



Student Handbook

2026-2027

2026-2027 PARENT/STUDENT HANDBOOK

WELCOME TO KIRKWOOD ELEMENTARY SCHOOL

2049 Kirkwood Rd, Corning, CA 96021

We hope the information in this handbook will provide you with information about our school, and what is expected of our students. Included is information about our staff, school calendar, rules, activities, and office procedures. Annual notifications for parents/guardians required by the State of California are provided in a separate booklet and an electronic signature is required when you update registration in Aeries. Please sign and return the enclosed form acknowledging receipt of this handbook and return it to your classroom teacher..

Please feel free to contact the school, if you have any questions. Our telephone number is 824-7773. Our website is www.kirkwoodschoolca.org.

Sincerely,

Kirkwood School Staff



The State of California, Department of Education (CDE), and the Kirkwood Elementary School District are committed to ensuring equal, fair, and meaningful access to employment and education services. The District does not discriminate in any employment practice, education program, or educational activity on the basis and/or association with a person or group with one or more of these actual or perceived characteristics of age, ancestry, color, disability, ethnicity, gender, gender identity or expression, genetic information, marital status, medical condition, national origin, political affiliation, pregnancy and related conditions, race, religion, retaliation, sex (including sexual harassment), sexual orientation, Vietnam Era Veterans' status, or any other basis prohibited by California state and federal nondiscrimination laws respectively, and provides equal access to the Boy Scouts and other designated youth groups. The Title IX officer is charged with overseeing, leading, and directing the District's efforts to meet the legal obligations set forth in state and federal civil rights laws, and regulations in District employment and delivery of education services. Inquiries regarding nondiscrimination and civil rights should be directed to the Title IX Officer: Tammi Jensen, 2049 Kirkwood Road, Corning, CA 96021, 530-824-7773

KIRKWOOD ELEMENTARY SCHOOL

Purpose Statement:

The Kirkwood Family is dedicated to providing every student with access to academic, social, emotional, and physical education in a safe, supportive environment. We empower students to become accountable, engaged learners who build respectful relationships, demonstrate excellence through hard work and kindness. Kirkwood students will grow into confident, productive citizens equipped to contribute positively to society.

Schoolwide Values:

Responsibility

Taking action and understanding the impact of our choices

Respect

Seeing value in all people and things and treating them with care

Integrity

Doing the right thing when nobody's watching

Safety

To be aware of self, other, and surroundings

Excellence

Going above and beyond normal expectations

***Go
Bobcats!***



Staff

Superintendent/Principal
Business Manager
Secretary
TK/Kindergarten
1st-2nd Grade Teacher
3rd- 4th Grade Teacher
5th – 6th Grade Teacher
7th - 8th Grade Teacher
PE Teacher
Paraprofessional
Paraprofessional
Paraprofessional
Paraprofessional
Paraprofessional
Kitchen/Paraprofessional
Supervision
After School Program Coordinator
Maintenance/Custodian

Wendy Wilson
Heidi Powell
Maggie Hagan
Whitney Urmann
Anna Crane
Samantha Higgins
Linda Smith
Mariah Kingwell
Calvin Stahl
Libby Garrett
Hilary Wakeford
Angie Tishner
Aracely Banuelos
Erika Sanchez
Michaela Lubben
Beth Barker
Cristina Zavala
Greg Brown

School Board

President
Clerk
Member
Member
Member

Kelley Moneymaker Lamson
Kaity Lamb
Rachel Derington
Emily Brooks
Ryan Lamson

School Hours

School begins at 8:15 a.m. Students **may not** arrive on campus before 7:45 a.m.

TK- is dismissed at 1:00pm
Kindergarten - is dismissed at 2:30 p.m.
1st - 8th Grades are dismissed at 2:47 p.m.
All students are dismissed at 12:30 p.m. on Mondays and Minimum Days,

Parents are expected to be on time for drop off and pick up. If you have an emergency and are running late, please call the school office.

Students who remain on campus more than 15 minutes after dismissal and who are not registered for the after school program, on three separate occasions, will receive a notice that a parent conference must be scheduled with the Superintendent to discuss the policy and possible solutions to the problem.

After school, students are to leave the campus unless they are enrolled in the after school program or are under the supervision of an athletic coach. Students may not return to the campus until 5:00 p.m. when the after school program ends.

Students on an inter-district agreement risk revocation of the agreement for failure to adhere to the policy.

Attendance

Absences, tardiness, and signing your child out of class early have a big impact on student success. Attending school regularly and on time creates a foundation that will carry on into high school and beyond. Please take your child's attendance seriously and make sure your child attends school every day unless he/she is sick or there is an emergency.

A note, phone call, e-mail or Remind message is required each time/day your child is absent. If you don't report the reason for your student's absence, that absence is "unverified". Unverified absences are UNEXCUSED absences. **If your child is tardy, he must report to the office before going to class.**

Excused Absences: No pupil will have his/her grade reduced or suffer a loss of academic credit on account of an excused absence when missed assignments

and tests that can reasonably be provided are satisfactorily completed within a reasonable period of time. An excused absence is defined in Education Code section 48205 as an absence:

1. Due to his or her illness.
2. Due to quarantine under the direction of a county or city health officer.
3. For the purpose of having medical, dental, optometric, or chiropractic service rendered.
4. For the purpose of attending the funeral services of a member of his or her immediate family as defined in the Education Code, so long as the absence is not more than one day if the service is conducted in California, and not more than three days if the service is conducted outside California.
5. For justifiable personal reasons, including, but not limited to, an appearance in court, observance of a holiday or ceremony of his or her religion, attendance at religious retreats or attendance at an employment conference, when the pupil's absence has been requested in writing by the parent or guardian and approved by the administrator or a designated representative pursuant to uniform standards established by the governing board.
6. Students in 7th and 8th grade may be excused from school to obtain confidential medical services without the consent of the student's parent/guardian. (Ed Code 46010.1)

Truancy: Upon a pupil's initial classification as a truant, parent/guardian will be notified that the pupil is truant and that parents/guardians are obligated to have students attend school and any failure to meet this obligation may subject parent/guardian to criminal prosecution. Education Code § 48260.5.

Truancy is defined as 3 or more unexcused absences, which also includes unexcused tardies of more than 30 minutes.

Independent Study

While in class attendance is best for student learning, we recognize that students sometimes need to be absent. Students that need to miss in-person instruction may opt to complete Independent Study and obtain full attendance for up to no more than 14 days in a school year. There is no minimum number of days to be eligible for Independent Study. You must complete an Independent Study

Agreement Form and complete assigned work to receive attendance credit. Work should be submitted within 3 days of returning to school.

Meal Policy

All students are eligible for free breakfast and lunch regardless of income levels. **If your child is going to be late for school and needs to order lunch, you must call the school by 9:00 a.m. to place the order;** otherwise, you need to send a sack lunch with your child. **We are unable to warm up students' home lunches.**

Head Lice

At Kirkwood Elementary, we understand that head lice can happen to any child. Head lice are a common childhood issue and are not a sign of poor hygiene or cleanliness. While they can be frustrating, they do not spread disease. Our goal is to support families while minimizing missed instructional time and protecting every student's privacy.

If Head Lice Are Found

- If a student is found to have live, adult head lice during the school day, they will be allowed to remain in class until the end of the school day.
- Parents/guardians will be contacted and provided with information about effective treatment. Families are encouraged to begin treatment as soon as possible and to check all household members for lice.
- Students should return to school the following day after treatment.

Returning to School

- When the student returns, a designated staff member will check for live, adult head lice.
- Students who are free of live, adult lice may return to class.
- If live lice are still present, school staff will work with the family to discuss additional treatment options and provide resources if needed.

Ongoing Cases

If a student experiences repeated head lice infestations, the school may partner with the family and appropriate support agencies to identify additional resources and strategies to help resolve the issue.

Communication with Families

If several cases occur within a classroom or school, the principal may notify families and provide information about how to check for and treat head lice at home.

Respecting Student Privacy

Student privacy is always protected. Information about a student's head lice diagnosis will be shared only with staff who need to know in order to support the student's health and well-being.

Child Abuse: When a teacher, administrator, or other employee in the district observes or reasonably suspects that a student has been physically, mentally, or sexually abused, that person is required by California Law to immediately file a report with Child Protective Services (CPS). A follow-up written report must also be filed within 36 hours. The name of the person required to file that report shall be confidential.

Parking Lot Safety: When picking up your child, please pull all the way forward in the parking lot. The curb is marked red and your vehicle may be towed or you may be cited, if the vehicle is left unattended. When you must exit your vehicle, please park in a parking lot stall. This will help provide a safe situation as students arrive and are dismissed from school. Please respect our families that are arriving to pick up our kindergarten students at their 2:30 dismissal time by not arriving at the parking lot prior to 2:37.

Release of Children: All parents must check in with the school office and sign a form when picking up a child early. Students will not be allowed to go home with anyone that is not on the child's emergency card unless the parent/guardian sends a note or calls the school to give permission. Please keep emergency-contact information up-to-date. Late or early pick-up of 30 minutes or more will show on student attendance records.

Custody Issues: Custody issues must be handled by the courts. Kirkwood School has no legal jurisdiction to refuse a biological parent access to his/her child and/or school records. The only exception is when signed restraining orders or proper divorce papers, specifically stating visitation limitations, are on file in the school office. We ask that parents make every attempt to not involve the school in custody matters.

Accidents at School: Kirkwood School has student accident insurance. This insurance will pay a portion of medical, hospital, and dental expenses that are a result of injury at school or on field trips for children with no other insurance coverage. For parents who have insurance for their children, this will be considered a secondary coverage.

Emergency Medical Care: All pupils must have an emergency information card filled out and signed by the parent/guardian at the beginning of the school year. If your child is ill or injured during regular school hours and, requires reasonable medical treatment and if you cannot be reached, the school district, county office or the administrator cannot be held liable for reasonable treatment of your ill or injured child without your prior consent, unless you have previously filed a written objection to any medical treatment other than first aid. (Education Code §§ 49407; 49408)

Pupil Safety: A parent has the right to have a safe and supportive learning environment for his/her child. Education Code § 51101(a)(7). Parents may review the School Safety Policy which is located in the school office.

Parent Conduct:

Disruption in a Public School or Public School Meeting: Any person who willfully disturbs any public school or any public school meeting is guilty of a misdemeanor, and shall be punished by a fine of not more than five hundred dollars (\$500). EC 32210

Damage to School Property

Kirkwood School reserves the right to charge a fee (not to exceed \$10,000) when a student “willfully” cuts, defaces, or otherwise injures any real or personal property belonging to the District, or personal property of a school employee.

Lost Books/Vandalism: Students are responsible for school books issued to or borrowed by them. If they lose books or damage them, they and their parents are responsible for reimbursing the school for replacement costs. Students who owe money for lost books will not receive report cards or diplomas until their obligation is met. Parents are responsible under state law for up to \$10,500 for vandalism committed by their children. When vandalism occurs, students and their parents are expected to meet their obligation to cover the cost of repair or replacement.

Student Assessment/Standardized Testing and Reporting

The California Assessment of Student Performance and Progress (CASPP) is administered to all students in grades 3 through 8 each spring. California Code of Regulations, Title 5, Section 852 permits a parent or guardian to submit to the school annually a written request to excuse his/her child from any or all parts of any test provided pursuant to Education Code Section 60640 for the school year. If a parent or guardian submits an exemption request after testing has begun, any test(s) completed before the request is submitted will be scored and the results reported to the parent/guardian and will be included in the student’s records.

KIRKWOOD ELEMENTARY SCHOOL

POLICY FOR BULLYING PREVENTION

Board Policy 5131.2

Bullying Prevention

Kirkwood Elementary School District is committed to providing a safe, respectful, and welcoming learning environment where every student feels valued and supported. Our Board Policy on bullying and harassment is included in the **Annual Parent Notifications Booklet**.

As part of our commitment to prevention, students participate in regular **Character Strong** lessons that teach kindness, empathy, respect, inclusion, conflict

resolution, and how to safely report concerns. Students are encouraged to be upstanders by speaking up when they witness someone being treated unfairly.

What Is Bullying?

Not all mean or aggressive behavior is considered bullying. Bullying has **three key characteristics**, and **all three must be present**:

- **Harm:** The behavior causes physical, emotional, or social harm.
- **Power Imbalance:** One person has more physical, social, or emotional power than the other.
- **Repeated Behavior:** The behavior happens repeatedly over time.

Bullying may include:

- Physical aggression
- Verbal harassment or threats
- Social exclusion or manipulation
- Cyberbullying (whether it occurs on or off campus when it impacts the school environment)
- Harassment based on race, sex, disability, or other protected characteristics

Single incidents, peer conflict, or inappropriate behavior that do not include all three characteristics above are addressed through the school's behavior expectations and disciplinary procedures but may not meet the definition of bullying.

Reporting Bullying

Students are expected to report bullying to a trusted adult, including a teacher, counselor, or administrator. Parents are encouraged to contact the school if they have concerns about possible bullying.

School staff will:

- Take all reports seriously.
- Promptly investigate concerns.
- Maintain confidentiality to the extent possible.
- Take appropriate action to stop bullying and support students.
- Prohibit retaliation against anyone who reports bullying or participates in an investigation.

Students who engage in bullying may be subject to disciplinary action in accordance with district policy and the California Education Code.

Working together, families, students, and staff help ensure that Kirkwood remains a safe, caring, and respectful school community for everyone.

Discipline

School Rules: Each teacher develops their own set of classroom rules and requirements. Teachers will review expectations with students the first week of school and with parents at Back to School Night. Teachers at Kirkwood School have very high expectations. We feel that these high expectations are what contribute to the high success rate of our students. Classroom rules may vary slightly, but we do have the same school-wide expectations. Your child's teacher will send home a list of classroom rules and expectations; please review them thoroughly with your child.

Dress Code: Appropriate clothing is required. Any clothing that interferes with classroom learning or safety is not allowed. The following guidelines shall apply to all regular school activities:

- Clothing, jewelry and personal items (backpacks, fanny packs, water bottles etc.) with writing, pictures or any other insignia which are crude, vulgar, profane or sexually suggestive, which bare drug, alcohol or tobacco company advertising, promotions and likeness, or which advocate racial, ethnic, or religious prejudice or are gang-related in any form are prohibited.
- Hats, caps and other head coverings are discouraged during normal school activities.
- Clothes shall be sufficient to conceal undergarments at all times.
- Clothing may not interfere with the educational environment.
- Sandals must have a heel strap for students in grades TK-4th (no flip flops). All students must wear tennis shoes or shoes with a heel strap for P.E..

Students not following the dress code will be provided with a Bobcat shirt for the day.

School Cell Phone Policy:

Students are not allowed to have turned on, or use, cell phones or any other electronic devices (such as iPods, MP3 players or hand-held games, etc.) during school hours except for educational purposes with the permission of and under the supervision of a classroom teacher for students in grades 5-8. If a student is observed using any electronic device during the school day for non-approved, non-educational purposes, it will be taken away and the student's parent will have to pick it up at the end of the day. Students with repeated offenses, as well as their parent/guardian, must sign a cell phone contract when violations continue.

The school district and district's employees will not be held liable for any damage or loss of any personal electronic devices a student brings to school from home. The school has a phone in each classroom in case of any emergency situation.

No Wheels on Campus: The following are not permitted on the school grounds at any time:

Skateboards	Roller Blades
Scooters	Roller Skates
Hover Boards	

Bicycle riding is not permitted on our school campus; students must walk their bikes on campus. Parents are encouraged to speak with their child regarding obeying school policies and posted signs. Exceptions will be made when wheels are used for P.E. based activities.

Personal Property: School districts and the county office are not responsible for personal property. Pupils are discouraged from bringing non-instructional items to school. Education Code § 35213.

Field Trips/Parent Drivers

Since Kirkwood School does not have a bus, we rely on our parents and teachers to drive students to field trips and sporting events. If you intend to drive students on field trips this year, please make sure that you have the following on file in the office:

- ✓ Completed Volunteer Packet
- ✓ Fingerprint Clearance
- ✓ Current Private Driver Application*
- ✓ Copy of your current CA Driver's License*

- ✓ Copy of your current insurance policy and card*
*Current documentation must be provided each year.

Minimum limits of insurance required of the driver are:

Bodily Injury	\$100,000 each person \$300,000 each occurrence
Property Damage	\$ 50,000 each occurrence
<u>OR</u>	
Combined Single Limit	\$300,000 each occurrence

- **PLEASE NOTE THAT ANY PASSENGERS IN YOUR CAR THAT ARE NOT STUDENTS OF KIRKWOOD ELEMENTARY ARE NOT COVERED BY OUR INSURANCE AND ARE THEREFORE PROHIBITED FROM ATTENDING FIELD TRIPS.**
- **DRIVERS MUST ADHERE TO THE TEACHER'S INSTRUCTIONS FOR THE DURATION OF THE SCHOOL ACTIVITY. INCLUDING, BUT NOT LIMITED TO, DRIVING DIRECTLY TO AND FROM THE ASSIGNED MEETING PLACE, STAYING WITH THE GROUP, AND FOLLOWING THE TEACHER'S ITINERARY.**

Volunteers

The District recognizes and acknowledges the services that volunteers contribute, and that they provide an array of services that promote the health and well-being of children. The presence of volunteers in the classroom, on school grounds, and as part of student activity programs, enhances supervision of students and contributes to a positive school environment.

All volunteers, with the exception of visitors and one-time volunteers who remain at school, must complete a volunteer application packet which includes the following:

1. Volunteer Application
2. Confidentiality and Discrimination Statement
3. Fingerprint/Criminal History Background Check (paid for by Kirkwood School)

ALL volunteers who accompany students off campus must complete a volunteer packet. Completed volunteer packets will be kept on file for the duration of your student's enrollment at Kirkwood.

Visitors and one-time volunteers do not need to complete an application UNLESS they accompany students off campus (field trips).

- One-time volunteers and visitors who remain under the direct supervision of teachers and staff while at school DO NOT need to complete the application packet. These volunteers should not be left alone with or have unsupervised contact with individual or groups of students. Examples of one-time volunteers: grandparents visiting a classroom; a person presenting information to the class on a one-time basis; parents, friends or relatives who attend a class party or one-time event in the classroom.
- Any volunteers accompanying students off campus, however, must complete a volunteer packet including fingerprint screening as well as the parent driver application, prior to the field trip. Volunteers on field trips are more likely to be alone with students, take students in small groups, and have a different level of responsibility.
- A copy of the completed volunteer pack must be on file at the school and include a current DMV driving record printout, current insurance coverage showing amounts, and a photocopy of your driver's license.

All volunteers, including one-time volunteers and visitors must:

- Sign in and out in the school office.
- Wear identification badges during their volunteer activity.
- Acknowledge that "relationships developed with children at school need to remain at school" and that for their own protection, volunteers should never be left alone with a child that is out of view of school personnel or another adult volunteer.

If you are interested in volunteering, please apply early in the year as the fingerprinting process can be long. Application packets are available in the office.

School Compact: The Kirkwood School Compact is reviewed and acknowledged by parents/guardians at the beginning of each school year through our online school information system (Aeries). Please read and discuss the compact with

your student. It is recommended to be reviewed several times during the school year.

Pupil Performance, Evaluation & Records

Academic Expectations: A parent has the right to be informed of the academic expectations of his/her child. (Education Code § 51101(a),(11))

Honor roll students will be recognized each trimester according to their grade point average:

4.0	Administrator's Honor Roll
3.5 – 3.9	Honor Roll
3.0 – 3.4	Merit Award

Bobcat-of-the-Month

Each month one student from each classroom and P.E. is chosen to be Bobcat of the Month, based on citizenship, academic achievement and behavior. Students are recognized in the Bobcat Bulletin as well as a photo posted in the office.

Academic Probation for Extra Curricular Activities:

Participation in athletics and extracurricular activities is a privilege. Students are expected to maintain satisfactory academic progress while participating in school-sponsored activities.

To remain eligible, students must:

- Maintain a minimum 2.0 GPA.
- Have no failing ("F") grades on a progress report or trimester report card.

Students who do not meet these requirements will be placed on Academic Probation. While on probation, students may continue to attend practices,

rehearsals, and meetings but may not participate in games, competitions, performances, or other events.

Students will have opportunities to improve their grades through scheduled grade checks and may regain full eligibility once they meet the district's academic requirements. Academic support, including study hall or tutoring when available, takes priority over extracurricular participation.

Kirkwood Elementary School District believes that academics come first and encourages students, families, and staff to work together to support student success both in the classroom and beyond.

Promotion Ceremony

At the end of the year, Kirkwood Elementary School hosts a Promotion Ceremony, in which all 8th grade students, who have met Board requirements, are eligible to attend. Criteria for participating in the ceremony and receiving a Kirkwood Elementary School diploma includes meeting the following (taken from the Kirkwood Elementary School District Board Policy 5127):

1. In order for students to meet promotion requirements, students must maintain the following minimum grade point averages (GPA):
 - a. A minimum cumulative grade point average of 2.0 (on a 4.0 scale) in all report card subjects in the second and third trimesters of the eighth grade year. Students who fall below the 2.0 GPA will be promoted to the 9th grade; however, they will not be permitted to participate in promotion ceremonies and activities (including the 8th grade trip).
 - b. Students who fall below a 2.0 GPA will be required to attend a mandatory academic counseling meeting with the teacher, superintendent and one parent/guardian in attendance after the trimester grades are posted.
2. During the eighth grade year, in addition to academic requirements listed in #1, above, participation in the graduation ceremony and related events (including the 8th grade trip) is contingent upon the following:

- a. The student shall not have been declared a habitual truant during the second or third trimesters of the eighth grade nor have continued to be truant if declared a habitual truant during the first semester.
Parents/guardians may appeal to the Superintendent if extenuating circumstances exist. The Superintendent's decision will be final.
- b. Demonstrate good behavior in accordance with school rules.
3. Meeting obligations of all outstanding debts. Completion of requirements will also include the meeting of all outstanding debts for books, lunch charges and other miscellaneous charges.
4. Promotion requirements for students on IEPs or English Learner students shall be differentiated. The superintendent, through consultation with staff, shall ultimately determine on a case-by-case basis, the status of students on IEPs and English Learner students in regards to receiving a diploma and participating in the promotion ceremony.
5. Parents/guardians may appeal the loss of privileges to the Superintendent. The Superintendent's decision shall be final.

Parent Notification: A parent has the right to be notified concerning their child's classroom and standardized test performances, when their child has been identified as at-risk-of-retention, and to be informed about school rules, including disciplinary rules and procedures, attendance policies, retention and promotion policies, dress codes, school visiting procedures and the person to contact should problems arise with their child. (Education Code §§ 48070.5, 51101(a) (5), (9), (12), (16))

Pupils with Exceptional Needs: Tehama County school districts are included in the Tehama County Special Education Local Plan Area ("SELPA"). Pupils with exceptional needs, as defined by Education Code § 56026, have a right to a free and appropriate public education.

If you believe your child is in need of special education services, contact our school administrator. Some pupils with special needs who do not qualify for special education may qualify for assistance under Section 504 of the Rehabilitation Act if he/she has a physical or mental impairment which substantially limits one or more major life activities, has a record of such impairment, or is regarded as having such impairment. The school district and

county office have policies and procedures to identify and evaluate any student who may need assistance in his/her educational program or to provide access into district programs. Pupils or parents or others who have questions or concerns regarding the Section 504 policy may contact the school district or the county office.

Miscellaneous

Lost and Found: The Lost and Found is placed on a hanging rack located outside of classroom 5. Every month we accumulate several items of clothing. At the end of each month all items in Lost and Found will be donated to charity. Please check the Lost and Found on a regular basis. Families are encouraged to label student jackets and sweatshirts with student names.

Parent Advisory Committee:

All families and staff members are welcome to participate in our PAC. Our purpose is to encourage collaborative decision making, to build community, to provide transparency, accountability, and to create an open channel of communication. A strong partnership between families and our school is the foundation of meaningful work in supporting our students. Our PAC meets monthly and is a valuable asset in decision making. Our PAC also organizes school fundraisers and family activities. Please contact the school office if you are interested in being a part of our PAC/

School Accountability Report Card: A copy of the school district's accountability report card is made available by February 1st each year on the school's website at www.kirkwoodschoolca.org. (Education Code 35256) If you would like a printed copy, please contact the office.

