

KIMBER HILLS

ACADEMY

OPEN MINDS



A CHRISTIAN SCHOOL

***Student-Parent Handbook
Elementary School
Kindergarten through 5th Grade
2012/2013***

Welcome to Kimber Hills Academy,

The purpose of this handbook is to inform all of our school families of the policies and procedures used in the operations of Kimber Hills Academy. Please read this entire handbook so that you are familiar with the information contained within. Your student will be held to the standards of conduct and academic performance described. Also, most of the questions you may have about who we are and what we stand for are answered. If you have such questions that are not answered in the handbook, please feel free to speak to us about them.

KHA Administration

Administration

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HISTORY

Kimber Hills Academy is an integral ministry of Fremont Community Church. The church was started in 1973 as an outreach effort by Redwood Chapel Community Church in Castro Valley. After meeting for several years at Mission San Jose High School, the church purchased its current facility from Kimber Farms and started meeting here in 1979. In 1980, the church began a Preschool with a total of 7 students. By September 1980, the Preschool had 74 students and grades K-6 began operation. In the two years that followed, grades 7 and 8 were added. In June 2011, Kimber Hills Academy and Kimber Hills Preschool were adopted as the schools' new names.

MISSION STATEMENT

Kimber Hills Academy, a Christ-centered ministry of Fremont Community Church, is dedicated to academic excellence and quality instruction while recognizing the God-given uniqueness of each child. A professional, caring staff is committed to developing partnerships with parents, and nurturing each child spiritually, academically, socially, emotionally and physically.

PHILOSOPHY OF EDUCATION

Introducing New Technologies. Our leadership and faculty incorporate consumer and business technologies into the everyday learning environment so that students can continuously utilize and master the commonplace tools and breakthrough innovations reshaping their world.

Working as a Community. Working together as part of a collaborative, school-wide community, our expert, caring faculty devote themselves every day to engaging, understanding, nurturing, motivating, and growing each student.

Facilitating Interactive Learning. Our faculty immerse students into the lessons of the day, transforming classroom learning into an interactive experience where the seeds to love, compassion, creativity and confidence are planted every single day into every one of our students.

Applying Discipline. Our faculty is consistent and unbiased in applying firm but constructive discipline to all students of every grade level in order to maintain a safe, open-minded and bully-free learning environment.

Reaching Students Through Educational Therapy. Our onsite team of educational therapists works closely with individual students and their families to identify and address select learning challenges so that each student may reach their individual, God-given potential.

BELIEFS

Understanding that God is the source of all truth and that the Bible is the foundation of this truth, we believe that:

- Parents are responsible, before God, for the education of their child; this is best accomplished through the coordinated efforts of the school, the home, and the church. *Deuteronomy 6:5-9, Proverbs 1:7-9, Proverbs 22:6*
- As Christian role models, teachers will serve as an extension of the home in authority and discipline, encouraging respect as essential to the learning environment. *Thessalonians 5:12-13, Ephesians 6:1-4, Proverbs 3:11-12, 1 Peter 2:17, Leviticus 19:3, Hebrews 12:11*
- Each child will be given an opportunity to respond to Jesus Christ as personal Savior. *Mark 12:30, John 3:16-17*
- Each child can and should develop Christian character traits that positively influence their family, school and community. *Colossians 3:12-17, John 13:34-35, Philipians 2:3-8*
- Each child's unique intelligence (natural aptitude) will be honored in order to reach their God-given potential. *Jeremiah 9:23-24, Psalm 139:13-16, Luke 2:52*
- Each child should be encouraged to understand that learning is a life-long process. *Proverbs 4:7, Psalm 1:1-3*
- Each child will be provided a safe and secure environment in which to learn and grow. *Luke 17:1-2, John 13:34-35*

DOCTRINAL DIFFERENCES

Even though we have many varying backgrounds represented in our student body and have staff members with varying Christian denominational backgrounds, we have experienced great unity at Kimber Hills Academy. We have endeavored to place Jesus Christ, as revealed in the teachings of the Bible, at the center of everything we do. Kimber Hills Academy is an integral part of the

ministry of Fremont Community Church, and as such, adheres to the church's Statement of Faith. We do not compromise on the central doctrines of the Christian faith as expressed in the Bible.

When doctrinal issues within the Christian faith are raised at school that are subject to varying interpretations we will refer the student to their home and their local church for teaching and guidance. Kimber Hills Academy reserves the right to distinguish itself doctrinally and theologically as an evangelical, orthodox Christian ministry.

STATEMENT OF NON-DISCRIMINATION

Kimber Hills Academy accepts students of any race, color, national and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. It does not racially discriminate in the administration of its educational policies, admissions policies, scholarship programs, athletic, and other school-administered programs.

PARENT AGREEMENT

Enrollment of children in Kimber Hills Academy is a privilege, not a right. Parents must understand that continued enrollment and reenrollment of their children is dependent on their support of the school, its staff, and its policies.

KIMBER HILLS ACADEMY FACULTY

Kimber Hills Academy faculty and staff are committed to provide our students an education experience that will "open their mind and let loose their imagination...", with a "strong and well-rounded academic foundation, a first-hand knowledge of contemporary technology and disciplined approach to learning..."

We are committed to proactive communication to form a partnership with parents. "Parents are our best partners in the successful education of their children, and while we respect that there are many personal and professional demands on a parent's time, we will continually and proactively communicate with our parents to collaborate on their student's challenges and delight in their student's triumphs."

"As a Christian school, God is made present in our classrooms, our hallways, and our schoolyard so that students of all religious backgrounds might benefit from learning and living Christian values."

ACADEMICS

REPORT CARDS

Report Cards will be issued three times per year at the end of each grading period. Report cards and Terra Nova Achievement Test results will be mailed in June when financial accounts have been cleared.

PARENT-TEACHER CONFERENCES

In order to enhance parent-teacher communication and mutual understanding of student progress, two parent-teacher conferences will be offered during the year. We strongly urge both parents to attend. School will be on a modified schedule for these conferences.

HOMEWORK

The academic nature of the curriculum demands much from students during the day. Work that is not finished in class will be taken home to be completed. In lower elementary grades most of the work will be done during class time with little homework being assigned. In the upper elementary grades, more work (especially projects) will be done at home. The following minimum homework times apply to average students:

Grades K - 2	15 to 30 minutes per night
Grades 3 - 5	30 to 50 minutes per night

Specific details regarding homework for each class will be available from the teacher at Back-to-School Night.

Students are expected to complete the assignments given. Parents are to share in this responsibility by checking for assignments and to see that they are completed. While parents are to be involved in the homework process, they must be careful to make sure that the work is done by the student, so that it is the student who takes the ultimate responsibility. Students not completing homework assignments on time will have their grades lowered significantly. Parents are also asked to insist that students bring home papers (tests, assignments, projects, etc.) for them to see. Parents will be expected to sign and return all tests receiving a grade of D or below.

Here are some suggested ways that parents can help their student with homework:

- Make sure that the student has an organized and complete method of recording assignments.
- Provide the student with a quiet, secluded place of study which should also have proper lighting, ventilation, heat, etc.

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- Distractions such as the television and radio should be turned off, and telephone calls should be limited.
- Regular study times should be scheduled and adhered to as much as possible and regular breaks should be incorporated into the study time.
- The student should have access to all the necessary tools and materials for work such as paper, pen or pencil, ruler, books, crayons, and other helps.
- Check from time to time to see how much and what kind of work is being done. Showing this interest can be a help and encouragement to your child. If there is a problem, pray about it together and underscore the spiritual dimension of that part of their life.
- Emphasize learning, individual development, and effort - not marks or grades.

PARENT-TEACHER COMMUNICATION

Teachers will send out “weekly previews” for their grade level, so that parents can monitor academic activities, deadlines, upcoming events, announcements, sign ups, etc. These should be read carefully and regularly, kept for future reference and/or posted prominently somewhere in the home for easy reference.

TEACHER BLOGS – WORDPRESS

Each teacher will have a classroom blog which can be accessed by parents. When a new posting has been created, parents will be alerted via email to log onto the site to view the blog. We will be using the blog to communicate information on class projects, activities, deadlines for assignments, field trips and general information about our class, as well as all school events. It’s important that parents become familiar with their teacher’s blog and how to access it. Sensitive information will be password protected and teachers will be giving out passwords and instructions for these types of blogs. Sensitive information will include dates and times of arrival and departure of field trips, photographs of our students, etc. If there are any questions regarding the how to use the blog please contact your student’s teacher.

Other correspondence with parents would include notes, comments on graded assignments, email communication and telephone calls. The most efficient way to contact a teacher is through email.

SCHOOL NEWSLETTER

Each week the school office will send out the Weekly Howl online notifying parents of any important school wide information. Please go online regularly and read the information. **Parents are responsible for the information contained in the Weekly Howl.** Please update your email address with the school office as needed.

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GRADING

Students are evaluated on the basis on their academic achievement and also their effort in their school work. It is understood that individual teachers may use different objective and subjective criteria in evaluating a student's performance, but the following grading scale applies to all students:

<u>Kindergarten – 1st grade</u>		<u>2nd – 5th grade</u>			
E	=	95 - 100	A	=	90 - 100
S+	=	85 - 94	B	=	80 - 89
S	=	75 - 84	C	=	70 - 79
S-	=	70 - 74	D	=	60 - 69
N	=	69 and below	F	=	59 and below
P	=	progressing			

A student's grades will be evaluated by teachers. Students whose grades are low will be placed on academic probation indicating a change is needed.

GRADELINK

Gradelink is an online grade book that our teachers will use for tracking and recording assignments grades and attendance. Each class/homeroom has their own Gradelink page. This important tool will give you information on your student's grades, status of assignments, homework, etc. and we encourage parents to log on to Gradelink on a regular basis. It is a secured site that will display information only on your student. Parents will receive passwords and instructions on how to log onto Gradelink. As the school year progresses, grades will be recorded for your information. If there are any questions, parents can contact the teacher.

STANDARDS FOR WRITTEN WORK

All written assignments will exhibit neatness and clarity and will reflect the student's own work and own words (not plagiarized). Teachers may establish additional rules and standards for school work. Students will learn skills that will develop their writing. These skills will be taught, modeled and practiced in the classroom. Independent work and homework outside of the classroom should reflect these writing standards.

MAKE-UP WORK

When a student has an excused absence, it is the responsibility of the student and parents to obtain the books and assignments in order to be ready to participate on the day that they return to school. Work that is late due to illness may be turned in without penalty. One day grace will be given for each day absent. Vacations taken by families during the school year are unexcused absences and all work must be turned in upon return.

Major projects and/or presentation material must be turned in on the given due date, regardless of the student's absence from the classroom. Materials must be brought in by a friend or family member in order for the student to receive full credit.

STUDENT RECOGNITION

The individual development of each child is emphasized at Kimber Hills Academy. Special recognition will be given to students not only in areas of academic achievement and character development, but also to those students who demonstrate a pattern of consistent effort in their school work. Periodically, these students will be recognized for their accomplishments.

ACHIEVEMENT TESTS

Nationally standardized achievement tests are given to grades K - 8 in the spring. The test results will be mailed to each family in June and will also be included in the student's individual cumulative record file. The purpose of the tests is to give another measure of progress and growth for the year. The tests are only an indication of progress and should be interpreted with care, as many variables often affect the test results.

GRADE PLACEMENT AND PROMOTION

Parents will be notified whenever concerns exist with a child's academic progress. The school administration reserves the right to place students at the appropriate grade level depending on their academic achievement. We will conference with parents when a student is unable to handle the work at the assigned grade level. It is required that students perform at the minimum standard of achievement to progress to the next grade.

If a student does not perform at these minimum standards, parents, teacher, and administration will conference to consider alternatives (retention, tutoring, assessment, etc.). Each student's situation will be individually reviewed and all variables will be considered.

EDUCATIONAL NEEDS

While our staff is committed to doing its best to meet the educational needs of all students, sometimes children show they have need of special learning assistance. When this becomes evident, administration believes it is imperative that parents participate with the teacher in assessing the degree of need with a child. Kimber Hills Academy has adopted the following policy as guidelines for addressing the student with educational needs:

- A teacher or parent recognizes that special learning needs may exist with the child.
- Parent, teacher and administration identify and discuss the specific concerns. A plan is devised to assist the child with teacher and parent involvement.

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- Teacher, parent and administration will monitor the progress of the child over a set period of time, and meet to discuss findings.
- If the teacher, parent, and administration cannot reach conclusive findings, the school will call upon the parent to enlist public or private professional assessment.
- Data from these assessments shall be shared with the teacher and administration. This information is critical in assisting the teacher in developing program accommodations to meet the child's needs.

Our onsite team of educational therapists works closely with individual students and their families to identify and address select learning challenges so that each student may reach their individual, God-given potential.

Children may qualify for special resource programs offered through our school. Such students are encouraged to make use of these programs whenever possible.

If the administration deems professional evaluation necessary, it is imperative that parents procure an evaluation within a designated time frame in order to keep the student enrolled at Kimber Hills Academy.

ACCREDITATION AND AFFILIATION

Kimber Hills Academy is a member of the Association of Christian Schools International (ACSI) which is the world's largest community of Christ-centered education. ACSI provides many benefits from cutting-edge curriculum to on-demand professional development and school accreditation. We are excited to be a member of this premier educational association.

TEXTBOOKS

All textbooks and workbooks are furnished by the school as part of the registration fee charged to all students. It is necessary for each 2nd – 4th grade student to secure his/her own copy of the New International Version of the Bible. Students may keep their workbooks, but all textbooks must be returned at the end of the year in the best possible condition. This includes textbooks on CD-Rom. Textbooks must have book covers at all times. Students are expected to pay the replacement cost for any lost or damaged textbook.

CHRISTIAN VALUES

As a Christian school, God is made present in our classrooms, our hallways, and in our schoolyard so that students of all religious backgrounds might benefit from learning and living Christian values.

BIBLE INSTRUCTION

Bible instruction is an integral part of our instructional curriculum. The study of God's Word is designed to meet the varying needs, interests, and abilities of our students. A graded Bible curriculum introduces students to Bible characters and events, Bible geography, the life of Jesus and His disciples, and Christian values. Additionally, Bible memory verses and Christian character traits will also be included. These tools will enable students to learn to apply God's Word in their daily lives. Scripture memorization helps students develop discipline in studying God's Word and fulfills the command to "hide the Word of God in our hearts."

CHRISTIAN CHARACTER TRAITS

One unique emphasis of Kimber Hills Academy is the study of Character Traits. Christian character traits are emphasized in each classroom. Real life opportunities exist throughout the school day for students to exercise and test the traits they are learning.

CHAPEL

Chapels will be held each week to provide spiritual enrichment for students. These chapels will be designed to provide positive and meaningful experiences for students. All students must participate in these activities and parents are invited to attend as their schedule permits.

CLASSROOM DEVOTIONS

Morning devotions set the pace for the learning experience at Kimber Hills Academy. Worship through prayer and praise, Bible study, and time for sharing are an essential part of our Christian training program.

PRAYER

Students learn and are encouraged to share their needs with others and to pray for such needs in a group setting. Times of prayer are observed throughout the day. Students learn that prayer is a natural communication with God that can be initiated at any time.

CHURCH ATTENDANCE

While church attendance is not required for admission to Kimber Hills Academy, it certainly is encouraged. For a child to receive a complete education, he/she needs the support of not just the home and school, but also the church. School families are urged to make church attendance a priority each week. Families are welcome to attend Fremont Community Church, of which Kimber Hills Academy is a ministry. We would urge you to attend a church that is evangelical and preaches the Word of God.

SCHOOL ACTIVITIES

FIELD TRIPS

Learning by experience, doing, seeing, feeling, and touching, makes a lasting impression. For these reasons, our students will be taking various field trips during the year as arranged by individual teachers. Notification of each field trip will be sent home with the student several days prior to the trip. Field trip notification and permission slips must be signed with fees attached by the next day or deadline stated. If notification and/or fees are not returned within the timeframes needed, your child will not be allowed to attend the field trip. If your child is unable to attend the field trip an alternate course of study may be arranged, to be supervised by the parent at home. Participation in field trips is a privilege, not a right. A child may be denied the opportunity to participate in a field trip by administration discretion.

SACRAMENTO TRIP – 4th Grade

Each year the fourth grade class travels with their teachers to Sacramento as part of their study of California. This trip takes place at the end of May and the fee for this trip is additional. An informational meeting will be held for all 4th grade parents regarding the trip.

MUSIC LESSONS

Band may be offered during the year at the discretion and coordination of the administration.

COMPETITIONS

Our students have the opportunity to be a part of one or all of the following ACSI (Association of Christian Schools International) Northern California district competitions:

Speech Meet - Grades 1st to 8th

Each spring the ACSI sponsors speech meets in the Bay Area. Individual classes have their own speech meets to determine which students participate in the district competitions.

Spelling Bee - Grades 1st to 8th

Students compete in classroom spell downs. The winners go on to district level meets. ACSI has state and national spelling bees for those who win at the district level in the fifth through eighth grade category.

Math Olympics - Grades 3rd to 8th

Students compete in two categories (reasoning and computation) to represent their grade level in a series of timed tests.

Science and Arts

Kimber Hills Academy will host a science fair or arts fair in winter to showcase student created projects and presentations. These will reflect classroom instructions and individual or classroom products, projects and programs.

SOCIALS

During the year the students will enjoy class parties and other activities that might be planned. The school desires to promote family unity and will provide opportunities for families to be involved together throughout the year.

BIRTHDAYS

A student's birthday may be celebrated by the class. A parent desiring to bring refreshments should make arrangements with the teacher well in advance of the date. Invitations to birthday parties must be given to the teacher to distribute.

CAMPUS WORK DAYS

Campus Work Days are planned from 9:00 a.m. to 12:00 p.m. on certain Saturdays during the school year. Working together in this way will enable us to hold down our tuition costs. This is an ideal way to earn Parents in Education credits (Please see "PIE" in the Parent Participation Section).

STUDENT STANDARDS

DRESS CODE

Kimber Hills Academy dress code standards follow the Biblical principles taught in I Timothy 4:12 – we are encouraged to be "examples" in all aspects of our lives, speech, faith and purity. Kimber Hills Academy has a designated uniform dress code to encourage living out this Biblical principle. It is the Administration's prerogative to take action as needed in any situation when students' dress compliance is in question.

Boys

- Hair is to be conservative, no longer than collar length, clean and well groomed. Hats are not to be worn indoors. Dyed hair is not permitted.
- Buttoned down oxford style shirts, polo shirts or turtlenecks in white or navy blue shall be worn. Buttoned down or pullover sweaters are permitted in navy blue as well as well-fitting navy blue sweatshirts. Only uniform navy blue sweaters, plain navy blue sweatshirts, navy blue fleece sweatshirts, KHA logo sweatshirts, or spirit wear sweatshirts are allowed in the classroom (no Disney, Nike, sports logos, etc.).
- Shirts must be tucked in at all times.

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- Pants shall fit and be the right size (no baggy/sagging pants) in either navy blue, khaki or black. The only shorts permitted on campus are uniform shorts in navy blue or khaki. Pants that have belt loops must be worn with a belt. No holes in the knees.

Girls

- Hair is to be conservative, clean and well groomed. Hats or scarves are not to be worn indoors. Hair dying is not permitted.
- Uniform apparel must be clean, neat and modest. Immodest clothing that is tight or revealing will not be permitted. Navy blue, khaki or uniform plaid design skirts, jumpers or skorts can be worn. Leggings (no spandex) are acceptable only under jumpers and skirts.
- Skirt and jumper lengths can be no higher than 4" above the floor when in a kneeling position.
- Uniform long pants can be worn in black, navy blue or khaki. Pants that have belt loops must be worn with a belt. Shorts can be worn in either navy blue or khaki.
- Only polo shirts, buttoned style shirts or turtlenecks shall be worn in navy blue or white. Lace trimmed blouses are not uniform attire. Buttoned down or pullover sweaters are permitted in navy blue as well as well-fitting navy blue sweatshirts. Only uniform navy blue sweaters, plain navy blue sweatshirts, navy blue fleece sweatshirts, KHA logo sweatshirts, or spirit wear sweatshirts are allowed in the classroom (no Disney, Nike, sports logos, etc.).
- Shirts must be tucked in at all times.
- Appropriate footwear must be worn at all times. For safety reasons, students are not allowed to wear open toed shoes, sandals, or high heels. It is recommended for safety precautions that socks are worn at all times.

FRIDAY AND NON-UNIFORM DRESS CODE

- Students can wear shirts, blouses, skirts, pants and shorts of modest style and length.
- No sandals or open-toed shoes
- No tank tops or spaghetti straps
- No bare midriffs
- No tight or form fitting pants
- No baggy styles or sweatpants
- Appropriate decals/designs or logos other than KHA are acceptable.
- Hats may not be worn indoors at any time; however, hats with appropriate decals/designs may be worn outdoors.

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- Jeans and capris are acceptable as long as they conform to the above listed guidelines.

JACKETS

All outdoor jackets are acceptable with the exception of inappropriate emblems, phrases or endorsements. Jackets are not to be oversized nor shall they be worn in the classroom.

P.E. ATTIRE

Regular school clothes and shoes are worn during P.E. Girls should wear shorts under their jumpers and skirts. Uniform shorts or pants are suggested on P.E. days. It is recommended that athletic shoes be worn for P.E. Appropriate apparel is to be consistent with the school's philosophy and purpose. Kimber Hills Academy Administration will make final interpretations of appropriate attire to ensure consistency with Biblical and school philosophy.

DRESS CODE ENFORCEMENT

Families at Kimber Hills Academy have placed considerable time and finances into meeting the dress code requirements of the school. The school will actively encourage our students to contribute to the educational climate by being in appropriate dress at all times. While the majority of students are routinely in step with the dress code, at times some are not. To maintain consistency in regards to the dress code being honored, the following procedure has been established and will be followed by the school staff throughout the school year:

Kindergarten through 3rd grade - All teachers will keep a record of dress code infractions for each student. If a student is out of dress code, the following procedures will be followed:

- First two infractions - a note will be sent home addressing the area of concern for the parent to remedy.
- Third and future infractions - student will be sent to the office, parent called and proper clothing brought to school so the student may change and return to class.

4th & 5th Grade - All teachers will keep a record of dress infractions for each student. If a student is out of dress code, the following procedures will be followed:

- First infraction - students will receive one verbal admonition.
- Second and future infractions - student will be sent to the office, parent called and proper clothing brought to school so the student may change and return to class.

Final determination regarding interpretation of the dress code rests with the school administration.

TOYS AT SCHOOL

The only toys that may be brought to school are those that are going to be used as part of a designated classroom activity. These toys are to remain in backpacks at all other times. Other toys brought to school can be confiscated and the privilege of bringing any toy to school rescinded.

STUDENT CONDUCT STANDARDS

Our faculty is consistent and unbiased in applying firm but constructive discipline to all students of every grade level in order to maintain a safe, open-minded and bully-free learning environment.

PHILOSOPHY

The word discipline often produces a negative connotation, but actually it is a positive word that includes the following concepts:

- Discipline or instruction
- Character development
- Training which corrects, molds, strengthens, and perfects
- Consequences
- Control gained by enforcing obedience and order

For moral and spiritual development to be effective, the home, church, and school must be united in their disciplinary outlook and methods. In addition to these concepts, the disciplinary philosophy of Kimber Hills Academy is built upon the following precepts:

- The God-given responsibility and authority to discipline children lies with the parents. The teacher stands in “loco parentis” or in cooperation with the parents. The teacher’s authority, however, never replaces that of the parents. *Ephesians 6:1-4*
- Love is to be at the heart of all discipline. *Proverbs 3:11-12*
- The goal of all our discipline is for all to follow Jesus Christ’s example in our daily lives. *Colossians 1:27b, 28*
- No form of corporal punishment will be used.

SCHOOL RULES

The school has established a few rules for the purpose of self-discipline and order. While certain class rules and procedures may vary slightly, the following apply to all students and will be consistently enforced:

1. Respect people and property:
 - Respect and obey adults at all times.
 - Treat others as you wish to be treated - consider others better than yourself.
 - Care for personal and school property.
2. Speak kindly and truthfully to one another.
3. Use hushed voices in the halls and act orderly in classrooms.
4. Do not chew gum.
5. Be accountable:
 - Use a hall pass indoors.
 - Attend EDC before or after school.
 - Stay supervised.

DISCIPLINARY PROCEDURES K-3rd GRADES

Any and all of the following behaviors will result in a referral to the Director of Student Affairs/Principal:

- Classroom misbehavior that has gone beyond normal classroom intervention by the teacher or misbehavior which continues
- Disrespect to an adult (in or out of the classroom)
- Continual harassment of another student, or fighting
- Bullying
- Inappropriate language
- Defacement or damage to property
- Stealing

The consequence for a referral to the Director of Student Affairs/Principal will be a call home and any disciplinary action deemed appropriate.

The consequence for two referrals to the Director of Student Affairs/Principal in one trimester will be **Probation**.

Probation - puts the student on notice that change is needed in areas such as attitude, behavior, or academic progress. A student on probation may not participate in school extra-curricular activities, such as sports and music programs, school-wide celebrations (assemblies, parties, etc.) and field trips.

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The consequence for three referrals to the Director of Student Affairs/Principal in one trimester will be **Suspension**.

Suspension - is considered a strong form of discipline and will be served at home. Any student with more than two suspensions in an academic year may be expelled. In cases of extreme or continued misbehavior the administration may automatically suspend any student. Examples of such behavior include, but are not limited to: fighting, harassment and/or bullying of any kind, disobedience, offensive language, vandalism and theft.

The consequence for more than three referrals to the Director of Student Affairs/Principal in one trimester will be **Extended Suspension to Expulsion**.

Expulsion – a student who does not comply with our school rules continuously will not be tolerated, and will be expelled. Allowing a student with this pattern of behavior, affects not only their own well-being, but the safety and well-being of all of our students and staff. Events that require immediate expulsion will include, but are not limited to possession and/or use of illegal drugs, alcohol, weapons; making a violent threat (mentioning the use of a weapon) toward another student or a faculty/staff member; concurring or egregious violation of school policies.

DISCIPLINARY PROCEDURES 4th & 5th GRADE

- First and Second Infraction: 15 minute recess time-out consequence
- Third Infraction: 30 minute lunch time-out consequence
- Fourth Infraction: 30 minute lunch time-out consequence and parent conference
- Fifth Infraction: 60 minute after school consequence. These consequences are served on Tuesday afternoons, from 3:20 p.m. to 4:20 p.m. Any absence from this will be considered a cut unless approval has been given by the Department Head no later than the Friday prior to the date to be served.

Infractions are accumulated weekly. All students begin each week having no infractions on their record. All infractions accumulated during a given week are cleared on the last day of each week. However, fifth infraction after-school sessions are recorded (see consequences leading to a suspension).

Consistent first and second infractions will warrant a lunchtime work detail and a possibility of losing privileges such as parties, field trips, and band.

The following is a list of infractions leading to a consequence:

- Disrespectful actions or words towards another student
- Bullying
- Disruptive (noise)
- Ignoring of class rules

- Out of seat without permission
- Throwing an object
- Unkind words
- Dress-code violation
- Inappropriate language – crude (minor infraction) – does not include swearing
- Distracting another student while teacher is instructing
- Passing notes during class

Any and all of the following will result in an immediate consequence:

- Repetitive teasing, disrespectful actions towards another student
- Bullying
- Encouraging another student to do inappropriate actions
- Continual harassment of another student, or fighting
- Disrespectful attitude toward a teacher, support staff, EDC worker, or yard duty
- Inappropriate language (swearing-first time offense)
- Inappropriate touch
- Stealing
- Lying
- Cheating
- Gum

Consequences leading toward suspension and expulsion:

- An accumulation of three after-school sessions within a twelve-week period will result in an immediate one-day suspension.
- Five after-school sessions will result in a one-week suspension and is an accumulation for the entire academic year (loss of all field trip privileges and may not participate in school extra-curricular activities).
- Seven after-school sessions will result in immediate expulsion

SUSPENSION

Suspension is considered a strong form of discipline and will be served at home on the date determined by the administration. All work for the day suspended will be counted as “zero” and may not be made up. Schoolwork missed will not be greater than three percent (3%) of the total trimester grade. Any student with more than two suspensions in an academic year will be expelled. In cases of extreme or continued misbehavior, the administration may automatically suspend any student. Examples of such behavior include, but are not limited to: verbal, racial, or sexual harassment, fighting, bullying, repetitive offensive language, vandalism, and theft.

EXPULSION

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A student who does not comply with our school rules continuously will not be tolerated, and will be expelled. Allowing a student with this pattern of behavior, affects not only their own well-being, but the safety and well-being of all of our students and staff. Events that require immediate expulsion will include, but are not limited to possession and/or use of illegal drugs, alcohol, weapons; making a violent threat (mentioning the use of a weapon) toward another student or a faculty/staff member; concurring or egregious violation of school policies.

CLASS RULES

All classes will have their own set of rules which will be posted in class with the expectation that all students will abide by such rules.

COMPUTER USE DISCIPLINE

- It is a violation to insert or to try to load any software or device onto the KHA system and will result in the loss of computer privileges for the remainder of the school year.
- Access to inappropriate computer sites, programs, etc. will result in loss of all computer use privileges and possible suspension.
- Any damage caused by abusive choices or actions to computer systems will result in the billing of parents of students for necessary repairs.

PARENT PARTICIPATION

PHILOSOPHY

Kimber Hills Academy is committed to the Biblical philosophy that God has established the home as the primary educational institution (Deuteronomy 6:4-10). We believe that parents are our best partners in the successful education of their children, and while we respect the many personal and professional demands on a parent's time, we will continually and proactively communicate with our parents to collaborate on their student's challenges, and delight in their student's triumphs. This partnership is forged as parents become involved in all aspects of a student's education, including academics, discipline, participation in school activities and meetings. Additional partnering activities will appear periodically in the school's online communication, the Weekly Howl.

COMMUNICATION

Parents have agreed to faithfully support the school through their prayers and positive attitudes and in keeping with *Matthew 18:15*, parents will provide good report by sharing any complaints and negative comments only with the people involved. Unresolved issues will be dealt with through the school's chain-of-command – the classroom teacher; if no resolution; the department head; if no resolution, the principal. Enrollment in Kimber Hills Academy is a privilege, and not a right. Continued enrollment and re-enrollment of their student is dependent

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on their adherence to Parental Agreement, support of the school, its staff and policies.

SCHOOL VISITS

The school welcomes and encourages parents to visit the classrooms during school hours. In order that we may coordinate visits with classroom instruction, please contact the office to make the necessary arrangements and check-in at the school office before visiting the classroom.

PARENT VOLUNTEERS

Each year teachers will look to families for support in a variety of ways. Parents are given an opportunity to commit to specific tasks including classroom helper, field trip driver, art helper, etc. Parents with a special talent or desire to assist are encouraged to communicate that desire to their child's teacher. Opportunities to help outside the classroom are available as well, such as special events and office help.

PARENTS IN EDUCATION (PIE) PROGRAM

In an effort to promote parent involvement and to help hold down the cost of education, a tuition credit will be given to families for volunteering in the school. Tuition credit will be given for hours volunteered at \$10 per hour for up to 10 hours for the 1st child and 3 hours for each additional child. Credit will be given on the June billing of tuition. Parents are strongly encouraged to participate early in the year and not wait until May to fulfill this requirement. The third Friday in

May will be the last day to record PIE hours for the school year. Any field trips taken after that date may be recorded ahead of time and initialed by the teacher. Parents are to record their PIE hours worked in the PIE Binders kept in the school lobby.

PIE RECORDING GUIDELINES

We like to provide opportunities to volunteer through the PIE program in many different areas and at different times. Please read the Weekly Howl for opportunities to participate throughout the year. In order to keep the PIE binders accurate and up to date, we ask that you record your PIE hours at the time you volunteer.

In the interest of fairness to all students, parents, and teachers, it has been established the maximum allowable PIE hours for field trips is five (5) hours total per day of field trip. The fourth grade trip to Sacramento being a two-day field trip would qualify for 10 total PIE hours (Family participation specific to the 8th grade Washington D.C. field trip is part of a separate program, and therefore is not eligible for PIE hours). This helps ensure that other areas in need of volunteers are supported as well.

OFFICE

OFFICE HOURS

The Ministry Support Center is open Monday through Friday from 8:00 a.m. to 5:00 p.m.

OFFICE PROCEDURES

Students are only permitted in the office for specific school business. Students must conduct themselves in an orderly fashion in the office area. Patience, politeness, and a soft voice will help our secretaries take care of your business in the best way possible.

CONTACTING STUDENTS DURING SCHOOL HOURS

The school telephone is for business purposes. In the event of an emergency, messages for students may be left with the school office. Forgotten items such as lunches, books, or papers that are brought to school may be left in the office. Notification will be sent to the student that these things are to be picked up.

USE OF SCHOOL TELEPHONE

The telephone in the office is not to be used by students except in the event of an emergency. Forgetting to bring books, assignments, or projects is not considered an emergency. Students may not use the school telephone to call their parents to receive permission to go home with another student. Student's cell phones are not to be used on campus at any time during regular school hours.

CHANGE OF ADDRESS

Please notify the office immediately if your home address, telephone number, or email address changes at any time during the year. Please make sure that all information on your emergency form, especially your work phone numbers, are updated any time a change is made.

FINANCES

TUITION

- Twelve Month EFT (Electronic Fund Transfer) plan, starting July 2012 and ending June 2013 using FACTS Tuition Management. Please refer to the FACTS registration form for more information.
- Prepaid Annual Tuition Plan – A **3% discount** will be given for full payments made no later than July 5, 2012, at 5:00 p.m. In the event of early withdrawal, the first two months' tuition will not be refunded, and all refunds will be prorated based on the annual tuition paid.

Should a student enroll after the first day of school, tuition will be prorated from the first date of attendance. Parents must enroll in FACTS Tuition Management at time of enrollment. Students enrolling between the 1st and 15th of the month

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will pay full tuition for the month, students who enroll between the 16th and the 31st of the month will pay one-half month's tuition.

MISSED PAYMENTS AND RETURNED CHECK POLICY

In case of unexpected financial crisis, please contact the KHA Finance Office as soon as possible so that we can facilitate an alternate payment plan and help you avoid additional fees.

- Twelve Month Accounts will be assessed a \$30.00 returned payment fee by FACTS for each failed EFT payment attempt.
- Returned Checks for Miscellaneous Fees: Accounts will be charged a \$25.00 service fee for all returned checks.
- Parents whose tuition or Extended Day Care (EDC) fees become more than 30 days in arrears will not be allowed to send their children to school until tuition and EDC fees are brought current or arrangements to pay are made through the KHA Finance Office.

REFUND POLICY

Official withdrawal must be made by completing a withdrawal form in the office and will be prorated based on the date of withdrawal and annual tuition rate. Withdrawal from the 1st to the 15th of the month equals one-half month's refund. Withdrawal from the 16th to the 31st receives no refund for that month. One-half month's tuition will be charged if there is not a two-week notice given when a student withdraws. The first two months are non-refundable. Application and registration fees will not be refunded. There are no refunds for absences.

EXTENDED DAY CARE (EDC)

This is a service offered to parents who must bring their children to school before 8:00 a.m., and/or parents who cannot pick their children up by dismissal time. Forms must be filled out and returned with payment to the Finance office.

Students who use EDC during parent/teacher conferences after 3:30 p.m. will be charged \$25 if they have not already signed up for EDC Options.

LUNCH, MILK & JUICE CARDS

Students may bring a bag lunch to school or purchase a hot lunch through **Nob Hill Catering, Inc.** Lunches are ordered two months in advance by email or by mail. The cost is **\$4.50 per lunch and includes a drink.** If ordering by email you will be given a log-in password by which to place your order. Lunch orders will not be processed through the school. You will need to contact Nob Hill Catering directly at (650) 596-8008. Milk/Juice cards may be purchased from our school website www.KimberHills.org or at the school office. The school would appreciate your assistance in making sure that your student has a well balanced and nutritious lunch. Food with a high nutritional value will not increase

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a child's intelligence, but there is a definite relationship between what a student eats and the student's classroom behavior and performance. A nutritious breakfast and a good night's sleep are also essential for maximum classroom performance. Milk/juice or lunch cards that are unused at the end of the school year will not be refunded.

Lunch cards support the 8th grade class pizza fundraiser and may be purchased from our school website www.KimberHills.org or at the school office. An extra slice of pizza is \$1.00. The pizza fundraiser occurs every Friday in place of the Nob Hill Catering lunches.

DONATIONS

It is Kimber Hills Academy's desire to maintain the highest quality educational program at the lowest possible tuition. This can only be accomplished as interested parents and other friends of the school provide assistance in our operating and capital equipment costs through gifts and donations. All donations are gratefully received and wisely used, and are deductible for income tax purposes. If you have a contribution in money or a gift to the school, please contact the principal.

ATTENDANCE

SCHOOL HOURS

K-5th grade students should be in line at 8:20 a.m. and will be taken to class by 8:25 a.m.

Dismissal times are as follows:

- Half Day Kindergarten: 11:30 a.m. - pick up location will be the Kindergarten playground entrance.

Additional fees will be charged for Half Day Kindergarteners not picked up by 11:30 a.m.

- Kindergarten, 1st grade: 2:50 p.m. (Wednesday – 1:50 p.m.)
- 2nd – 5th grades: 3:00 p.m. (Wednesday – 2:00 p.m.)

Students not picked up by 3:25 p.m. (2:25 p.m. on Wednesdays) will be taken to EDC.

Minimum Day Dismissal times:

- Kindergarten, 1st grade: 11:50 a.m.

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- 2nd – 5th grades: 12 noon

Please note that there are several minimum days during the school year when no Extended Day Care (EDC) is provided. Additional fees will be charged for students not picked up by 12:15 p.m. on these designated minimum days.

If there is more than one dismissal time to consider for pickup, please plan accordingly. It is recommended that cars arrive at the designated time and no earlier.

Students arriving late to school or returning to school from an appointment must stop at the school office to sign in and get a hall pass.

TARDIES

Promptness and responsibility are character traits taught consistently, for which students are held accountable. Since the school seeks to support the home in the development of the student, we depend on the parent to demonstrate consistency and control of their children in this area.

Any K-5th grade student who arrives after 8:25 a.m. will be considered tardy.

If a student is tardy (the gate is locked), he/she must get a tardy slip from the school office and proceed directly to class. Tardy Kindergarten students must obtain a tardy slip at the school office and then must be accompanied to class by an adult.

The following Tardy policy is based on the number of tardies per trimester.

- 3 tardies - Parents are notified by the teacher, and office referral is put in the student file
- 5 tardies - Parent/Teacher Conference, and documentation summarizing the conference will be placed in the student file
- 7 tardies - Parent/Student /Director of Student Affairs/Principal conference (Students will attend at the discretion of the Director of Student Affairs/Principal); documentation summarizing the conference will be placed in the student file
- 9 tardies - Result in a one-day suspension which is considered an absence; and will also result in a 1% grade reduction; notation on report card and documentation will be placed in student file

Excused tardies will only be granted to students who bring a signed doctor's note upon arrival to the school office, or if the school has been notified no less than a day prior of a student's late arrival. Excused tardies should be rare and exceptions to students' attendance. When possible, please try to avoid making any type of appointments during school hours.

This Tardy Policy will be strictly enforced.

ABSENCES

Regular school attendance is required by law and is very important for proper educational development. The education code of the State of California makes provision for absence from school for illness, family bereavement, and accidents. Kimber Hills Academy agrees that these are good guidelines to follow and will excuse absences for the same reasons. The parents and student must accept the responsibility to obtain and complete all make-up assignments. Zeros are given for any work missed and not made-up, which will adversely affect a student's grade. If it appears a student will miss more than one day, parents are responsible for contacting the teacher for any work that can be made up. Parents may request homework and assignments if the student is absent for more than one day. Family vacations and extended time away from school should be avoided. These absences are regarded as unexcused. Teachers are not expected to provide homework in advance due to absences.

CAMPUS SECURITY

When coming on campus, parents are asked to obtain a Visitor's Badge and wear it where it is visible.

Parents are asked not to wait in the halls before or after school. If you wish to meet with a teacher please call or email for an appointment. Please refrain from approaching teachers in the hallway.

If you wish to pick up a child earlier than the normal dismissal time, please sign in at the front desk.

CLOSED CAMPUS/TRUANCY

Kimber Hills Academy has a closed campus which means that students are not permitted to leave the school on their own. Leaving the school grounds without permission will be treated as truancy and will result in automatic suspension.

STUDENT SIGN-OUT

If it is absolutely necessary for a student to leave school for dental or doctor appointments, etc., the parents should send a note with the child in the morning alerting the teacher that the student is leaving. The parent must come to the office and sign the student out before the student may leave school. Students who return to school after leaving early must also be signed back in.

The student is responsible for completing all missed work within a time period determined by the teacher.

WITHDRAWALS

When withdrawal is necessary, parents must submit a Withdrawal Form to the school office. Two weeks notice must be given (please see Refund Policy, page

25). Forms are available in the school office. When the official withdrawal form has been submitted, cumulative records will be released to the new school.

Withdrawal after April 30th requires full tuition payment of both May and June.

SCHOOL CALENDAR

Each year the school establishes a school calendar that includes the important events, holidays, and report card dates for that school year. Each family will receive a copy of this calendar at the beginning of the school year.

TRANSPORTATION

TRAFFIC SAFETY/CAR LINE

On a daily basis our whole student body arrives and departs by automobile. In order to safely facilitate passage for vehicles and students, KHA uses the parking lot, facing Mission Blvd., as an organized “car line.” Specific information concerning the car line will be available at Back to School Night, but the following printed guidelines are strictly enforced:

- Between the hours of 8:00-8:30 a.m. and 2:30-3:30 p.m. (1:30-2:30 p.m. on Wednesdays) all traffic north of the Mission Boulevard entrance is ONE WAY traveling northbound. U-turns are not permitted in the parking lot.
- K-5th grade students should be picked up between 2:50-3:10 p.m. 6th-8th grade students should be picked up between 3:05-3:20 p.m.
- ADVANCE your vehicle to the front of the car line before letting out or picking up your children.
- Adults and/or Safety Patrol members will assist your child in traveling safely between your vehicle and the sidewalk.
- Carefully check for oncoming cars before pulling into the exit lane.
- NEVER abandon your vehicle in the car line. Summon an adult/attendant for assistance.
- Always observe the 5 MPH speed limit.

Please exercise extreme caution in car line at all times. All children not picked up by 3:25 p.m. (2:25 p.m. on Wednesdays) will be escorted to EDC. For safety reasons please do not ask your child to wait for you in any area other than the designated student waiting area in front of the school.

PARKING

Parking spaces are at a premium at KHA. Parking is always available in the North parking lot. You are also welcome to use any open spaces near the Mission entrance and South of the Mission entrance. **Absolutely no parking near the office building at the south end of our lot.** Between the hours of 8:00-9:00 a.m. and 1:30-3:30 p.m. parking is not permitted in the spaces in front of the building (you are welcome to park in these spaces at other hours).

CARPOOLS

Transportation to and from school is to be provided by the parents, and carpools may be a practical tool to consider. Please note that should your child be part of a carpool, KHA staff will release your child only to those persons who are authorized by the parents and clearly noted on the student's Emergency Authorization Cards. Authorized individuals must be prepared to show valid photo identification. Last minute transportation changes are greatly discouraged and should be made only in an emergency.

- Families who share in the driving responsibilities should also share in the costs. Parents who do not participate by driving should share the financial costs.
- Carpool changes should be made before the student comes to school. Parents should not call the school to tell their student to ride with someone else unless absolutely necessary. When sending someone who may be a stranger to pick up your student, please send a note with that person or call the office.
- Students who are to go home with someone other than those people who are authorized to pick them up on their emergency cards must bring a note alerting their teacher and the school office of such changes. Please be prepared to show valid photo identification. Last minute transportation changes cannot be made in the parking lot after school.
- The California Highway Patrol says that when transporting students to and from school, the total number of passengers is not to exceed the rating number of the vehicle. In other words, a six passenger car can carry a maximum of six people and no more. The maximum number of passengers is nine, including the driver. Transporting more than nine in a school carpool subjects you to rigid school bus requirements. Drivers must carry liability insurance. Students must wear a seat belt at all times.

BICYCLES

A bicycle rack is provided in the lunch area for students who ride their bicycles to school. Those bringing bicycles to school must provide their own means of securing their bicycle. The school cannot be responsible for theft or vandalism. For safety reasons, students must walk their bicycles while on campus. All students must wear a helmet while riding to and from school.

FIELD TRIP TRANSPORTATION

Field trips and other special events away from the campus require transportation help from parents. Our greatest concern is the safety of students. Every possible precaution will be taken to ensure safety.

To qualify as a field trip driver, the following requirements must be met:

- A copy of your current California Driver License must be on file in the office.
- Bodily Injury Liability insurance coverage must be at a minimum level of \$100,000 per person and \$300,000 per accident. A current copy of your insurance policy must be on file in the school office. The copy of your policy must show the dates that the policy is in effect and the bodily injury liability amount.
- Seatbelts must be provided for each student in the vehicle and they must be worn at all times. **Children under 60 pounds or under six years of age must have an appropriate car or booster seat provided by the parent. (VC 2760.5A)**
- **Insurance and safety regulations state that cell phones are not to be used while driving. As a driver for Kimber Hills Academy we ask that you not use your cell phone while driving students on field trips.**
- **All vehicles used to transport students must be inspected for proper tires, mirrors and safety equipment (seatbelts) prior to departure.**

PARTICIPATING PARENT GUIDELINES

Parents must remain with the group at all times. Never leave the group for any reason, without first consulting the teacher in charge, and then only with your own child.

Parents are never to be using a cell phone while driving except in the event of an emergency.

FINGERPRINTING (May be required under the following guidelines)

- All employees, and any volunteers that have regular, ongoing contact with children and youth in small groups, counseling situations, camps, or overnights (such as Washington D.C., Outdoor Education Camp, Sacramento trip) are required to have national criminal background checks, done via fingerprinting, and reference checks. Signed release forms and completed reference checks are to be kept on file in Human Resources.

- Church volunteers must have been involved with Fremont Community Church for six months before consideration for any position involving contact with minors in situations described above. School volunteers must have been involved with Fremont Community Church or Kimber Hills Academy for six months before consideration for any position involving contact with minors in situations described above.

HEALTH

IMMUNIZATIONS AND PHYSICAL EXAMS

The State of California requires that all students entering school be properly immunized. This is usually taken care of when a student enters Kindergarten. Parents whose first grader did not attend Kindergarten should check to see that these requirements are met. The law also states that students must have a physical exam sometime in the 18 months before they enter first grade.

POLICY ON ILLNESS

Kimber Hills Academy maintains a well-equipped Health Office. The school secretaries are available to assist your child should they need help.

Parent Contact

Be assured that we will contact you if your child has an injury that cannot be treated with a bandage or ice; has bumped their head and we suspect even minor head injury; has a temperature of 99.8°F or greater (we use Kaiser's standard of a fever for a child); or has persistent abdominal pain, vomiting or diarrhea, or for any condition that we, as parents, would appreciate notification.

Communicable Diseases

Diseases such as measles, mumps, whooping cough, chicken pox, pneumonia, pink eye, pin worms, ringworm, head lice, scabies, impetigo, scarlet fever and strep throat are considered contagious. When your child has a disease that is considered contagious, please notify the school immediately so we can notify the parents of the students that have been exposed. Your child will need written consent from a physician before returning to school.

Keep Your Child Home

In order for students and staff to remain healthy, you will need to keep your child home if they have any of the following conditions: a runny nose where the mucus is thick and green, severe congestion that causes the child to have difficulty breathing, eyes that are draining or inflamed, an unexplained rash, vomiting, diarrhea or a fever. Keep your child home for 24 hours after he or she has recovered from any of the above symptoms.

Emergency Transportation

In the event of a student incurring a life threatening emergency, the school personnel will make every attempt to provide medical attention as soon as possible and make contact with the parent/guardian. The parent is responsible for related medical expenses, including ambulance service if necessary.

MEDICATION

The most appropriate person to administer medication to a child is the parent. This is best accomplished at home. If, however, it is absolutely necessary for medication (prescription or over-the-counter) to be administered at school, Education Code 49423 states that one of the following procedures must be followed: The parent may bring the medication to school and administer it personally to their child, or the parent may authorize the school staff to administer the medication, when a written statement from the child's physician is obtained by the parent and given to the school.

All medication must be in the original labeled container, with the student's name clearly marked on it and must be brought to the school office by the parent. To authorize the school staff to administer medication to your child please complete your portion and have your child's physician complete their portion of the Authorization for Medication to be given at School form, which may be obtained in the school office.

EMERGENCY INFORMATION FORM

All students must have current emergency information on file in the office so that the school can reach the parents in the event of an emergency. This information is to be filled out at the beginning of each school year on the Emergency Information Form. If your child is allergic to bee stings, pollen, or a specific food please note this on the Emergency Information Form also. All prescribed ongoing medication taken by the child, should be listed, including the name of the medication, frequency and dosage. This includes medication administered at home prior to the beginning of the school day. This information is important in case of emergencies for medical personnel treating your child. Please notify the office immediately if there are any changes to the information on the Emergency Form. It is imperative that this information be kept current, please remember to notify the office immediately when any of the information changes.

NUTRITION BREAK

Students are encouraged to bring a mid-morning snack and take advantage of a "Nutrition Break" that is provided at recess time. Students may eat fruit, nuts, crackers or vegetables at this time. Please do not send chips, candy, cookies, or other sweets.

MISCELLANEOUS

LOST AND FOUND

All Lost and Found articles that are not claimed by the end of the month will be given to charity. To prevent loss, all personal belongings should be well labeled with the student's name. Please make it a goal to visit the Lost and Found as soon as you realize an item is missing.

SCHOOL PICTURES

School pictures are taken each year in the fall and the spring. Parents will be notified of the exact dates, and they will have the opportunity to select a picture package that meets their needs.

EMERGENCY DRILLS

Fire and earthquake drills are conducted at regular intervals as required by law. When such a drill is being held, it is essential that students promptly leave the building by pre-designated routes. If you are on campus when an alarm sounds, please follow the teacher's lead and evacuate the building promptly. Students are not permitted to talk during fire drills and will remain outside with their teacher until a signal is given to return to class.

EMERGENCY KITS

Catastrophic events in the State of California have prompted the KHA administration to take seriously its role in providing a safe, prepared environment in case of an emergency. All students are provided a three-day survival kit of food, water and other essentials. These kits are stored in accessible containers and will be used in case of an emergency.

SOLICITATION

No sales or fund raising projects are permitted without authorization from the Administration. No tickets, merchandise, or candy may be sold or given away on campus without permission. Any advertisements must also be approved by the Administration.

EXTENDED DAY CARE (EDC)

EDC is a courtesy service offered to parents who must bring children to school before 8:00 a.m. and/or who cannot pick them up by 3:25 p.m. (2:25 p.m. on Wednesdays). Students arriving before school starts or staying after school will be sent to EDC and the appropriate fees will be charged. Picture I.D. will be requested when picking up your child. The administration reserves the right to deny this service to any family generally on grounds of student misbehavior and/or violation of program guidelines. During the hours of EDC, elementary students (grades K-5th) may only gather with other elementary students and not those of Middle School age (grades 6th-8th).

