



Kimberly Elementary Handbook

KIMBERLY ELEMENTARY SCHOOL

311 Main Street South
Kimberly, Idaho 83341
(208) 423-4170, Ext. 5
website: www.kimberly.edu

MESSAGE TO PARENTS AND STUDENTS

The information in this folder 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 on the district website. Please read the contents of this folder including the student handbook which is located on KES website with your child. 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 423-4170, Extension 5. Students, remember that your success depends on your efforts. Have a great school year!

Commented [MG1]: Move message to parents to a separate piece of paper with a list of the paperwork that is to be reviewed, signed and returned.

SCHOOL MISSION STATEMENT

"Educating students for the needs and challenges of today and tomorrow."

Elementary School 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 a right to be treated with dignity and respect.

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.

The parents/guardians of Kimberly Elementary School 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 screen time.
- Volunteer time at their child's school, if possible. (All volunteers must have a background check.)
- Show respect and support for their child, the teacher, and the school.

A Kimberly Elementary School student . . .

- * obeys the school and classroom preventive discipline plan.
- * is respectful and considerate.
- * is responsible.
- * is on time and prepared for school.
- * is aware that he/she is to respect the word of any adult and speak courteously to him/her.
- * obeys the bus driver's directions.
- * enters the building only at appropriate times and with a teacher's permission/supervision.
- * does not use bad language.
- * shares the play equipment and takes turns.
- * uses playground and classroom equipment in a safe manner and only for the purpose it was intended.
- * plays safely with others and treats them kindly.
- * gets permission to recover balls that go over the fence or into the bus loading area.
- * walks quietly at all times inside the building.
- * asks for the teacher's permission to leave the classroom.
- * is considerate of others by talking in a low voice inside the building.
- * leaves gum, candy, and toys at home.
- * uses the restrooms only for those purposes for which they were designed.
- * follows the KSD dress code policy.



Academic Learning Time (ALT)

Our Elementary School 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.

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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. Communication to the teacher or office explaining the absence is required each time a child is absent. If a child is sick, has a fever, or is contagious, he/she should be kept home. Medical professionals generally recommend that your child be fever/symptom free for 24 hours before they return to school. Any child with a condition that is contagious or who has head lice (including nits) will be excused from school. It is strongly recommended that doctor and dental appointments be made after school.

Parents will be contacted if their child displays a pattern of poor attendance. It is our desire to work with you to improve your child's attendance. A total of 10 or more absences may result in Twin Falls County truancy citations being issued. If your child is working on getting the "Perfect Attendance Award", a child cannot receive perfect attendance for the year if he/she has 3 or more tardies.

Bad Weather

We ask that all students dress appropriately for the weather. We do go outside most days even when it is cold and wet. There are numerous benefits to outdoor play. When weather is extremely cold wet, or the air quality is poor, students may be allowed to come into their classroom. In case of extremely poor weather where roads may be impassible the school may be closed. On such days, information will be relayed to parents with our automated calling system, parents may also get updates on our district websites, or it may be broadcast over the radio, or television.

Bicycles/Roller Blades/Skateboards/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.).

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 should not be handed out at school. Students going to an after-school party need to make transportation arrangements other than on the bus as we cannot accommodate those specific transportation requests. Our Elementary 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). 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.

Check Protection

Due to the enormous number of checks that are paid to our school 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

School officials are obligated to report suspected child abuse and suspected neglect. Our Elementary School staff will report suspected child abuse and suspected child neglect.

Communication

A calendar of events will be sent home at the beginning of the month. 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. In addition to information sent home, we have a school website. You can find more information by logging on to www.kimberly.edu and selecting the elementary page. There is a link to PowerSchool for parents 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.

Computers

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

Discipline

When a student's behavior interferes with his/her learning or the learning of others, is not respectful, responsible or safe, 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.

Major infractions are infractions of school rules for which students may be sent home automatically for a period of time. This may include:

- * Violence, or anything that looks like violence including intentional hitting, pushing, shoving, tripping, or any act that could intentionally lead to injury of another student. Foul language and threats are considered serious.

- * 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

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, 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. As per Kimberly School District Policy 3224.

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.

Electronics/Cell phones

Personal electronic devices may only be used in a responsible and legal manner and may not be used in a manner that disrupts the educational process and/or is contrary to any District policy, procedure, or rule. Students using their own devices are subject to District acceptable use guidelines, BYOD guidelines, student conduct and discipline rules, and all other Board policies and procedures and school rules. Failure to adhere to these guidelines may result in the revocation of the privilege of using personal electronic devices in the classroom and in disciplinary action as appropriate. Policy 3615.

We recommend Elementary Students not bring any electronic devices or cell phones to school. If it is brought to school, it should be turned off and remain in the backpack. It is the responsibility of the student (see Toys and Electronics) and used for emergency situations only. Students with smart/cell phone watches are still required to use the office or classroom phone for any parent contact during school hours.

Emergencies

We ask every parent to complete the emergency information on the profile sheet. It 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 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, Hepatitis B, Hepatitis A and Varicella and have a copy of their immunization record in their school file. New students to the district will need to provide a proof of residence (power bill, telephone bill, etc.) The Kimberly School District is not accepting any new non-resident students for FY 18-19. Students who move from the district during the year must make application to continue the school year as a "non-resident". 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.**

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

Our 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. Our elementary school is in the process of developing a school-wide homework policy that is consistent throughout the classrooms.

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.

Lost and Found

Found items will be placed in designated boxes in each school. Unclaimed items will be donated to a local charity on the 1st of each month.

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.

Medication

Prescription and/or over-the-counter medication brought to school must be in the original container and should be taken directly to the office with a note from home signed by a parent indicating directions for proper dispensing. Medication that is given out daily will need a note from the doctor. Medication will be kept in a secure cabinet and dispensed to the student only by designated office personnel. Classroom teachers cannot dispense medication.

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., our staff 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 the designated drop off lane. This is located in the parking lot along Main Street. Parents choosing to leave their cars, should use the designated parking spaces and not park in the driveways, or along main street. Do not stop in the flow of cars. Parents should not let students off 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. The parking lot on the south side of Kimberly Elementary and the parking lot on the south side of the Intermediate Building 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 ONLY if arrangements are first made and approved with Office Administration. 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 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. When a student arrives at school, he/she is not allowed to leave the grounds to go to the store.

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 and fourth quarter report cards will be sent home with the students at the end of those quarters.

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 our 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 are to use the school phones only in the case of an emergency. We will assume that a note or permission from a teacher means that the call is an emergency. 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. Messages need to be left with the office before 2:00.

Textbooks and Supplies

Textbooks are provided by the 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

Our school 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

For the safety of our students, all bussing requests must go through the transportation dept 48

hours in advance.

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 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.

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.

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, ice balls, 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 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. 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, 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 or other students, arguing with an 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. 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: 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.



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EARN

CASH FOR OUR SCHOOL

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Traditional Box Tops clips are being phased out of production but may continue to be found on many products throughout the store as packages transition to the new Box Tops labels. **You can still clip these and send them to school.** Please make sure each clip has a valid expiration date.



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1. Go to **SmithsFoodandDrug.com/inspire**
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3. Link your Smith's Rewards Card to Kimberly Elementary Schools by entering our Organization Number **CR903** or at least 3 letters of our school name and click 'Search'. Select Kimberly Elementary Schools and choose 'Save'.

Then, every time you shop at Smith's with your Rewards Card, they donate 0.5% of your total order to Kimberly Schools!

Helpful Information:

What purchases qualify? Just about everything you purchase during your regular shopping trips! The only exclusions are alcohol, tobacco, postage stamps, Smith's Gift Cards and debit cards, lottery and promotional tickets, Western Union, fuel and sales tax.

There's no cost to participate in this program, and you'll still earn fuel points on eligible purchases every time you shop!

*0.5% based on eligible purchases. See Helpful Information for exclusions.



YOU CAN HELP KIMBERLY ELEMENTARY EARN DONATIONS BY
SHOPPING WITH YOUR FRED MEYER REWARDS CARD!

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- Sign up for the Community Rewards program by linking your Fred Meyer Rewards Card to Kimberly Schools at www.fredmeyer.com/communityrewardsa
You can search for us by our **name** or by our non-profit number **88602**.
- Then, every time you shop and use your Rewards Card, you are helping Kimberly Schools earn a donation!
- You still earn your Rewards Points, Fuel Points, and Rebates, just as you do today.
- If you do not have a Rewards Card, they are available at the Customer Service desk of any Fred Meyer store.

For more information, please visit www.fredmeyer.com/commununityrewards