



**INFORMATION HANDBOOK
2017-2018**

6725 Shelbyville Road
Simpsonville, KY 40067
(502) 722-8855 Fax: 722-9607

WELCOME

Welcome to Simpsonville Elementary School. The teachers and staff take pride in joining families in a combined effort to guide the students at Simpsonville to success. By forming a partnership we will be able to carry out Simpsonville's mission and vision statement. Have a great year!



VISITORS

Students are not allowed to bring visitors to school. Parents and family are always welcome, but are encouraged to make an appointment to see a teacher, the principal, or visit their child's class. Our purpose in this request is to keep interruptions to instruction to a minimum. For safety and security reasons, all visitors, including family, must enter the front door of the building and sign in at the office. We ask that you wear a nametag while in the building.

SHELBY COUNTY PUBLIC SCHOOLS 2017-2018 SCHOOL CALENDAR

August 1	Opening Day for Teachers/Staff
August 2	First Day for Students K-12
September 4	No School – Holiday – Labor Day
October 9	No School – Professional Development
October 10-20	No School – Fall Break
November 22-24	No School – Holiday – Thanksgiving Break
December 20-January 2	No School – Winter Break
January 15	No School – Holiday – M L K Jr. Day
February 19	No School – Holiday – President's Day
March 26-April 6	No School – Spring Break
May 22	No School – Election Day
May 24	Last Day of School for Students
May 25	Closing Day for Teachers/Staff

ARRIVAL

Classes begin at 7:40 a.m. For those students who are car riders, we ask that they arrive at the school no earlier than 7:15 a.m. Adult supervision begins at this time. Car riders eating breakfast must arrive before 7:30. Students in cars are unloaded at the front doors. All buses load and unload at the side of the building.

AFTERNOON DISMISSAL

Car riders are dismissed to the front lobby at 2:25 p.m. **Please do not come to the school office to pick up your child between 2:10-2:25 p.m. IF YOU DO CHECK YOUR CHILD OUT IN THE OFFICE BEFORE 2:25 IT IS COUNTED AS A TARDY. We encourage all parents to pick up their children in the car rider pick-up line to avoid traffic conflict with our buses.**

STUDENT INFORMATION FORM

For safety reasons we keep an information sheet and emergency card on all students. Emergency cards are used when we need to contact you regarding your child. Please notify the office of any telephone number or address changes.

MEDICATION

Students who take medication must have the appropriate form signed by the physician before it can be brought to school. Non-prescription medications may be given at school with the appropriate form signed by the physician. Parents may administer medication in the school office. Parents must transport the medication to the office. Students are not allowed to transport medication in backpacks.

ATTENDANCE POLICY

Simpsonville Elementary adheres to the statewide attendance policy. The new state required attendance program marks a child "Tardy" for any part of the day that they are not in school. For example, if a child comes in late or leaves early from school he/she is marked "Tardy." Students should bring a note to the office **upon their return to school each time they are absent**. A complete copy of this policy appears in the Student Discipline Code Book. After reading this policy, if you have questions, call the school office. Regular daily attendance is an important habit for your child to learn. When he or she misses school, he or she misses instruction! **PLEASE NOTE: AFTER ANY COMBINATION OF SEVEN (7) ABSENCES, EXCUSED AND/OR UNEXCUSED, ALL FUTURE ABSENCES WILL REQUIRE A STATEMENT FROM A HEALTH PROFESSIONAL OR PRINCIPAL APPROVAL TO BE EXCUSED.** Vacations and travel are discouraged when school is in session

ILL CHILDREN

If your child becomes seriously ill or injured at school, we will contact you immediately. If we cannot reach you, we will use the emergency contact information you have provided. Please keep the information on the emergency card in the school office current. Ill children cannot be kept at school.

Students with communicable health situations are not permitted to remain at school. Shelby County Public Schools Board Policy 09.213 AP.2 (Screening for Lice [Pediculosis] Infestation) states: When head lice are found on a student, the student shall be sent home with the necessary information on how to eradicate the infestation. The parent shall be notified that the infected student is not to return to school until he/she is **free of lice**. Upon returning to school the student will be checked to ensure that the student is free of lice. If lice are found on the student's head, he/she shall again be sent home. Students shall be permitted to return to school upon presentation of a statement signed by a physician that the student is free of lice or when the student has been checked and cleared by a school official.

TRANSPORTATION CHANGES

Change of transportation must be in WRITING from the parent or guardian and sent to school with the student. The note is filed in the office so please do not write change of transportation notes in the agenda book. Only in an **EMERGENCY** will we accept changes sent in by fax or emails to the office staff. A phone call to the office must be made to confirm that emergency note has been received. Transportation changes will not be taken over the phone.

ALL CHANGES MUST BE IN BEFORE 2:00 for the safety of all our students and staff.

BUS TRANSPORTATION

Riding the bus is a privilege for students. For safety reasons students must follow the Shelby County Public Schools Board Policy (06.34) for bus conduct. Students who fail to adhere to these guidelines and responsibilities will be reported to the Principal or designee (by the bus driver), and appropriate discipline procedures will be enforced. Students may lose riding privileges due to misconduct. Please read carefully about this in the Discipline Code Handbook.

INCLEMENT WEATHER

During inclement weather and the possibility of school being closed, or if a crisis occurs, the following news media services will be contacted:

- www:schoolsout.com
- Radio: (Louisville) 84 WHAS, Clear Channel Frankfort
- Television: (Louisville) WAVE, WLKY, WHAS, FOX41 (Lexington) WKYT, WLEX
- Social Media: School Website, Facebook, Twitter

Information may change as weather conditions improve or worsen. It is advisable to stay tuned throughout the morning.

DRESS CODE

As Simpsonville Bobcats we need to make sure we are dressing for success each and every day. Student's dress should not interfere with their own learning or their classmates learning.

- Appropriate shorts may be worn. NO short shorts allowed.
- Dresses and skirts should be an appropriate length when standing as well as sitting.
- No midriff shirts, halter tops, or tank tops (unless worn under or over another acceptable shirt).
- Undergarments must not be visible.
- No clothing with wording that has a negative, profane, condescending, or distracting connotation is allowed.
- No flip flops are allowed. Students must wear tennis shoes on physical education days.

DISCIPLINE CODE

Kentucky's School Law 158.50 states:

All pupils admitted to the common schools shall comply with the lawful regulations for the governance of the schools. Willful disobedience or defiance of the authority of the teachers or administrators, use of profanity or vulgarity, assault or battery or abuse of other students or school personnel, the threat of force or violence, or defacing of school property or personal property, the carrying or use of weapons or dangerous instruments or other incorrigible bad conduct on school property at school-sponsored activities constitutes cause for suspension or expulsion from school. The Shelby County Code of Conduct (Discipline Code) adopted by the Shelby County Board of Education is applicable for all students K-12 and will be enforced. Every student shall be provided access to the Discipline Code.

HARASSMENT/DISCRIMINATION

Harassment/discrimination is defined as intimidation by threats or actual physical violence; the creation, by whatever means, of a climate of hostility or intimidation, or the use of language, conduct or symbols in such a manner as to be commonly understood to convey hatred, contempt or prejudice or have the effect of insulting or stigmatizing an individual. Procedures for investigating or reporting may be found in the Discipline Code Handbook.

PROMOTION AND RETENTION (08.22)

Student progress: The Superintendent shall develop procedures defining criteria for student progress through the school program. Successful completion of the Primary Program, as determined by methods set out in Kentucky Administrative Regulations, shall be a prerequisite for a child's entrance into the fourth grade. Promotion and retention procedures are available in the school office.

*The Discipline Code Handbook can be found on the Shelby County Public Schools website. If internet is not available, a copy of the handbook may be obtained upon request

BREAKFAST AND LUNCH PROGRAMS

All students are required to go to the lunchroom with their classes. **No restaurant food** can be brought into the lunchroom. No soft drinks or any drinks in glass containers may be brought to school. We do encourage family members to come and eat lunch with your child. No one shall bring food into the lunchroom for another student. Students who are eating breakfast at school will do so upon their arrival to school. Car riders must be at school by 7:30 a.m. in order to eat breakfast.

Breakfast and Lunch are FREE for ALL students at Simpsonville!!

Additional Food Items

In addition to the regular food service program, schools offer extra individual items for sale, such as chip item, cookie/cracker item and extras of any item from the daily menu. Students are allowed to purchase only one item each day. Most items are \$.50 each. **Parents may send a note or call the cafeteria manager to limit the amount their child may purchase from the extra sales program, or to prohibit all purchases.** If you have any further questions, please contact the cafeteria manager at 722-5244. If student has a negative balance, it must be paid off before extra items can be purchased.

ELIGIBILITY FOR WAIVER OF SCHOOL FEES:

Information given on the student's application for free or reduced priced meals may be used to determine his/her eligibility for educational benefits. In order to apply for these benefits, you must so mark and return a completed application for free/reduced meals. Contact the cafeteria manager at 722-5244 or school office if you need further information or the application form.

CARE OF TEXTBOOKS, LIBRARY BOOKS, ETC.

Students are responsible for all textbooks and library books issued to them during the school year. All lost or damaged books must be paid for. All monies collected are recorded by the school bookkeeper and paid to the proper fund for replacement purposes. If a lost book is found, money paid will be refunded.

Students grades 3-5 will be responsible for a Chromebook technology fee of \$50

SIMPSONVILLE AFTER SCHOOL CARE – BOBCAT MOUNTAIN

We have childcare services after school for Simpsonville students. Applications and information (rules and prices) are available in the school office. Bobcat Mountain's phone number is 722-5646.

FAMILY INVOLVEMENT

Your involvement is important to your child and to the staff at Simpsonville. We encourage your attendance at Parent/Teacher conferences. Those family members who are interested in volunteering at the school are welcome! For safety reasons Shelby County Public Schools has a volunteer screening process. We ask all those who would like to volunteer to complete the form. This would include those who can help in classrooms, attend parties or field trips, etc. Forms to complete for the screening will be sent home at the beginning of the year and may be picked up at the school office or the Family Resource Center. Thank you in advance for volunteering!

PARENT-TEACHER ORGANIZATION (PTO)

We encourage all families to join the Simpsonville Elementary PTO. The PTO helps with school projects such as Accelerated Reader, Back to School activities, Student Supplies, etc. Your attendance and ideas are welcome. Our PTO president is Holley Bolin

SCHOOL-BASED DECISION-MAKING COUNCIL (S.B.D.M.COUNCIL)

Members of the Simpsonville Elementary SBDM for 2014-2015 are:

- Carmesha Thomas- Parent Representative
- Lukas Allison-Parent Representative
- Amanda McClain- Teacher Representative
- Katie Jones-Teacher Representative
- Erika Darin-Teacher Representative
- Jill Tingle-Principal

A copy of the S.B.D.M. Council by-laws and policies, minutes of meetings, Simpsonville and Shelby County School Improvement Plan, recent assessment results and School Report Card are available in the foyer of the school office, and on the website. The Council meetings are open to the public.

FAMILY RESOURCE CENTER

The Simpsonville Elementary Family Resource Center's services are available for all of Simpsonville's students and their families. For information or assistance call 722-8706. The center provides information on resources such as housing, KCHIP, childcare, adult education, utility assistance, school supplies, mental health issues, health concerns, and much more. Appointments can be made by phone, email (ashley.runyon@shelby.kyschools.us).

COUNSELING PROGRAM

A Guidance Counselor is available for school related counseling services at Simpsonville Elementary. The counseling office is located next to the main office. A developmental guidance program is provided for all students. The students receive classroom guidance throughout the school year.

**SIMPSONVILLE ELEMENTARY
PARENT SCHOOL LEARNING COMPACT**

WHAT IS A COMPACT?

In a compact, families and school staff pledge to work together. Every school that receives Title I funding from the US Government must develop a school-family compact according to the No Child Left Behind Law (Section 1118). Compacts set clear expectations and give specific responsibilities to each member to ensure student success. At Simpsonville Elementary, the Title I staff, parents, and students developed the compact as a team. The compact states that each member of the school community will work together to bring each child to proficiency.

PARENT/GUARDIAN PLEDGE:

It is important I support my child at school to achieve success; therefore, **I WILL:**

- *see that my child attends school regularly and on time
- *support school rules and expectations and help my child understand their importance
- *schedule a specific time each day to read with my child and help with homework
- *provide a quiet, well-lit area for homework and reading
- *praise my child's efforts and be available to answer his/her questions
- *communicate with my child's teacher about questions or concerns
- *check my child's backpack daily to stay informed about school activities and what they are learning
- *attend school conference and participate in school activities
- *set goals and high expectations for my child

STUDENT PLEDGE:

It is important I achieve success; therefore, **I WILL:**

- *attend school regularly
- *observe school rules and expectations and be responsible for my behavior and learning
- *be prepared for school and do my homework each day
- *cooperate with my classmates and teachers and be a team player
- *respect and care about myself, others, and my school
- *let my teacher and parents know if I need help
- *be responsible to carry important papers to and from school in my backpack
- *read on my own or with a family member every day
- *set goals and high expectations of myself

TEACHER PLEDGE:

It is important students achieve success; therefore, **I WILL:**

- *explain school rules to the students and parents/guardians
- *support parents by providing materials for homework or specific skills
- *keep parents informed of school activities
- *celebrate student success
- *be available to answer parent or students questions
- *provide high-quality instruction in a supportive, non-threatening environment
- *access resources and materials to continue to develop strategies to teach all students successfully
- *provide a variety of learning opportunities for students
- *set goals and high expectations for all students

**SIMPSONVILLE ELEMENTARY SCHOOL
PARENT INVOLVEMENT POLICY
TITLE I PLAN**

EXPECTATIONS FOR PARENT INVOLVEMENT

Simpsonville Elementary has adopted the following parent involvement policy and plan. This policy and the plan to implement the policy have been developed by the teachers, parents, and our principal. This policy and plan will be given to all parents/guardians of students enrolled and attending our Title I school.

An annual meeting will be held to provide parents/guardians with information about the Title I program, RTA-Read to Achieve Grant activities, Reading Recovery, ESS, ESL, FRYSC, PTA, and other programs that involve them and their children. Parents/Guardians are encouraged to become involved in activities sponsored by these school groups by seeking membership and attending and participating in activities.

SHARED RESPONSIBILITY FOR HIGH STUDENT PERFORMANCE

Simpsonville Elementary School has developed a parent/school learning plan. The plan will help us provide a high quality curriculum in a supportive learning environment in which each parent/guardian will support their child's learning at home and at school. On-going communication between parents/guardians and teachers will ensure each child can have success in school. Communication will be conducted using newsletters, conferences, emails, and opportunities to volunteer and/or participate in school activities. Teachers and school staff will be available to support parents and children. Today's challenging curriculum and high stakes assessments and expectations make it important for everyone to work together.

Parents/Guardians of students at our Title I school will be provided with a description of the school curriculum, school performance profiles, and their child's individual assessment results. Information about these results and how to support their child's success in learning at home and school will also be available to parents.

BUILDING CAPACITY FOR INVOLVEMENT

A number of programs/activities will be made available to parents through the combined efforts of the Title I program, RTA (Read to Achieve) Grant program, Reading Recovery, ESS, ESL, FRYSC, PTA, and other school/parent family programs. These programs will provide enriching activities for families and students, information and materials about child development, parenting, continuing education, parent/child relationships, and communication. Parents will receive information about events, programs, parent/teacher conferences, and other parent/family activities at school in newsletters, through the website, and flyers throughout the year.

If you are dissatisfied with the district or school Title I Plan your comments can be sent along with the plan to the Shelby County Board of Education and these will be submitted to the Kentucky Department of Education.

E-FUNDS (Online Payment Option)

Online Payments with E-Funds

What can you pay for?

E-Funds for Schools offers various types of payments that include, but are not limited to, daycare payments, school fees (field trips, club fees, athletic fees, etc.), and of course meal payments.

What payment methods do we accept?

E-Funds for Schools accepts credit and debit cards using MasterCard, Discover, Visa and American Express. You may also choose to pay via checking account.

How can I register?

Go to the Shelby County Schools Homepage.

On the right hand side choose E-Funds

Click on the link "[Register Here](#)".

How can I learn more?

Click on "[Registration Guide](#)" under E-Funds on the Shelby County Schools Homepage

What is Low-Balance Replenishment?

This unique service allows parents to set a low-balance amount on their student's lunch account, should that low balance be reached, a pre-authorized payment will be processed automatically replenishing the student's account.

SHELBY COUNTY SCHOOLS ANNUAL NOTIFICATION TO PARENTS/ELIGIBLE STUDENTS

In accordance with the Family Education Rights and Privacy Act, parents shall have the right to inspect and review all education records relating to their child by making request to the principal of each school or other designated official. This right shall be passed on to the student at age 18.

Written policies have been developed which describe the types and locations of these records and the specific procedures available to parents for the review of records, the amendment of or hearing concerning education records believed to be inaccurate, misleading, otherwise in violations of the privacy or other rights of the student, and for the disclosure and destruction of records. Copies of these policies and procedures may be obtained upon request from the Office of the Principal or Office of the Superintendent.

In accordance with federal regulations concerning the release or transfer of educational records it is the policy of this School District to forward educational records on request to a school in which a student seeks or intends to enroll. Parents may obtain, upon request, copies of the records transferred and an opportunity for a hearing. Directory information may be released by the school on individual students, unless specific instructions not to do so are presented to the Principal or Superintendent in writing by the parents of a student on or before September 15th of each year. Directory information shall include the student's name, address, telephone number, date and place of birth, major field of study, participation in officially recognized activities as sports, weight and height of members of athletic teams, dates of attendance, degrees and awards received, and the most recent education institution attended by the student. Parents of students who are not to be photographed for media release must notify the Principal in writing on or before September 15th of each year.

Parents shall have the right to file complaints to the Family Education Rights and Privacy Act concerning any alleged failure of the District and Regulations Office, Washington, D.C. 20202.

Parents of a student who has graduated or otherwise left the District and who was formerly enrolled in a program for exceptional students, may request the destruction of any personally identifiable information in the education record of their child, which was collected, maintained, or used for the identification, evaluation, or placement of the exceptional student. Such requests should be addressed in writing to the Principal or Superintendent.

Office of the Superintendent
Shelby County Public Schools
P.O. Box 159
Shelbyville, Kentucky 40066
(502) 633-2375

SERVICES TO INDIVIDUALS WITH DISABILITIES

The Shelby County Public Schools ensures that any child or youth with a disability, regardless of how severe, is provided an appropriate public education at no cost to the parents or guardian. These rights are afforded through the Individuals with Disabilities Education Act (IDEA) and Section 504 of the Rehabilitation Act. If you know of a child or youth who lives in Shelby County who may have a disability and is not receiving services please contact the Special Education/Section 504 Coordinator at the Support Services office at 502 647-0210. If you have any concerns with regard to your child's progress in school and suspect he/she may have a disability, please contact his/her classroom teacher.

Simpsonville Staff 2017-2018

Principal - Jill Tingle	Family Resource Center Coordinator – Ashley Webb-Runyon
Assistant Principal – Adam Hicks	Secretaries Daryl Alfrey Leigh Ann Kieper
Instructional Coach - Melissa Sims	Kindergarten Assistants Sondra Green (Loving) Krystal Carroll (McClain) Holly Hamilton (Owens)
Counselor – Emily Kuhn	Assistants Angie Truelock Ashley Nunley
Kindergarten Bridgett Loving Amanda McClain Kara Owens	ELL/Foreign Language Missy Foley Celia Delgadillo
1st Grade Katie Agnew Anita Lawson Danielle Young	Technical Support Brandie Wright
2nd Grade Angie Chambers Ronda O'Donoghue Heather Shouse Molly Smith	Cafeteria Vicki Morrison (Manager) Kim Hardin Beverly Nash Sarah Yadon Julie LaPlante Jalisa Schacklett Tammy Simpson (monitor) June Igleheart (monitor)
3rd Grade Erika Darin Karen Hauber Michelle Libsy Abby Lipps	Custodians Glenda Beckham Supervisor Larry Jones Jerry Simpson Robert Stoner
4th Grade Lisle Hardesty Kristen Hellyer Katie Strange Stacie Wilson	All Staff emails are firstname.lastname@shelby.kyschools.us ex. jill.tingle@shelby.kyschools.us
5th Grade Ty Barnett Michele Hiatt Shelley LaGrange Sara Roos	HELPFUL PHONE NUMBERS
Art - Traci Georges	Simpsonville Elementary School Office 722-8855 Fax: 722-9607
Library - Karen Falkenstein	SCPS Central Office 633-2375
Music - Emily Royse	Simpsonville Elementary Cafeteria 722-5244
Physical Education - JP Lavertu	Simpsonville Family Resource Center 722-8706
Technology - Katie Jones	Shelby Co. Public Schools Bus Garage 633-4671
Special Education Terri Lennerth Carol Saive Jessica Smither	
Reading Recovery DeAnn Holba Jenna Richardson	
TAG - Kayce Ware Deutsch	
Speech - Cathy French	