

KIMBERLY ELEMENTARY SCHOOL



2019-2020

Parent & Student Handbook



KIMBERLY ELEMENTARY SCHOOL

301 W. South Avenue • Redlands, CA 92373 • (909) 307-5540 • Fax (909) 307-2477
Shana Kamper, Principal

Dear Kimberly Parents and Students,

This handbook includes the rules and policies that ensure the safety of students, staff, and visitors throughout the school year. It also provides important information about our school and the procedures that have been put in place to ensure operational efficiency. A copy of this handbook can be found on our school website at

<https://www.redlandsusd.net/kimberly>.

If you have any questions or concerns, please don't hesitate to contact me or your child's teacher. Thank you for your support and cooperation...and GO CUBS!!!

PeaceBuilders

Those who Teach, Inspire and Challenge

I am a PeaceBuilder. I pledge...

- To praise people
- To give up put-downs
- To seek wise people
- To notice and speak up about hurts I have caused
- To right wrongs
- To help others

I will build peace at home, at school, and in my community each day.



Important Dates to Remember 2019-2020

MINIMUM DAYS (Late Bird TK/K come at 7:45am and ALL students dismissed at 11:35am)

Wed, Aug 7, 2019	Back to School Night
Wed, Sept 18, 2019	Staff Collaboration Meetings
Thurs, Oct 31, 2019	Staff Collaboration Meetings
Mon, Nov 18- Fri, Nov 22, 2019	Parent/Teacher Conferences
Fri, Dec 14, 2019	Staff Collaboration Meetings
Tues, Jan 28, 2020	Staff Collaboration Meetings
Fri, Feb 21, 2020	Report Card Preparation
Thurs, Apr 23, 2020	Staff Collaboration Meetings
Fri, May 29, 2020	Staff Collaboration Meetings
Thurs, June 4, 2020	Last Day of School

HOLIDAYS/VACATIONS (School completely closed)

Mon, Sept 2, 2019	Labor Day
Mon, Nov 11, 2019	Veterans Day
Mon, Nov 25- Fri, Nov 29, 2019	Thanksgiving Break
Mon, Dec 16, 2019- Fri, Jan 3, 2020	Winter Recess
Mon, Jan 20, 2020	Dr. Martin Luther King, Jr. Day
Mon, Feb 17, 2020	Presidents' Day
Mon, Mar 16- Fri, Mar 27, 2020	Spring Recess
Mon, May 25, 2020	Memorial Day

STAFF PROFESSIONAL DAYS (No students in attendance)

Mon, Aug 5, 2019	Staff Professional Day
Tues, Aug 6, 2019	Staff Professional Day
Fri, Nov 1, 2019	Staff Professional Day
Fri, Jun 5, 2020	Staff Professional Day

Please also refer to your 2019-2020 Kimberly PTA Calendar for additional dates and school events/ activities.

ABSENCES

If your child is ill, please call (909) 307-5540 and choose option 1 to inform us of your child's absence. Include your child's name, teacher's name, date of absence, reason for the absence and the name of the person reporting the absence. The parent may request student's work by calling (909) 307-5540 and selecting option 6. Homework requests will be ready at the end of the school day. If a student must leave early for a doctor's appointment, please come to the office to sign him or her out and the office will have your child called to the office. Children will not be sent to the office to wait for pickup. Attendance letters will be sent home after 5, 10, and 15 absences, after which a Student Attendance Review Team (SART) meeting will be scheduled. Please be aware the California Ed. Code states that students are considered chronically absent if they miss 10% or more of the school year (18 or more absences).

ACCIDENTS AND INJURIES

In the event that your child has an accident or becomes ill at school, first aid will be administered by a staff member. In the event of a serious medical emergency, it is important that you have provided our school with accurate and adequate emergency contact information via Parent Portal so there will be no difficulty or delay in reaching you or another adult as specified by you. In the event that you or your designated adults cannot be reached, school administration will make the necessary decisions to render aid to your child, including but not limited to contacting the paramedics, and/or transporting your child to the hospital via ambulance.

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 2:10pm. Remind your children that if their ride has not come to pick them up by 2:10pm (a bell will sound), they should come to the Kimberly office to let us know. Kimberly Elementary does not have afterschool playground supervision.

AWARDS

Kimberly Elementary has many opportunities for students to be recognized for their hard work and positive efforts. Each month our school will honor several students at our monthly awards assembly. You will be notified if your child will be receiving an award. Awards assemblies take place in the Cafeteria (Multipurpose Room).

BEFORE SCHOOL SUPERVISION

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

BEHAVIOR EXPECTATIONS AND SCHOOL RULES

Kimberly's *CODE OF CONDUCT* includes the following:

1. Follow directions given by all school officials.
2. Play safely and keep hands, feet, and objects to yourself.
3. Speak kindly and do not engage in name calling/teasing, bullying, profanity, and threats.
4. Use playground equipment appropriately and follow established playground rules.
5. Have many Kimberly friends; however, "boyfriends/girlfriends" are not allowed.
6. Help maintain a clean and proud Kimberly campus by picking up trash and not chewing gum.
7. Follow Kimberly's *DRESS CODE*.

BIRTHDAYS

Birthdays are special occasions for children. If your child wishes, he/she may bring a healthy 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.

BREAKFAST

Breakfast is served in the cafeteria at 7:15am each morning. Breakfast is available for \$1.25.

BULLYING

Kimberly Elementary is a "bully-free school" and recognizes guidelines established by the California Safe Schools Program. Students will receive on-going instruction regarding reporting acts of bullying as well as instruction aimed at bullying prevention. By law, acts of bullying require administrative action and consequences. Families are encouraged to talk to the classroom teacher if their child(ren) report that they are being bullied.

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. Children who fail to follow these rules will receive a bus referral and school consequences. The following rules will ensure your child's safety.

Redlands USD's BUS RULES include the following:

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.

CAFETERIA/MPR/OUTDOOR LUNCH AREA

Students must follow directions of school officials immediately. They are to stay in an orderly line to get hot lunches. Students are expected to sit at assigned tables when designated, remain seated, and raise hand to be excused or use the restroom. They must display good manners and keep a low, conversational noise level. Students are expected to ensure all trash and waste is disposed of appropriately. Please also remember that purchased school lunches may not be taken out of the cafeteria to take home or to eat later.

CALENDARS

Monthly calendars are provided to all families at the beginning of the school year. The calendar of school events is also 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).

CALLING CLASSROOMS

We make every effort to minimize disruptions to the classroom. Therefore, we encourage parents to leave messages for teachers via voicemail or email. We will not interrupt class with phone calls from parents.

CAMPUS SAFETY

A safe school campus is one of our most important goals at Kimberly Elementary, and we know how important this goal is to parents and families, too. The office, MPR, Kinder, and upper playground gates are designated as student entry/exit gates at the beginning and end of the school day. Please be aware these gates will be locked after school begins and will not be unlocked until 1:52pm. During the instructional day, all campus visitors (including parents) must check-in to the office and receive a "Visitor" badge.

CELL PHONES/ELECTRONIC DEVICES

Students are discouraged from bringing cell phones and other electronic devices to school; however, if a child chooses to bring one to school it must remain off and put away during the school day (7:45am-1:52pm). Devices may be confiscated if used during times they are not permitted and parents will be contacted to pick up them up in the office. We will not be responsible for lost, stolen, or damaged personal devices.

CHAPERONES

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:

1. All chaperones must be 18 years or older.
2. All chaperones must be an approved school volunteer (see VOLUNTEERS section).
3. While on the field trip, chaperones may not bring other children or siblings.

COMMUNICATION WITH KIMBERLY STAFF

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.

DRESS CODE

1. Clothing with inappropriate writing or logos that distract students from their studies is not permitted.
2. Closed-toe and closed-back shoes are preferred, since our students are active outside and often have PE activities that require movement or running. Sandals must have a strap on the back heel.
3. Rolling shoes or "Heelies" must have the wheels removed.
4. Baseball caps and hats are allowed, but must be taken off inside classrooms and other buildings.
5. Pants must be worn at the waist. Shorts should be an appropriate length for school.

EARLY PICK UP FROM SCHOOL

Children are not released directly from the classroom to leave school before dismissal times. You **MUST** come to the office first and sign out your child. Your child will be sent for and released to you. For the safety of your child, a valid photo ID is required when checking out students. Anyone signing your child out of school **MUST** be listed in the student's contact list in Aeries provided by parents. Please be aware that when students leave early it will affect their attendance, achievement, and awards.

EMAILING STAFF

All employees of the Redlands Unified School District can be reached via their school e-mail addresses (firstname_lastname@redlands.k12.ca.us). Employees will make every attempt to respond to e-mail messages within 24 hours of receipt, Monday through Friday.

EMERGENCY CONTACTS

Be sure to maintain up-to-date emergency contacts by using Aeries Parent Portal to change names, phone numbers, etc. Persons listed in the emergency contacts are required to show photo identification when checking out students. Emergency contacts must be 18 years or older. Also, please make sure the school is provided with a copy of any court restraining orders, custody agreements, etc. so that we can help keep your child safe.

FIELD TRIPS

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 curriculum being taught. Teachers will organize chaperones and provide chaperone guidelines (see CHAPERONES section).

HEAD LICE OR PEDICULOSIS

Head lice is a common problem in schools. Parents can help by routinely checking their own children. Students with head lice are sent home with tips to remove lice and must be free of lice/nits before returning to school.

LUNCH

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. Lunch money brought late will be left in an envelope for the cafeteria supervisor. If you are bringing lunch or lunch money for a student, please do so before 10:45am. School lunches can be purchased in the cafeteria for \$2.45.

MEDICAL/DENTAL APPOINTMENTS

We urge families to schedule medical and other appointments on non-school days and in the afternoon of minimum days. If it is necessary for students to leave school before dismissal, parents must sign their child out from the main office. If the parent or adult is unknown to office staff, photo identification will be required. If a child returns to school following an appointment, they must check in at the office to be readmitted to class. Students who leave early are not eligible for perfect attendance awards at the end of each month or at the end of the year.

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 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.

MESSAGES AND DELIVERIES

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.

MINIMUM DAYS

Minimum days are scheduled periodically throughout the school year. Please review the school calendar regularly, as well as all school-to-home communications so that your child will have timely transportation home after school. On minimum days all students in grades 1 through 5 attend school from 7:45am-11:35am. All TK/Kindergarteners (Early Birds and Late Birds) attend from 7:45am to 11:35am as well.

OFFICE

Our school office is staffed with talented and hard-working individuals. They perform a multitude of tasks, simultaneously, in very cramped quarters. If you are a visitor to our office, your patience is appreciated. If you will be requesting items requiring time for preparation, kindly notify our staff in advance. Thank you!

PERFECT ATTENDANCE

Students with monthly perfect attendance will be recognized by the principal at the awards assembly (no absences, no tardies, no early outs, and no late pick-ups).

RESOLVING CONFLICT

Occasionally a concern may arise concerning particular school or classroom procedures. Parents should speak to their child's teacher directly as a first point of contact to address any such concerns. Scheduling an appointment with the teacher is the best way to ensure a private discussion. If a parent still has a concern after meeting with the teacher, a conference with the principal may be appropriate. The principal will work with respective teachers/employees to resolve any concerns that may be present. Please schedule an appointment with the principal's secretary (office manager) to further discuss the matter with the principal.

RESTROOMS RULES

1. Restrooms attached to classrooms and located in hallways or on the playground are for students only.
2. No playing in the restrooms.
3. Use appropriate restrooms only.
4. Use the restroom quickly, then wash your hands and return to class or the playground.
5. Trash must be put in the trash can.
6. Only toilet paper may be put in the toilet.
7. Be water-wise and only flush once.

RISE (Redlands Independent Study Education)

Short term RISE is a program designed for any students who will be out of school for a minimum of five consecutive days. If your child is not ill but will be missing school, you may complete and sign an independent study contract in the office. Please submit your request for an independent study contract as soon as possible but at least one week prior to the absences. The contract must be signed by the student, the parent(s), and teacher. In order to receive academic credit, all work is to be completed and turned in the day that your child returns to school. The independent study contracts apply to absences of five days or more. Absences of 1-4 days are considered "unexcused".

SPIRIT DAY

Fridays are SCHOOL SPIRIT DAYS. Show your Kimberly Spirit by wearing a Kimberly or blue shirt to school!

TARDY POLICY

A student is tardy if he/she arrives after school begins at 7:45am. Being tardy disrupts the student's learning process. He or she also disrupts the learning of other children because the teacher has to stop teaching in order to provide for the late student. Tardy students must check in through the office to receive a tardy pass to class.

VISITOR PASSES

We have many visitors on our school grounds each day, including parents, volunteers, and others. Every visitor to Kimberly Elementary must sign in electronically and get a visitor badge from the office before going on the school grounds or to the classrooms. This helps to keep our campus safe! For large events during the school day, check-in will take place near the event location, such as the MPR for monthly awards assemblies.

VOLUNTEERS

Kimberly Elementary School loves volunteers! No experience is necessary. If you like working with kids, have a special talent you would like to share, or just want to be of service to the community, we'll find something you will love to do here. Please note: All volunteers are required to have a current TB skin test (within the past 60 days and must show a negative reading) on file, and are required EACH YEAR to complete a Megan's Law as well as other forms. Forms are available in the school office and on the school website (school documents section). All volunteer paperwork, including for field trip chaperones, must be submitted to the office no later than January 31, 2020.