

# SIMMONS ELEMENTARY

## 2022-2023 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: Ryan Wilson

School Hours: \*7:40-2:35 \*Building opens at 7:15

School Colors: Blue and Gold

Mascot: Bulldog

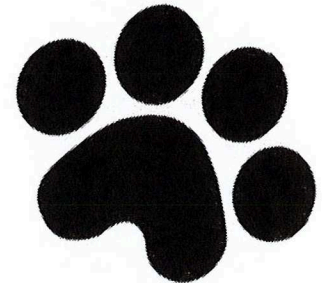
Simmons Family,

Welcome to Simmons, or welcome back to another amazing year! At Simmons, we are family and we believe in "The Simmons Way". We believe that it is our job to focus on Every Kid, Every Day. We also pride ourselves on teaching the whole child through a strong Social Emotional Learning Curriculum. This learning is based on 3 important principles, that we refer to as "The Simmons Way Expectations"; Be Respectful, Be Responsible, and Do My Best at All Times. We are proud to show you The Simmons Way anytime you are in the building.

You are part of a family that has an incredibly dedicated and hardworking staff. Simmons teachers and staff truly believe in and love each one of our students, and we can't wait to see all the successes in 2022-2023. The reputation of Woodford County Public Schools is one of hard work, high standards, and excellent results. This tradition begins in elementary school, especially at Simmons.

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 continue showing The Simmons Way and growing 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

## **ARRIVAL**

Bus Riders will exit buses in an orderly fashion and with adult supervision. Students will go directly to their classrooms or to the cafeteria for breakfast depending on their schedule. Adults are stationed throughout the building in order to help ensure their safety.

Families dropping students off in the car rider line should follow traffic flow and adult directions in order to keep the line moving safely and efficiently. Children should be seated on the side closest to the school to help make this a quicker exit. **Parents should remain in the car.** An adult will help each child get out of the car safely. Once they have exited the car, students will go directly to their classrooms or to the cafeteria for breakfast depending on their schedule. Adults are stationed throughout the building in order to help ensure their safety.

Students may enter the building at 7:15am. Students will go to their classroom or the cafeteria for breakfast, depending on their schedule.

Students who arrive after 7:40 should have an adult walk them into the front window to be issued a tardy slip.

## **ATTENDANCE, ABSENCES, TARDIES, CHECKING OUT EARLY**

*Please refer to the Attendance Policy in the Woodford County Schools 2022-2023 Code of Conduct for any changes or further details. Please read carefully as there are changes this year.*

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.

- **Parent/legal guardian notes expressing a reason will excuse an absence or tardy on seven (7) total occasions per year for a student. Each day absent or tardy would count towards the allotment of seven (7) notes.**

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 .

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. Any tardy requires a note within 3 days of the tardy.

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

Checking out of school - Please schedule appointments after 2:40 p.m. or on any of the scheduled Early Release Days. Any instructional time missed will be considered a tardy. If a child is to be picked up from the school for an appointment, it is preferred that the parent/legal guardian do so. If this is not possible, the child will ONLY be released to another adult if they are listed on the "blue dismissal card" AND a signed letter is sent from the parent/guardian. Anyone removing a child from school will be required to present photo identification.



## 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 up to date. 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.

## 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.

## 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.

## Communication:

Effective two way 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, Facebook, Twitter @SimmonsBulldogs, Infinite Campus email, 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.

## 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, parents/guardian will complete a "blue dismissal 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 will 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. Walking home without an adult present must be approved by the School Principal or designee in advance.

#### **Car rider -**

Students who are picked up in the car rider line will be escorted to the parent/guardian car by a staff member. People 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. **Anyone picking up the child 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.

#### **Dress Code:**

Simmons Elementary School believes that the standards of dress and grooming should be the responsibility of the parents and students with the understanding that students shall wear appropriate clothing and groom themselves in a manner which reflects good taste, does not violate the rules of decency, offend the standards of other students, or distract from the educational program. Families that need assistance with appropriate clothing should contact the Family Resource Center for support.

All students are expected to adhere to common practices of modesty, cleanliness, and neatness in order to contribute to the academic atmosphere. Clothing, jewelry, accessories, or other items of adornment that refer to alcohol, tobacco, drugs, sexual innuendos, gang activity, violence, foul language or weaponry are not permitted. Anything that causes a distraction from the educational process, deemed inappropriate, or unsafe is prohibited.

#### **Pants:**

Students may wear khakis, jeans, slacks, or sweatpants of any color. Pants must conform to the following:

- Must be free of holes and rips above the knee (frays and tears are considered holes)
- Must cover underwear and backside at all times

- Must not sag (must be worn at waist level)
- Leggings, jeggings, tights, spandex, bicycle, yoga pants/shorts must be worn with a shirt that covers the backside at all times.
- **Pajama and flannel pants are prohibited**

#### **Shorts & Skirts**

- Shorts & skirts must be mid thigh in length and cover undergarments at all times.
- Must be composed of non-transparent material
- Must be free of holes and rips
- Must be worn at waist level (not sag)
- It is requested that shorts are worn under skirts in order to preserve modesty

#### **Dresses**

- Dresses must be mid-thigh in length and cover undergarments at all times.
- Dresses cannot expose midriff (stomach), come off the shoulder, or show bare back
- Must be composed of non-transparent material
- Must have a 2 inch measurable sleeve in width
- It is requested that shorts are worn under dresses in order to preserve modesty.

#### **Shirts**

ALL shirts must meet the following criteria:

- Have a 2 inch measurable sleeve in width (no spaghetti straps)
- Cannot expose midriff (stomach), come off the shoulder, or show bare back.
- Be composed of non transparent material, unless worn over a top that MEETS dress code.

#### **Footwear**

Footwear must be worn at all times.

Prohibited:

- **Flip flops**
- Slippers, house shoes, or similar (unless prescribed by a physician)
- Shoes with wheels, high-heeled shoes or other shoes deemed unsafe by principal or designee

#### **Outerwear**

- Heavy coats must remain in the student's locker.
- Light jackets may be worn as appropriate.
- **Hoods**, caps, or hats may NOT be worn inside the building.

#### **Accessories**

- Dangerous jewelry such as wallet chains, belt chains, or any other accessories that administration deems dangerous are not permitted.
- Head coverings such as hats, scarves, bandanas, head warmers, sweat bands, and doo rags may not be worn in the building unless such attire is a recognized part of a religious practice adhered to by the students or is prescribed by a physician.
- Sunglasses are not to be worn or be visible inside the building unless ordered by a physician.

#### **Enforcement**

The school administration shall have the right to evaluate any clothing to determine its acceptability within the guidelines of the dress code. Administrators shall also have the right to make an interpretation on the decency and appropriateness of any garment. Administrators, teachers, and other certified personnel are



responsible for enforcing the dress code. **Possible exceptions for special days** will be at the discretion of the administration.

Dress code violations will result in:

1. Verbal reprimand, teacher-parent contact, correct the infraction
2. Verbal reprimand, documented warning/Minor Incident Referral, teacher-parent contact, correct the infraction
3. Written referral, documented office warning/Office Discipline Referral, lunch 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 designee will be the last authority on all dress code matters.

### **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. Parents/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. Gifts such as flowers and balloons may not be transported on the bus, so please make other arrangements to transport these.

**Food & Nutrition Services:**

Woodford County Schools participates in the National School Lunch Program (NSLP) and School Breakfast Programs (SBP). Both NSLP and SBP are federally assisted meal programs that provide nutritionally balanced, low-cost or free breakfasts and/or lunches to children each school day.

Free/ Reduced Price Meals

A child is able to receive free or reduced- price meals if they (or their household) meet the basic guidelines:

- A child whose family income is at or below 130% of the poverty level can receive free meals.
- A child whose family income is between 130 and 185 percent of the poverty level can receive reduced-cost meals (students in this category are not to be charged more than 40 cents per meal).
- Students whose family participates in federal assistance programs such as SNAP or KTAP can be directly certified for meal benefits.
- If a child's family income is over 185% of poverty, the student will pay a full price for meals, which are actually still cost subsidized by the local school program sponsor.

If you do not receive a Direct Certification letter from the School Food Service Director prior to the start of the school year a household application will need to be completed.



Contact the District Food Service Office at 859 879 4615 if you have any questions. Please remember Free and Reduced Price Meal Applications may be completed at any time throughout the school year. Approval applies to both breakfast and lunch meals.

The information you provide in these forms is confidential and helpful in getting the resources both for the school and for your child(ren).

#### Special Dietary Needs:

Students whose dietary needs qualify them for an adaptation under law shall be provided accommodations in keeping with local procedures.

All parents shall be provided notice of how to request meal accommodations and how to submit a grievance related to a request for modifications based on a disability, at the beginning of each school year or upon enrollment in the District for students transferring in mid-year.

#### Charge Policy:

- Parents will be notified and asked for prompt payment after the first charge
- No a la carte items or adult meals may be charged
- \$10.00 is the maximum charge limit

#### Payments

Personal checks and cash deposits are accepted daily. For your convenience, deposits may be made by credit/debit card by setting up an account for your student on [www.myschoolbucks.com](http://www.myschoolbucks.com). You may view your student's lunch account, and set up a lunch account balance reminder as well. You may contact Food Services for assistance.

#### **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**

Our School Counselor is available for individuals and small group counseling upon referral. Students, teachers, and parents may request time to discuss concerns with the 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.

### **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.

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

In order to protect the health of all of our students, parents should 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.



## **School Resource Office (SRO)**

The School Resource Officer (SRO) program exists by a mutual partnership of the Woodford County Public Schools Police Department and Versailles Police Department. The mission of the SRO program is to provide a safe environment for students and staff through the following objectives and to maintain a positive relationship with students, parents and staff of Woodford County Public Schools.

## **Infinite Campus**

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 (kathy.kurtz@woodford.kyschools.us) to request an Infinite Campus Parent Portal Account. You will receive instructions with a username and password. For further details, please consult our webpage.

## **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 2nd grade students may check out 1 book, while 3rd 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.

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

Simmons remains committed to meet the needs of all of our students (not only academically, but socially and emotionally). 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(s) 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 ensure structure is maintained. Students can receive/earn PRIDE cards when they are "caught" meeting our expectations. Students who receive/earn PRIDE cards are entered into a drawing each week to receive prizes! In addition to our PRIDE expectations, the PBIS team has 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 provided 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.

## **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.

## **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.

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.***

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. PTA is allotted two fund-raisers a year. In prior years, these funds have provided educational assemblies, school awards, Teacher Appreciation, 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!

Some of the exciting PTA offerings include:

### **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!

### **Snowflake Feast:**

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.



## **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.

## **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 providing a reasonable representation of the ethnic diversity of our community.

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

## **Snow Day Procedure:**

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. Non Traditional Instruction (NTI) plans may also be considered. Information concerning these guidelines will be sent home in late fall.

***In the case of a snow day, please watch local news stations, check Social Media, and plan to receive a One Call (automated phone call) with information.***

### ***What is the responsibility of the parent when any part of the snow plan is in effect?***

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.

***How will Woodford County Board of Education deal with a student who is absent on a day when 1) the opening has been delayed; 2) certain bus routes are not run; 3) school is in session during inclement weather?***

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.

## 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. Parents may take pictures of their own child at school events and share these on social media if they choose. It is NOT acceptable to take or share pictures of students other than your own.

## Volunteers

We welcome and appreciate volunteers at Simmons. Volunteers are required 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!

## Appendix -

| 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. |