

# SIMMONS ELEMENTARY

## 2019-2020 Student-Parent Handbook

830 Tyrone Pike

Versailles, Kentucky 40383

859.879.4670

Follow us on Twitter @simmonsbulldogs &  
Facebook Simmons Elementary (look for the blue doors)



Principal: Tiffany Cook

Administrative Dean: Nick Schuerman

School Hours: \*7:40-2:40 \*Building opens at 7:15

School Colors: Blue and Gold

Mascot: Bulldog

Simmons Family,

As we begin the 2019-2020 school year, I look forward to working with our dedicated staff to make this a productive and rewarding year of educating Simmons students. The reputation of Woodford County Public Schools is one of hard work, high standards, and excellent results. This tradition will continue through Simmons.

It is my intention to continue the mission of empowering every child to perform at high academic levels and achievement according to measurable educational standards while providing consistent support, focusing on meaningful learning to meet the needs of every student through a safe, caring, and trusting community.

I look forward to working with each student and family, seeing parents volunteer at Simmons, and celebrating the many successes of our students as we build Simmons Pride.

Please feel free to contact me with questions, concerns, or just to say hello. On behalf of the entire staff at Simmons Elementary, welcome and thank you for your support and cooperation.



Happily Serving Simmons Students,

Tiffany Yerian Cook  
Principal, Simmons Elementary

**History:**

Simmons Elementary School was established in 1899 on Bell Court and Church Street, which was the beginning of Simmons Colored High School. This school housed grades 1 – 12 in a two-story building with elementary students on the bottom floor and high school students on the top. This school was segregated. In 1953, at our permanent location of Tyrone Pike/Lawrenceburg Road, Simmons High School opened, housing grades 1 – 12. Integration for Simmons began in 1957. Simmons remains the most diverse school population in the district. We see our diversity as our strength. Simmons has undergone two extensive renovations in 1986 and 2006.

**Address or Phone Number Change – Withdrawal from school:**

Please notify the office immediately of any change in address or telephone number. It is very important that we have a telephone number where we can reach you in the event of any emergency. Please notify the office two days in advance when students are transferring out of Simmons Elementary School.

**Admission:**

A child who becomes five (5) by August 1 may enter kindergarten and may advance through the primary program without regard to age. A child who becomes six (6) by August 1 shall attend public school unless s/he qualifies for an exemption as provided by law. In order to enroll your child, please bring birth certificate, health screening examination from Health Department or Family Physician, and immunization certificate.

**Arrival –** Students may enter the building at 7:15am. Students who arrive after 7:40 should be checked into the front window by an adult and will be considered tardy.

**Attendance/Absences**

It is important that students are present at school on a regular basis. Parent or Doctor notes must be sent to school within 3 days in order to be excused.

- 7 Parent/Legal Guardian notes will be accepted as excused during the year for valid reasons as determined by the principal or her designee.

Once the total number of absences and tardy notes combined reaches seven (7), all other absences or tardies must have a physician's statement or other required verification to be excused or be approved as excused by the principal.

Please refer to the Attendance Policy in the Woodford County Schools 2019-2020- Code of Conduct for any changes or further details.

## ATTENDANCE/TARDIES

Tardies (coming late to school, leaving early, or missing any portion of the day) can also be disruptive to your child's education. Please help us help your child and make every effort to have children arrive at school on time and as often as possible, please schedule appointments after 2:40 p.m. or on any of the scheduled Early Release Days. Again, in accordance with Woodford County Public Schools policy, a note is required within 3 days of the tardy.

Please refer to the Attendance Policy in the Woodford County Schools 2019-2020 Code of Conduct for any changes or further details.

We understand that from time to time, your student will need to stay home due to illness. Please use the following guidelines to help determine if a child should stay home:

Student Symptoms/Diagnosis	Student May Return to School When...
Fever of 100.4 or higher degrees orally	Temp. <b>below 100.4</b> degrees orally for at least 24 hours <i>without the use of Tylenol or Motrin</i>
Vomiting	Symptom-free for 24 hours
Diarrhea	Symptom-free for 24 hours
Contagious disease being treated with antibiotic	24 hours after first dose of antibiotic and fever free for 24 hours or as directed by doctor
Deep "barking-like" cough or difficulty breathing	Symptom free or 24 hours after first dose of antibiotic
Diagnosed strep throat	24 hours after first dose of antibiotic
Unusually tired, fussy or pale	Symptom-free
Eye drainage	Symptom-free, 24 hours after first dose of antibiotic or as directed by doctor
New or sudden undiagnosed rash or rash with fever	Rash disappears, diagnosed non-contagious by doctor, or 24 hours after first dose of medication with area covered
Ringworm	24 hours after beginning treatment with anti-fungal medication, with affected areas covered.
Lice	After treatment and removal of live lice. Upon return to school, must be checked by trained office staff before being cleared to stay at school.

**Students presenting with any of the symptoms above will need to be picked up by a parent/guardian as soon as possible.**

### Extreme Attendance Concerns:

Woodford County Schools provides a Home/Hospital (Homebound) program for students who are unable to attend school for medical reasons for a period of more than five (5) consecutive days. The student or parent may pick up an

enrollment form in the main office, the counselor's office, or the central office for a doctor signature. The form needs to be returned to the counselor's office or central office as soon as possible for consideration to be enrolled in the Home/Hospital program. All applications for Home/Hospital must be approved by a district committee. Please contact our school counselor, Mrs. Dugan, for further details.

## **Background Checks**

A state criminal records check shall be conducted on all volunteers who have contact with students on a regularly scheduled and/or continuing basis, or who have supervisory responsibility for children at a school site or on school-sponsored trips. It could take up to six weeks to obtain the results of a criminal background check. The official volunteer background check paid by our district and required through the Administrative Office of the Courts (AOC) is now good for 5 years. In each school year following the school year of the initial background check, a Volunteer Letter of Intent (Appendix H in the Code of Conduct) form must be completed prior to the date indicated on the form in order to keep your status as an approved volunteer current. Failure to complete the intent form prior to the due date will require submission of another background check at the parent's/guardian's expense. The Superintendent may also require such a volunteer to provide a letter from the Cabinet for Health and Family Services stating that there are no findings of substantiated child abuse or neglect on record. We encourage all family members to complete these at the beginning of the year in order to be able to visit school. For further questions, please call Central Office at 859-879-4600.

## **Dismissal**

Making sure our students are safe and accounted for is our top priority, so we take dismissal and transportation changes very seriously. At the beginning of the year, parent/guardian will complete a "blue card" that lists anyone that may pick a student up from the bus or from school. Students will not be released from the bus or the building to anyone that is not listed on this card. Photo identification may be required as well. Parents/Guardians are the only people authorized to make changes to this card. This card will also be reflected in Infinite Campus.

**Students may be dismissed one of 4 ways. These include bus rider, car rider, Explorer Time Company (ETC), or walker.**

### **Walker -**

A student is considered a walker if he/she walks home from school or if a

parent/guardian chooses to wait on the sidewalk for their child. These students will be dismissed after car riders from the front entrance once a school employee dismisses them.

#### **Car rider -**

Students who are picked up in the car rider line will be escorted to the parent/guardian car by a staff member. Persons responsible for picking up the student must display the designated Simmons car rider tag with the student's name, preferably the front, passenger side car window. Persons who do not have a Simmons bulldog tag will be asked to show photo identification prior to the release of the student. **These persons must be listed on the student's pick up list located in the office.** Parents are not permitted to park in the bus lane.

#### **Bus Rider -**

Students riding a bus home will be escorted to the bus by their teacher. When being released from the bus, please note the following:

- Preschool - Must be handed to parent or adult on blue dismissal card
- K, 1 & 2 - Parent or person listed on blue dismissal card must be visible
- 3rd grade - must see parent or person listed on blue dismissal card unless a note has been previously approved by Principal
- 4th & 5th - allowed to leave bus without a parent present

#### **ETC**

Students enrolled in ETC will be dismissed directly to ETC in the cafeteria.

#### **Change of Transportation & School Safety:**

If a child's transportation for the day is different, parent/guardian must send a signed note including a phone number to school the morning of the change. **Transportation change notifications must be in writing with a parent/guardian signature and prior to 12pm on the day of the change.** Emails are only accepted after speaking to a front office staff member directly and if sent to [simmonstransportation@woodford.kyschools.us](mailto:simmonstransportation@woodford.kyschools.us) Emailing without speaking to a staff member prior to the email will not be allowed. Emails must be received by 12:00 to be considered. **If a child is riding the bus home with another child, notes from each parent must be presented.** This is for the safety of all students. Thank you for your help in making sure all students are safe and accounted for at all times.

#### **Early Dismissal:**

If a student will be picked up early, the custodial parent/guardian shall report to the attendance clerks' office and sign for the student's release. **Anyone that will be picking up the student early must be listed on their blue dismissal card and**

**be prepared to show photo identification.** Students will only be released to those listed as authorized to do so.

### **Cafeteria:**

We intend for dining in the cafeteria to be a pleasurable experience for your child. Please remember parents/guardians are not permitted to bring restaurant food or soft drinks into the cafeteria. This is part of the Simmons Wellness Policy.

Breakfast is served between 7:15 a.m. and 7:35 a.m. each morning. All students have the opportunity to eat breakfast. Each class has a specified 25 minute lunch time. You may apply for Free/Reduced Lunch at anytime by contacting the front office at 859-879-4670. You may add money to your child's lunch account by sending money to school or at

<https://www.myschoolbucks.com/ver2/login/getmain?requestAction=home>

This can be reached via the Simmons webpage as well. The cafeteria will notify parents if accounts are below \$7.50, or \$2.50 if students received Reduced Lunch Price. Students will be allowed to charge up to \$11. At that point, students will receive a nutritious meal consisting of a cheese sandwich, fruit and milk in place of the regular meal. This meal shall be free of charge and non-reimbursable to food service. Food Services will make every effort to assist the student and family prior to this.

### **Lunch Prices:**

Elementary Breakfast--**\$1.30**

**\$0.30**

Elementary Lunch--

**\$2.65**

Reduced Breakfast -

Reduced Lunch -

**\$0.40**

### **Communication:**

Effective communication is essential in the student-family partnership. Simmons teachers will communicate at least weekly with families through newsletters, email, phone calls, Twitter, Remind 101, Class Dojo, blog updates, etc. School wide information will be posted on the Simmons website, Twitter @SimmonsBulldogs, and through printed material. We are also available by phone during school hours. Teachers will only be able to take parent phone calls during their planning period. Specific questions may be directed through email as well to the appropriate staff member. We look forward to working with you.

Please register for daily email announcements, please follow these directions:

1. Visit the district website page designated for sign up and email announcements by typing in  
[http://www.woodford.kyschools.us/comm\\_registration.aspx](http://www.woodford.kyschools.us/comm_registration.aspx)
2. Once there, please input the information in each box. If you wish to enter more than one email, you'll need to complete this process for each email

- destination
3. Please select Simmons Elementary
  4. Press submit and you'll automatically receive our daily announcement through your email

### **Positive Behavior Interventions and Supports (PBIS):**

Heading into our third year of implementation, Simmons remains committed to meet the needs of all of our students. PBIS is a framework designed to create a positive environment and to prevent misbehavior. Our PBIS team has worked diligently to implement school-wide supports and expectations that provide our students with a clear understanding about what their behavior should look like and sound like in all areas of the building. Throughout the year, our staff will teach and reteach these expectations to our students to insure structure is maintained. Students can receive PRIDE cards when they are "caught" meeting our expectations. Students who receive PRIDE cards are entered into a drawing each week to receive prizes! In addition to our PRIDE expectations, we have created a Behavior Flowchart, Consequence Matrix, and a Re-direction Plan to proactively manage student behavior. Our students have also been educated on these structures so they know how we will manage problem behavior when it arises. We will also continue our Top Dogs program where we focus on a character word each month. Students "caught" exemplifying the Character Word of the Month will be recognized in front of the whole school at our Top Dogs Assembly! There are additional resources on Simmons webpage to educate our families and community about our PBIS structures. Ultimately, our PBIS supports will be provide our students with a safe and productive learning environment. If you would like additional information about how PBIS works at our school or if you would like to get involved in these supports, please contact us at 859-879-4670.

### **Dress Code:**

#### **PURPOSE**

At Simmons Elementary School, we consider appropriate attire and appearance to directly correlate with academic success. The purpose for implementing this policy for all students in grades K-5 is to strengthen the learning environment for classroom instruction and academic performance. This policy will help prevent disruption to the educational process, distractions to students and staff to facilitate learning. Our goal is to create an atmosphere for school pride, personal appearance and unity to enhance the image of students and school within the community.

#### **SHIRTS**

##### Colors

- Any solid color is acceptable
- We encourage our school colors: yellow or gold, blue and white



#### Styles

- Polo
- Button down oxfords
- Sweatshirts
- Sweaters may include v-neck, cardigans and crew neck
- Simmons t-shirts and Simmons hooded sweatshirts are **only** permitted on "Simmons Strong Mondays"

#### Guidelines

- Styles may be long or short sleeved
- Scholars are encouraged to tuck shirts in and wear a belt or shirts may be worn un-tucked with a hem length no longer than the hip line on the student
- Sweatshirts and sweaters must be worn over a collared shirt exposing the collar of the undershirt and meet the restricted length requirements
- Black or white turtlenecks and long sleeve t-shirts may be worn under polo shirts for warmth

#### Restricted Items

- Hooded sweatshirts (Simmons hooded sweatshirts are permitted on "Simmons Strong Mondays")
- Logos, brand graphics or words of any kind
- Oversized shirts

### **PANTS**

#### Colors

- Navy blue, black or khaki

#### Styles

- Chinos
- Capris
- Skorts
- Bermuda shorts

#### Guidelines

- No sagging bottoms
- Shorts must be within 2 inches of the knee
- No holes

#### Restricted Items

- Pajama bottoms
- Athletic pants or shorts
- Sweat pants
- Cargo pants
- Jean pants or shorts
- Jeggings

### **DRESSES and SKIRTS**

#### Colors

- Navy blue, black or khaki

#### Dress Styles

- Polo
- Jumpers

#### Guidelines

- Must be within 2 inches of the knee
- Shorts or leggings must be worn underneath

### **ACCESSORIES**

#### Shoes

- Comfortable shoes which promote safety while attending gym or recess are encouraged

- No shoes that are unsafe or cause a disturbance (oversized, needing repair, make sounds, etc)
- Shoe tongues must be inside the pant legs and laces or straps fastened correctly
- No heels
- No flip-flops that are foam or otherwise designed for the beach
- No mismatched shoes or shoe laces
- No accessories on shoelaces
- No house shoes or slippers

#### Other

- Socks and tights must be matching solid colors
- Leggings must be matching solid colors and only worn under skirts or jumpers
- Ties are optional and only worn with an oxford style shirt
- Solid color hair-bows and hair-bands are permitted
- No distracting jewelry, necklaces, earrings, bracelets that are extreme, attention-getting, oversized, or excessive in quantity
- No hats
- No make-up
- No bandanas

#### **VIOLATIONS**

**Dress code violations will result in:**

1. Verbal reprimand, teacher-parent contact, correct the infraction
  2. Verbal reprimand, documented warning, teacher-parent contact, correct the infraction
  3. Written referral, documented office warning, detention, office-parent contact, correct the infraction
  4. Written referral, in-school suspension, office-parent contact, correct the infraction
  5. Written referral, in-school suspension, mandatory office-parent conference, correct the infraction
  6. Written referral, two days in-school suspension, mandatory second office-parent conference, signed agreement to follow the policy, correct the infraction
  7. Suspension from school
- The principal and/or his or her designee will be the last authority on all uniform matters
  - The principal may grant exemptions from school uniform due to the need to wear a certain type of clothing for a religious purpose or school function

#### **Education for Exceptional Children:**

A variety of Special Education services are available to the students in Woodford County Schools as required by Federal Individuals with Disabilities Education Act (IDEA). The school staff works together with parents/guardians through a series of steps called Due Process. Meetings are held to discuss information with the child's parent(s). These meetings are called School Based Admission and Release Committee meetings or ARC's. Before assessment is considered, the ARC must consider other interventions. The interventions are ways to change the regular school program in order to meet the student's learning needs. Parent/guardian permission is required before the child can be assessed and before any special education services can be provided.

If you would like information on special education programs, please contact the principal, Tiffany Cook, or the Director of Special Education, at 873-4701, ext. 229.

#### **English as a Second Language (ESL):**

The ESL Program provides support services to students whose primary language is one other than English. The program supports these students in their

acculturation process, second language acquisition, as well as modifies instruction for content area classes. During the school year, collaboration with the regular classroom teacher and ESL team occurs regularly regarding modifications, strategies and expectations for the ESL student.

### **Explorer Time Company (E.T.C.):**

The Explorer Time Company (E.T.C.) program is an after-school enrichment program designed to offer exploratory, recreational, and socialization experiences for students from Kindergarten through fifth grade.

The program operates every school day from dismissal of school to 6:00 p.m. E.T.C. is also available for families when school is not in session during the holidays, snow days, in-service days, and throughout the summer vacation.

The E.T.C. program is self-sustaining, operating entirely on the fees paid by the families whose children attend the program. This valuable program sponsored by the Woodford County Public Schools is administered through the Community Education Center. For registration information contact the Community Education Center at 879-4628.

### **Family Resource Center (FRC):**

The intent of the center is to enhance students' abilities to succeed in school by assisting children and their families in meeting their basic needs. This is done by providing community services at the center and by linking families to agencies in the community.

The Family Resource Center focuses on preventing childhood problems by strengthening effective family management practices and establishing family support services. The Family Resource Center is proud to work with families to help remove barriers so they can build the relationships and environments within their own families providing their children with positive experiences on which successful lives are built. The Center is located at Simmons Elementary. All visitors will sign in at the front window (main entrance).

### **Field Trips:**

Field trips will be taken throughout the year to enhance the instruction at all grade levels. The number of trips taken per year will depend directly on the budget and the cost of the trip. **Parent permission slips** must be signed and returned to school personnel prior to the trip. All standard rules of conduct and procedures used in the daily transportation of pupils will be observed and enforced on field trips. For more specific information, regarding your child's trip, please contact the school office. Parent/Guardians accompanying the class on the field trip must complete a background check.

**Flowers and/or Balloons:**

When gifts are sent to school for a student they will be held in the office until the end of the day. Students riding a bus cannot take balloons home on the bus. Other arrangements need to be made to transport the balloons.

**Grandparents Day:**

This is one of our favorite days at Simmons. We will recognize and celebrate our grandparents on a Friday in September during our lunch times. Please listen for your ONE CALL and PTA announcements. Other reminders are posted on the website, lunch menu, email announcements, school calendar and in our newsletter. Each student is encouraged to bring their grandparents or significant grandparent figure to lunch. Your student will enjoy this experience!

**Gifted Education Services:**

Students in grades K-3 are informally identified for inclusion in Primary Talent Pool (PTP) services. Screening for formal identification as 'Gifted and Talented' begins in 3rd grade, with official identification and services beginning in 4th grade and continuing through graduation. Identification areas include General Intellectual Ability, Specific Academic Areas, Creative and Divergent Thinking, Leadership, and/or Visual and Performing Arts. Questions about gifted identification or programming can be directed to the School-Level Gifted Coordinator or the District Gifted Coordinator.

**Health and Support Services:****Support Services**

Our School Counselor is available for individuals and small group counseling upon referral. Students, teachers, and parents may request time to discuss concerns with counselor by email or directly contacting our office. Guidance lessons are taught to each classroom monthly, or as needed. Our School Counselor also meets with small groups to address specific concerns or issues that students may have.

**School Nurse**

Our School nurse provides support for several county schools. She monitors all health requirements of our students and serves as a resource person for health-related issues. If you have questions or concerns regarding accident reports, illness, lice or other medical topics, please contact our office.

**Lice**

Head lice can be a common problem on any school campus. Head lice can be transmitted from student to student via shared personal items such as hats, jackets, combs, etc....For these reasons, we recommend that students do not

share personal items.

Our district policy states that a student must be sent home for live lice in their hair and must be completely free of live lice before they can return to school. For information about the district policy or about the removal of head lice, please check the district website or contact the school nurse.

### **Dispensing Medication**

Internal medicine, including aspirin and ibuprofen, shall not be kept at school for the purpose of administering to pupils. Appropriate emergency supplies shall be maintained in the first-aid kit in the office.

All medications must be brought to the office by a parent/guardian. Medications are stored in a locked cabinet in the nurse office. Medical paperwork is located in the office or on the district website. Physicians must complete the appropriate forms for prescribed medication prior to being dispensed by school staff. Parents/guardians may bring Over-the-Counter-Medications (i.e. Tylenol, ibuprofen, etc...) for their student. All OTC's must be brought to school in the original container. **School Personnel are not to administer the first dose of any medication!** Under procedures developed by the local board of education, a student may be permitted to carry medication that has been prescribed or ordered by a physician to stay on or with the pupil due to a pressing medical need, e.g. an asthma inhaler. Students shall not share any prescription or over-the-counter medication with another student.

Please review the guidelines for keeping your student home due to illness. Contact the school nurse with any questions.

### **Student Insurance Forms**

Student insurance is an optional service provided by the district. The forms are to be returned to your child's teacher if you choose to purchase this coverage for your student.

### **Emergency Care Procedures**

Designated staff at Simmons have been trained in CPR and first aid in case of emergencies. Plans are in place in case of emergencies that include contacting parents and transporting students as necessary.

### **Snowflake Dinner:**

Sponsored by the PTA, Simmons Snowflake Dinner is a breathtaking experience! Lovely tables are set with placemats, rolled silverware and centerpieces. The cafeteria is decorated in a winter setting. Each class is escorted to the cafeteria which is hosted by our guest Maitre'd in tuxedo. Our wonderful volunteers serve each person a delicious meal, serving drinks, bread, and desserts. Before students are escorted out, they are given a mint chocolate or peppermint as a

finale. Several weeks are spent planning, decorating and reviewing manners for one of our most popular days of the year. If you wish to volunteer during this event please contact our PTA volunteer representative.

### Infinite Campus Parent Portal Account Information

#### What is the Infinite Campus Parent Portal?

Infinite Campus Parent Portal is a free tool for parents to access instant, online, timely and secure student information including class schedule, assignments, attendance, grades, behavior, report cards and transcripts. A personal parent account also gives parents the ease of viewing all their students with only one user name and password. You must be a parent or guardian of a current student to be eligible for a Parent Portal Account.

#### How do I obtain a User Name and Password for an Infinite Campus Parent Portal Account?

You may contact Kathy Kurtz (contact information below) to request an Infinite Campus Parent Portal Account. You will receive instructions with a username and password.

#### Where do I log in to access the Infinite Campus Parent Portal Account?

You can access the Infinite Campus Parent Portal using the Woodford County Schools webpage at [www.woodford.kyschools.us](http://www.woodford.kyschools.us) and go to "Infinite Campus Student/Parent Portal link" located at the bottom of the web page or click "Parents" on the top of the web page and select Infinite Campus Parent Portal. You can also request a new account here or get help with an existing account.

#### Infinite Campus Mobile Portal

Infinite Campus also has the Infinite Campus Mobile Portal. This app, available free from the App Store, gives mobile access to Infinite Campus Portal Information.

The Mobile Portal contains many of the same features as the Infinite Campus Parent Portal. It also provides notifications regarding assignments, grades and attendance changes according to individual notification preferences. You can also view all of your students with one user name and password.

To access the Infinite Campus Mobile Portal, download the Infinite Campus Mobile Portal app from your mobile provider. Please select your district (Woodford) and state (Kentucky) and proceed by logging in with your username and password.

Users must have an Infinite Campus Parent Portal Account before you can access the Mobile Portal.

For more information please contact:

Kathy Kurtz – Woodford County District SIS Coordinator

Phone: 859-879-4600

Email: [kathy.kurtz@woodford.kyschools.us](mailto:kathy.kurtz@woodford.kyschools.us)

## Library:

The Simmons library serves students from kindergarten through fifth grade weekly when they visit with their homeroom class. During this time, students may check out new books. Kindergarten and 1<sup>st</sup> grade students may check out 1 book, while 2<sup>nd</sup> through 5<sup>th</sup> grade students may check out 2 books. Students may check out additional books if they are needed for a specific class project. Fines are not charged for overdue books, however charges will be asked for lost or damaged books. Students are notified on a regular basis about books that may be overdue.

In addition to checking books out from the library, each weekly class also includes library instruction which may include research skills, media skills, author studies, along with recommending books to encourage reading at home.

## PTA (Parent Teacher Association):

The Parent Teacher Association's mission is threefold:

- To support and speak on behalf of children and youth in the school, in the community, and before government agencies and other organizations that make decisions that affect children.
- To assist parents in developing the skills they need to raise and protect their children.
- To encourage parent and public involvement in the public schools of the nation.

PTA coordinates many educational and fun events for the students and some that the whole family can enjoy. PTA also provides for many school assemblies and field trips as well. PTA is instrumental in providing extra needed funding for further educational needs that are not always available through school funds. Woodford County schools are allotted two fund-raisers a year. In prior years, these funds have provided educational assemblies, transportation costs for the major field trips for 4<sup>th</sup> and 5<sup>th</sup> grades, funds for primary field trips, new and safe playground equipment, and needed items for classrooms and the office.

PTA has a membership drive every fall. This membership is made up of parents and teachers alike. Please watch for special incentives for joining PTA!

The PTA has many ways to help and be involved. PTA officer elections are held in the spring with a president, vice-presidents, treasurer, and secretary being elected. The PTA Executive Board consists of these officers, a teacher representative, and the principal.

***PTA encourages every parent to be actively involved in his/her son or daughter's educational life at home and through participation of school and classroom activities.***

### **Parent-Teacher Conferences:**

Parent – Teacher Conferences are an important communication tool for monitoring and ensuring student growth. Each parent is expected to have 2 Parent – Teacher Conferences a year. One of these should be before the end of the first grading period and another in the 3<sup>rd</sup> or 4<sup>th</sup> grading period. Teachers will send home information about signing up for these at the appropriate time. Please contact your child’s teacher if there are other times you feel a conference is needed. We look forward to working together to communicate about each child’s performance.

### **Birthday Treats and Party Invitations**

In order to protect the health of all of our students, it is SBDM policy that parents provide our office staff with at least one day notice if you intend to provide a birthday treat (cupcakes, cookies, etc.) These treats must be “store bought” and include the ingredient list. The treats will be shared during the final 10 minutes of the day, prior to dismissal.

If the one-day notice does not occur prior to the delivery of the treat (cupcake) product to school, the product will remain in our front office until the following day.

In order to promote inclusion, party invitations may only be distributed at school if all students in the classroom receive an invitation. Thank you for your understanding in order to avoid hurt feelings.

### **Site-Based Decision Making (SBDM):**

School councils are made up of parents and teachers working together to provide the very best educational environment for our students. Contact the school today to volunteer to serve on one or more committees or serve on the council.

All SBDM Committees meet at the time that suits all members. Each standing committee will have at least five members, including at least one parent and



Committee membership shall be limited to twelve persons unless the council makes a specific decision that added membership is needed during a given year.

The Woodford County Board of Education has approved certain procedures that are to be followed during periods of inclement weather. While it is the hope of the board and the administrative staff that the school be open every day, the safety of the students will always be given primary consideration under the "snow day" plan.

Parents and students are urged to listen to the following radio and television stations for weather and school information when inclement weather conditions prevail:

*Phone Call:* One Call- District wide phone call will be made to each home by the superintendent

The parent is the final judge of whether his or her child will be in attendance when there is a delayed opening or when school is held during inclement weather. Under these conditions school will be in session and the parents must use their best judgment in determining whether the child will attend school. Parents should be very aware of the approximate time of pickup and delivery so that children can be assisted if necessary. In cases of delayed opening of school, parents should make arrangements to have children cared for until buses do run. Parents must also realize that if school officials feel that it is not possible to open school, even after a two-hour delay, all schools will be closed. Provisions must be made by parents to have children taken care of if this should happen.

By law, the student will be counted absent for student accounting purposes. However, the absence will be reviewed by the principal and it will be the child's responsibility to make up any missed work.

### **Severe Weather, Fire, Earthquake, and Lockdown Drills:**

Fire drills are held once a month. Fire and earthquake drills are indicated by the alarms system which is a repetitive buzzer alarm. Students will also be made aware of what to do in case of severe weather while at school as well as at home. Severe Weather (Tornado) drills will be held once in the fall and more frequently in early spring.

### **Video Taping/Pictures**

There are so many great things happening at Simmons, we want to share them with everyone! Therefore, there will be opportunities for your child to be video recorded or have their picture taken. If you choose to opt out of this opportunity, the appropriate form must be returned at the beginning of the year.

### **Volunteers**

We welcome and appreciate volunteers at Simmons. Volunteers are asked to check in at the front window and to wear a visitor badge at all times. All volunteers must have a completed background check which will be facilitated by our front office staff. Please submit your driver's license and Social Security Card in order for them to begin this process. Opportunities to volunteer will be advertised through Twitter, printed materials, etc. Thank you in advance for all your support!