



**KIONA-BENTON CITY
ELEMENTARY SCHOOL**

**Student and Parent Handbook
2023-2024**

***Principal: Lisa Upton
Assistant Principal: Erin Kerr***

913 Horne Drive
Benton City, WA 99320

(509) 588-2090

***KIDS COME FIRST AT KI-BE ELEMENTARY. EVERY KID, EVERY DAY, NO
EXCEPTIONS!***

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The Kiona Benton City School District does not discriminate on the basis of sex, race, creed, religion, color, national origin, age, honorably discharged veteran or military status, sexual orientation including gender expression or identity, the presence of any sensory, mental or physical disability, or the use of a trained dog guide or service animal by a person with a disability in its programs and activities and provides equal access to the Boy Scouts and other designated youth groups. The following employee has been designated to handle questions and complaints of alleged discrimination: Title IX Coordinator/Section 504/ADA Coordinator/ Civil Rights Compliance Coordinator, Director of Special Services; dzavala@kibesd.org, 1105 Dale Ave., Kiona Benton City, WA. 509 588-2024

District Calendar

Visit www.kibesd.org to check for calendar updates.

Inclement Weather

For information regarding late start or cancellation of school because of weather or emergency conditions tune in radio stations: 870 AM, 960 AM, 1340 AM, 1320 AM, 102.7 FM, 97.1 FM, 98.3 FM, 105.3 FM, 94.9 FM, 106.5 FM, 95.7 FM, 89.1 FM, 89.7 FM, 92.5 FM, 100.9 FM, or Channels 25 (KNDU/NBC), 19 (KEPR/CBS) for current information. All information regarding weather and emergency conditions are posted on the district website at www.kibesd.org

Daily Schedule

Visitors: All visitors must sign in and out in the front office.

School Hours

	Monday	Tuesday	Wednesday	Thursday	Friday
Start	7:55 a.m.	7:55 a.m.	7:55 a.m.	7:55 a.m.	7:55 a.m.
End	2:40 p.m.	2:40 p.m.	1:40 p.m.	2:40 p.m.	2:40 p.m.

Breakfast Hours

Breakfast service begins at 7:30 a.m. every day. Students are not to arrive before that time. For safety reasons, parents/guardians will not be allowed on the playground before school.

Lunch and Recess Hours

10:35-11:15	TK
10:40-11:20	Kindergarten
10:45-11:30	5th Grade
11:05-11:40	1st Grade
11:05-11:50	4th Grade
11:10-11:50	2nd Grade
11:10-11:55	3rd Grade

Monthly Lunch Menu

<https://www.kibesd.org/domain/279>

Attendance

Coming to school every day is important to your child's success. Please call Kiona-Benton Elementary School at 588-2133 or 588-2090 between 7:30-8:30 AM on days your child will be absent or tardy from school. When a child must be released during a school day, because of illness or an appointment, parents must come into the ES Office to sign their child out of school. The child will be called to meet the parent/guardian in the ES Office when the parent/guardian arrives. Please DO NOT pick your child up directly from the playground during school hours.

TARDIES

When your child is tardy to school, please do the following: If arriving at school before 8:00 a.m. your child should join their classroom. If arriving after 8:00 a.m. your child must check in through the Office and will then be sent to class. Please remember that your child must be excused by a note from a parent/guardian or a phone call to the ES Office.

Please make sure your child is on time and call the office or send a note if your child is gone. If your child is gone more than 2 days in a month without an excuse, we will send a letter home asking you to schedule a conference with the Assistant Principal to discuss ways to improve your child's attendance.

Student Dress Code

Students are asked to wear weather appropriate clothing. Please do not send your student in short shorts, bare midriffs, or spaghetti strap shirts. No drug, alcohol, or gang messages on any clothing. Also, for safety purposes please have your students wear tie shoes on days that they have P.E.

Lost and Found

A lost and found area is in the hallway near the Multi-Purpose Room. Many times, articles of value are also turned into the office. As soon as a student has lost an article, they should check the lost and found area and office. We strongly urge that all clothing and personal property be labeled with the student's name. Periodically, unclaimed items will be donated to charitable organizations.

Volunteering

If you would like to volunteer, you are required to fill out a background check form. Forms are available at the office. When volunteering or entering the building for any reason, please stop by the office and sign the Visitor Log.

Playground

Safety is our number one concern on the playground. Food and drinks are not permitted on the playground before, during and after school. Parents are not to be on the playground during school hours. Parents can pick up students outside the fenced areas in the front and side of the school.

Animals

Except for service animals, animals are not allowed on Elementary School grounds. Use of a service animal by a student with a disability will be allowed when it is determined that the student's disability requires such use to assist or accommodate access to the instructional program, school services and/or school activities. Service animals are working animals, not pets. See Policy 2030 and Procedure 2030P for additional information.

Medications and Illnesses

Medications

We cannot give medication at school without the following:

1. All medication, including over the counter drugs prescribed by a licensed medical physician, osteopathic physician, or dentist.
2. Medication remains in its original container.
3. Only the amount needed to take while at school is sent. (Usually, pharmacists will provide an extra bottle when requested.)

Illnesses

Children should not be sent to school if they are not feeling well. Keep them at home if they have any of the following:

- Earache or severe headache
- Untreated head lice
- Fever (oral temperature of 100.0 or above)
- Nausea, vomiting or diarrhea
- Communicable disease
- Mattering or inflammation of eyes

Please contact the school if your child comes down with a communicable disease, such as chicken pox.

Walkers and Bike Riders

When crossing the street, it is imperative students cross with the guidance of our crossing guards. Crossing guards begin their crosswalk duties at 7:30 a.m. For your child's safety, students should observe all pedestrian and crosswalk rules.

Students may not ride skateboards, bikes, scooters, or roller blades on school grounds. If ridden to school all the above-listed items should be locked up in the bike rack located outside the ES School Office. Students must provide their own locks to secure their bikes on the bike rack. The school is not Responsible or Liable for lost or stolen items.

Student Pick-Up and Drop-Off

The Bus Zone is for buses only. Please do not park or pick up your child in the bus loading zone. Instead, please use the parking lot in front of the building or the gravel parking on Fay Street to drop off and pick up your child.

Parent Parking

Parent parking for drop off and pick up is in the gravel area off Fay Street and in the front of the Elementary School building. Parents using the front parking lot for drop off and pick must arrive before 7:30 am and 2:30 pm. Please do not enter bus lanes during school hours. If there is an area marked off with cones, please adhere to cone signage and park elsewhere.

Student Discipline/Recognition

Student Discipline

Students who attend schools within the Kiona-Benton City School District will be expected to respect their studies, school employees, their peers, and all school expectations. A student's failure to do so will lead to consequences as outlined by Kiona-Benton City School District Policy and Procedures and Washington State Student Discipline Laws.

Bear Bucks

Staff at Kiona-Benton Elementary School are on the lookout for students who are doing great work! Periodically, a teacher may give a student a Bear Buck, signifying that the student has been caught being "3 for Three at Ki-Be":

3 for Three

Respectful

Responsible

Safe

*Students may use these bucks to "buy" rewards throughout the year. *

Personal Electronic Devices at School Policy

Students are asked to leave personal devices at home. The school is not responsible for lost or stolen items. If you require your child to have devices, they must be in a backpack turned off during school hours. If a device is seen or heard during school hours, staff has the right to confiscate the item and require a parent or guardian to come pick it up.

Teacher Availability

Teachers are typically available to meet with families from 7:30-7:55 a.m. and 2:40-3:00 p.m. During instructional hours, feel free to leave a message and the teacher will get back to you.

Birthdays

If you would like to bring treats for your child's birthday, please make sure all food is pre-packaged. We have students with allergies that can be life threatening. Please check with your child's teacher the day before to determine the best time to bring treats into the classroom.

Child Find Screening

IDEA requires all states to have a "comprehensive Child Find system" to assure that all children, birth to 21, who need early intervention or special education services are located, identified, and referred. Effort is made to reach:

- ▣ Children who reside within the School District boundaries including preschool-aged children
- ▣ Children attending approved, nonprofit private elementary and secondary schools located within the district boundaries
- ▣ Highly mobile children (such as homeless, foster care, and migrant children)
- ▣ Children who have a disability and may need special education services even though they are advancing from grade to grade; and
- ▣ Children at home or home-schooled.

Do you have a question about your child's development? Contact the Kiona-Benton City School District Special Services at 509-588-2024 if:

- ▣ You have questions whether your child has a disability.
- ▣ You are concerned about your infant, toddler, or preschooler's development.
- ▣ You know your child has a disability and you are looking for appropriate educational services.
- ▣ You would like to know how to help your school-age child succeed in school.

Evaluations for infants and toddlers: The Kiona-Benton City School District, in contract with ESD 123, offers free of cost evaluations for infants and toddlers, birth through three. This evaluation will help you to determine if your child is following a typical pattern of development. If appropriate, ESD 123 will provide early intervention help for your child. For questions or assistance, contact the **Early Childhood Special Education Administrator**, at the Educational Service District 123, at **509-544-5744**.

Three- to five-year-olds: Developmental screenings and evaluation are provided by Kiona-Benton City School District for children, between the ages of three and five, to identify possible delays in language, motor, cognitive or social-emotional development. If you have questions or concerns about your

preschooler's development, or to refer a child for evaluation, contact the Special Services Office at 509-588-2024.

School Age Children: The Kiona-Benton City School District identifies children five through 21 who may have a suspected disability. A parent, staff member, community member, or private school staff member may refer a student at their local school by contacting the School Counselor or School Psychologist at your child's school.

If you need further assistance, you may call Diann Zavala, the ***Director of Special Services*** at **509-588-2024**.

Teacher Names

Classroom

Transition to Kindergarten
Kindergarten
Kindergarten
Kindergarten
Kindergarten
Kindergarten
1st Grade
1st Grade
1st Grade
1st Grade
1st Grade
2nd Grade
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3rd Grade
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4th Grade
4th Grade
5th Grade
5th Grade
5th Grade
5th Grade
5th Grade
Life Skills
Resource Room: PK-2
Resource Room: 3-5
Art
Library
PE
STEAM
Technology
District Assessment Coordinator
RTI Specialist
RTI Specialist
Language Development Specialist
Language Development Specialist
School Counselor

Teacher

Mrs. Alvarado
Mrs. Davis
Mrs. Wingle
Mrs. Martinez
Mrs. Elliott
Ms. Morrison
Mrs. Schmidt
Mrs. Grandgeorge
TBD
Mr. Holloway
Mrs. Phanthavong
Mrs. Lyon-Rau
Ms. Cortez
Mr. Vargas
Ms. Olson
Mrs. Wolfe
Mrs. Treat
Mrs. McKee
Mr. Jones
Mr. Christiansen
Mrs. Weakley
Mr. Peck
Mrs. Adamson
Mr. Murray
Ms. Alvarado
Ms. Boyle
Mrs. Tracy
Mrs. Todd
Mr. Fields
Ms. Hull
Mrs. Beckley
Mrs. Bragg
Mrs. Repko
Mr. Burke
Mr. Earley
Mrs. Morris
Mrs. Griffiths
Mrs. Ashley
Mrs. Henderson
Mrs. Stade
Mrs. Chavez
Mrs. Mendoza
Mrs. Schliep