

# Kimberly Elementary Student Handbook **Updates**



## KIMBERLY ELEMENTARY SCHOOL

311 Main Street South

Kimberly, Idaho 83341

(208) 423-4170, Ext. 5

website: [www.kimberly.edu](http://www.kimberly.edu)

This document highlights the significant updates to the student handbook that we want students and parents to be aware of. Your attention to these highlighted adjustments is appreciated. You can access the full student handbook on our website.

Table of Contents (added)

### Attendance and Tardies

#### REGULAR ATTENDANCE MATTERS!

Regular attendance is critical to your child's education. Disruptions to your child's school attendance can have a significant impact on their academic performance. Please see that your child attends school every day. If your child must be out for part of the day due to illness, medical/dental appointments, bereavement, or on religious holidays, please have your child return for the remainder of the day as much as possible. Your child should attend school consistently and should be absent only for illness or emergencies. Please do not schedule extended family vacations during school time.

The KSD attendance policy states that every pupil must attend school regularly to achieve the goal of maximum educational benefits. Attendance Letters from KES will be mailed home each month starting in October to the homes of those students who have shown excessive attendance challenges. When a child is excessively absent, a principal-teacher-parent-student conference may be held. If the problem continues, students with excessive absences may be referred to a school level attendance review committee to determine if a recommendation to truancy court is appropriate to assist students in getting to school regularly.

#### WHAT TO DO IF YOUR CHILD IS GOING TO BE ABSENT

1. If the child will be absent and you know ahead of time, please email your absence to the classroom teacher no later than 7:00 AM of the day that your child will be absent. Any time after 7:00 please call the front office at 208-423-4170 ext 3035. If we don't answer leave a message and we will

mark the attendance accordingly.

- When you call, please clearly state:
  - Your name
  - Your child's name
  - The name of the classroom teacher
  - The reason for absence
  - Duration of absence
- 2. Let us know if your child has a contagious disease, confirmed by your child's physician, so we help make sure that we watch out for any outbreaks in the classroom our school.
- 3. In the case of illness, please provide the front office with a note from your physician indicating when your child needs to be absent from school and when they can return. This will become even more important should multiple days of absences be needed for healing.
- 4. A child who is absent due to a fever must be symptom free for 24 hours (without fever reducing medications) before returning to school.
- 5. ~~If your child has been absent due to a lice outbreak, please have him/her meet in the front office before returning to class.~~

#### WHEN STUDENTS ARE LATE

We expect students to arrive at school on time. A student entering class late not only impacts his/her own learning but also disrupts the flow of the classroom and the entire community of learning. A student shall be considered tardy if he/she is not in the classroom when the tardy bell rings. Upon arrival, tardy students must check in at the office accompanied by a parent/guardian. If your child has several tardies, the school office will send home a letter. If your child has excessive tardies and efforts have not improved, a principal-teacher-parent-student conference may be held. If the excessive tardies continue, you may be referred to a school level attendance review committee. Please teach your child punctuality.

#### PICKING UP YOUR CHILD EARLY

If you need to take your child out of school before the end of the school day:

- \* Go to the school office. Sign the checkout list on the office front counter.
- \* The office staff will then call the classroom, and your child will meet you in the front foyer.
- \* All adults must be prepared to show photo identification.
- \* We will not release a student to anyone except the parent, legal guardian, or a person you have authorized to pick up your child.

This simple procedure protects your child.

### Bicycles/Roller Blades/Skateboards/Scooters

Bicycles may be ridden to school and should be locked in the bike rack. KES is not responsible for lost or stolen equipment. For safety reasons, bicycles, skateboards, rollerblades, "Heelys" and scooters should not be ridden on the school grounds during school hours (8:00 a.m.-3:30 p.m.).

### Birthdays, Parties, and Invitations

Please contact your child's teacher for appropriate guidelines if you are planning to celebrate a birthday at school. Invitations to after-school or weekend birthday parties should not be handed out at school. Students going to an after-school party need to make other transportation arrangements. Buses may not be used as we cannot accommodate those specific transportation requests. Our Elementary has 3 holiday parties during the year: "Harvest Party" in October, "Christmas Party" in December, and "Valentine's Day Party" in February. Please remember on these holidays we cannot deliver gifts to the classroom. Also, items/gifts such as balloons, food, and glass may not be taken home on the bus. It is best to give gifts to your child at home.

## Cell/Watch Phones and Screens

We at KES are committed to providing the best learning environment free from distractions. We recognize that cellphones/watches are becoming a major contributor to distractions in the learning environment. We also recognize that some parents provide their children with cell phones/watches for safety reasons. Therefore, we understand that some students will bring their cellphones/smart watches to school. Students can call their parents immediately upon arrival before school starts or after dismissal at the end of day. Other than that, cell phones should remain turned off and stowed away during the school day including breakfast, lunch and all recesses.

Cell phones/Smartwatches:

- May not be turned on or used during instructional time.
- May not be turned on or used during lunch or recess.
- May not be used or turned on in the bathrooms
- May not be used during emergency drills.

Students should not call, text, or message during the school day. If students need to reach a contact, they can use one of the phones in the main office. This will help minimize distractions and help with clear communication with the school.

You can help us enforce this policy by NOT texting or calling your children during the school day. ~~or answering their calls during the day.~~

~~Students may not photograph or take videos of other students in and outside of the building.~~

To maintain a good learning environment, KES may implement the following consequences:

- When a phone/watch is visible or used during the school day:
  - o 1<sup>st</sup> offense: the student will be reminded of the policy and instructed to turn off and put away the device.
  - o 2<sup>nd</sup> offense: Students will be required to take their phone/watch to the office. The parents will be contacted and must come get the device.
  - o Continued Offenses: The student will be placed on a cell phone/watch contract to turn their phone into the office each morning before school and pick it up after school at the end of the day.

**\*\*The school is not responsible for lost, stolen, or damaged cell phone/watches\*\***

## Communication

We encourage parents to be actively involved and informed of their child's educational programming. We have multiple ways to communicate, and we encourage parents to use these different methods. We have the use of phones, texting applications, email, and PowerSchool for communication needs. Please do not wait if you have a question or concern, contact the teacher or school right away. You can find more information by logging on to [www.kimberly.edu](http://www.kimberly.edu) and selecting the Kimberly Elementary page. The link to PowerSchool for parents is on the district main page. You can access your child's grades using this link. It is password protected, so call your child's school. ~~and we will print login information for your child to be either mailed home or picked up by the parent.~~

## Discipline

Kimberly Elementary has three expectations for all students and staff. We as Kimberly Bulldogs are

Respectful, Responsible and Safe. Every Bulldog, Every Day.

When a student's behavior is not respectful, responsible, or safe, he/she will have learning opportunities to correct their behavior and learn to make better choices. We believe that all students can learn to be Respectful, Responsible and Safe.

Our school response to challenging behavior may include:

- Remind, Reteach, Redirect, and Refocus opportunities
- Reflective activities and restorative practices
- Detention, or suspension
- Loss of privileges
- Mediation activities
- Participation in skill building activities
- Other restorative justice practices.

Reference [Policy 3310](#).

## Enrollment Requirements

Parents or guardians enrolling a student in the Idaho Public School System are required to provide the school an official certificate of birth for the enrolling child. In the Idaho Public School System parents or guardians are also required to immunize their children following recommendations by the State of Idaho and have a copy of their immunization record in their school file. [Policy 3525](#) Students not living in the district/boundary will need to complete an open enrollment application.

New students to the district will need to provide proof of residence (power bill, telephone bill, etc.) Students who move from the district during the year must complete an application to continue the school year as an open enrollment. Continued enrollment is subject to district policy concerning "admission procedures" as a "non-resident". Students/parents who falsify their address will be asked to withdraw immediately after the school becomes aware of their actions. [Policy 3141](#); [Policy 3141F](#)

## Head Lice

Our staff and parents will work to prevent the infestation and spread of head lice by doing the following: 1) Encouraging students to store Coats, backpacks, and hats in designated areas. 2) If a teacher recognizes the normal symptoms of lice, parents will be contacted. They can either grant permission for a staff member to check for lice or not. The parent/guardian shall be notified of whether lice or nits were found. If signs of lice warranting treatment are found, the parent/guardian will be requested to begin treatment immediately. The notice shall state that prompt, proper treatment of the head lice is in the best interest of the student and their classmates. Students will not generally be excluded from school for having live head lice, provided treatment has begun. Exceptions may be made as determined appropriate and necessary by the district nurse. In no case will a student be excluded from school due to the presence of nits only in their hair.

## 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. Please communicate with your child's teacher regularly regarding homework expectations.

## Insurance

~~The school itself has no 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.

## Library

Students have access to an excellent school library. They may check out a wide assortment of materials. Parents should watch for lost or misplaced library items and encourage children to return all items to school by their due date. A fee is charged for lost or damaged media materials. If parents have questions on library material, please refer to [Policy 2309](#).

## Medication

Prescription and/or over-the-counter medication brought to school must be cleared through the school nurse prior to a parent bringing medication to the office. Please contact the office with medication questions. Classroom teachers cannot dispense medication.

## Notes to Stay In

If a child is physically unable to be outside, please send a note explaining the situation to his/her teacher. Children remaining indoors for recess longer than two days will need a written excuse from the doctor.

## Parking/Pickup

Parents and visitors should park ONLY in the parking lot along Main Street across from the grocery store. Students should be picked up or dropped off in the designated drop off lane on the East side of the building. Parents choosing to leave their cars should use the designated parking spaces and not park in the pickup lane, or along Main Street in order to keep traffic moving safely and efficiently. Parents should not let students off behind the school on the south side, or by the cafeteria on the west 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. Please use only designated areas to keep our students safe.

## Textbooks and Supplies

Textbooks are provided by the Elementary School for students to 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. Students are asked to provide 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 and on the [Kimberly School website](#).

## Toys

Our school assumes no responsibility for toys brought from home. Children should keep toys at home. This will eliminate 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 written in permanent marker. Any objects brought to school deemed unsafe may be confiscated and returned only to a parent. ~~If any of following objects are brought to school, the item may be confiscated and returned only to a parent: laser pointers, toy guns, water guns, water balloons, Chinese stars, baseballs, or any other object deemed harmful to the safety of the students.~~