

# KIMBERLY ELEMENTARY SCHOOL

311 Main Street South  
Kimberly, Idaho 83341  
(208) 423-5118, Ext. 3037  
website: [www.kimberly.edu](http://www.kimberly.edu)

## MESSAGE TO PARENTS AND STUDENTS

*The information in this handbook has been carefully prepared to help students succeed at Kimberly Elementary School. The information is in accordance with the Kimberly Board of Education policies, copies of which are available in the principal's office. Carefully read this folder and the additional pages with your child to become familiar with the procedures of the school. We ask that you and your child sign and return the enclosed handouts to indicate that you have read this information and realize your responsibilities. If additional information concerning the procedures of Kimberly Elementary School is needed, please contact the school office at 423-5118, Extension 3037. Students, remember that your success depends on your efforts. Have a great school year!*

## SCHOOL MISSION STATEMENT

“Educating students for the needs and challenges of today and tomorrow.”

### K.E.S. Belief Statements

Student learning is our first priority.

- Students need to demonstrate their understanding of essential knowledge and skills, and be actively engaged in solving problems and producing quality work.
- All students can learn and should be provided with a variety of instructional approaches.
- Each student is a valued individual with unique physical, social, emotional, and intellectual characteristics.
- A safe, comfortable environment is essential for student learning.
- Quality education is the shared responsibility of the staff, students, parents, and community.
- All people have the right to be treated with dignity and respect.

### K.E.S. PARENT-STUDENT-TEACHER COMPACT

*The teachers of Kimberly Elementary School will:*

- **Believe that each student can learn.**
- **Show respect for each child and his or her family.**
- **Come to class prepared to teach.**
- **Provide an environment that is conducive to learning.**
- **Help each child grow to his or her fullest potential.**
- **Provide meaningful and appropriate homework activities**
- **Enforce school and classroom rules fairly and consistently.**
- **Maintain lines of communication with students and parents.**
- **Seek ways to involve parents in the school program.**
- **Demonstrate professional behavior and a positive attitude.**

*The students of Kimberly Elementary School will:*

- **Always do their best work and use their best behavior.**
- **Work cooperatively with classmates.**
- **Show respect for self, school, and other people.**
- **Obey the school and bus rules.**
- **Come to school prepared with homework and supplies**
- **Believe that they can and will learn.**

**Parents/guardians of Kimberly Elementary School children will:**

- See that their child attends school regularly and arrives on time.
- Provide a home environment that encourages their child to learn.
- Insist that all homework assignments are completed.
- Communicate regularly with their child's teachers.
- Support the school in developing positive behaviors.
- Talk with their child about his/her school activities every day.
- Read with their child at home and monitor their TV viewing.
- Volunteer time at their child's school, if possible.
- Show respect and support for their child, the teacher, and the school.

**Academic Learning Time (ALT)**

Kimberly Elementary School faculty and staff will make every effort to reduce disruptions to the school day, and we ask parents to do the same. Extra activities must relate to the curriculum standards and benchmarks, as well as the school's mission and belief statements.

**Attendance**

Regular attendance is essential to success in school. A student not only misses work on the day of absence, but is not prepared for the next day because of missing instruction. Every absence must be accounted for by the parent. A written note to the teacher explaining the absence is required when the child returns to school. A telephone call in cases of prolonged illness is requested. If a child is sick, has a fever, or is contagious, he/she should be kept home. Any child with a condition that is contagious or who has head lice (including nits) will be excluded from school. It is strongly recommended that doctor and dental appointments be made after school. A total of 5 or more absences in any quarter may result in Twin Falls County truancy citations being issued. A child cannot receive perfect attendance for the year if he/she has 3 or more tardies.

**Bad Weather**

When it is too cold or wet for students to be outside during the school day, they will be allowed to come into or stay in their classroom. In case of extremely poor weather, the school may be closed. On such days, information will be broadcast over the radio and television.

**Bicycles/Roller Blades/Skate Boards/Scooters**

Bicycles may be ridden to school and should be locked in the bike rack. For safety reasons, bicycles, skateboards, rollerblades, and scooters should not be ridden on the school grounds during school hours (8:00 a.m.-3:30 p.m.). If these items are used during school hours, they will be taken and stored in the vault until a parent picks them up.

**Birthdays, Parties, and Invitations**

Please contact your child's teacher for appropriate guidelines if you are planning on celebrating a birthday at school. Invitations to after-school or weekend birthday parties MAY NOT be handed out at school. Due to the crowded conditions of our busses, groups of students going to an after-school party need to make transportation arrangements other than on the bus. K.E.S. has 3 holiday parties during the year: "Harvest Party" on the last Friday of October (no costumes), "Christmas Party" on the last school day of December, and "Valentine's Day Party" on Feb. 14 (or the Friday before if Feb. 14 is on a weekend).

**Check Protection**

Due to the enormous number of checks that are paid to K.E.S. for various activities and services, we use a certified check protection agency to collect on checks that are returned to us because of insufficient funds.

### Child Abuse

It is a felony for school officials to fail to report suspected child abuse to the proper authorities. Kimberly Elementary School staff will report suspected child abuse and suspected child neglect.

### Communication

The “Kimberly Kids Kronicle” goes home the last student day of the month with the District Update. It will include a school lunch menu, calendar of events, etc. Teachers may highlight classroom news. Short notes about special events are sent home with the students throughout the year to help keep parents informed. Please remember to ask your child to give you those notes and newsletters. The 3<sup>rd</sup>-5<sup>th</sup> grade classes use daily agendas for parental communication.

### Computers

Students and parents must sign the Kimberly School District Accepted Use Policy to have complete and full computer privileges at Kimberly Elementary School.

### Discipline

When a student’s behavior interferes with his/her learning or the learning of others, he/she is sent to REFOCUS. When a child is in REFOCUS, he/she is seated in a quiet area (either in the classroom, another teacher’s classroom, or the office) and asked to think about his/her inappropriate behavior and to come up with a positive alternative. The student may do this orally or on a written REFOCUS form. REFOCUS helps students to become responsible citizens and promotes independent thinking skills.

When a student has been to REFOCUS three times for inappropriate behavior in a week, the teacher will call the student’s parent(s) to let them know that a reoccurring pattern is developing. When a student receives his/her fourth REFOCUS, he/she will have missed too much classtime, so the student will be assigned to the “After School Academy.” After School Academy will be held immediately after school until 4:30 p.m. on Thursday afternoons. The students will complete assignments that they missed during their repeated REFOCUS sessions. When a student has satisfactorily completed his/her work, the parent will be called to come and pick up the child. No student will be kept after 4:30 p.m. After School Academy will be used to help those students keep up with their classwork. After attending “After School Academies” 3 times during the school year, a student will attend in-school suspension for repeated referrals and may receive out-of-school suspension for subsequent referrals.

“ABSOLUTES” are major infractions of school rules for which students will be sent home automatically for a period of time. The “ABSOLUTES” for KES are:

- Violence, or anything that looks like violence including hitting, pushing, shoving, tripping, or any act that could intentionally lead to injury of another student. Foul language and threats are considered verbal violence.
- Alcohol, drugs, or tobacco or anything that is made to appear like alcohol, drugs, or tobacco.
- Weapons or items that are used as weapons.

### Dress Code

K.E.S. asks that students wear clothing that is clean, appropriate, in good repair, and not disruptive to the educational process. Students wearing inappropriate clothing will be asked to change, cover up, or be sent home. Apparel, jewelry, accessories, notebooks, or any manner of grooming which because of its cut, color, the way it is worn, its trademark, or any other characteristic, symbolizes known drug, gang, or cult connotations is prohibited.

### Drug Free School

The Kimberly School District is a drug-free zone. The use of tobacco in the buildings, on district property, and on school sponsored activities/field trips is prohibited. The possession and use of alcohol and illicit drugs by students at school or while attending any school activity is strictly prohibited. Disciplinary sanctions up to and including expulsion and referral for prosecution will be imposed on students who violate these policies. Information on drug and alcohol counseling, rehabilitation and re-

entry programs are available at all school district counseling offices. Compliance with all district policies concerning alcohol and illicit drugs is mandatory. The building principal will handle each drug and alcohol infraction individually taking into account the student's current school year disciplinary history.

#### Early Release

Every Wednesday, all Kimberly Elementary School students will be released early at 1:15 p.m. for state-mandated teacher planning time. On Wednesdays, the morning kindergarten session will be from 8:20-10:20 a.m. and the afternoon session will be from 11:15-1:15 p.m.

#### Emergencies

We ask every parent to complete an emergency card and form which will be kept on file in the office. This information will help us if serious injury should occur to your child. It is very important that we have emergency phone numbers so that you can be notified. It is also very important that we know of any special needs that your child might have so we can take the right steps in an emergency. Please help us to provide the best possible emergency care for your child. If changes occur during the year, please inform the office.

#### Enrollment Requirements

Parents or guardians enrolling a student in the Idaho Public School System are required to provide to the school an official certificate of birth and a social security number for the enrolling child. In the Idaho Public School System parents or guardians are also required to immunize their children for DPT, Polio, Measles, Rubella, Mumps, and Hepatitis B and have a copy of their immunization record in their school file. In the Kimberly Elementary School system, parents or guardians must complete an annual registration form.

#### Guns/Weapons

Any student bringing to school (or having in their possession) guns, knives, explosive devices, weapons, or items that can be used as weapons may face suspension, expulsion for up to one full school year, and/or criminal charges. Toy weapons are also not allowed at school.

#### Head Lice

K.E.S. staff and parents will work to prevent the infestation and spread of head lice by doing the following: 1) Each classroom will establish and follow a hat and coat policy. Coats will either be hung on racks, in lockers, or chair backs. Students will not be allowed to pile coats on the floor. 2) If a student is found to have head lice or nits, he/she will be sent home for treatment and will not be allowed back until re-examined and found free of infestation of lice or nits. 3) All siblings of the student (in the school) will be checked for infestation. If lice are found, each student having signs of lice will be sent home for treatment. A note will be sent home with the students of that room. 4) The classroom teacher will informally check all other students in his/her class for infestation. 5) If a large number of students in the school are infected, a general school-wide check will be held.

#### Homework

Homework is designed to motivate students and is assigned when individual or class needs can best be met through its use. Such assignments might include make-up work due to an absence, additional assignments designed to help students work to their potential, work planned to help students with a particular difficulty, and assignments made to encourage development of a skill or ability. Each teacher has a specific policy.

#### Insurance

The school has no medical insurance for students injured at school. It does, however, encourage parents to purchase a policy through the school which could help cover the costs should a student be injured. School insurance forms are sent home on the first day of school and are available anytime in the office.

### Lost and Found

Found items will be placed in designated boxes in each school. Unclaimed items will be donated to the Idaho Youth Ranch Thrift Store one week after the last day of each semester.

### Media Center

Students have access to excellent Media Centers. They may check out a wide assortment of materials. Parents should watch for lost or misplaced Media Center items and encourage children to return all items to school by their due date. A fee is charged for lost or damaged media materials. Parenting materials are available for checkout from the Media Center.

### Notes to Stay In

If a child is or has been ill, and he/she is not able to participate fully in all school activities such as recess or P.E., the staff at K.E.S. recommends that the child be kept at home until he/she can fully participate. In the event that a child needs to be kept inside during recess, he/she must bring a note every day stating the legitimate health reason for not going out for recess. After 3 days of limited participation, the school must receive a note from the doctor stating the physical problem and number of days the child should not participate fully in the school program (recess, P.E., etc.).

### Parking

Parents and visitors should park ONLY in the parking lot along Main Street across from the grocery store or in the parking lot along Oak Street at the west end of the playground. Students should be picked up or dropped off in these same parking lots. Parents picking up students should use the parking spaces and not park in the driveways. Do not stop in the flow of cars. Parents should not let students off either behind the school on the south side, by the cafeteria on the west side, or along Center Street on the north side. No traffic should enter the bus drive-through circle on the west side of the building between the hours of 7:30 a.m. and 3:30 p.m. Before school, parents should leave their child at the pull-through in the parking lot along Main Street or at the pull-through in the parking lot along Oak Street. U-turns at this location are dangerous. The parking lot on the south side of the Primary Building (K-3) and the parking lot on the south side of the Intermediate Building (4-5) are for staff parking and other official business. Parents are asked not to use this area for parking because traffic in this area puts our students at risk. Cars should not be left running while unattended.

### Pets

Students may bring pets to school for sharing if arrangements are first made with the teacher, and parents take the pet home as soon as the sharing period is over. Parents are asked to stay with the pet while it is at school.

### Playground Supervision-Before/After School

Playground supervision will be in effect from 8:05 a.m. until school starts and during recesses. There will be no staff supervision after the buses leave at the end of the school day. Students should not be on the playground or in the buildings before 8:05 a.m. Afternoon kindergarten students should not arrive at school before 11:45 a.m. Students are to stay out of the stadium at all times except with adult supervision. Once a student arrives at school, he/she is not allowed to leave the grounds to go to the store or anywhere else.

### Report Cards/Conferences

K.E.S. has parent/teacher conferences twice a year, at the end of the first and third quarters. Report cards are given to parents during these conferences. Second and fourth quarter report cards will be sent home with the students at the end of those quarters.

### Security

K.E.S. uses motion detectors during closed hours and video surveillance at all times to ensure the health, welfare, and safety of all staff, students, and visitors to district property and to safeguard district facilities and equipment. Video recordings showing violations of policies, regulations, rules, or laws

may become part of a student's educational record or a staff member's personnel record.

### **Student to Student Sexual Harassment**

**Any behavior that can under the law and school district policy be defined as sexual harassment will not be tolerated at Kimberly Elementary School. Behavior such as, but not limited to, unwanted kissing, ogling, inappropriate language with sexual innuendo, unwanted and inappropriate touching, etc., may be determined as sexual harassment.**

### Tardies

A student shall be considered tardy if he/she is not in the classroom when the tardy bell rings. Three tardies are equivalent to one absence. Students who are tardy should check in at the office for a tardy slip before going to their classroom. This allows the office to correct the attendance report.

### Telephone

Students may use the school phones for emergencies. Students are not to have cell phones at school. Cell phones will be taken and held in the office until a parent can come in and pick it up. Students are not called from class to the phone except in extreme emergencies. Messages can be relayed to students through the office, but only in emergency situations. We will make every effort, but because of scheduling, the school cannot guarantee that all phone messages will be delivered.

### Textbooks and Supplies

Textbooks are provided by the Kimberly Elementary School for student use during the school year. Students are responsible for textbooks, library books and other school equipment issued to them. A charge will be levied for lost and damaged books or equipment according to this schedule: 1st year=100%, 2nd year=90%, after the 2nd year =80%. Students are asked to furnish pencils, pens, paper and other items consumed on an individual basis. A complete list of supplies for each grade level is available in the Kimberly Elementary School office.

### Toys

K.E.S. can assume no responsibility for toys brought from home. Children should keep toys at home. This will eliminate many student, teacher, principal, and parent headaches due to lost, stolen, broken or traded articles. Any sporting equipment that is brought to school for recess needs to be clearly labeled with first and last names in permanent marker.

### Transportation

Riding a school bus is a privilege extended to the students by the district. For the safety of all students proper bus behavior must be observed by all riders. Students must obey bus driver's directions. Failure to comply with bus rules may result in removal from the bus for a limited or permanent period of time. For the safety of our students, K.E.S. will not allow students to change their normal transportation plans whether they ride the bus, walk home, or get picked up without a written note to the teacher and/or the bus driver and signed by a parent or legal guardian specifically explaining the change.

### Visitors

We encourage parent/adult visitors - the only thing we ask is that you let the office/teacher know in advance. Visitors to students (i.e. cousins, out-of-town friends, younger or older siblings, etc.) will not be allowed. Adults are to register in the office upon arrival and must wear a visitors' pass while on the school grounds.

# KIMBERLY ELEMENTARY SCHOOL RULES

- I. By law the school must be kept safe for all students. Some of the activities that are unsafe or detrimental to students' rights that are not allowed are: fighting or any behavior that looks like fighting, leaving the school grounds during school hours, leaving designated playground areas, throwing hard objects (rocks, snowballs, iceballs, baseballs, dirt clods, sand, gravel, pebbles, woodchips, etc.), running in the building, tackling, wrestling, karate fighting, pushing, ramming, spitting, tripping, kicking, biting, and "sliding--pushing--pulling" on the ice.
- II. The following items must not be brought to school. If any of these objects are brought to school, the item will be confiscated and/or destroyed: laser pointers, toy guns, water guns, water balloons, Chinese stars, baseballs, or any other object deemed harmful to the safety of the students. Skateboards, roller blades, roller skates, and scooters are not allowed to be ridden on school grounds at any time. If these items are used at school, they will be taken to the office and held until the parent can pick them up. Remote control toys, cell phones, radios, tape players, CD players, and electronic games should not be brought to school.
- III. The students and staff agree to be courteous at all times. We do not accept non-courteous actions such as: threats, obscene language or gestures, wearing hats in the building, name calling or insults, cutting in lines, rudeness to teachers/adults or other students, lying to or arguing with a teacher/adult, booing or whistling in assemblies, or endangering the safety of others or oneself. Hall passes are to be used whenever a student needs to leave the room during class time and the halls should be kept quiet during learning time.
- IV. The students and staff shall respect the school and the rights of all individuals. The following behaviors are not acceptable: dirtying bathrooms, stealing, writing or marking on furniture and walls, tearing down displays, using another person's property without permission, littering, mutilating or destroying school property, disobeying lunchroom rules, chewing gum other than on a designated classroom gum day, and using paper airplanes, etc.
- V. The students will act appropriately in the classroom and school buildings, and on the playground. Accidents can happen very easily, so safe and appropriate behavior is required at all times. Sitting or standing on desks or the back of chairs is not allowed. Students are not allowed to be in the room without adult supervision or to play on the grassy area around the preschool wing. Playground equipment must be used in a correct and safe manner as determined by the school. Inappropriate behavior with playground equipment includes, but is not limited to: standing on top of the logs, climbing walls-fences-backstops, jumping from swings, swinging in an unsafe manner, throwing balls against any part of the building except the gym wall, slam dunking, and hanging from the basketball hoops.