

# Simkins Elementary Parent-Student Handbook 2019-2020

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GUILFORD COUNTY SCHOOLS | SIMKINS ELEMENTARY 3511 E. LEE ST., GREENSBORO, NC 27406

# A is for ...

## **Accidents**

Parents will be notified of accidents that need medical or immediate attention. Parents must be sure that the school's front office and their child's teachers always have a current emergency phone number.

## **ACES (After-School Care Enrichment Services)**

The ACES program offers both academic and recreational activities. Recreational activities include indoor and outdoor games, arts, and crafts, free play and music. Homework time is also provided.

## **Eligibility**

Any student attending Simkins is eligible for enrollment, unless a student's need for supervision and care exceed the standard staffing practices. The registration fee is \$15. The cost is \$50 per week, whether she/he attends one day or five days each week. Students are expected to follow the rules and regulations established within the GCS ACES program and Simkins guidelines.

## **Hours of Operations**

The ACES program operates Monday through Friday, 2:25 p.m. – 6:00 p.m. and regular scheduled teacher workday with the following exceptions: ACES does not operate when:

- Holidays are observed by the district.
- School is closed due to inclement weather.

The program will end on the last instructional day of each school year.

A late fee of \$1 per child will be charged for every 1-minute increment a child remains after 6 pm. For additional information, please contact the school.

## **Arrival-Dismissal**

Arrival Time.....	7:20 am
Tardy Bell Rings.....	7:45 am
Instructional Day Begins.....	7:45 am
Dismissal Time.....	2:25 pm

The importance of being prompt cannot be overemphasized. Late arrivals disrupt the entire class. The child who is late misses a critical part of class. Please pick up your child promptly at dismissal time.

## **Attendance**

All absences will be recorded as lawful or unlawful (excused or unexcused). Parents have three (3) days after a child returns from an absence to provide the teacher with a written excuse. Lawful absences are sickness, doctor's appointments, family emergencies and death in the immediate family. Family vacations during the regular school year are not considered excused absences. We do ask that you notify the principal and the teacher at least two weeks in advance of a trip. Excessive unexcused absences may result in a contact from the school's social worker.

Students arriving after 7:45 are considered tardy. It is GCS policy that in order for a student to receive credit for an entire day she/he must attend school at least half the day. For Simkins, the half day point is 11:15 am.

### **After-Hour Use of School Playground**

The school provides no supervision of the playground after students are dismissed at the close of the school day, on weekends, or during the summer. For this reason, parents are encouraged to come with children or make provisions for their supervision before permitting them to play on the school playground after school hours. All students should go home from school before using the play area.

## **B is for ...**

### **Book Bags**

Children may carry a book bag that is large enough to hold a notebook-sized binder. Please refrain from using roller book bags.

### **Book Fair**

Twice a year, we have Scholastic Book Fairs in which children will be able to purchase books. Everyone is invited to visit the book fair during school and at a scheduled Bok Fair Family Night. Parent volunteers help to make this event a success. Contact the school if you are interested in helping.

### **Breakfast**

Breakfast is served in the classroom from 7:20 am – 7:45 am. All of our students at Simkins receive free breakfast.

### **Birthdays**

Parents may bring purchased birthday refreshments (i.e. cupcakes, popsicles, etc.) for the entire class to be served during their normal lunchtime, with prior approval of the teacher. To prevent hurt feelings, party invitations cannot be passed out in a classroom by a student, parent, or teacher unless all children in the room are receiving an invitation to the party, which will not be held at school.

### **Bus Behavior**

Riding the bus is a privilege. Improper conduct on the bus may result in this privilege being denied. Students must remain seated, keep hands and feet to themselves, and talk in a quiet voice using appropriate language at all times.

## **C is for ...**

### **Cafeteria**

We feel lunchtime is an opportunity to improve manners and social skills; therefore, we will emphasize an orderly atmosphere that keeps voice levels at a Level 1 which allows children to speak to others at their table; not across tables or across the cafeteria. We encourage you to have

lunch with your child. Please first check in at the front office and secure a visitor's pass and then meet your child in the cafeteria. Questions concerning payment of meals should be directed to our cafeteria manager. At the printing of this handbook, the meal prices were as follows:

Student Lunch	\$2.85
Reduced Student Lunch	\$0.40
Milk	\$0.55
Ice Cream	\$0.65

If a child forgets his or her lunch money or loses it on the way to school, they can call their parents. You can also put money on your child's lunch account using the online K12 payment service. Just enter [www.k12paymentcenter.com](http://www.k12paymentcenter.com). If you are new to doing this online, you will need to start the process, and you will need your child's assigned school number, which you can get from the front office.

### **Car Rider Procedures AM/PM**

Parents who choose to drop off or pick up their child/children by car must observe the following rules:

1. Students are not to be released from the car before 7:20.
2. All automobiles are to unload and load students in the designated student-loading zone. Do not drop them off in the top parking lot. There is no adult supervision in this area and they are having to cross traffic.

3. As cars leave, please continue to pull forward. Students must enter and exit the car on the sidewalk side of the lot. If you need to go inside the building, please park in a designated parking space. Staff members will be present to assist the students. Please help us and all the students by driving slowly and carefully on all school property. Students wait inside the building in the afternoons until parents arrive. Please apply for a sign to put in your car window to help with this process. Families must re-apply for a car sign every school year, even if they already have a sign from the previous year. Please post your sign every afternoon, even if staff members know you. This is for the safety of the children.
4. If you walk up in the afternoon, instead of going through the car rider line, you must go to the office and receive a slip with your child(ren)'s name and grade level to be presented to the caller at the door that leads to the car riders.
5. All car riders must be picked up by 2:50 each day. If you arrive after this time and there are no staff members on the sidewalk, please park and pick up your child in the front office.

### **Celebrations**

There are ONLY TWO times when celebration activities may occur. We have celebrations right before the winter break and at the end of the school year. Grade levels determine the date in which they will hold their celebrations and will communicate this information in written form and electronically.

## Cell Phones

The school is not responsible for lost or stolen cell phones. Students must keep cell phones in their book bags throughout the day; including on their bus ride home. If a cell phone is retrieved from a student, a parent or guardian will be required to pick it up from the office.

## Change in Address

Please notify the office and your child's teacher immediately if you move or change your phone number during the year. We want to make sure we can reach you in case of an emergency.

## Check-in/Check-out

Students arriving after 7:45 am are tardy and must get a tardy note in the front office. All children who leave prior to 2:25 pm must be signed out in the office by a parent or authorized adult. We ask that you refrain from picking up your child early or between 2:00-2:25 each day. Please only pick them up early for extenuating circumstances. This causes a great deal of disruption when classroom instruction is being interrupted to ask that they send a child to the office ready to go home.

If your child is to go home a different way or be picked up by someone other than you or their normal driver, the school must have this information from you in writing. If you wait and let us know this information on or after 2:15, we cannot guarantee that the teacher will get this information in

time to make the change. The front office is very busy from 2:00-2:45 each afternoon.

## Character Education

Character education is an important part of your child's school experience at Simkins Elementary. Monthly character education traits are stressed through Guidance lessons and modeled by staff and students throughout the school year. GCS has identified the following 7 traits of good character: **courage, integrity, kindness, perseverance, respect, responsibility, and self-discipline.** We welcome the attention that families give to building positive character traits both at home and in our school setting.

## Child Custody

If a child's parents are no longer together or do not have custody of a child, there should be a court order stating this and we **must** have a copy of that document on file in the school office. Should the situation arise that a person is not allowed visitation and comes to the school; the only way we can comply with the court order is to have this copy. We cannot refuse a parent who asks to pick up a child unless we have a court order on file disallowing it.

## Conferences

Your child's teacher will contact you during the first quarter and midway through the school year to set up a conference. On the day of your scheduled parent/teacher conferences at Simkins, your child will conduct a student-led conference

on the same date after the parent has met with the teacher. Your child will share their academic and behavior goals and how they are progressing with these goals. Please feel free to request a conference at any time you feel the need. If you need to speak with your child's teacher, please call them between 2:40 and 3:00 pm or send them an email requesting for them to call you.

## **Counselor**

The purpose of the guidance and counseling program is to serve the academic, social, and emotional needs of students through classroom guidance activities, individual and small group counseling, and coordination of services to other professional and community agencies. Our counselor(s) are available to assist students and families with school related concerns. Students may also do self-referrals.

## **Criminal Background Check**

All parents/volunteers who work with children outside of the presence of a teacher or want to help chaperone students on field trips are required by Guilford County Schools to have a criminal background check. These are done online at the GCS website: [www.gcsnc.com](http://www.gcsnc.com) . The safety of our students is a priority.

# **D is for ...**

## **Daycare**

If your child is in an after-school day care program that picks up at Simkins, please notify the day care program when your child will not be going to the program after school.

## **Dentist/Doctors Appointments**

Whenever possible, please schedule your child's dentist and doctor's appointments after 2:25 pm or on a teacher workday. In an effort to improve attendance, we want children to be in school as much as possible.

## **Discipline Policy**

Simkins Elementary follows the GCS Board of Education discipline policy. Parents will receive a copy of the GCS 2019-2020 Student Handbook, which list the Violations of the Code of Conduct and the consequences at the elementary level.

Our expectation is that students will behave appropriately while at school, on any school property, and at any school sponsored activity.

## **Discrimination Policy**

In compliance with federal laws, Guilford County Schools administers all educational programs, employment activities and admissions without discrimination because of race,

religion, national or ethnic origin, color, age, military service, disability or gender, except where exemption is appropriated and allowed by law. Refer to the Board of Education's Discrimination Free Environment Policy AC for the complete statement. Inquiries or complaints should be directed to the GCS, Compliance Officer, 120 Franklin Blvd., Greensboro, NC 27401; 336-370-2323.

## **Dress Code**

We realize that fashions are constantly changing and students like to keep up with the current trends; however, some fashions do not fit in the learning environment. Clothing that is modified to be revealing should not be worn at school. Clothing deemed to be inappropriate will not be permitted.

1. Top and bottom garments must meet all the way around.
2. Clothing or accessories advertising vulgarity, alcoholic beverages, violence, sex, tobacco or drugs is not permitted.
3. Shoes must be worn at all times.
4. Shoes with wheels or rollers are not permitted.
5. Hats, caps, bandanas, scarves and sunglasses are not to be worn inside the school building.
6. Pants must be worn securely around the waist.

## **E is for ...**

### **Early Dismissal**

If it is necessary for your child to be picked up during the school day, a note signed by the parent and explaining the circumstances must be sent to the teacher. When you arrive to pick up your child, please come to the office and sign them out. The office will call your child's classroom and have them sent to the office ready to go home.

Students picked up before 11:15 am are counted as absent.

### **Educational Trips**

Students are only allowed to be absent for one educational trip per school year. These trips may be considered as excused absences providing the following criteria are met:

1. The parents make the request in writing.
2. The child completes assignments given by the teacher.
3. The child keeps a daily journal.
4. The child shares this journal with their classmates and teacher.

### **End of Grade Testing**

End of Grade State testing is required and an important part of a student's progress. All 3<sup>rd</sup>, 4<sup>th</sup>, and 5<sup>th</sup> grade students are required to take the reading and math state tests. Fifth grade students are also required to take the science state test.

## F is for ...

### Field Day

Each Spring, our Physical Education teacher coordinates special outdoor activities for the entire school. It is our way of welcoming in the warm weather with some healthful fun. Student participation in Field Day is a privilege. Appropriate behaviors are required. Only Simkins Elementary students are allowed to attend field day.

### Field Trips

A trip connecting to a unit of study can be of great educational value. The teacher, with the principal's approval, is responsible for all field trip planning, including sending home permission slips and securing chaperones. At Simkins, we plan no more than 2 field trips per grade level, per school year. Failure to return a permission slip within the deadline may result in your child not being able to participate in the field trip. Parents are allowed to chaperone. Parents chaperoning are not allowed to ride the GCS buses, but may ride charter buses if there is room. Parents chaperoning are not allowed to bring other siblings on the field trips. If a child is ill and cannot attend a field trip, every effort will be made to refund part of the money paid. Unfortunately, transportation costs cannot be refunded for field trips.

### Fire Drills

Fire drills are conducted once a month. All students, staff, and parents must evacuate the building upon hearing the alarm. Check the posted instructions in each room indicating how to leave the building in case of fire. Move quickly and quietly to designated areas.

### First Aid

Non-emergency first aid will be limited to soap and water with an appropriate bandage. Emergency first aid will be administered according to approved procedures. Notification of parents and medical personnel, if necessary, will take place. If a student is suspected of running a fever the temperature will be checked. Any temperature over 99.6 will result in parent notification. Arrangements must be made to pick up the student as soon as possible.

## G is for ...

### Grades

At Simkins, common assessments (every 1-2 weeks), projects, and unit tests are graded. These grades are used to determine a child's report card grade. Report cards are sent home after each nine weeks. In grades K-2, students' mastery of skills will be measured as follows: 4 – Outstanding-child can do independently and all work is

correct, 3 – Satisfactory-child can do independently and most of the work is correct, 2 – Needs more Practice-child can do the work with support, 1 – Unsatisfactory-child can not do the work and exhibits below grade level performance. In grades 3-5 letter grades are given in subject areas (90-100 = A, 80-89 = B, 70-79 = C, 60-69 = D, 59 and below = F). Homework is not graded, but is considered a work habit. Work habits are graded using a S, N, U, as well as conduct. Interim Reports/Progress reports are sent home midway during each 9 week quarter.

## **Grievance Policy**

If you are unhappy about something which has happened in your child's classroom, you should:

- First, talk to your child's teacher about the problem.
- If you are not satisfied after talking with the teacher, talk to the principal.

We will strive to work with you in every way possible to solve problems within our school. Proper procedures involve working at the school level to make improvements, rather than calling central office personnel.

## **H is for ...**

### **Health Assessment**

North Carolina state law requires that all kindergarten students and all students attending public school for the first time to have a health assessment examination with the

results recorded on the health assessment form. This form must be completed by September 26, 2019 (30 days from the day school starts). Health assessment forms are available in the front office.

## **Homework**

Research shows that homework at the elementary level should not be the practice of brand new material. Homework at the elementary level should be the practice of skills that they already know and need to keep sharp. It is essential that your child reads at least 20 minutes every night. If your child cannot read, yet, then we encourage you to read to your child at least 20 minutes every day. This gets them into the practice of reading and/or improving their reading skills. Depending on the grade level, homework should not take more than one hour to complete.

## **Health Information**

Report all absences due to contagious diseases to the school office. Keep your child at home if she/he is feverish, or has an upset stomach. This is a matter of courtesy towards the other children, parents, and teachers. If your child is sick at school, someone will call the parents to take the child home. Please be certain that the office has an up-to-date list of business telephone numbers and emergency numbers including friends and relatives. Please give medication at home whenever possible. If a child must receive medication at school, the school provides a state-required form for this purpose. You can get a copy of this form from your child's teacher, the front office, or you can

also locate it in the back of the GCS Student Handbook. Medications will not be allowed on campus or given except upon written permission from your child's physician.

## I is for ...

### **Immunization**

North Carolina law requires proof of immunization be provided to the school upon enrollment. Consult with your child's physician or County Health Agency. If required certification of immunization is not received within 30 calendar days from enrollment, your child will be suspended until the school receives the immunization record.

## J is for ...

### **Join our PTA**

It is very important to us that all Simkins Elementary parents are members and are involved in the decisions sponsored by the PTA. Every Simkins event that is sponsored by our PTA is for the students, staff, and the Simkins community. The cost is \$6 individual or \$10 per family.

## K is for ...

### **Kindergarten Requirements**

1. Child must be 5 years old on or before August 31.
2. Birth Certificate (certified with seal)
3. Proof of required immunizations
4. Kindergarten Health Assessment
5. Proof of residency (power bill, gas bill, lease agreement, voter registration card)

Accordingly, a child entering first grade must be 6 years old on or before August 31 of the current year. The age provision for first grade is modified where children move into the state after having entered public school for the first year in another state where the age requirement is different.

### **Kindness**

Kindness is an act in which we believe. We are kind to people, kind to animals, kind to nature, and kind to another person's property.

## L is for ...

### **Lice**

Live Head Lice – May return to school the following day if treated with special shampoo or cream rinse and removal of a significant amount (75%) of nits. Bring proof of treatment to the school. Students with only nits may remain at school, but the parent will be notified. We will make effort to treat each case with the strictest confidence.

## **Lockdown Drill**

Lockdown drills are conducted a minimum of once a semester. Hopefully, we will never have the need to have an actual lockdown, but this practice will prepare us in the event an actual school lockdown is necessary.

## **Lost and Found Items**

Lost items are placed in the tubs located in the computer lab. You are urged to put your child's name on anything easily lost especially coats, sweaters, hats, and gloves. Please remind your child not to bring expensive and valuable items to school. Simkins Elementary is not responsible for any lost or stolen items.

## **Lunch**

Students may either buy lunch from the cafeteria or bring their lunch. Lunch should be limited to a sandwich, drink, fruit, vegetable, etc. Staff is not allowed to use the microwave to heat any students' food. Extra items such as ice cream may be purchased. If parents do not want their children purchasing extra items, please notify the cafeteria manager.

# **M is for ...**

## **Mission Statement**

George C. Simkins, Jr. Elementary School will foster a welcoming school community that embraces diversity through respect and acceptance. All students will be empowered to achieve academically, socially, emotionally, and physically with the support of staff who personalize education and strive to meet the unique needs of each student to promote life-long learning. Together with the Simkins' community, students will have a strong foundation to positively contribute as citizens and leaders in the global society.

## **Make-Up Work**

The following guidelines are used to provide make-up work for students unless approved by administration.

1. One day absence – make up work will be given to them upon their return to school.
2. Multiple day absences:
  - a. Requests made before 7:15 am will be available for pick up after 8:00 am the next morning.
  - b. Requests made after 7:15 am will be available after 2:25 pm the following afternoon.

## **Media Center**

The Media Center has an instructional program that integrates the media curriculum with the grade level NC academic standards. Our students attend classes in the

media center every other week, but are allowed to check out books and return books every day during the open check-out time (2:10-2:20). We encourage our students to check out books. Our media center supports home and school learning by providing materials in a wide range of topics and reading levels. We encourage students to read at home, in the car, at the doctor's office, or wherever they enjoy reading. Access to reading materials is a cornerstone of academic achievement and our goal is to remove barriers to access. We encourage our students to check out books that are "just right" (fits their reading level) and one "just for fun" book. It is very important that students return their books to the media center so that other students have the opportunity to check out these books.

## **Medicine**

If a student must take any form of medication at school, the following procedures must be followed:

1. Students taking medication of any kind must have a completed Medical Authorization Form with the doctor and parent's signature on file in the front office.
2. All medications must be in the original container with the correct labels from the pharmacy.
3. Medicine must be delivered in person by the parent or guardian.
4. Medications are kept in the classroom and a medication log is filled out each time a student is given medicine.
5. Children cannot be given aspirin/cold medicine without proper documentation. Written requests to

administer non-prescription medicines must be provided by a doctor.

## **Message from the Principal**

You will receive a telephone message from the principal every Sunday at 5 pm throughout the school year informing you of important events and exciting happenings for the upcoming week. This is done through our district's ConnectEd program. The phone number that is called is the primary number that you have listed on your child's registration form. If your number changes, please let the front office know of this change, as well as your child's teacher. You will not receive the messages if you have not notified the office of the change in phone numbers.

## **N is for ...**

### **News**

Grade level newsletters are distributed a minimum of once a month. Some grade levels send a weekly newsletter. Your child's teacher will let you know when to expect their newsletters to come home.

After the principal sends the weekly phone call to the Simkins' families on Sunday, these messages can be located in English and in Spanish on the school's website by Monday at noon. The messages are located under the parent information tab. If you should forget something from

the announcement or you missed the call, this is just another place that you can get this news.

Our Simkins website includes grade level school supplies lists, school events, our Simkins School Based Leadership Team minutes, as well as our School Improvement Plan. Every staff member is listed on the website along with their email address and every classroom teacher has a webpage that they update at least once a month.

Students will have a weekly folder that comes home very Thursday. This folder includes work that they have completed in class, as well as handouts and announcements.

## O is for ...

### Office Referrals

Office referrals for behavior are given if a child exhibits severe inappropriate behaviors. With any inappropriate behavior, our goal is to help students change their behavior and make good choices. The school's principal and assistant principal follow the GCS Student Handbook that outlines conduct violations and the range of consequences that are deemed appropriate.

## P is for ...

### Positive Behavior Intervention & Support (PBIS) Expectations

Simkins Elementary is a PBIS school, which means that we have clear expectations for behavior throughout the building. The expectations are the same for everyone and we have positive consequences that go along with our expectations. It is important to us to have a positive school environment where our students can learn and grow academically, behaviorally, socially, and emotionally. We put a lot of emphasis on our school wide expectations in all of our common areas and our grade level teachers have common expectations in the classroom along with positive consequences for when students meet the expectations. We recite our Simkins Shark Pledge every morning at the start of the school day and we practice the behaviors that represent our pledge.

Simkins Sharks **SWIM!**  
We **S**how respect.  
We **W**ork for excellence.  
We **I**clude everyone.  
We **M**ake responsible choices.  
**SWIM.....SHARKS!**

These are our school wide expectations.

### *Encouragement/Teacher Response Expectations*

All staff members are expected to contribute to the expectations for appropriate student behavior by acknowledging responsible student behavior four times more frequently than responding to student misbehavior.

- Staff will interact with students in a friendly, supportive manner at all times.
- Staff will engage in positive verbal interactions such as greeting students, talking to students, using a student's name, giving positive feedback, etc.
- Staff will engage in positive, nonverbal interactions by making eye contact, smiling, giving the thumbs up signal, etc.
- Staff will give students positive feedback about specific behaviors that are contributing to that student's success.
- Staff will pair acknowledging student's behavior with "Shark Bait" whenever staff notices the student going above expectations, such as holding the door for someone, picking up trash or a pencil, helping someone, etc.

### *Hallway Expectations*

Simkins Elementary staff, students and parents will maintain a safe, friendly and quiet environment where all people interact with courtesy and respect. Students will:

- Walk in a single file line on the right side where the colors connect.
- Keep hands, feet and other objects to themselves.
- Talk using Voice Level 0 or 1.
- Use a friendly hand wave to greet someone.

- Follow adult directions the first time they are given.
- Go directly to their destination.

### *Bathroom Expectations*

Simkins Elementary staff and students will maintain a safe, clean and calm environment when all people interact with courtesy and respect. Students will:

- Leave the bathroom clean and report issues or unsafe behaviors to the teacher.
- Use good manners and flush the toilet.
- Soap and sanitize their hands.
- Keep their hands, feet, and eyes to themselves.
- Put trash in the trash can.
- Clean up after yourself.
- Wait patiently for a turn.
- Sign out of the classroom before leaving for the bathroom and sign back in (Grades 3-5).
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### *Assembly Expectations*

Assemblies at Simkins Elementary will be organized and participants will demonstrate courteous and respectful behavior. Students will:

- Enter and exit in a single file line with a voice level of "0".
- Follow directions of adults the first time given.
- Give the speaker their full attention and face forward.
- Wait for the presentation to begin with a voice level "1", speaking only to the people next to them.
- Show appreciation and clap when appropriate.

- Look to their teacher for dismissal directions at the end of the assembly.

### *Bus Expectations*

Simkins Elementary staff and students will maintain a safe, orderly, and calm environment, interacting with courtesy and respect. Students will:

- Enter the bus using voice level “1”.
- Sit in assigned seat.
- Sit facing forward with back against the seat and feet on the floor.
- Talk using voice level “1-2” with the people in their seat.
- Keep hands, feet, and objects to self.
- Follow the directions of the bus driver the first time given.
- Stay seated at all times except when getting on and off the bus.
- Use voice level “0” when the bus stops for railroad crossings and all stop signs.

### *Playground Expectations*

Simkins Elementary staff and students will maintain a safe environment, which encourages fitness and exercise.

Students will:

- Interact with courtesy and respect.
- Take turns on the equipment and use as intended.
- Go down the slide one at a time, facing forward, on bottom.
- Leave nature items alone.

- Use positive and polite language with peers and staff.
- Follow adult directions the first time they are given.
- Take responsibility for actions.
- Show good sportsmanship.
- Stay within physical boundaries as directed by teacher.
- Participate in activities in a way that ensures everyone’s physical safety.
- When signaled to leave, collect all supplies and line up immediately.

### *Cafeteria Expectations*

Simkins Elementary staff, students, and parents will maintain a safe, friendly, clean, calm environment where all people interact with courtesy and respect. Students will:

- Use a voice level “0” while entering the cafeteria and waiting in line.
- Stand in a single file line while waiting to purchase food.
- Get everything needed before leaving the lunch line.
- Remain in seat at all times.
- Raise hand if assistance is needed.
- Use voice level “0, 1, 2” when sitting at the tables.
- Demonstrate appropriate manners in the lunch line and at the table.
- Leave the seat and table clean.
- Follow directions for leaving tables and disposing of trash.

### *Arrival Expectations*

Simkins Elementary students will arrive safely, calmly and respectfully. Students will:

- Keep hands, feet and objects to themselves.
- Enter the building and go directly to their classroom.
- Use voice level “1” when entering the building.
- Follow hallway procedures.
- Follow the directions of adults the first time given.

### *Dismissal Expectations*

Simkins Elementary staff and students will maintain a safe and efficient environment so that all students get to where they need to be at dismissal. Students will:

- Dismiss as a car rider, ACES, bus, day care van.
- Follow the adult directions the first time given.
- Keep hands, feet and objects to themselves.
- Walk on the right side with a voice level “0 or 1”.
- Make sure their teacher knows where they are at all times.
- Give note that a parent or guardian has written changing the way the child is to go home to the teacher first thing in the morning when they arrive.

### *Voice Level Expectations*

0	Silent
1	Whisper
2	Table Talk
3	Strong Speaker
4	Outside

## **PTA Membership**

Simkins Parent Teacher Association welcomes parents and extended family participation. We encourage you to become involved and volunteer your time and services. Membership is \$6 individually or \$10 per family. This year, our goal is for 100% of our staff and families to join the PTA. Please help us reach our goal. You may contact the front office for more information.

## **Parent Involvement**

Parent involvement can come in many different ways. Checking over your child’s work and reading with them is one way to be involved in their school, as well as volunteering in the school. Volunteers available during the school day may be asked to help with making materials or work with students and listen to them read or work with them on sight words or math facts. Parent support is greatly appreciated by the school. We are all raising the children when they are at school and we raise them with the same expectations and love that families show at home.

## **Pictures**

Individual pictures are taken twice a year, fall and spring. Different photo packages are available. Class photos are taken in the spring. Yearbooks are sold November through March.

- Fall Pictures – Wednesday, October 16, 2019
- Class Pictures – Wednesday, March 4, 2020
- Spring Pictures – Wednesday, April 1, 2020

We like to post pictures of our students on our school's website and when stories about our school are done and news cameras come, they like to film and take pictures of students. A Parent Consent form stating whether or not you allow your child to be photographed for public use will need to be completed at the beginning of each school year or when they enroll into the school that school year.

## **Promotion Ceremony**

Simkins Elementary holds 2 promotion ceremonies each year. The promotion ceremonies are for students in Pre-Kindergarten moving onto Kindergarten and for students in 5<sup>th</sup> grade moving onto Middle School.

## **Q is for ...**

### **Quarterly Awards**

Simkins Elementary recognizes Sharktastic Students each nine weeks. The Sharktastic Students are given a certificate in their classrooms and their names are posted outside of their classroom as "Sharktastic Students" for the quarter. Sharktastic Students are invited to an Ice Cream Sundae/Popsicle Celebration. The following lists the criteria for receiving the "Sharktastic Student" Award.

### **Grades K-2**

- All personal and social development and work habits must be satisfactory during the reporting period.
- Grades should be at least a "3" on the report card.
- They should have no office referrals during the reporting period.
- They should have no more than 3 absences during the reporting period.
- They should have no more than 5 tardies or early dismissals combined during a reporting period.

### **Grades 3-5**

- All work habits and grades in specials must be satisfactory during a reporting period.
- Grades should be at least a "C" or above on the report card.
- They should have no office referrals during the reporting period.
- They should have no more than 3 absences during the reporting period.
- They should have no more than 5 tardies or early dismissals combined during a reporting period.

End of Year Awards are given in the classroom as a part of the End of Year Celebrations.

# R is for ...

## Reading

Reading is one of the most important academic skills that your child can master. At Simkins, we recognize students for their reading achievements and the amount of time they read directly correlates to this achievement. All grade levels provide monthly reading logs to document the number of minutes your child reads each evening. We encourage at least 20 minutes of reading each night in grades K-2 and at least 30 minutes of reading each night in grades 3-5. Your child's teacher will let you know when the logs are due. We hold two reading parades each year to celebrate the number of minutes the children have read. The first reading parade is held at the end of the second quarter (January) and the second parade is held at the end of the school year. Students in grades K-2 receive ribbons once they achieved a certain number of minutes reading and students in grades 3-5 receive medals for achieving a certain number of reading "steps". In grades 3-5, every 15 minutes of reading equals 1 step. Students in grades 3-5 are required to read 30 minutes during the "wide read" time at school, each day, so this equals 2 steps. If they read for 30 minutes each night, they receive 2 more steps. This equates to 4 steps a day and 20 steps during the school week. They receive a medal for every 100 steps they earn.

## Report Card Schedule

	QTR 1	QTR 2	QTR 3	QTR 4
Interim Reports	Sep. 25	Dec. 3	Feb. 24	May 4
Grading Period Ends	Oct. 25	Jan. 17	Mar. 26	June 4
Report Cards Go Home	Nov. 5	Jan. 30	Apr. 1	Last Day of School

# S is for ...

## School Nurse

Simkins Elementary has a school nurse available to assist with student's health needs on campus one day a week.

## School Closings

In case of inclement weather, expect announcements concerning school closing or delays to be made in the news media by 6:30 am. If inclement weather begins during the day, please listen for school closing early announcements on the radio or television.

## **School Transfers**

Students transferring from another school will be assigned to a classroom once all forms have been completed by the parent or guardian registering them into our school.

Request for bus transportation must be done online. Bus transportation is usually assigned within 24-48 hours of receiving the transportation request. Parents requesting bus transportation who do not have access to a computer may use a school computer. The office staff will assist them with this request. Parents withdrawing their child from Simkins during the school year should notify their child's teacher at least one day prior to leaving, return library books, and pay any monies and fines not paid. The new school will request school records from our office.

## **Snacks**

Your child can bring a healthy snack to school. Snacks are eaten in the classroom while the students are doing their work. Students are allowed to bring water to drink in the classroom. Sodas and juice boxes will not be allowed to drink in the classroom.

## **T is for ...**

### **Tardy**

All students arriving after 7:45 am must be checked-in at the office. Remember when your child is tardy, valuable

instruction time is lost. Students with more than 5 tardies or early dismissals within a reporting period will not receive the Sharktastic Award, even if they have met all other qualifications.

## **Teacher of the Year**

Congratulations to **Ms. Ashley Wilson**, the Simkins Elementary 2019-2020 Teacher of the Year! Teacher of the Year is selected by the staff members of each school. They must meet the state requirements in order to be a candidate and be voted as the Teacher of the Year.

## **Tornado Drills**

Tornado drills are held at least once a year (usually in the spring). Children and staff members are required to kneel on the floor as close to the wall as possible (away from windows) with their hands covering their heads. We take this drill and all drills very seriously.

## **U is for ...**

### **Unique**

Every child at Simkins Elementary is a unique individual with very special talents to share. We had our first Talent Show sponsored by our PTA during the 2018-2019 school year and we are looking forward to having our next Talent Show in the spring of 2020. Information will be sent home.

# V is for ...

## Vision Statement

George C. Simkins, Jr. Elementary School is a diverse community committed to creating a positive, supportive, and safe learning environment that equips students with knowledge to become productive citizens and leaders.

## Visitation Guidelines

All visitors must check in at the front office to receive a visitor's pass. Please follow our procedures when visiting our school:

1. Under no circumstances, should a parent or visitor go directly to a classroom without checking into the front office and receiving a visitor's pass. This is for the protection of all children.
2. Any visitor in the building without a visitor's pass clearly displayed on their clothing will be reported to the office by staff for investigation.
3. As a visitor leaves, they need to sign-out in the front office. If a parent is leaving and wants to take the child home with them as they leave, they must also sign the child out in the office.

## Volunteer Opportunities

At Simkins Elementary, we pride ourselves in the involvement of our parents and community with the students in our school. Every child deserves the opportunity to have

an excellent education and volunteers have a significant role in that education.

You can help by:

1. **Helping in the cafeteria...**volunteers can help supervise during lunch. In addition, volunteers can eat lunch with a class and assist students while eating.
2. **Share special skills...**volunteers can share hobbies and interests; vocational experiences can be shared during classroom presentations and special skills to enrich our students' education. We have a Career Fair every spring and we love to have parent volunteers come and share what they do and how reading and math play a big part in their career. If interested in this, please contact our school counselor and/or our volunteer coordinator. The front office can help put you in contact with the correct staff members.
3. **Classroom...**under the direction of the teacher, volunteers can provide support to students and staff in the classroom. Volunteers may help by reading to or with students, help with projects, and assist students or teachers with assignments.
4. **Prepare classroom materials...**after receiving clear instructions from the teacher, volunteers can help prepare materials for the teacher.

## W is for ...

[www.gcsnc.com](http://www.gcsnc.com)

Log onto the Guilford County Schools website to find current information about our school district. While on this site, click on “schools” and locate Simkins Elementary. Click on our school name and it will take you right to our schools website.

### Writing

Encourage your child to be creative in his/her writing by making writing fun and meaningful. Encourage them to write special notes or letters to their grandparents, friends, and family members. When they are answering questions in a homework assignment, encourage them to begin their response in a complete sentence. This can be done using sentence starters that they can choose from to start their response. An example: “The context clues that I used to find out what the word in the sentence means is...” At Simkins we expect our students to also respond in complete sentences when asked a question. This helps students with their speaking and listening skills, as well as their writing skills.

## X is for ...

### X-Ray

Examine your child’s work and check their book bags daily along with information sent home in Thursday folders. Students in grades 3-5 use a daily planner, so we also encourage you to check their planners for their homework assignments and notes from their teacher. All of our teachers have systems for communicating with parents on a regular basis. Please look out for these regular communications.

## Y is for ...

### YOU!

You make the difference in your child’s education. We are excited to partner with you and give your child the very best education.

## Z is for ...

### Z Z Z Z!

A set bedtime paves the way for your child to get a good night’s sleep and rested and ready to learn each day at school.

