



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

This information has been carefully prepared to help students succeed at Kimberly Elementary School. This handbook is not an all-inclusive list of rules ect, but it includes those that are the most relevant for daily success for our students. The information is in accordance with the Kimberly Board of Education policies, copies of which are available on the district website. Please review this information with your child. 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 and support. Have a great school year!

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.
- ★ 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:

- ★ Obey the school and bus rules.
- ★ Come to school prepared with homework and supplies.
- ★ Will work to be respectful, responsible, and safe.
- ★ 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.

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.

Bad Weather

All students should 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 the weather is extremely cold and 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. See Policy #3515 for further details.

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, "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 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, "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.

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 as needed. Short notes about special events are sent home throughout the year to help keep parents informed. Most of this communication will be digital via website, FaceBook, email, or text notifications. 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. We use computers daily, so it is essential that students and parents understand appropriate uses of computers.

Discipline

When a student's behavior interferes with his/her learning or the learning of others, 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. Major infractions of school rules for which students may be sent home automatically for a period of time 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.

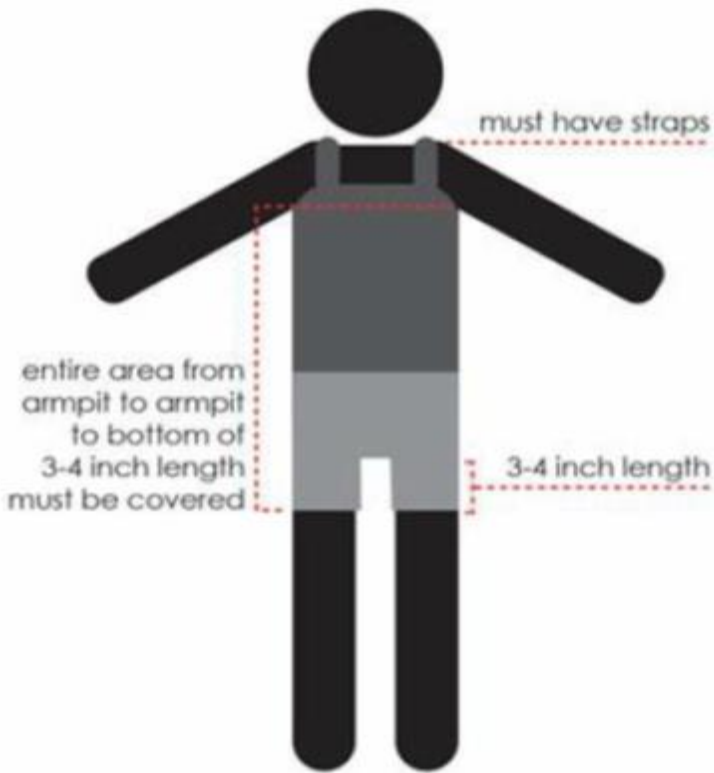
Our school response to challenging behavior may include:

- 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 3330](#).

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.



Drug Free School

The Kimberly School District is a drug-free zone. The use of tobacco in 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 prohibited. Disciplinary sanctions up to and including expulsion and referral for prosecution will be imposed on students who violate these policies. The building principal will handle each drug and alcohol infraction individually considering the student's current school year disciplinary history.

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 should 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 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 the disruptions and help with clear communication with the school.

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 other students in and outside of the building.

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.

Emergencies

We ask every parent to provide the school with adequate emergency contact information. It will be kept on file in the office. This information will help us if significant injury should occur to your child. It is also especially 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 as following recommendations by the State of Idaho 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. Students who move from the district during the year must complete an 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) Encouraging students to store Coats, backpacks, and hats in designated areas. 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 is 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) School personnel will informally check all other students in his/her class for infestation. 5) If many students in the school are infected, a general school-wide check may 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.

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.

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.

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. If 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. 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 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, 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.

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. Students should not be on the playground before 8:05 a.m. When a student arrives at school, he/she is not allowed to leave the grounds to go to the store. Please be prompt when picking up your child at the end of the

school day. Supervision on playgrounds and in parking areas ends at 3:20. Remember school is dismissed at 3:10 p.m.

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. Parents are welcomed and encouraged to reach out to teachers at any time to seek clarification with regards to expectations and student progress.

Telephone

Students are to use the school phones only in the case of 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 2:30. Please do not call your child's watch phone or cell phone during the school day. This can cause a disruption in the learning environment. We encourage you to plan ahead as much as possible.

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.

Toys

Our school assumes 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. 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.

Transportation

For the safety of our students, all bussing requests must go through the transportation dept 48 hours (about 2 days) 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.

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.



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EARN

CASH FOR OUR SCHOOL

Box Tops earnings are identified and automatically updated at BTFE.COM.

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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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2. Sign into your digital account or choose "Create an Account" and fill in the information,
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.



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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.

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