

**KIMBERLY ELEMENTARY SCHOOL**

# **Parent/Student Handbook**

301 W. South Avenue, Redlands, CA 92373

Phone: 909-307-5540 Fax: 909-307-2477



**Welcome to the Kimberly Family!**

**We are a CA Distinguished School and a  
PBIS Bronze School.**

School Colors: Blue & Yellow

**Office Staff:**

Jennie Dyerly, Principal

Christy Kemme, Office Manager

Laura Hendrickson, Attendance Clerk

Denise Hinshaw, Office Clerk

## Bell Schedule

### TK AM/PM, KINDERGARTEN Early Bird/Late Bird/Full Day

7:45 am	AM/EARLY BIRDS ARRIVE/Breakfast
9:06-9:20 am	PE/Recess (supervised)
9:52 am	PM/LATE BIRDS ARRIVE
11:07-11:45	AM/EB/Full Day Lunch
11:17-11:55 am	PM/LB Lunch
11:4 5am	AM/EARLY BIRDS DISMISSAL
12:46-1:00 pm	PE/Recess (supervised)
1:52 pm	PM/LATE BIRDS DISMISSAL

### GRADE 1

7:15-7:45	Breakfast
7:45	School Begins
9:25-9:4 0am	Recess/Breakfast Break
11:10-11:55 am	Lunch
1:06-1:20 pm	Recess
1:52 pm	Dismissal

### GRADES 2 and 3

7:15-7:45	Breakfast
7:45	School Begins
9:25-9:40 am	Recess/Breakfast Break
11:30-12:15 pm	Lunch
1:06-1:20 pm	Recess
1:52 pm	Dismissal

### GRADES 4 and 5

7:15-7:45	Breakfast
7:45	School Begins
9:47-10:00 am	Recess/Breakfast Break
12:00-12:39 pm	Lunch
1:52 pm	Dismissal

## Minimum Days

Minimum days are scheduled periodically throughout the year along with the first Wednesday of each month. Please review the school calendar regularly, as well as all school-to-home communication so that your student will have transportation home after school. On minimum days all students TK - 5th grade are dismissed at 11:35 pm.

### Bell Schedule for all Students:

7:15-7:45	Breakfast
7:45	School Begins
11:35 pm	Dismissal

## Parent/Student Guidelines for Student Pick Up/Drop off, parking, and Student Safety

- Students coming to eat breakfast on campus may enter through the MPR GATE beginning at 7:15 a.m.
- Gates 1, 2, & 3 will be open for all students at 7:30 a.m.
- Bus Drop off is at the Front of the School.
- Students should be picked up promptly at dismissal time .
- Transitional Kindergarten (TK) AM students and Kinder Early Bird Students will be dismissed at the side Kindergarten Gate at 11:45 AM.
- Do not double park or make U-turns in school zones.
- Use the crosswalk when crossing the street.
- Pedestrians and drivers should follow all directions given by crossing guards and traffic laws.
- Please do not motion your children to cross in the middle of the street or between cars.
- Students will only be released early through the front office. A valid photo ID is required when checking out students early.

- Anyone signing your student out MUST be listed in the student's contact list in Aeries provided by parents.

## **Campus Safety**

Your student's safety is our number one priority.

- Kimberly uses a single entry point during school hours. (Front Office)
- Administration walks the campus daily while completing a Safety Walk report.
- All open gates are supervised by school staff.
- All classroom doors are locked during school hours unless there is a legitimate education purpose.
- All personnel/visitors are required to sign into RAPTOR upon entering campus.
- Kimberly is monitored by RHS campus security.
- See/Hear/Sense/Say Something posters are posted throughout campus. 1-800-827-8724.

## **Safety Drills and Emergencies**

Monthly safety drills are conducted according to the Kimberly and Redlands Unified School District's safety plans. It is important that all students and staff understand what to do in an emergency. Student information must be updated regularly in Aeries Parent Portal. [www.redlands.asp.aeries.net](http://www.redlands.asp.aeries.net) In the event of an emergency, only the person(s) listed on the emergency card will be contacted if a student requires immediate medical attention and is allowed to take students from campus.

Kimberly Elementary School practices monthly fire drills and quarterly earthquake drills or disaster drills. All persons present must follow established drill procedures. During an actual

emergency, a central student release station will be established, and no student will be released to anyone without proper identification from the person requesting the student and/or until emergency authorities declare it safe to do so.

## **Use of Security Cameras**

The Board of Trustees authorizes the use of video camera surveillance on District property and on vehicles used for District-provided transportation to promote the safety of students, employees and visitors, and to safeguard District facilities and equipment from vandalism and theft. Designated District staff has identified appropriate locations for the placement of surveillance cameras. The violation of Board policies, administrative regulations, or the law may be used as evidence that may subject the student to appropriate disciplinary action and may be referred to local law enforcement, as appropriate.

## **Attendance and Tardies**

School attendance is mandated by statute and by laws and regulations of the State of California and the Governing Board of the Redlands Unified School District (Education Code 48260-48264).

Kimberly has the responsibility to enforce all attendance policies, which assure regular attendance and punctuality. In order for an absence to be cleared, a parent/guardian must send a note or call the office within 48 hours to inform the school of the student's absence. According to the California Compulsory

Attendance Law, an absence is excusable for the following reasons only:

1. Illness (with medical note from doctor)
2. Quarantine directed by a county or city health officer
3. Having medical, dental, or vision services rendered (with medical note from doctor)
4. Attending funeral services of a member of the pupil's immediate family
5. Student attendance in court

When a student accumulates absences, whether excused or unexcused, under the district attendance procedure, the following interventions may occur:

1. **Five (5) unexcused absences** - Parent/Guardian receives written communication from the school.
2. **Ten (10) or more absences** - Parent/guardian receives additional written communication from the school.

Other options may include but are not limited to:

- a. A scheduled conference with the School Attendance Review Team (SART).
- b. Referral to the district's School Attendance Review Board (SARB).
- c. Revoke of intra/inter district transfer.

Makeup work will be the responsibility of the student. We, as adults, need to realize that we are training our children and setting examples that can affect a child's future punctuality habits which in turn affect performance in school and future jobs. It is important that children arrive at school on time every day.

### **Redlands Independent Study Education**

A Short Term Independent Study (RISE) contract may be approved for students who plan to miss between 3-14 consecutive days. Contact the Attendance office to complete RISE paperwork. All contracts must be approved by the principal.

In order to receive credit for the absence and the work all RISE work must be completed within 10 days of returning to school. The RISE contract is to help support the student while they are out for a short amount of time. It is not meant to replace school.

### **Tardy Policy**

- A student is tardy if she/he arrives at school after the bell rings at 7:45 am.
- Three (3) tardies exceeding thirty (30) minutes without a valid excuse will be counted as unexcused absence.

Parents must come into the office to sign their student out for medical, dental, or other types of appointments that require them to leave school early. Office personnel will ask for identification to verify that you are authorized to pick up the child and will call students up to the office for pick up. If possible, medical and dental appointments should be scheduled after school. Please remember, taking your student out of school early is disruptive to his/her education, as well as the rest of the class, and should be avoided, except in an emergency.

Please review your child's Aeries Parent Portal emergency contacts. Any person listed on your child's emergency contact list is authorized to check your child out of school. All individuals checking students out of school must be 18 years of

age or older. **If there is a custody issue, please notify the school office immediately and provide a recent certified copy of court orders. If a court order is not on file, both parents are assumed to have equal rights.**

### **After School**

Students may walk directly home or wait in an orderly manner for buses or ride/pick up. Students may not cross into the parking lot without an adult, especially when getting in or out of a car. All students must wait for their rides at prearranged places and may not play until parents have arrived to supervise. Students must be picked up by 2:10 pm. Remind your children that if their ride has not come to pick them up by 2:10 pm (a bell will sound), they should come to the Kimberly office to let us know. Kimberly Elementary does not have after school playground supervision.

### **Before School Supervision**

Students may be dropped off at Kimberly as early as 7:15 am at the flagpole at the front of the school. Students must remain at the flagpole until the 7:30 am bell rings to dismiss them to the playground. There is supervision at 7:15 am at the flagpole and then at 7:30 am on both the primary and upper grade playground. All gates will be closed after school begins and will remain locked until the end of the school day at 1:52 pm. When the bell rings at 7:30 am, students may place backpacks and lunches by classroom doors and go to the playground. Students riding a bike to school must walk while on campus and then lock it in the bike rack.

### **Hallway Policy**

- All students who arrive late will be sent to class with a pass.
- Students are required to be in the classroom on time in order to benefit from instructional activities. Students are allowed to be out of the classroom only during specific pre-approved times.
- All students **MUST** have a pass while walking in the hallway during instructional hours.
- All staff are responsible for reporting students who are outside of class without a school pass.

### **Health Office and First Aid**

In case of an accident or illness at school, the school will administer first aid. Parents and/or other person(s) listed on the emergency form will be contacted as soon as possible in most cases. Except for first aid at the time of an injury, school personnel cannot treat injuries. Medical treatment is the responsibility of the parent and physician. When it is necessary for a student to go home because of illness or injury, it is the responsibility of the parent or other person(s) listed on the emergency form to pick the child up from school. Students with cuts, splinters, injuries, and illnesses received at home, **MUST BE TREATED AT HOME**. We do not have a registered nurse on duty to check and/or treat health problems. It is the parent's responsibility to obtain treatment and to keep the child home, if necessary. Please do not send your sick child to school.

- Students must be fever free for 24 hours before returning to school.
- Notify the office of all positive COVID 19 test results.

If a student requires medication at school, the following procedures must be followed:

- Medication must be delivered to the health office by a parent/guardian. Students shall not carry medication.
- The physician and parent/guardian must complete and sign a form available from the health office. This form authorizes school personnel designated by the Principal to administer medication specified on the medication release form.
- Prescription medication **MUST** be in the original bottle, which has the name of the child, physician, drug contained therein, and expiration date. It must also include the amount of medication, or dosage, to be taken and the time schedule.
- All medication will be locked in the health office at all times. Your child will be responsible to report to the health office to take his/her medication.

### **Parent Volunteers/Visitation**

Kimberly Elementary LOVES volunteers! We are proud of its Community and encourage parent involvement at our school. In order to ensure student safety and to prevent disruption in the daily instructional program, please note the following:

- Volunteers must fill out the district application found on line at [www.redlandsusd.net/volunteer](http://www.redlandsusd.net/volunteer) and provide the school with a TB test.

- All volunteers must be 18 years or older. A volunteer application is required to help in a classroom, help with PTA events and/or attend any field trip. Volunteers are required to fill out a volunteer application each year.
- All visitors and volunteers must sign in through the Raptor system with a photo ID . When you leave the school, make sure you check out in the office through the Raptor system. It is an important safety precaution to allow us to identify and locate anyone on our school campus during the school day.
- Do not bring small children when visiting classrooms as they often distract students from their classroom work. Unfortunately, we are unable to provide babysitting services.

### **Field Trips/Chaperones**

Properly supervised and planned field trips are an important part of the instructional program. Permission from a parent or guardian is required for all trips off campus. **All parent volunteers, including field trip chaperones, must be approved prior to volunteering with students.** This procedure takes time, a TB test, and must be completed and Board Approved in advance of any field trip.

Field trips are funded through the hard work and dedication of our PTA and through parent donations. Students are provided with off campus educational experiences that relate to the curriculum being taught. Teachers will organize chaperones and provide chaperone guidelines.

When field trips occur, teachers may ask parents to serve as chaperones to help supervise student groups. Serving as a

chaperone is an important responsibility. Selection of chaperones is therefore at each teacher's discretion. The following criteria must be followed for all chaperones: While on the field trip, chaperones may not bring other children or siblings.

### **School Site Council (SSC)**

The School Site Council is composed of five (5) parent volunteers, three (3) teachers, one (1) classified staff member, and the principal. The parent, teacher, and classified positions will be voted on by the different sub groups. SSC positions hold a two year term. This team meets a minimum of five (5) times a year and oversees the Single Plan for Student Achievement (SPSA). The School Site Council meets on a regular basis to review the school goals and budget.

### **Library**

Classes visit the library regularly. Library books must be returned or renewed by the following week. Students are responsible for the book(s) they borrow from school. All library books go through the District Approval procedures. Parents/guardians will be charged for damaged or lost books.

### **Homework Policy**

Per Board policy, homework is assigned by classroom teachers to reinforce or practice applications of a skill, which has been learned or is in the process of being learned. Outlined below are suggestions to help students complete homework regularly.

### **Parent Responsibilities**

- Designate a place for your child to complete homework.
- Turn off the TV/electronics during homework time.
- Teach your child to set priorities and budget time.
- Ensure that your child completes homework on a regular basis. Ask to see their homework.
- Talk to your child's teacher if you have questions.

### **Student Responsibilities**

- Ask for assignments missed due to absence.
- Practice setting priorities and budgeting time.
- Complete homework to the best of your ability.

### **Breakfast and Lunch Program**

Free Breakfast and Lunch are served daily. Breakfast is served in the cafeteria 7:15-7:45 each morning. All students enrolled within the Redlands Unified School District qualify to receive one free breakfast and one lunch through the CEP program. In addition, this year we offer second chance breakfast (for students who do not eat a school breakfast before school) at morning recess.

**Special Meal Program:** The Special Meal Program (SMP) is our meal plan access for students navigating food allergies. Child Nutrition Services (CNS) is committed to providing reasonable accommodations to students in need of dietary modifications. SMPs are allergen-friendly meals that do not contain the "Big 8" food allergens (egg, milk, wheat, soy, shellfish, fish, peanut, tree nuts) and corn. To sign up for the SMP, the USDA requires all diet modifications to be

supported by an approved “Medical Statement Form,” using the link on the school website under Child Nutrition.

### **Report Cards**

Report cards are issued three times per school year. (TK/Kindergarten report cards are issued twice a year.) Kimberly requires all teachers to meet with every parent for a report card conference after the completion of the first trimester. Additional conferences may be scheduled, as needed. Report cards can be accessed in the Aeries Parent Portal. Parents may request a meeting with the teacher at any time.

### **Change of Contact Information**

Parents/guardians who change telephone numbers should log into Aeries Parent Portal to update their contact information. If Aeries Parent Portal doesn't allow you to make changes, please inform the Attendance Office as soon as possible. For emergency reasons, it is important to keep this information up to date and accurate. Please list at least two working phone numbers (home and work, or a relative/neighbor). List only those adults who have a legal right and your permission to pick up your child. Copies of any court orders need to be on file in the school office. It is the policy of Kimberly Elementary School that your child absolutely will not be released to an individual not listed as an emergency contact without parental permission.

### **School Expectations**

Kimberly's behavior expectations support a Positive Behavior Intervention and Supports (PBIS) school environment for all students. In addition to the school wide behavior chart, students are expected to: follow directions given by all school staff and follow Kimberly's Dress Code. Kimberly follows a progressive response model. This means that we attempt to correct the behavior with a positive approach. Each referral to the office may result in more severe consequences than the referral before. This also means that two children may be sent to the office for the same offense yet receive different consequences. Administration reserves the right to skip or modify steps depending on the severity of the infraction. Students are rewarded with a Gold Paw when they follow the schoolwide expectations. Gold Paws can be earned during the day from any staff member anywhere on campus and are drawn during awards assemblies for students to select an item from the prize/treasure box. Additional positive consequences may include: verbal praise, positive referrals to the office, special recess, event invitation, classroom prize/treasure box.



## Kimberly Behavior Expectations

Be part of the solution!

Cubs are:	All settings	Classroom & MPR	Lunch & Playground	Bathroom	Bus
Voice Level	0, 1, 2	0, 1, 2	0, 1, 2 = Lunch Area 2, 3 = Playground	0, 1	0, 1
<b>Respectful</b>	<ul style="list-style-type: none"> <li>Show respect to others and property</li> <li>Be kind</li> </ul>	<ul style="list-style-type: none"> <li>Help/share with others</li> <li>Be an active listener</li> </ul>	<ul style="list-style-type: none"> <li>Follow campus monitor instructions</li> <li>Be friendly and include others</li> </ul>	<ul style="list-style-type: none"> <li>Give privacy to others</li> </ul>	<ul style="list-style-type: none"> <li>Wait your turn to board and exit</li> <li>Follow bus driver instruction</li> </ul>
<b>Responsible</b>	<ul style="list-style-type: none"> <li>Go quietly and directly to your destination</li> <li>Be a Peacebuilder</li> <li>Use calm down steps and problem-solving skills</li> <li>Help keep the campus clean</li> </ul>	<ul style="list-style-type: none"> <li>Be on time and prepared to engage in learning</li> <li>Practice a growth mindset</li> <li>Use school technology responsibly</li> </ul>	<ul style="list-style-type: none"> <li>Put equipment away</li> <li>Stay in designated boundaries</li> <li>Backpacks stay on hooks</li> </ul>	<ul style="list-style-type: none"> <li>Keep it quick</li> <li>Use bathroom facility appropriately: Go, flush, wash, and toss</li> <li>Keep bathroom clean</li> </ul>	<ul style="list-style-type: none"> <li>Let bus driver know if there is a problem</li> <li>Sit in assigned seat and respect personal space</li> <li>Keep food in backpack</li> </ul>
<b>Safe</b>	<ul style="list-style-type: none"> <li>Walk indoors and in hallways</li> <li>Keep hands and feet to self</li> <li>Personal electronic devices stay in backpacks on campus</li> </ul>	<ul style="list-style-type: none"> <li>Wash/sanitize your hands</li> <li>Stay seated during lunch and assemblies</li> </ul>	<ul style="list-style-type: none"> <li>Stand in line appropriately</li> <li>Use playground equipment properly</li> <li>Let campus monitor know right away if there is a problem</li> </ul>	<ul style="list-style-type: none"> <li>Wash/sanitize hands after use</li> </ul>	<ul style="list-style-type: none"> <li>Stay seated</li> <li>Wear seatbelt if available</li> </ul>

Voice Levels: 0 = silent, 1 = whisper, 2 = normal conversation, 3 = loud

### Correct Consequences

When expectations are not followed staff members consider a variety of consequences for students. There are several factors that are taken into consideration in determining the consequence, such as frequency or severity. The following are examples of potential consequences:

- Restorative Practices
- Verbal Warning/Counseling by the teacher
- Reflection Time – within the classroom

- Parent contact or conference
- Loss of privileges
- Parent Contact
- Office Discipline Referral (ODR) to Admin.

### Restorative Practices

Students who do not meet behavior expectations at school may receive restorative practices through participating in restorative circles, conversations, and restoring the community that had been broken. Students will also participate in community service activities to learn and grow from the expectations that had been broken.

### Suspension and/or Expulsion

The objective of corrective discipline is ALWAYS to correct the behavior and Restore harm. Other Means of Correction will be implemented prior to suspension unless the nature or severity of the incident makes Other Means of Correction unfeasible. Other Means of Correction may include: conflict mediation, behavior contract, on-campus suspension, community service on school grounds, parent conference, referral to school counselor, etc. Please see Education Code 48900, 48915, 48910, etc. for state and education laws that may be referenced when discipline is necessary.

### Parent Communication

We value your input in helping us provide a more personalized school experience. If major family events occur; i.e., birth,

death, divorce, change of job, moving, vacations, etc., please let us know. We do not wish to pry, but these events have profound effects on children and their ability to make the most of their school experience. We have a sympathetic and understanding staff, and they can help your child through unusual times. If you have any classroom/student concerns, please address the teachers privately and not during classroom instructional time. Our school counselor is available to provide student support in one-on-one or small group sessions as well.

All employees of RUSD can be reached via their school email address ([firstname\\_lastname@redlands.k12.ca.us](mailto:firstname_lastname@redlands.k12.ca.us)). Employees will make every attempt to e-mail messages within 24 hours of receipt, Monday through Friday. Teachers are also able to be contacted through parent square.

Minor and Major infractions will be communicated through phone calls, emails, and written notification by the teacher or administrative staff. Citations: Classroom Minor Infraction  
Referrals: School wide or classroom major Infraction  
Suspensions: Major infractions that violate Ed Code or place others in danger.

### **Dress Code**

The following guidelines shall apply to all school activities:

- Shoes must be worn at all times, with toes and heels covered. Sandals must have a strap on the back heel. Rolling shoes or “Heelies” must have the wheels removed.
- Conceal undergarments and cover the stomach.

- Hats shall not be worn indoors.
- Clothing, jewelry and personal items with words or pictures showing the use of drugs, alcohol or any other illegal or inappropriate activity is not allowed.
- Sunglasses may be worn on the campus outside of the classroom. Prescription sunglasses may be worn in the classroom.

### **Bullying**

The district and school are compliant with Assembly Bill AB86 and Education Code 48900 (r) which states that bullying is "one or more acts by a pupil or group of pupils directed against another pupil that constitutes sexual harassment, hate violence, or severe or pervasive intentional harassment, threats, or intimidation that is disruptive, causes disorder, and invades the rights of others by creating an intimidating or hostile educational environment, and includes acts that are committed personally or by means of an electronic act." School officials have the authority to discipline for bullying, including but not limited to bullying by an electronic act.

The Redlands USD Governing Board recognizes the harmful effects of bullying on student well-being, student learning and school attendance and desires to provide a safe school environment that protects students from physical and emotional harm. No individual or group shall, through physical, written, verbal, or other means, harass, sexually harass, threaten, intimidate, cyberbully, cause bodily injury to, or commit hate violence against any other student or

school personnel, or retaliate against them for filing a complaint or participating in the complaint resolution process.

Harassment or bullying of students or staff is an extremely serious violation. The District will not tolerate unlawful bullying and harassment on school grounds, or when traveling to and from school or a school sponsored activity, and during lunch period, whether on or off campus, or sending insulting or threatening messages by phone, e-mail, websites, or any other electronic or written communication. The physical location or time of access of a computer-related incident cannot be raised as a defense in any disciplinary action initiated pursuant to this policy.

Any person that has been a victim of, or witnessed bullying or harassment on school grounds, during school activities, or going to and coming from school is highly encouraged to report the incident immediately to the teacher, counselor, administrator, or other adult personnel on campus. Students have an option of reporting the incident anonymously through Sprigeo online [Sprigeo - Report School Safety Threats and Bullying](#) on the school and district's websites. Kimberly Elementary is a "bully-free school" and students will receive on-going instruction regarding reporting acts of bullying as well as instruction aimed at bullying prevention.

### **Bus Transportation**

Families who wish to use school bus transportation should visit the Redlands Unified School District website for more information on bus fees. Riding the bus is a privilege.

Students are expected to adhere to all school rules when riding the bus. Students who violate the rules may be issued a referral from the bus driver. If a student receives a bus referral, the privilege may be removed. Serious violations may also result in disciplinary measures. All school rules apply at the bus stops and on the bus. Students who fail to follow these rules will receive a bus referral and school consequences. The following rules will ensure your child's safety.

1. Be courteous and follow all directions.
2. Sit where the driver directs you to sit and remain seated at all times, facing forward.
3. Keep all body parts inside the bus.
4. No food, drink, animals, reptiles, or insects are allowed on the bus.
5. Do not throw objects inside or outside the bus.
6. Exit the bus at the direction of the driver.

### **Calendars**

The calendar of school events is available on the school website. Parents are invited to attend school wide events and to participate on parent committees, such as the Parent Teacher Association (PTA).

### **Birthdays**

Birthdays are special occasions for children. If your child wishes, he/she may bring a healthy store bought treat for the class. Please make arrangements with your child's teacher to

make sure there is enough for everyone in the class and be aware of food allergies as well as nutritional guidelines. Do not bring birthday cakes, candles, balloons, or gifts. Treats may be dropped off in the office. The office will arrange to have them delivered to the classroom.

### **Cell Phones/Electronic Devices**

Students are discouraged from bringing cell phones and other electronic devices to school. Electronic games of any kind or size are not to be brought to school. If a student chooses to bring one to school, it must remain off and put away during the school day (7:45am-1:52pm). During the school day, phones or smart watches should not be used for any purpose (outgoing/incoming calls, text-messaging, calculating, picture taking, etc.). Devices may be confiscated if used during times they are not permitted, and parents will be contacted to pick them up in the office. Students who bring personal electronic items are responsible for those items. The school is not responsible for the loss, damage or theft of personal devices.

#### **Education Code 51512**

The use by any person, including a pupil, of any electronic listening or recording device in any classroom without the prior consent of the teacher and the principal is prohibited as it disrupts and impairs the teaching process and discipline in the schools. Any person, other than the pupil, willfully in violation shall be guilty of a misdemeanor. Any pupil in violation shall be subject to appropriate disciplinary action.

### **Lost & Found - Personal Property**

Unclaimed items are placed in the lost and found area in the back of the MPR. At the end of each semester, unclaimed items are donated to charity. Students assume the responsibility for loss or damage to their personal clothing, equipment, books, electronics, and instruments. **Clothing should be labeled with the student's name or initials on the inside tag for easy identification.** The school endeavors to protect all personal property but is not responsible for them. Large sums of money and articles of real or sentimental value should never be brought to school. Students may visit the lost and found area before school, during lunch/recess, or after school.

### **Lunch Drop Off**

In order to not disturb classrooms, students are not called up to receive late lunches in the office. Lunches brought late will be put in a bin and delivered to the cafeteria and/or lunch area. Parents must label the late lunch. Due to staff lunches, we have fewer staff in the office. We cannot guarantee timely delivery of fast food dropped off during that time. See the Breakfast and Lunch Program section above for more meal information.

### **Medication at School**

All medication must be stored in the Health Office. The following procedures must be adhered to by the parent:

1. The Medication Request Form needs to be completed and returned to the school.
2. The medication must be brought to school in the original container. The pharmacist's label must indicate the student's name, date, doctor's name, dosage, and method of administration.

The Medication Request Form authorizes the office to administer medication. Please note: Students are prohibited from having any medication in their possession.

### **Prior Parental Permission**

Please take the time each day, before your child leaves for school, or the night before, to inform them of after school arrangements. We are unable to interrupt classroom instruction for these common occurrences. Please also be sure that you have provided your children with everything they need for the school day before you drop them off, such as lunch, money, and jacket. Use of the office telephone will be limited to students who are ill and need to be picked up. It is up to each classroom teacher to determine if the classroom telephone may be used to call for forgotten lunch money, forgotten homework, after school play arrangements, etc. Should you need to deliver anything to children once school has started, you may leave it in the front office.

### **Sexual Harassment**

Redlands Unified School District is committed to a work and educational environment in which all individuals are

treated with respect and dignity. Each individual has the right to work and learn in a professional atmosphere that promotes equal employment and educational opportunity, and is free from discriminatory practices. Sexual harassment is a violation of Title IX of the Education Amendment Act of 1972, Title VII of the Civil Rights Act of 1964 and California Education Code. Therefore, the District strongly condemns, opposes and prohibits sexual harassment of individuals, whether verbal, physical or environment by anyone. Any employee who violates this policy will be subject to discipline, up to and including termination, and any student who violates this policy will be subject to discipline up to and including expulsion. As used in this policy and regulation, "sexual harassment" means unwelcome sexual advances, requests for sexual favors, and other verbal, visual, or physical conduct of sexual nature, made by someone from or in the work or educational setting, under any of the following conditions: (a) Submissions to the conduct is explicitly or implicitly made a term of a condition of an individual's employment, academic status or progress. (b) Submission to, or rejection of, the conduct by the individual is used as the basis of employment or academic decisions affecting the individual. (c) The conduct has the purpose or effect of having a negative impact upon the individual's work or academic performance, or of creating an intimidating, hostile or offensive work or educational environment. (d) Submission to, or rejection of, the conduct by the individual regarding benefits and services, honor, programs or activities at or

through the educational institution. (E.C.200-240, 212.5, 231.5 & 230, 48980(g) P.P. 5145.7

**THANK YOU** for reviewing these important practices and procedures. At Kimberly, we take pride in operating a safe and secure learning environment. We're looking forward to a positive and productive year!

**STAY CONNECTED!** Keep connected to Kimberly through our many social media.

- School website: [www.redlandsusd.net/Kimberly](http://www.redlandsusd.net/Kimberly)
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