

Kingsbury Elementary School

PARENT HANDBOOK

600 Cajon St. Redlands, California 92373
Phone: (909) 307-5550 Fax: (909) 307-5555

Welcome to the Kingsbury Family!

**We are a Positive Behavioral Interventions and
Supports (PBIS) and a Kindness Certificated
School!**

School Colors: Blue and White

Office Staff

Jeff Wray, Principal
Jen Knecht, Assistant Principal
Nicole Dildine, Office Manager
Marney Reinhart, Attendance
Mary Madrigal, Healthcare Technician

Kingsbury's Positive Community is...



Respectful
Responsible
Safe
Kind

Staff and students follow this motto everyday!

MORNING ARRIVAL

Students may come on campus after 7:30 AM through the Clifton Ct. gate. The Palm gate will be open (weather permitting) from 7:45-7:55 AM. Do not drop your child off or allow them to arrive at school any earlier. This is for the safety of your student as there is not adequate supervision. Dropping students off prior to this time may be considered as “child abandonment”. This could generate a report to Child Protective Services.

AFTERNOON DISMISSAL

The school day ends at 2:05 PM. If you would like to meet your child at the end of the day, please wait in the area South of the office under the trees. Palm Gate will be open for dismissal(weather permitting).The final minutes of school are very important, and it is important that parents do not interrupt. **Also, students must be picked up promptly after school and must be picked up no later than 2:20 PM.** Again, this is for the safety of your student.

STUDENT DROP OFF & PICK UP

There is extremely limited parking available at Kingsbury Elementary School. In order to ensure the safety of all of our students, staff, and Kingsbury community members we ask that you follow these guidelines:

- Do not park in bus loading zones.
- Do not park in the staff parking lot.
- Do not double park or make a U-turn.
- Do not leave your car unattended in the cul-de-sac. (You may receive a ticket from the Redlands Police Department.)
- Do not jaywalk or wave your child across a street. It is important to use the crosswalk.
- Obey the 25- mph limit and Right Turn Only sign at the end of Clifton Ct.

- Drop off and pick up locations are located on Clifton Ct and Palm Ave gate entrance only. A staff member will be at those gate locations to ensure the safe arrival and departure of your students. (Palm gate may be closed during inclement weather)



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 (BP 5113).

Kingsbury 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 72 hours to inform the school of the student's absence.** More than 10 absences is considered excessive by the state. According to the California Compulsory Attendance Law, an absence is excusable for the following reasons only:

1. Illness
2. Quarantine directed by a county or city health officer
3. Having medical, dental, or vision services rendered
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. **Three (3), six (6), or nine (9) 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. Attend an Attendance Intervention Meeting (AIM)
 - c. Referral to the district's School Attendance Review Board (SARB).
 - d. Revoke of intra/inter district transfer.

SHORT TERM INDEPENDENT STUDY

An Independent Study contract *may* be approved for students who plan to miss between 3-14 consecutive days. Contact the Attendance office at least two (2) weeks in advance. Students may only be approved a maximum of 14 days per school year. All contracts must be approved by the principal or assistant principal. Note* Short Term Independent Study will not be approved during State testing.

TARDIES

- A student is tardy if s/he arrives at school after the bell rings at 8:00 am.
- Three (3) tardies in excess of thirty (30) minutes without a valid excuse will be counted as truancy.
- Tardies that result in truanies may be referred to the SARB board for review.

EARLY RELEASE OF STUDENTS

For the safety of all our students, everyone must check in the office before picking up a child during school hours. 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 verify that you are authorized to pick up the child by checking your photo identification card and will call students up to the office for pick up. Please wait inside the office for your child. **We cannot call your child to the office to wait for you to arrive and sign them out due to supervision regulations.** 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. **If there is a custody issue, please notify the school office immediately and bring a copy of the most recent certified copy of court orders. If a court order is not on file, both parents are assumed to have equal rights.** If you need assistance with this, please come to the office and request help.

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.

Please do not send your child to school sick.

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 appropriate school personnel 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 is to be locked in the health office at all times.
- Students that require an assistive device (crutches, sling, wheelchair, cast, brace, etc...) are required to submit a doctor's note to the health office prior to returning to school.

CLASSROOM VISITORS AND VOLUNTEERS

Kingsbury is proud of the educational programs being offered on a daily basis. It is a pleasure to have parents/guardians visit their child's classroom. In order to ensure student safety and to prevent disruption in the daily instructional program, visitation requests must be made as follows:

- Notify the school or teacher at least twenty-four (24) hours before coming to visit. This will enable the teacher to inform you of any previously scheduled testing, study trips, assemblies, or other student programs. Volunteers need to follow the schedule provided by the teacher.
- All visitors and volunteers must sign in through the Raptor system with a photo ID. 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.
- If you wish to volunteer at Kingsbury for any length of time, fill out a district Volunteer Application. All volunteers need to be approved by the Board of Education and must have a TB

test, Megan's Law, Workman's Comp, and Professional Conduct Form turned in every year you wish to volunteer. A negative TB test is good for four years from the date read. Volunteers are required to fill out a volunteer application each year.

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. This team oversees the Single Plan for Student Achievement (SPSA). The School Site Council meets on a regular basis to review the school goals and budget.

BREAKFAST AND LUNCH

Breakfast and lunch are served daily. There is no cost to students. Breakfast is available for morning TK/Kindergarteners and 1st – 5th graders from 7:30 to 7:55 am. Second chance breakfast is offered during 1st recess. TK AM and TK PM lunch is 10:40-11:00. Kindergarten lunch is from 11:20-11:40. 1st & 2nd grade lunch is from 11:05-11:25. 3rd grade lunch is from 11:46-12:05 and 4th & 5th grade lunch is from 12:26-12:38.

Kingsbury does not allow food drop off from third party vendors (DoorDash, Uber Eats, etc..) for students. Students who do not bring lunch from home will be provided lunch from the cafeteria.

LOST AND FOUND

Please label all your child's possessions. These items may include lunch boxes, water bottles, backpacks, coats, sweaters, and jackets. Please tell your child to check the classroom and the "Lost and Found" immediately after a personal item has been lost. All unclaimed articles are sent to the "Lost and Found" cart to the side of the MPR stage or outside the main office. Unclaimed items will be donated to charity.

BICYCLES

Students may ride bicycles directly to and from school providing they exercise safe and responsible behavior and follow the expectations set forth in the Motor Vehicle Code governing the use of bicycles:

- By law, **all bike riders must wear helmets.**
- Obey all traffic laws.
- Bikes are not to be ridden on school grounds at any time.
- Bikes must be locked securely with the student's lock to the bike rack and remain there during school hours.
- The school is not responsible for stolen or damaged bikes.
- Skateboards, Scooters, Heelys and roller blades are not allowed on campus.

SCHOOL BUSES

Students must have their bus pass daily to ride the bus. For the safety of all passengers, students are expected to follow the expectations set forth by the Redlands Unified Transportation Department. Transportation to and from school is a privilege and not a right and therefore can be taken away. Students may receive Bus Tickets for poor behavior while riding the bus. The policy for consequences for Bus Tickets is as follows:

- First Ticket: Written warning
- Second Ticket: Transportation may be denied for five (5) school days.
- Third Ticket: Transportation may be denied for a minimum of fifteen (15) school days.
- **IMPORTANT NOTE:** Consequences may be more severe, including suspension from school or the bus for a longer period, for any ticket depending on the incident.

REPORT CARDS

Report cards are issued three times per school year. Kingsbury 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.

SAFETY DRILLS AND EMERGENCIES

Monthly safety drills are conducted according to the Redlands Unified School District's safety plans. It is important that all students and staff understand what to do in an emergency. Teachers will instruct students regarding specific procedures and necessary safety precautions. In the event of an emergency, every attempt will be made to contact parents if a student requires immediate medical attention. **Each student must have updated information on file so that the school has the necessary information to make the proper contacts.** In the event of an emergency, only the person(s) listed on the emergency card will be allowed to take students from campus. **Please login to Aeries Parent Portal to complete and update emergency cards.** If Aeries Parent Portal doesn't allow you to make changes, please contact the front office.

AERIES CHANGE OF ADDRESS, TELEPHONE NUMBER, AND CONTACTS

Parents/guardians who change telephone numbers should login to Aeries Parent Portal to update their contact information. If Aeries Parent Portal doesn't allow you to make changes, please inform the Attendance Clerk as soon as possible. For emergency reasons, it is important to keep this information up to date and accurate. Please list at least two usable 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 Kingsbury Elementary School that your child absolutely will not be released to an individual not listed as an emergency contact without parental permission.**

FIELD TRIPS

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, requires fingerprinting and TB test, and must be completed in advance of any field trip.

LIBRARY

Classes visit the library regularly. Students are responsible for the book(s) they borrow from school. Parents/guardians will be charged for damaged or lost books.

PBIS

PBIS expectations: Be Respectful, Be Responsible, Be Safe, and Be Kind in all areas of the school community.

PBIS Behavior Matrix:

	Respectful	Responsible	Safe	Kind
Classroom	- Follow directions - Use inside voices	- Come prepared - Complete work on time - Use good listening skills - Make good choices - Use supplies appropriately	- Walk - Keep body to yourself - Be aware of personal space	- Accept differences - Encourage others with positive comments
Playground	- Follow directions - Take turns - Use appropriate language	- Report problems to an adult - Keep food at tables	- Stay in recess area - Keep body to yourself	- Share equipment - Include others - Use Buddy Benches appropriately - Win and lose gracefully
Restroom	- Be quick, quiet, and clean - Keep walls, ceilings, stall, and floors clean	- Flush the toilet - Wash your hands with soap - Put trash in the trash can - Report messes to an adult	Go- Flush – Wash - Leave	Respect others' privacy
Hallways	- Follow directions - Use quiet voice	- Walk directly to where you need to be - Stay on walkways	- Stay to the right - Walk - Keep body to yourself - Be aware of personal space - Avoid yellow semi-circles	- Smile at others when they walk by - Allow others to pass by when needed
Cafeteria/ Lunch Tables	- Follow directions - Use inside voice - Stay seated - Use appropriate language	- Clean up after yourself - If you drop it, pick it up	- Keep body to yourself - Walk - Be aware of personal space	- Wait patiently - Use good table manners
Library	- Use whisper voice - Follow directions	- Clean up after yourself - Take care of books - Use shelf markers appropriately	- Keep body to yourself - Walk	- Wait patiently - Be courteous
Office	- Speak quietly - Wait your turn	Always have a pass	Walk	- Wait patiently - Be courteous
Bus/ Dismissal	- Follow directions - Use appropriate language	- Walk directly to your bus/pick up area - Sit or stand in one place - Know and follow district bus rules	- Walk - Keep body to yourself - Be aware of personal space	- Wait patiently - Be courteous

PLAYGROUND EXPECTATIONS

Students are expected to follow all PBIS expectations. In addition, students should:

- TK-2 Freeze when the bell rings. When the whistle is blown, students return equipment and walk to their line-up area.
- Students must follow all instructions of the playground supervisors and staff.

CONSEQUENCES

Students who do not meet behavior expectations at school may receive one of the following consequences:

- Alternative Recess
- Parent contact or conference
- Loss of privilege
- Other appropriate consequences determined by school staff

POSITIVE BEHAVIOR REWARDS

Some school wide positive rewards may include: Academic and Behavior Award Assemblies, Trimester Accelerated Reader Reward, Recess Reward yellow playground slips, Bear Bucks Store Bucks, Principal's Recess, Positive Postcard, Exceptional Attendance Certificate, and a Positive Office Referral.

PERSONAL PROPERTY

Students assume the responsibility for loss or damage to their personal clothing, equipment, books, and instruments. The school endeavors to protect all personal properties, but is not responsible for them. Large sums of money and articles of real or sentimental value should never be brought to school.

DRESS CODE

A student must dress appropriately and not distract from desired social/or academic growth. The following guidelines shall apply to all school activities:

- Shoes must be worn with toes and heels covered.
- Conceal undergarments and your midriff covered.
- Clothing, jewelry and personal items with words or pictures showing the use of drugs, alcohol or any other illegal student activity is not allowed.

The school reserves the right to require immediate change of clothing if deemed inappropriate by the school officials.

CIVILITY POLICY

Any individual who disrupts or threatens to disrupt District /School office / classroom operations; threatens the health and safety of students or staff; willfully causes property

damage; uses loud and/or offensive language which could provoke violent reaction; or who has otherwise established a continued pattern of unauthorized entry on school district property shall be directed to leave school or school district property. If any member of the public uses obscenities or speaks in a demanding, loud, insulting and/or demeaning manner, the employee to whom the remarks are directed shall calmly and politely admonish the speaker to communicate civilly. If the abusing party does not take corrective action, the District employee shall verbally notify the abusing party that the meeting, conference or telephone conversation is terminated and, if the meeting or conference is on District premises, the offending person shall be directed to leave.

BULLYING

Redlands Unified School District/ Kingsbury is committed to a work and educational environment in which all individuals are treated with respect and dignity. Each individual has the right to learn in an atmosphere free from bullying. If you feel your child is a victim of bullying please contact the teacher, counselor, or school administration immediately. There is also a bullying form available in the school office.

CELL PHONES/MESSAGING DEVICES

Cell phones and other messaging devices (smart watches) can become a major distraction and problem on school campuses. Children are discouraged from bringing cellphones/messaging devices to school. However, if you feel that your child must have one for the hours before or after school, the following rules will be strictly applied:

- The moment the student arrives at school phones/messaging devices must be turned off or silenced. They should remain in the student's backpacks.
- Students may not make or receive phone calls or texts while on campus. They are to come to the office to either use the school's phone or get permission from the teacher or administrator to use their phone.
- Students may not use the camera or video feature on their phone or smart watch when they are at school.
- Cell phones/messaging devices are brought to school at the student's risk. The school is not responsible for lost or stolen phones/devices, nor will staff assist in hunting down lost or stolen phones/devices.
- If any of the above rules are violated, phones/devices will be taken away and placed in the office. Phones/devices will be returned to parents only when they come to school to retrieve them. Phones/devices will not be returned to students.

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

INSTRUCTIONAL SUPPORT TEAM

If you feel that your child is struggling with academics, behavior, or socially, please contact your child's teacher with your concerns so that they may share with you the many resources that Kingsbury offers. At Kingsbury, we also have a Student Success Team (SST) that can help put a plan into place for your child if further interventions are needed.

SEXUAL HARASSMENT/DISCRIMINATION

Kingsbury does not tolerate Sexual Harassment/Discrimination of any kind. [RUSD's Board Policy 5145.3](#) and [5145.7](#) and [Administrative Regulation 5145.3](#) and [5145.7](#) support Kingsbury's efforts to prohibit sexual harassment on our campus. [RUSD's Non Discrimination Statement](#) supports Kingsbury's efforts to prohibit discrimination on our campus.