

2024-2025 STUDENT-PARENT HANDBOOK



**830 TYRONE PIKE
VERSAILLES, KENTUCKY 40383
859.879.4670**

PRINCIPAL: JOE ALBERT

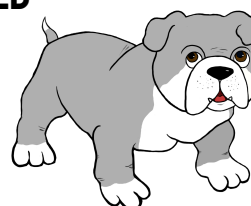
ADMINISTRATIVE DEAN: KIM FORD

COUNSELOR: CARRIE APPLE

SCHOOL HOURS: *7:40-2:35 *BUILDING OPENS AT 7:15

SCHOOL COLORS: BLUE AND GOLD

MASCOT: BULLDOG



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@SIMMONSBULLDOGS



SIMMONS ELEMENTARY & MR. ALBERT'S ONLINE OFFICE



@SIMMONSELEMENTARY & @MRALBERTSIMMONS

Hello & Welcome to a New School Year at Simmons!

It is with great excitement that I welcome you to Simmons Elementary for the 2024-25 school year! I am thrilled to start a new school year and look forward to all of the success our students will achieve! Simmons has a rich history in Woodford County and we look forward to continuing to build on that legacy!

Whether you are new to Simmons this year or are a returning family, we want you to know that we do things "The Simmons Way". We pride ourselves on teaching the whole child through a rigorous academic scope & sequence, a strong Social Emotional Learning(SEL) Curriculum, and a concerted focus on behavior through sound PBIS structures. All learning is based on three 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!

As Bulldogs, we have such pride in our school and love to show everyone that Simmons is "where we want to be"! We know that our students need to feel loved and supported when they enter our building and we strive to demonstrate that on a daily basis. Our loyal and passionate staff has chosen to make Simmons their home and strive daily to ensure that EVERY student feels safe and supported. And we wouldn't have it any other way!

We love inviting families into the building in various capacities; from student performances, to Grandparents' Day, to Watch D.O.G.S, our Blue Doors are always open to guests and visitors alike. If you are at all interested in being a presence in our building, PLEASE get a background check completed or renewed so that you can be part of our school!

Again, I am thrilled for a new year and look forward to a great year! We have great things in store for this school year and with your partnership we can help our students reach their full potential. Please feel free to contact me with questions, concerns, or just to say hello. On behalf of the entire staff at Simmons Elementary, we welcome you to the 2024-25 school year!

Best,

Joe Albert
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. Please enter and remain in the car rider line all the way through drop off. Please do not try to enter the parking lot through the exit lane, as this may cause an accident. 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.

Students may enter the building at 7:15am. Students will go to their classroom or the cafeteria for breakfast, depending on their schedule. Due to school policy, parents/guardians are not permitted to enter the building during arrival. Adults are stationed throughout the building in order to help ensure their safety and get them where they need to go.

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 2024-2025 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.

BIRTHDAY TREATS & PARTY INVITATIONS

In order to protect the health of all of our students, parents should provide our office staff with 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.

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.

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. For the 2024-25 school year, breakfast will be \$1.30, lunch cost will be \$2.65.

CHANGE OF TRANSPORTATION & SCHOOL SAFETY

Transportation change notifications must be in writing with a parent/guardian signature or an email from a guardian using an email address on file in Infinite Campus. Transportation change email should be sent to simmonstransportation@woodford.kyschools.us. All transportation changes must be made by 1 PM. Any changes after this time are only accepted after speaking to a front office staff member and followed up with a verification email (see email above). If a child is riding the bus home with another child, notes and/or emails from both students' guardians 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.

CLUBS

We continue to grow the number of after school clubs offered to our students and a comprehensive list will be shared at the start of the school year. Additionally, we will be having monthly club days for all students to participate in during the school day on Fridays once a

month. This will give our students the opportunity to experience various interests and grow their exposure to things they may otherwise not get to experience. ALL clubs, both after school and during the day, are contingent on good behavior, good academic standing, and attendance. Each after school club will send home a form to be signed by parents/guardians which will include an acknowledgement of the rules and expectations to participate in the club.

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, Parent Square, Class Dojo, 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. Please understand that if you call during instructional hours staff may not be able to take your call; a message will be taken and given to the appropriate person.

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/guardians 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 when checking out a student at school. Parents/Guardians are the only people authorized to make changes to this card. This card will also be reflected in Infinite Campus.

Students will be dismissed at 2:35 PM. Options for dismissal include bus rider, car rider, Explorer Time Company (ETC), or walker (must be approved by building principal and put in writing). Please make sure that your student(s) is picked up in a timely manner

Bus Rider

Students riding a bus home will be called to their bus by staff. Kindergarten students will be escorted to the bus by a staff member. 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 - 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

Car Rider

Students who are picked up in the car rider line will be called by staff. 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.

ETC

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

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 principal or designee in advance and verified in writing (email or hand-written signed note).

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.

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:

- Slippers, house shoes, or similar (unless prescribed by a physician)

- Shoes with wheels, high-heeled shoes, cleats 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 the 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 (ARC). 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, Joe Albert, or the Director of Special Education, Tracey Francis, at 873-4701, ext. 229.

ENGLISH AS A SECOND LANGUAGE (ESL) or ENGLISH LEARNER (EL)

The ESL/EL 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 (ETC)

The Explorer Time Company (ETC) 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 until 6:00 PM. ETC is also available for families when school is not in session during the holidays, in-service days, and throughout summer break.

ETC 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. There is an FRC office located at Simmons.

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 students 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 have a completed background check on file.

FLOWERS/BALLOONS/LARGE GIFTS

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 home.

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 can receive free or reduced-price meals if they (or their household) meet the basic guidelines:

- A child with a family income 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 to be charged at most 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 the full price for meals, which are still cost-subsidized by the local school program sponsor.

If you do not receive a Direct Certification letter from the School Food Service Director before 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 that 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 for the school and your child(ren).

Special Dietary Needs

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

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

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. You may view your student's lunch account and set up a reminder

about the lunch account balance. 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 & SUPPORT SERVICES

Overview

Woodford County Schools, in partnership with Cumberland Family Medical, will be offering on-site clinical services this school year. School Nurses will be able to administer over-the-counter medications and provide basic wound care with parent permission. There will also be the option for students and staff to see an onsite or telehealth nurse practitioner every day for acute illness, wellness exams, sports physicals, etc.

Counseling

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, and/or as needed. Our school counselor also meets with small groups to address specific concerns or issues that students may have with parent permission.

School Nurse

Our School nurses provide support for several county schools. They monitor all health requirements of our students and serve as a resource person for health-related issues. If you have questions or concerns regarding accident reports, illness, lice, or other medical topics, please get in touch with Nurse Hope Woodcock.

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

School nurses will have the ability to administer many over-the-counter medications with guardian permission. All students will be triaged and the need for medication will be determined before anything is given.

All routine and PRN medications must be brought to the office by a parent/guardian. Medications are stored in a locked cabinet in the nurse's 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. **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.

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.

HOME HOSPITAL

Students enrolled in Home Hospital services are able to participate in activities at Simmons. In order to do so, parents/guardians must fill out a Simmons Home Hospital Participation form, which can be obtained by contacting the office.

INFINITE CAMPUS (IC)

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.

You may contact LaShannon Stratton (lashannon.stratton@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/MEDIA

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 5th 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 & 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 Redirection Plan to proactively manage student behavior. Our students are educated on these structures so they know how we will manage problem behaviors when they arise. 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 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.

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-president, treasurer, and secretary being elected. The PTA Executive Board consists of these officers, a teacher representative, and the principal.

The PTA encourages every parent/guardian to be actively involved in their student(s) educational life at home and through participation in 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 fundraisers per year. In prior years, these funds have provided educational assemblies, school awards, Teacher Appreciation, playground equipment, and needed items for classrooms and the office.

Some activities that the PTA helps coordinate 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 look for postings on ParentSquare, social media, the school calendar (found on our website), and Bulldog Bytes (school 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 Lunch 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. Our wonderful volunteers serve each person a delicious meal, including drinks, bread, and desserts. 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 family is offered at least two conferences per year. One of these should be soon after the first grading period and another in the third or fourth 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.

SCHOOL CLOSURE PROCEDURES

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 ParentSquare notification (automated phone call) with information.

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.

SCHOOL RESOURCE OFFICER (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.

SITE-BASED DECISION MAKING COUNCIL (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. Elections are held each spring for one year terms. New council members begin their terms July 1 each year.

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.

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.

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. The exception to this is during events/performances open to the public at Simmons or events that take place off of school grounds.

VISITORS/VOLUNTEERS

Any visitor to Simmons for any non-public event will be required to sign in and present a valid form of identification. Give yourself time for this process, as it may take a little while depending on the reason for your visit (school events, such as Grandparent's Day are highly attended).

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 social media, in Bulldog Bytes, correspondence going home, 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. below 100.4 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.