located near the school office, unless they are boarding a school bus. As a safety precaution all gates are locked as soon as the first bell has rung. Although

we encourage students to be on time every day, if your child arrives late, please escort him/her to the school office to receive a tardy slip.

SCHOOL VISITORS and VOLUNTEERS

School Volunteers and Visitors

Parents are encouraged and welcome to visit and observe Empire's educational program. **We require that all volunteers and visitors check in at the office and wear a visitor's sticker while on school grounds**. If you plan to visit your child's class, please make prior arrangements at least 24 hours in advance with his/her classroom teacher.

Volunteers must see office staff about acquiring appropriate clearances to work with students. (TB Test, Fingerprinting).

Empire Union School District is using the Raptor Visitor Management System in all of our schools in order to strengthen campus safety for students and staff. The visitor management system is intended to make certain that individuals visiting and interacting on our campuses ae properly identified and signed in. Across the District,the Raptor Visitor Management System ("Raptor") has replaced the old paper visitor sign-in sheets. Therefore, all visitors to the school must be scanned into the system and obtain a visitor badge.

WITHDRAWAL PROCEDURES

If, at any time during the school year, it becomes necessary for your child to withdraw from school, please notify the office at least three (3) days in advance. A copy of academic records will be sent to the receiving school.

DANCES/ASSEMBLIES/ACTIVITIES

Dances are held periodically during the school year as a Empire PTA. Students may not arrive late or leave early unless requested by a parent/guardian. Students may not attend the dance if they did not attend school on the day of the activity for a minimum of 4 periods, or leave school before the end of the school day. All school rules and consequences for misconduct are in effect at dances. Students who owe fines, books and/or detention time or who have been suspended during the quarter in which the dance occurs, may not attend the dance.

DRESS CODE

DRESS AND PERSONAL APPEARANCE

School is an educational setting and students are expected to be suitably groomed and to wear clothing that is neat, clean, and appropriate. If, at any time, a student's clothing is such that it disrupts the educational environment, the parent shall be notified and the student may be sent home to change into appropriate attire or be provided alternate attire from the Empire Clothes Closet. Students' clothing and attire must not be unsafe or present a potential hazard. The law requires that appropriate and safe footwear will be worn at all times. The Empire dress code applies during school and at all school activities both on and off campus.

In general, school dress and shoes should be such that they ensure the health, welfare and safety of the members of the student body and enhance a positive image of our school. Any form of dress or grooming that attracts undue attention or is disruptive to the educational process is unacceptable.

Therefore:

1. Dress and grooming will be clean and in keeping with health, sanitary and safety requirements. Badly soiled or torn clothing is not allowed. All clothing must be hemmed. Mesh clothing is not allowed.
2. When a student is participating in school activities, his/her dress and grooming must not disrupt his/her performance or that of other students, or constitute a health threat to any other persons.
3. Dress and grooming will not be such as to disrupt the learning process. Tattoos must be covered at all times and writing on skin is not allowed.
4. Sunglasses and Headgear may NOT be worn at school. Only white or tan colored hats with a brim all the way around will be allowed outside the classroom.
5. Sleepwear, sweat pants, and loungewear are not allowed.
6. Gang-related apparel and gang paraphernalia which symbolize gang membership or affiliation may not be worn. "Colors" is defined as a display or exhibition by an individual or group of students which designates identification with or membership in a group which advocates or participates in disruptive or illegal behavior. Any clothing that suggests or promotes the use of alcohol, drugs, tobacco and/or is gang affiliated is prohibited. This includes but is not limited to sagging pants, hanging belts, suspenders off the shoulders, gang-related initials on belt buckles, bandannas, chains, etc.
7. Clothing, jewelry, and other accessories, which present a safety hazard to the wearer or others, are not allowed (i.e.: "spiked" metal or plastic jewelry). Jewelry, make-up, and nails should be appropriate for school and not interfere with usual school activities.
9. Clothing bearing suggestive, inappropriate or offensive language/messages is not allowed.
10. Any clothing that may be considered in the judgment of the site administrator to be disruptive or unsafe to students or staff is not allowed. .

TOPS

1. No strapless, halter, tie tops, spaghetti straps, backless garments, tube tops, low cut tank tops, see-through outfits, muscle shirts or fishnet tops are allowed. All undergarments must be covered.
2. Tops must come below tops of pants with no midriff showing.
3. Clothing with suggestive or crude remarks which advocate acts which are illegal, violent or hazardous to ones health is not permitted. Explicit or implied profanities and/or obscenities are not acceptable.
4. Tops may not be more than one size too large and may not be too tight.
5. Inappropriate shirts, covered by other shirts or jackets, are in violation of the dress code.

SHORTS/SKIRTS/PANTS

1. Shorts and skirts, appropriate for school, are permissible, but should not be excessively short, tight, ripped or unhemmed. They must be fingertip length (fingertip guideline). No slits higher than fingertip length are allowed.
2. Pants may not be worn below the waist (sagging or bagging). Pants must fit at the waist and not be more than one size too large or one size too small. Underwear may not be visible at any time. Clothing may not be so large or bulky that disruptive or unsafe items could be concealed.
3. Rolled pant legs, banded pant legs or bands on pant legs are not allowed. Holes in pants are not allowed.

HATS/HEAD GEAR

White or tan colored hats with a brim all the way around will be allowed outside the classroom. Headgear of any type, other than the hats mentioned above, is not allowed on campus. This includes hairnets, headbands, beanies, and tiaras.

SHOES

Shoes must be worn at all times. Shoelaces must be properly tied. No shoe stuffing is allowed. Flip flops, socks without shoes, beach-like footwear, slippers, shoes of excessive height, are not safe or appropriate for school and are not allowed. Skate shoes are not allowed.

GROOMING

1. Students are expected to do their grooming at home.
2. Curling irons, hair dryers, make-up, perfume, nail polish, hair spray, eye lash curlers are not allowed at school.

POSITIVE BEHAVIOR INTERVENTIONS AND SUPPORTS (PBIS)

PBIS is a proactive systems approach that provides behavioral supports for all students in order that they may achieve social, emotional, and academic success.

The Empire Elementary community teaches and recognizes positive behavior. Students are recognized and celebrated for positive behavior daily, weekly, monthly, each trimester, and at the end of the school year. Data drives the implementation of the program to create a respectful, responsible, and safe environment.

Acceptable school behaviors are taught and reinforced in order to minimize disruptions. PBIS approaches encourage positive behavior and help prevent bullying behavior. Students are provided clear models and are directly taught positive behavior and provided support through activities that model and teach respectful, responsible, and safe behavior. "Empire Big 3" is a PBIS supported matrix of behavioral expectations.

EMPIRE'S BIG 3

EMPIRE EAGLES...are **S**afe, take **O**wnership, are **A**cademic Achievers, are **R**espectful!

AREA	BE RESPECTFUL	BE RESPONSIBLE	BE SAFE
Classroom	• Treat others and their property with respect • Stay on task	• Follow directions and classroom expectations • Be on time and prepared • Complete assignments	• Follow safety procedures • Enter classroom walking • Keep walkways clear
Special Events	• Sit quietly during presentations • Listen with an open mind	• Behave appropriately for the event • Remind others to follow expectations	• Enter and exit in an orderly fashion • Wait for dismissal instructions
Cafeteria (Lines Tables)	• Wait your turn in line • Allow anyone to sit next to you • Treat others and their property with respect • Use inside Voices • Follow directions from school staff • Use good manners	• Keep all food in the cafeteria • Wait in line patiently • Clean up after yourself	• Sit appropriately at tables • Walk at all times. • Report all spills
Technology Computer Lab	• Use all equipment and materials appropriately	• Use internet appropriately • Print only what is needed	• Keep snacks and personal items in backpack
Playground	• Play fairly • Include everyone • Follow directions from all school staff • Use appropriate language	• Freeze when the bell rings and line-up when whistle blows • Take care of equipment	• Walk to and from the playground • Use the equipment appropriately • Keep hands and feet to ourselves

EMPIRE'S BIG 3

EMPIRE EAGLES...are **S**afe, take **O**wnership, are **A**cademic Achievers, **R**espectful!

AREA	BE RESPECTFUL	BE RESPONSIBLE	BE SAFE
Library	• Respect property	• Return materials to proper places	• Use tables and chairs appropriately • Keep food, drinks, and personal items in backpack
Office	• State your purpose politely • Use quiet voices	• Obtain permission to enter the office with a student pass • Obtain a pass to return to class if needed	• Enter and exit in an orderly fashion • Keep hands and feet to yourself
Bicycles/Walkers	• Respect others' property	• Secure bicycles in bike area	• Walk and ride bikes safely • Wear helmets • Ride in appropriate areas
Bus Area	• Board the bus one person at a time	• Arrive on time	• Walk in line patiently • Walk at all times
Bathrooms	• Throw garbage away in appropriate receptacle • Respect Privacy • Use quiet voices	• Flush toilet • Inform staff of vandalism and inappropriate behavior	• Wash hands • Use the bathroom for its intended purpose • Keep bathrooms clean
Hallways	• Use quiet voices • Use appropriate language • Respect our property and the property of others.	• Arrive to class on time • Hold doors for others • Return to class promptly	• Walk at all times • Allow others to pass safely

INTERVENTION AFTER SCHOOL

A student may be assigned after school intervention for up to three hours for disciplinary or other reasons. Failure to serve a classroom or office intervention may result in suspension.

NOTE: Depending on individual circumstances, behavioral consequences are subject to interpretation and adjustment by the school administrators. Severe violations will result in more severe consequences

DISCIPLINE POLICY

Our objective is to encourage and reinforce appropriate social skills and behavior to insure a positive learning environment for students and staff. Teachers will use a variety of strategies, including restorative practices to guide students to correct misbehavior and assign consequences according to classroom discipline plans. Students will be referred to an administrator for serious or recurring misbehavior. Parents will be notified regarding the disciplinary referral, the interventions applied to correct the inappropriate behavior, and the consequences earned by the student. Students may be assigned one or more of the following consequences for discipline referrals:

- Behavior essay
- Daily Behavior Plan
- Community Service
- Recess Intervention
- Restitution
- Loss of privileges
- Referral for behavior intervention (Citation)
- Out of school suspension
- Other consequences as deemed appropriate

It is our collective responsibility to ensure students reach their highest potential for intellectual, emotional, and physical growth. In order to be successful in this endeavor the student, staff, and parent must work together to meet these responsibilities.

PLEASE SIGN AND RETURN THIS COPY TO SCHOOL.

Student Name _____Teacher_____Date_____
(Please print)

Empire Elementary School
Student – Family - School Alliance (Compact)

Family/Parent Pledge

We agree to meet the following responsibilities:

- ⇨ **Ensure that my child arrives on time and misses as few days as possible.**
- ⇨ **Read to my child and/or ensure my child reads every day.**
- ⇨ **Provide a quiet time and place for homework.**
- ⇨ **Regularly monitor my child's progress in school and review his/her work.**
- ⇨ **Ensure that my child gets adequate sleep, receives proper nutrition, and receives medical attention.**
- ⇨ **Schedule my child's appointments (medical, dental) before or after school when possible.**
- ⇨ **Attend parent conferences, meetings, and seek opportunities to become involved in school events such as Back-to-School Night, Parent and Teachers United, and English Language Advisory Committee, etc.**
- ⇨ **Respect the school, staff, students, and families.**
- ⇨ **Review and reinforce teacher and school academic and behavioral expectations.**

Parent/Guardian Signature _____

Student Pledge

I agree to meet the following responsibilities:

- ⇨ **Attend school regularly, missing as few school days as possible.**
- ⇨ **Come to school every day on time, ready to learn.**
- ⇨ **Be prepared. Bringing necessary materials, completed assignments, and homework.**
- ⇨ **Follow all school and classroom rules.**
- ⇨ **Read and study every day and limit my TV viewing and video games.**
- ⇨ **Respect and be considerate of my school, classmates, staff, and families at all times.**

Student Signature _____

Staff Pledge

We agree to meet the following responsibilities:

- ⇨ **Provide opportunities for positive communication between the teacher, parent, and student.**
- ⇨ **Hold high expectations, for the academic success of every student.**
- ⇨ **Provide high quality instruction to enable students to achieve grade level standards.**
- ⇨ **Communicate regularly with families regarding student progress.**
- ⇨ **Implement supplemental activities to enhance learning opportunities.**
- ⇨ **Provide meaningful homework assignments to reinforce and extend learning.**
- ⇨ **Modify the academic program to meet the needs of each student.**
- ⇨ **Provide a safe and supportive learning environment.**
- ⇨ **Respect the school, students, staff, and families.**