

Kimberly Elementary Student Handbook Updates



KIMBERLY ELEMENTARY SCHOOL

311 Main Street South

Kimberly, Idaho 83341

(208) 423-4170, Ext. 5

website: 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.

Attendance and Tardies

REGULAR ATTENDANCE MATTERS!

Regular attendance is critical to your child's education. Disruptions to your child's school attendance can significantly impact their academic performance. Please see that your child attends school every day. If your child must be out due to illness, medical/dental appointments, bereavement, or on religious holidays, please have your child return as soon 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 any **further recommendations are 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 **or Remind message** 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 at 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 you know in advance, please send a message to your child's teacher(s). When requesting work for your child, please give a 1-week advance notice.

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 may 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 sheet 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 the parent/guardian has authorized to pick up your child.

This simple procedure protects your child.

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 the 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 on their personal devices. This will help minimize distractions and keep communication between school and home clear.

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

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

- When a phone/watch is visible or used during the school day:
 - 1st offense: the student will be reminded of the policy and instructed to turn off and put away the device.
 - 2nd offense: Students will be required to take their phone/watch to the office. The parents will be contacted and must come get the device.
 - 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 (Remind)**, 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 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. **Contact the office for password assistance if needed.**

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. **Cough drops are considered medication and must go to the office.**

Report Cards/Conferences

We have conferences twice a year, at the end of the first and second quarters. Report cards are given to parents during these conferences. Third quarter report cards will be sent home with the students at the end of that quarter. **Fourth quarter report cards will be mailed.** Parents are welcomed and encouraged to reach out to teachers at any time to seek clarification with regards to expectations and student progress.

Transportation

When signing up for transportation, please contact the Transportation Department 48 hours (about 2 days) prior to starting.

If your child walks to/from school or is transported by private means, please make any arrangement changes before school and communicate those changes with your child.

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 the bus driver's directions. Failure to comply with bus rules may result in removal from the bus for a limited or

permanent period.