KIMBERLY ELEMENTARY SCHOOL

Parent/Scholar Handbook

301 W. South Avenue, Redlands, CA 92373
Phone: (909) 307-5540 Fax: (909) 307-2477

Welcome to the Kimberly community!

Office Staff:
Emily Elgan, Principal
Sandra Shuker, Office Manager
Norma DeLeon, Attendance Clerk
Denae Rose, Typist Clerk
Felicia Hallock, Health Technician

School Color: "Kimberly" (Royal) Blue

Bell Schedule, Tuesdays - Fridays

Transitional Kindergarten (TK) AM
7:45 a.m. - 11:06 a.m.: Instructional Day
9:00 a.m. - 9:15 a.m.: Morning Recess
10:36 a.m. - 11:06 a.m.: Lunch and Lunch Recess

Transitional Kindergarten (TK) PM
10:39 a.m. - 2:00 p.m.: Instructional Day
10:40 a.m. - 11:10 a.m.: Lunch and Lunch Recess
12:45 p.m. - 1:00 p.m.: Afternoon Recess

Kindergarten (K)
7:45 a.m. - 2:00 p.m.: Instructional Day
9:00 a.m. - 9:15 a.m.: Morning Recess
10:40 a.m. - 11:10 a.m.: Lunch and Lunch Recess
12:40 p.m. - 1:00 p.m.: Afternoon Recess

First, Second, and Third Grades
7:45 a.m. - 2:00 p.m.: Instructional Day
9:15 a.m. - 9:30 a.m.: Morning Recess
11:10 a.m. - 11:40 a.m.: Lunch and Lunch Recess
1:02 p.m. - 1:17 p.m.: Afternoon Recess

Fourth and Fifth Grades
7:45 a.m. - 2:00 p.m.: Instructional Day
9:30 a.m. - 9:45 a.m.: Morning Recess
11:45 a.m. - 12:15 p.m.: Lunch and Lunch Recess

Early Release Mondays and Minimum Days

Beginning this school year, every Monday will be a minimum day. Parent Conference week in November and the last day of school are also "minimum" days. On these days, all scholars - grades TK through 5 - attend from 7:45 a.m. to 12:15 p.m..

Bell Schedule, All Mondays and Minimum Days

7:45 a.m. - 12:15 p.m.: Instructional Day, ALL scholars
10:30 a.m. - 10:55 a.m.: TK and Kindergarten, Lunch and Lunch Recess
11:00 a.m. - 11:25 a.m.: First, Second, and Third Grades, Lunch and Lunch Recess
11:30 a.m. - 11:55 a.m.: Fourth and Fifth Grades, Lunch and Lunch Recess

Parent/Scholar Guidelines for Dropping Off and Picking Up

- Scholars coming to eat breakfast on campus may enter through the MPR gate beginning at 7:20 a.m..
- Gates 1 and 3 will be open for all scholars at 7:30 a.m..
- Bus Drop off is in front of the MPR.
- Tuesdays through Fridays, AM TK scholars are dropped off and picked up at Gate 1. PM TK scholars are dropped off at the MPR Gate and picked up at Gate 1.
- Please 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 park and walk up to the gate to pick up your children. Children will not cross in the middle of the street or between cars.

- When picking up your child from the office, a valid photo ID is required.
- Anyone signing your child out MUST be listed in Aeries under contacts.

Campus Safety

Our scholar's safety is of utmost priority!

- Kimberly uses a single entry point (the front office) during school hours.
- Administration walks the campus daily while completing a Safety Walk report.
- When gates are open, entry to campus is supervised by school staff.
- All classroom doors are locked during school hours unless there is a legitimate education purpose for a door to be unlocked.
- All personnel/visitors are required to sign into RAPTOR, our safety management system, upon entering campus.
- Kimberly is monitored by our district campus security team.

Safety Drills and Emergencies

Monthly safety drills are conducted in accordance with Kimberly Elementary and the Redlands Unified School District's safety plans to ensure that all scholars, staff, and campus volunteers thoroughly understand emergency protocols. To help us maintain a safe environment, please ensure that your child's information is fully updated in the Aeries Parent Portal; in the event of an emergency, only the individuals listed on the emergency card will be contacted.

While campus routine includes monthly fire drills, quarterly earthquake drills, and one major disaster drill per year, our protocols for actual emergencies are as follows: parents must proceed directly to the designated request area near the main office, and scholars will only be released to authorized individuals presenting a valid photo ID under the direct guidance of school administration and/or emergency personnel.

Use of Security Cameras

The Board of Trustees authorizes video surveillance on all District property and transportation vehicles to ensure the safety of students, staff, and visitors, while protecting facilities from theft and vandalism. Authorized staff have placed cameras in strategic locations across the District. Any footage capturing a violation of District policies, administrative regulations, or the law may be used as evidence in student disciplinary proceedings and, when appropriate, may be referred directly to local law enforcement.

Attendance and Tardies

In accordance with California State Law (Education Code 48260-48264) and the Governing Board of the Redlands Unified School District, school attendance is mandatory. The District is responsible for enforcing all attendance and punctuality policies. For an absence to be cleared, a parent or

guardian must call the office or send a note within 48 hours of the student's absence. According to the California Compulsory Attendance Law, absences are excusable for the following reasons only:

1. Illness (Please provide a medical note from provider.)
2. Quarantine directed by a county or city health officer
3. Having medical, dental, or vision services rendered (Please provide a medical note from provider.)
4. Attending funeral services of a member of the scholar's immediate family.
5. Scholar's attendance is required 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 meeting - held on a monthly basis - 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.

Scholars are responsible for completing any makeup work resulting from an absence.

Redlands Independent Study Education (RISE)

A Short Term Independent Study (RISE) contract may be approved for students who plan to miss between 1-15 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 seven 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 scholar is tardy if she/he arrives at school after the bell rings at 7:45 a.m.. Three (3) tardies exceeding thirty (30) minutes without a valid excuse will be counted as unexcused absence.

Early Outs

To sign a student out early for medical, dental, or other essential appointments, a parent or guardian must come to the school office and present valid identification to verify pickup authorization. Office personnel will then call the student to the office. To minimize disruptions to your child's education and the rest of the class, please avoid early pickups whenever possible and attempt to schedule appointments after school

hours. Please regularly review your child's emergency contacts in the Aeries Parent Portal, as any individual listed there who is 18 years of age or older is authorized to check your student out of school. Finally, if there is a custody agreement in place, please notify the school office immediately and provide a certified copy of the current court orders; without a court order on file, both parents are legally assumed to have equal rights.

Before School Supervision

Scholars may be dropped off at Kimberly beginning at 7:15 a.m. At this time, scholars may enter through the MPR Gate to eat breakfast. At 7:30 a.m., playground supervision begins on both the primary and upper grade playgrounds.

All gates close at 7:45 a.m. and will remain locked until the end of the school. Scholars arriving beyond 7:45 a.m. must enter through the office and will be marked tardy.

After School Procedure

For scholars utilizing **Walk-Up Gates 1 (corner of Myra and South) and 2 (South)**, all scholars must wait safely inside the gate until an adult walks up to pick them up; children are strictly prohibited from walking out to waiting vehicles on their own. Alternatively, **Drive-Up Gate 3 (Henrietta)** is designated as a drive-up-only zone. Scholars using this gate are only permitted to load into vehicles traveling south on Henrietta Street along the school perimeter. Scholars will not be allowed to cross the street or meet parents who are picking up on foot.

Please note that dismissal is at 2:00 p.m., and all scholars must be picked up by 2:10 p.m. If your child has permission to walk or bike home independently instead, you must complete and submit an authorization form, which is available in the front office.

Hallway Policy

Scholars who arrive late will be sent to class with a tardy pass. During the day, staff ensures scholars who require being outside of the classroom during instructional time are provided with a pass.

Health Office and First Aid

The health and safety of our scholars is our top priority. If an accident or illness happens during the school day, our staff will gladly administer basic first aid and reach out to you or your designated emergency contacts right away. Please keep in mind that because we do not have a registered nurse on campus, our staff can only provide immediate, temporary first aid. Ongoing medical treatment is the responsibility of parents and healthcare providers. If your child becomes too ill or injured to stay at school, we will need a parent or authorized emergency contact to pick them up as soon as possible.

To help us keep our entire school community healthy, we kindly ask that any injuries or illnesses that happen at home be cared for before coming to school. If your child is feeling under the weather, please keep them home to rest and recover. Thank

you so much for partnering with us to keep our campus safe, healthy, and happy!

Please note:

- Scholars must be fever free for 24 hours before returning to school.

If your child requires medication during the school day, please ensure the following procedures are met to help us keep all students safe:

- **Delivery and Handling:** A parent or guardian must deliver all medication directly to the health office. For safety reasons, students are not permitted to carry medication on themselves or in their backpacks.
- **Required Forms:** Both a parent/guardian and the student's physician must complete and sign a medication authorization form, which is available in the health office. This form grants permission for designated school staff to administer the specified medication.
- **Labeling:** Prescription medication must be provided in its original pharmacy bottle. The label must clearly display the child's name, the physician's name, the drug name, the expiration date, the correct dosage, and the specific time schedule for administration.
- **Storage and Responsibility:** All medications will be kept securely locked in the health office at all times. Please remind your child that they are responsible for reporting to the health office at their scheduled time to take their medication.

Parent Volunteers/Visitation

We truly value our volunteers at Kimberly Elementary! We are deeply grateful for our supportive community and warmly encourage parent involvement at our school. To help us ensure scholar safety and maintain a focused daily learning environment, please note the following guidelines:

- **Annual Application & Clearance:** All volunteers must be 18 years of age or older. A completed volunteer application is required each school year to help in classrooms, support PTA events occurring during the instructional day, and/or chaperone field trips. You can complete the digital application on our District website at www.redlandsusd.net/volunteer. Please note that a valid TB clearance must also be provided to the school. Additionally, fingerprint clearance through the Department of Justice is required for all volunteers. Your Live Scan fingerprinting will only need to be done once (not annually) and will remain valid for the remainder of your student's attendance at RUSD.
- **Campus Sign-In/Sign-Out:** For security reasons, all visitors and volunteers must check in at the front office using the Raptor system by presenting a valid photo ID. Volunteers additionally check out through the Raptor system in the front office before leaving. This essential safety precaution allows us to instantly identify and

locate everyone on campus in the event of an emergency.

- **Sibling Policy:** To protect valuable instructional time and minimize distractions in the classroom, siblings who are not currently enrolled as scholars at Kimberly Elementary are not permitted on campus during school hours.

Field Trips/Chaperones

Properly planned and supervised field trips are an invaluable part of our instructional program, providing scholars with off-campus educational experiences that directly connect to their curriculum. Because these trips are funded through the incredible hard work of our PTA and community contributions, we are able to offer these memorable learning opportunities each year.

To ensure a safe and smooth experience for everyone, please note the following requirements:

- **Parent Permission:** A signed permission slip from a parent or guardian is strictly required for any student to participate in an off-campus trip.
- **Volunteer Pre-Approval:** All parent volunteers and chaperones must be officially approved by the school board before volunteering with students. Because this clearance process requires a current TB test and takes time to process, your application must be fully completed and board-approved well in advance of the trip date. Volunteers will not be added the day of the field trip.
- **Chaperone Selection:** When planning a trip, teachers may invite parents to serve as chaperones to help supervise student groups. Because chaperoning carries significant safety responsibilities, the final selection of volunteers is at each teacher's discretion. Teachers will coordinate directly with selected chaperones to provide specific group guidelines.

School Site Council (SSC)

The School Site Council is a collaborative team composed of five parent volunteers, three teachers, one classified staff member, and the principal. Members represent their respective groups through an election process and serve a two-year term. The Council meets regularly throughout the school year to oversee the Single Plan for Student Achievement (SPSA) and to review school goals and budget allocations.

Library

Classes visit the school library on a regular schedule. To help ensure all scholars have access to our collection, borrowed library books must be returned or renewed by the following week. Students are responsible for the proper care of any books they check out. Please note that all library materials undergo standard District approval procedures. In the event that a book is lost or damaged, parents or guardians will be charged for the replacement cost.

Homework Policy

In alignment with Board policy, homework is assigned to reinforce skills that students have learned or are currently learning in class. We encourage you to please reach out to the teacher if you have any questions.

Breakfast and Lunch Program

Free breakfast and lunch are served daily to all students enrolled in the Redlands Unified School District through the CEP program, which qualifies every scholar for one free breakfast and one free lunch per day.

- **Before School Breakfast:** Served daily in the cafeteria from 7:15 a.m. to 7:45 a.m.
- **Second Chance Breakfast:** Offered during morning recess for any students who missed the before-school meal time.

Special Meal Program: Child Nutrition Services (CNS) is committed to providing safe, reasonable dietary accommodations for students navigating food allergies. Through our Special Meal Program (SMP), we offer allergen-friendly meals completely free of corn and the "Big 8" food allergens (egg, milk, wheat, soy, peanuts, tree nuts, fish, and shellfish).

To enroll your student in the SMP, the USDA requires all dietary modifications to be supported by an official medical professional. You can access and download the required "Medical Statement Form" via the link on our school website under the Child Nutrition tab.

Report Cards

Report cards are issued three times per school year, with the exception of TK and Kindergarten report cards, which are issued twice a year. All report cards can be accessed digitally through the Aeries Parent Portal.

To support scholar success, our teachers meet with every parent or guardian for an initial report card conference following the completion of the first trimester. Additional conferences may be scheduled throughout the year as needed, and parents are always welcome to request a meeting with their child's teacher at any time.

Change of Contact Information

For your child's safety, it is vital to keep all emergency contact information accurate and up to date. If you change your phone number, please log into the Aeries Parent Portal to update your records immediately. If the portal does not allow you to make the change, please notify the Attendance Office as soon as possible.

To ensure we can always reach you or an authorized adult, please observe the following requirements:

- **Contact Numbers:** Please provide at least two working phone numbers (such as home, work, mobile, or a trusted relative/neighbor).
- **Authorized Adults:** Only list adults who have a legal right and your explicit permission to pick up your child. Kimberly Elementary strictly enforces a policy that scholars will not be released to anyone not listed as an emergency contact without direct parental permission. All individuals picking up a student must be prepared to show valid photo identification.
- **Legal Documentation:** If there are specific custody arrangements or restrictions, a certified copy of the current court orders must be on file in the school office.

School Expectations

At Kimberly, we use Positive Behavior Intervention and Supports (PBIS) to create a safe, supportive environment for every student. Along with our school-wide behavior chart, students are expected to follow directions from all staff members and adhere to the Kimberly Dress Code.

We use a **progressive discipline model**, focusing first on positive corrections. Because consequences are tailored to individual situations and past behavior, two students might receive different outcomes for the same action. Additionally, administration may skip or adjust steps for more severe infractions.

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.

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
Respectful	• Show respect to others and property • Be kind	• Help/share with others • Be an active listener	• Follow campus monitor instructions • Be friendly and include others	• Give privacy to others	• Wait your turn to board and exit • Follow bus driver instruction
Responsible	• Go quietly and directly to your destination • Be a Peacebuilder • Use calm down steps and problem-solving skills • Help keep the campus clean	• Be on time and prepared to engage in learning • Practice a growth mindset • Use school technology responsibly	• Put equipment away • Stay in designated boundaries • Backpacks stay on hooks	• Keep it quick • Use bathroom facility appropriately: Go, flush, wash, and toss • Keep bathroom clean	• Let bus driver know if there is a problem • Sit in assigned seat and respect personal space • Keep food in backpack
Safe	• Walk indoors and in hallways • Keep hands and feet to self • Personal electronic devices stay in backpacks on campus	• Wash/sanitize your hands • Stay seated during lunch and assemblies	• Stand in line appropriately • Use playground equipment properly • Let campus monitor know right away if there is a problem	• Wash/sanitize hands after use	• Stay seated • Wear seatbelt if available

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

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 progressive discipline is to address the behavior in a continuous manner, if necessary. Other Means of Correction ("OMOC") may be be implemented prior to off campus suspension unless the nature or severity of the incident makes Other Means of Correction unfeasible. Other Means of Correction may include - but is not limited to - conflict mediation, a behavior contract, an alternate learning environment on-campus, a parent conference a 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.

Celebrating Success

We love recognizing students who are respectful, responsible, and safe!

- **Gold Paws:** Students can earn these from any staff member, anywhere on campus. Every Friday afternoon, we draw names for a chance to visit the office and spin the prize wheel!
- **More Rewards:** Students can also earn verbal praise, positive office referrals, extra recess, invitations to special events, and classroom treasure box prizes.

Monthly Awards Assemblies

Each month, teachers recognize students in every class who consistently exemplify our school values and demonstrate outstanding growth. We are proud to celebrate our monthly award recipients in four distinct categories:

Respectful Scholar *(1 per class, monthly)*

Awarded to students who value others, show kindness, and build a positive community.

- What it looks like: Active listening, inviting peers to join activities, using polite language, resolving conflicts calmly, and respecting personal space.

Responsible Scholar *(1 per class, monthly)*

Awarded to students who take ownership of their learning, actions, and environment.

- What it looks like: Starting tasks promptly, keeping workspaces organized, taking pride in classroom jobs, moving safely, and caring for school technology and tools.

Academic Scholar *(1 per class, monthly)*

Awarded to students who show dedication, curiosity, and continuous effort in their studies.

- What it looks like: Setting ambitious learning goals, engaging in class discussions, asking thoughtful questions, turning in high-quality work, and helping peers learn.

The Golden Cub Award *(1 per class, monthly)*

The Golden Cub Award is our highest monthly honor. It recognizes a student who seamlessly combines respect, responsibility, and academic dedication into their daily habits.

- The Ideal Role Model: Golden Cubs consistently do the right thing—even when no one is watching. They uplift the classroom community, demonstrate integrity, and balance a strong work ethic with a kind, inclusive heart.

High Climbing Cubs

We are proud to celebrate students who go above and beyond in their daily school habits through our High Climbing Cubs recognition! To earn this distinction, students must meet the following criteria each grading period:

- Academic Commitment: Consistently put forth effort by submitting at least 90% of all classwork and homework on time.
- Strong Attendance: Demonstrate excellent attendance with no more than one unexcused absence or two excused absences.
- Positive Behavior: Model outstanding character by maintaining a clear behavior record—meaning zero major administrative referrals and no more than two minor classroom or playground incidents.

Thank you for partnering with us at home to encourage these high-climbing habits!

Parent Communication

We value your input in helping us provide an optimal school experience for your child. If you have any questions of concerns, please address your child's teacher via ParentSquare. Our teachers will respond outside of providing instruction; your patience is appreciated! Additionally, the office staff is always more than wililing to answer any questions you may have.

Please note, all employees of RUSD can be reached via their school email address. The format for all Redlands USD staff emails is firstname_lastname@redlands.k12.ca.us. Employees will make every attempt to e-mail messages within 48 hours of receipt, Monday through Friday.

Minor and major infractions will be communicated through phone calls, emails, and written notification by the teacher or administrative staff.

Dress Code

The following guidelines shall apply to all school activities:

- Closed-toe shoes must be worn at all times, with toes and heels covered. Closed-toe sandals must have a strap on the back heel. Shoes with the capacity to roll must have the wheels removed.
- Undergarments should not be visible.
- Stomaches must be covered. Midriff tops or shirts that expose the stomach area will be permitted.
- Hats shall not be worn indoors.
- Clothing, jewelry, and/or 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.

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 acts of bullying, including those that transpire electronically with a nexxus to campus.

The Redlands USD Governing Board and Kimberly staff recognize the harmful effects of bullying on scholar well-being, scholar learning, and school attendance. The Redlands USD Governing Board and Kimberly staff desire to provide a safe school environment that protects scholars 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 scholar or school personnel, nor may any individual or group retaliate against a party or parties for filing a complaint or participating in the complaint resolution process.

Harassment or bullying of scholars and/or staff is an extremely serious violation. The District will not tolerate unlawful bullying and harassment on school grounds, while traveling to and from school or a school sponsored activity, or through the sending of 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 off campus, going to and coming from school, and/or through electronic means is highly encouraged to report the incident immediately to a teacher, counselor, administrator, or other adult personnel on campus. Scholars have an option of reporting the incident on the district's website under the Compliance Department.

Kimberly Elementary is a "bully-free school" and scholars 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. Scholars who ride the bus are expected to adhere to all school rules when being transported to and from campus. Scholars who violate the rules may be issued a referral from the bus driver. If a scholar receives a bus referral, the privilege may be removed. Serious violations may also result in disciplinary measures, including but not limited to bus and/or off-campus suspension. All school rules apply at the bus stops and on the bus.

The following rules will ensure each child's safety.

1. Be courteous and follow all directions.
2. Sit where the driver directs you to sit and remain seated, facing forward, at all times.
3. Keep all body parts inside the bus.
4. No food, drink, or animals (includin, but not limited to, 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 and RUSD website. Parents are invited to attend school wide events and to participate on parent committees, such as the Parent Teacher Association (PTA)! Information - including calendared activities - provided by our PTA can be found online at https://www.kimberlypta.org/home.

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 ahead of time. Treats are to be dropped off in the office; the office will arrange to have them delivered to the classroom. Please note that birthday cakes, candles, balloons, and/or gifts will not be delivered to classrooms.

Cell Phones/Electronic Devices

Scholarss are discouraged from bringing cell phones and/or other electronic devices, including but not linited to smart watches and electronic games, to school. Should a scholar bring a cell phone, smart watch, and/or other electronic device to school, it must remain off and put away in a backpack while on campus. While on campus, cell phones, smart watches, and/or any other electronic device are not be used for any purpose (outgoing/incoming calls, text-messaging, calculating, picture taking, etc.). Devices may be confiscated by staff and parents will be contacted to pick them up in the office. 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. Any person, other than the pupil, willfully in violation shall can be found guilty of a misdemeanor. Any pupil in violation shall be subject to appropriate disciplinary action.

Personal Property

All toys and or other items without an academically aligned, legitimate instructional purpose - as deemed by school staff - is recommended to be left at home. The school, nor the District, will be held liable for any missing items. Additionally, school staff reserve the right to confiscate any items they feel have no legitimate educational purpose; parents will be notified to pick these items up in the office.

Any items left behind, including but not limited to, sweatshirts, jackets, lunchboxes, and/or water bottles will placed in the lost and found area in the back of the MPR. At the end of each semester, unclaimed items are donated to local organizations. Scholars assume the responsibility for loss or damage to their personal clothing, equipment, books, electronics, and instruments. We highly recommend that all clothing and related items are labeled with a name for easy identification.

Additionally, please note that large sums of money and articles of real and/or sentimental value should never be brought to school.

Again, while the school and District strive to protect all personal property, neither is not responsible for them in the event there is an issue.

Late Lunch Drop Off

In an effort to not interrupt instruction and learning, scholars will not called to the office to retrieve lunches dropped off after the instructional day has begun. Lunches brought in late to the office will be delivered at the availability of office staff. While we attempt to ensure that children receive their lunches prior to their designated lunch time, we cannot always guarantee timely delivery. All scholars have the option to eat

a school lunch at no cost, and will be offered a meal in the event that they do not have a lunch. Nutritional information for families is available online at https://redlandsmedleystation.org/.

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.

Please inform your child and the office of any changes to school arrangements. We refrain 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

We extended our deepest thanks to you for reviewing these important practices and procedures. At Kimberly, we take pride in operating a safe and secure learning environment, and your partnership makes all the difference. We're looking forward to a positive and productive year!

Connect!

Engage with RUSD and Kimberly through our many platforms!

- School Website: https://www.redlandsusd.net/Kimberly
- District Website: https://www.redlandsusd.net/
- School Instagram: @kimberlyrusd
- District Instagram: @redlandsusd

Together, we're better!