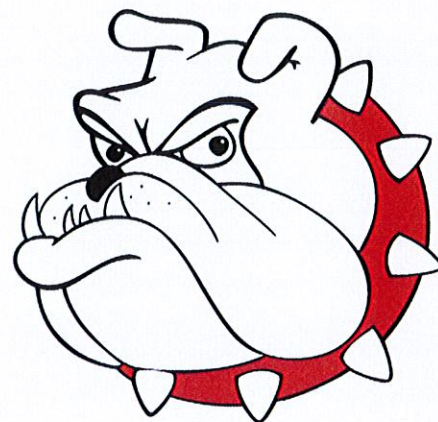


# Kimberly Elementary Student Handbook Updates



## 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.**

### 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.

#### Cell/Watch Phones and Screens

We recognize that parents provide their children with cell phones for safety reasons. Therefore, we understand that students will bring their cellphones/smart watches to school. Students can call parents immediately upon arrival or at dismissal. Other than that, cell phones must remain turned off and stowed away during the school day including breakfast and lunch.

Cell phones/Smartwatches:

- May not be turned on or used during instructional time, except for instructional or educational purposes **with explicit approval of the classroom teacher**.
- May not be turned on or used during lunch or recess.
- May not be used or turned on in the bathroom
- May not be used during emergency drills.

Students are not to call, text, or message their family members during the school day. If students need to reach a family member, they can use one of the phones in the main office.

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

Students may not photograph or take videos of any staff members or other students in and outside of the building with our consent from school personnel.

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

- Phone/watch rings during class, the student will be reminded of the policy and instructed to turn off the phone.
- Students seen using their phones/watches at school will have the phone/watch taken away for the remainder of the school day. The teacher who takes the phone, will turn it into the principal, vice principal, or the office.
- Students with consistent cell phone use during the school day will have to turn their phone into the office each morning and parents will be contacted.

Please refer to the KES Student Handbook for the entire handbook on our website at:

<https://www.kimberly.edu/kes/kimberly-elementary-handbook>

### Dress Code

We ask 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, or any manner of grooming which, because of its cut, color, the way it is worn, its trademark, or any other characteristic, denotes membership in a gang that advocates illegal or disruptive behavior is prohibited. See Kimberly School District [Policy 3224](#) for minimum requirements.

