STUDENT INFORMATION HANDBOOK
2026-2027



Kings Mountain Elementary School

211 Swett Rd
Woodside, CA 94062
(650) 712-7180
https://kingsmountain.cabrillo.k12.ca.us/

Hello KMES Families,

The staff of Kings Mountain Elementary School is excited to kick off the 2026-27 school year!

KMES students' education is a cooperative process with community, family, and school working hand in hand. We are looking forward to a productive partnership with you to foster a positive learning environment, nurture development, self-esteem, and self-determination to ensure students can achieve their highest potential.

This handbook is filled with pertinent information about Kings Mountain Elementary School. The handbook lays out school rules and expectations for students. Please take time to review it as a family.

The staff at Kings Mountain Elementary School extends a warm welcome to our learning community.

It takes a mountain!

Mission Statement

We are here to foster the development of creative, courageous, compassionate human beings who are committed to realizing their full potential, while supporting others to do the same.

We will provide a safe and nurturing learning environment where each student receives an appropriate, academically challenging curriculum; develops a sense of personal responsibility; respects all others and practices good citizenship.

We will promote a powerful, cohesive partnership that actively involves students, parents, teachers, other school personnel, and the community in accomplishing our mission.

Our Philosophy

We believe in creative hands-on learning throughout the curriculum. Students learn through involvement with content instead of imitation or repetition. Lessons are presented in an experiential, hands-on approach.

KMES offers the District adopted curriculums in reading, writing, math, and science. Students work cooperatively in large and small groups to allow a deeper understanding of mathematics, science, and literature.

Students learn how to be productive members of their learning community through class meetings, conflict resolution, problem solving, and by taking on meaningful class jobs.

Kings Mountain Elementary Daily Staff

David Jones	Principal	jonesd@cabrillo.k12.ca.us
Lesli Schmutz	Administrative Assistant	schmutzl@cabrillo.k12.ca.us
Lisa DeVry	Grades TK/K/1	devryl@cabrillo.k12.ca.us
Kate Berkowitz	Grades 2/3	berkowitzk@cabrillo.k12.ca.us
Maile Springer	Grades 4/5	springerm@cabrillo.k12.ca.us
Julie Pedersen	Health Technician	
Regino Soto	Custodian (Night)	

Kings Mountain Elementary School Staff may be reached by calling (650) 712-7180. Please leave a message if the phone is not answered. We will respond to you as soon as possible.

Messages for the after school program, VFCR, can be left at (650) 773-3537.

School Hours and Bell Schedule – 2026-2027

First Day of School: Thursday, August 13, 2026
Last Day of School: Friday, June 4, 2027

Regular Day

Grades	Start Time	Snack Recess	Lunch	Lunch Recess	Release
TK/K/1	8:05a	9:55a - 10:15a	11:45a - 12:05p	12:05p - 12:30p	2:10p
2/3	8:05a	9:55a - 10:15a	11:45a - 12:05p	12:05p - 12:30p	2:10p
4/5	8:05a	10:00a - 10:15a	11:45a - 12:05p	12:05p - 12:30p	2:30p

Minimum Day Schedule

Grades	Start Time	Snack Recess	Lunch	Lunch Recess	Release
TK/K/1	8:05a	9:55a - 10:15a	11:45a - 12:05p	12:05p - 12:30p	1:00p
2/3	8:05a	9:55a - 10:15a	11:45a - 12:05p	12:05p - 12:30p	1:00p
4/5	8:05a	10:00a - 10:15a	11:45a - 12:05p	12:05p - 12:30p	1:00p

**Professional Development day/No School: 10/19
**Minimum Day for Conferences: Oct. 5-9, March 8-12
**Minimum Day for Day Before Winter Recess and Last Day of School: 12/18, 6/4

Please Note:

- Morning playground supervision begins at 7:45a for all grades. CUSD cannot accept responsibility for students arriving at school prior to 7:45a. Students should not arrive or be left unattended before that time.
- There is no school staff supervision after school.

Arrival & Release

It is very important that each student arrives to school on time. If a student is consistently tardy, the instruction of all students is adversely impacted. If your student arrives late, have your student ***check in at the office*** before walking to class.

Students will be released to either Venture Free Children's Recreation (VFCR) or to an adult on the student's approved pick up list. **Please let the school know if a person other than parent/guardians will be picking your student up even if already on the authorized pick up list. Carpool lists should be shared with the office and teacher as soon as possible.**

Drop off & Pick Up

Arrival: Please reference map below.

● All students to arrive no earlier than 7:45a.

● Students can be dropped off from drive-through line or they can walk-up on path to the left of parking lot (mountain lion paw prints path).

●Once your students have exited your vehicle and gone through the gate, please move forward and proceed out of the parking lot so the next vehicle can move up.

●If you assist your student out of the vehicle from the drop-off line, please return immediately to your vehicle after the students have gone through the gate.

●If you would like to exit your vehicle to assist your student getting out of the vehicle and then walk with them through the gate, please park and walk your students up the mountain lion path.

● Upon entering campus, students should put their backpacks on the pegs/shelves outside their classroom and then they have free time on the yard until the bell rings (8:05a). In the event of rain, staff will direct students indoors.

Release:

● Teachers will release students from classrooms.

● Students will transition to parents/guardians/caregivers outside classrooms.

● Staff will call for students as parents/guardians/caregivers arrive.

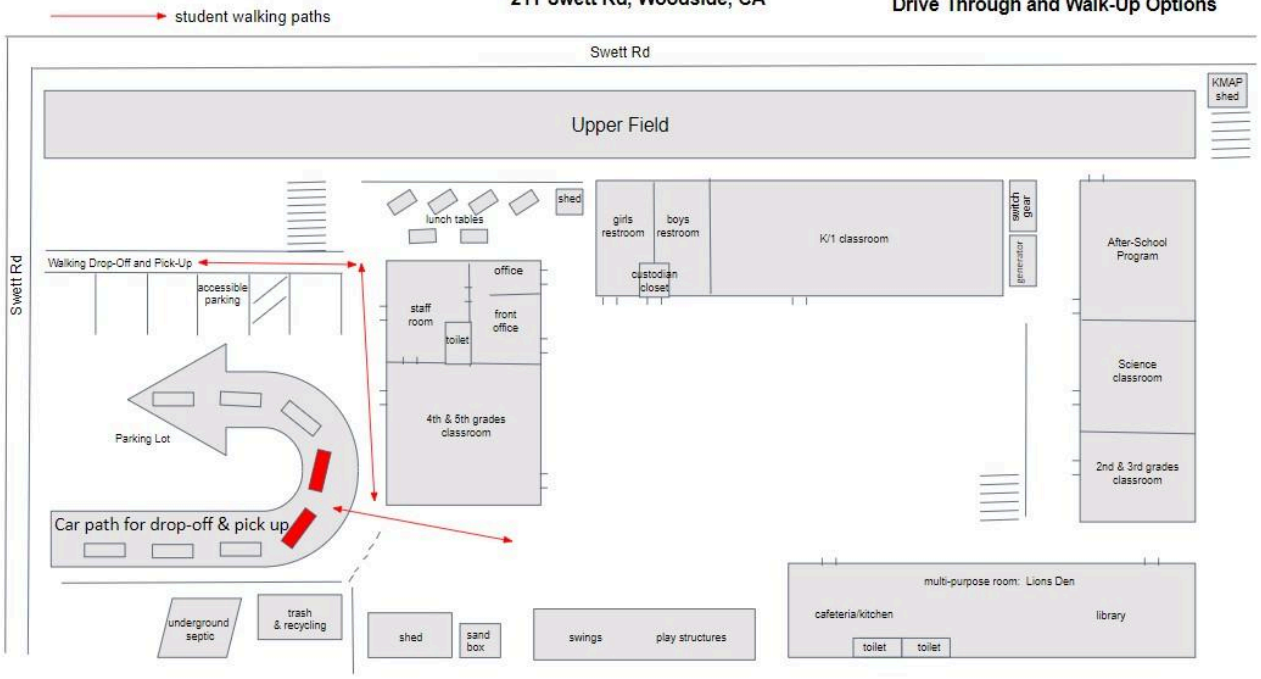
● For those remaining on the playground after release at 2:10p, please be mindful of the noise level on the playground as the 4/5 class will still be in session until 2:30p.

Please Note:

- If you choose to walk up, please park on Swett Rd avoiding the area in front of the mailboxes.
- While school is still in session (until 2:30p) as well as while VF is in session, all kids must still adhere to school and VF rules while under the supervision of their family members. The rules include but are not limited to kids being in clear view of their supervising adult, only one kid to a swing at a time, only using VF items with VF's permission etc.

Kings Mountain Elementary School Map
211 Swett Rd, Woodside, CA

Drop off & Pick up:
Drive Through and Walk-Up Options



Attendance

Daily attendance, except in case of illness, is necessary for success in school. In addition, it is most beneficial for your student to stay in school for the entire school day to maximize their academic and social/emotional learning opportunities.

Notify the school by email and/or telephone first thing in the morning if your student will be absent along with the reason for the absence. Notify the school immediately in case of contagious illness. Students may not verify their own absence. Should a student need to leave school during school hours, please inform the school.

Anyone coming on the school grounds must check in with the office. The office will call the student to the office for pick up and the authorized pick-up person will sign the student out in the office**.**

Please schedule appointments and travel outside of school hours as much as possible.

Short-Term Independent Study Option if Traveling

Please reach out to teachers for approval of a Short-Term Independent Study (STIS) contract well in advance of any travel involving absences of 3-15 days. Two weeks' notice is preferred, but one week is manageable. It takes time to create an independent study plan that is relevant to what students would be learning in the classroom. Any student absences due to travel without an approved and completed Short-Term Independent Study plan will be unexcused.

All student work for travel-related STIS is due the first day the student returns to school.

Contact Information for Students

It is very important that we have on file up-to-date Student Information for your student. If you move, change telephone numbers or e-mails, please notify the office right away. If there is a change in the listing of people whom we are to notify in case of an emergency, it is vital that you let us know.

We will not release students to anyone not on the list nor without prior permission to do so on any given day.

Suggested Dress

Students are encouraged to wear rubber-soled shoes for safety when participating in the daily elementary school activities. Open toe sandals are discouraged. ***No flip flops or heelys allowed.***

Weather conditions vary from very warm to very cold. What is happening on the coast may be the opposite of what is happening on the mountain. We suggest you send your student with layers to accommodate any eventuality.

Lost & Found

Lost articles are kept in the school office. Students are encouraged to check the office often for lost articles. ***Please put your student's name on the inside label of jackets, lunchboxes, water bottles etc.*** This enables the return of lost items to students immediately.

Breakfast, Snack & Lunch

Pack a snack and a lunch for your student for each day. It is advised to pack snacks separately from lunch to assist in avoiding all of lunch being consumed at snack recess leaving no food for lunch. Staff cannot warm up food brought from home. Contact the office should your student forget to bring a snack or lunch.

Free cold breakfast will be offered to all students between 7:45a - 8:05a. Free hot lunch will also be offered to all students. A menu with hot lunch choices will be sent by email each month. Staff strongly suggests that students are involved in making their hot lunch choices. Lunch orders must be in by the deadline specified in the menu email in order for your student to receive lunch choices. If your student is ordering hot lunch, please still send a snack for them to have during snack recess.

Telephone Use

Students should not request or be asked to make calls from school nor should they receive calls ***except in emergency situations***. The administrative assistant will take messages for the students.

It is preferred that students do not have cell phones at school. If you feel it is necessary for your student to have a cell phone, it must be turned off during the school day and stowed in their backpack. Kings Mountain Elementary School does not take responsibility for lost or stolen cell phones.

Medication

Before a designated employee administers any prescribed or non-prescribed medication to any student during school hours, the school must have on file written authorization from a physician as well as from the parent/guardian, with signatures, for the current school year. Medications must be in original packaging with the pharmacy label matching the doctor's order. This is also the case for self-administered medications. Please check with the office for applicable forms.

After-School Care: Venture Free Children's Recreation (VFCR)

VFCR is a self-supporting, nonprofit, child care program. VFCR is not run under the direction of the Cabrillo Unified School District (CUSD) or Kings Mountain Associated Parents (KMAP). We encourage all families to turn in VFCR paperwork for your students whether you anticipate using after-school care or not for those just in case moments. Please contact **VFCR** about enrollment and programming.
Phone: (650) 773-3537 Email: info@venturefreefoundation.org or emily88.vff@gmail.com

General Behavior Expectations

- Engage teachers, aides, staff, visitors, and other students in positive communication by listening to each other and problem solving. Name calling is never okay.
- Be thoughtful about others physical space such that there is no crowding, hitting, kicking, grabbing, shoving or tackling.
- Be respectful of property belonging to the school and others such as not taking things that do not belong to you, not intentionally breaking things, etc.
- Kings Mountain Elementary is a bullying free zone. If your student experiences harassment of any kind or observes another student experiencing harassment, encourage them to speak with any staff member with whom they are comfortable at that moment. Parents and guardians, please follow up with any staff member.
- Serious offenses such as endangering other students, inappropriate language or behavior, destruction of property, displays of disrespect or harassment/bullying, will be immediately referred to the Principal for action.

Yard Play

● Include all who want to play in your games.
● All playground equipment is to be used as intended.
● Stay within view of the Yard Duty Supervisor on the blacktop or play structures and swings.
● Going behind buildings during school hours is not permitted.
● Walk in the corridors (no running).
● Railings are not to be used for flips or turns.
● Use two hands when climbing. At least one hand and one foot must be in contact with the climbing structure at all times.
● Sit on the swings and hold on with two hands. No jumping out of swings or twisting the swings.
● When throwing balls at people as part of an organized game, aim only below the knees.
● If a ball goes out of the school yard, check with the Yard Duty Supervisor before going after it.
● Do not throw objects other than approved balls and frisbees.
● **Ask yourself: "Is it safe? Is it friendly? Is it fair?"**

Lunch

● Clean up the lunch area after eating including using trash, recycling and compost bins.
● Students are discouraged from sharing food.
● Once seated, remain seated. If something is needed, raise your hand and wait for assistance.

Volunteering and Confidentiality

Volunteers enhance the quality of our instructional program by donating their time and effort in the classroom and as field trip drivers.

Staff are required to guard their students' confidentiality. When you volunteer, should you hear or see privileged information, please keep this information to yourself. Sharing information with friends and neighbors can hurt the students. If you have a concern, please speak to a staff member.

Volunteers are divided into two categories:

Visitors: Volunteers that are under direct supervision of staff at all times.
Parents are encouraged to visit their child's class to observe our educational program in action as well as helping out in the classroom and with on site events.

Let the office and teacher know in advance if you will be on site as a Visitor. **The school office must ensure compliance with Megan's Law for all Visitors**. Since we must identify every adult at school, please remember to sign in at the school office ***before*** visiting a classroom. We also request that pre-school children not accompany you unless special arrangements have been made.

Volunteers: Any volunteer assignment involving contact with students NOT under direct supervision of a site staff member.

These Volunteers include parent drivers for field trips and other off site events as well as Volunteers that may move about the campus alone without staff present.

These Volunteers must clear a Live Scan fingerprinting through the District.

The District will host Live Scan events at the beginning of the school year. Though you may have had fingerprinting done for your work or other activity, the District requires that for purposes of working with students in the District, your Live Scan results must come through a District provided Live Scan event.

Field Trips

Drivers for field trips are required to have a current Volunteer Driver Form on file in the school office, a copy of their insurance policy stating the dollar amount of their coverage and the expiration date of their policy and a copy of a current Driver's License. Before each field trip, cars will be checked for functioning seatbelts, brake lights, turn signals and safety mirrors. Field trip forms will be sent by the teacher.

Safety and organization requires that parent volunteers follow strict procedural rules:

- Students must have a signed permission slip to attend any field trip.
- Parent volunteers are responsible for an assigned group of students from departure to return. They must follow the specific set of directions provided by the teacher.
- Parent volunteers are expected to stay with the students and participate in the entire field trip.
- Students may not be switched from their assigned groups. The office is required to have a master list of each group and their designated driver.
- Every student MUST be in a seatbelt and use a car seat if applicable.
- No students are permitted to sit in the front seat of a vehicle.
- The teacher is responsible for carrying a first aid kit on every field trip.
- Pre-school children, visiting children, and/or additional, unplanned for adults, may not accompany chaperones.

Kings Mountain Associated Parents (KMAP)

KINGS MOUNTAIN ASSOCIATED PARENTS (KMAP) is an all-volunteer nonprofit organization that coordinates the parent-led groups at Kings Mountain Elementary School (KMES) to maintain long term success for this award-winning California Distinguished school and its students. Parents and guardians of all enrolled students are members of KMAP. Public meetings typically occur once a month.

KMAP raises funds for KMES programs and promotes the school throughout the community. It provides a means of communication and collaboration between school families, parent groups, school staff, the community, and the Cabrillo Unified School District (CUSD) administration. Funds secured by KMAP are distributed for the educational and enrichment needs of the students or improvements to the school site with Staff direction. Kings Mountain Associated Parents is a 501(c)(3) non-profit organization.

For more information, please email kmappresident@gmail.com

School Site Council

The School Site Council's (SSC) mission is to annually review and update the School Plan for Student Achievement (SPSA), a document that outlines the school's goals aimed at improving student achievement. The SSC monitors the implementation of strategies and programs that support the goals, including evaluating data and aiding in the management of a categorical funds budget provided by the District.

SSC meets on average four times a school year either in person or online. Dates and times are to be determined by council members.

The SSC includes members representing school staff, teachers and parents/guardians of students attending the school as well as community members. Please contact the office with any questions or interest in getting involved at 650-712-7180.

School Spirit

School Mascot: Mountain Lion

School Song by Bob McGilpin:
At Kings Mountain school, high up in the hills
We learn about the world and the future we can build
We always give our best in everything we do
We live, love and learn at Kings Mountain School

Boom de a ya ya, Boom de a ya ya, Boom de a ya ya, Boom de a ya ya, Boom de a ya ya

At Kings Mountain school we're one big family
Hoping for a world where everyone is free
We all join together and give our best to you
We live, love and learn at Kings Mountain School

Boom de a ya ya, Boom de a ya ya, Boom de a ya ya, Boom de a ya ya, Boom de a ya ya