

# **Parent Handbook 2020-2021**



**721 Witt Rd.**

**Franklin, KY. 42134**

**Phone 270.586.4414**

**Fax 270.598.6059**

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## Greetings from Our Principal



On behalf of the Simpson Elementary faculty and staff, I would like to take this time to welcome you and your child to Simpson Elementary. I am looking forward to the 2020-2021 school year. Lots has happened with the recent pandemic across the world. I would like to reiterate that Simpson Elementary continues to strive diligently to provide a safe, caring environment while meeting all the various academic needs of all students. This must be a collaborative effort on the part of students, teachers, administrators, parents and community. Open lines of communication between the home and school are essential. Please feel free to visit our school and attend the PTO and SBDM meetings, as well as the scheduled conference days.

As federal and state regulations change, we will work diligently to ensure your child is in a safe and secure environment. Do not hesitate to call the school 270-586-4414 if you have any questions or concerns.

Partners in Education,

Michael Barnum, Principal



Parents and Guardians:

Simpson Elementary is fully implementing a program entitled *The Leader in Me!* This is an exciting program that is based on the popular book *The 7 Habits of Highly Effective People* by Stephen Covey.

*The Leader in Me* produces transformational results in children such as higher academic achievement, fewer discipline problems, and increased engagement among teachers and parents. Better yet, *The Leader in Me* equips students with self-confidence and skills they need to thrive in the 21<sup>st</sup> century economy!

The Leader in Me program revolves around the 7 main habits that we'll focus on throughout the school year. Those habits (and a short explanation of each) are outlined below:

- **Habit 1: Be Proactive** – You're in Charge.
- **Habit 2: Begin With the End In Mind** – Have a Plan.
- **Habit 3: Put First Things First** – Work first, then play.
- **Habit 4: Think Win-Win** - Everyone can win.
- **Habit 5: Seek First to Understand, Then to Be Understood** - Listen before you talk.
- **Habit 6: Synergize** – Together is better.
- **Habit 7: Sharpen The Saw** – Balance feels best.

Over the coming months, your child will likely be using language that includes these habits quite frequently. Each child will be involved in this program and discover qualities and abilities about themselves that they never knew they possessed! Ultimately, it is our goal to instill qualities among our students to make them more responsible, to show more initiative, to show their creativity, to be able to set goals as well as meet them, to assist them in getting along with people from many different cultures, and finally to resolve conflicts among themselves.

This program goes far beyond test scores, and is not simply a character education course. Instead, we are teaching our Simpson Elementary students a set of leadership traits that will build a strong skill set which will stand the test of time as they use these skills throughout their lives.

We are excited about the impact this program will have on our school as well as each student! We look forward to sharing this exciting time with each of you! Stay tuned as we enter an exciting time at Simpson Elementary School!!!

## SIMPSON ELEMENTARY SBDM COUNCIL

Simpson Elementary School's Site Based Decision Making Council has the responsibility for setting school policy consistent with district policy to provide an environment that supports student achievement and assists the school in meeting goals established by the General Assembly. In order to submit an item to be considered at a meeting, it must be submitted in writing to the school principal at least five days prior to a meeting. The school council shall adopt a policy to be implemented by the principal in the following areas:

Curriculum; Instructional/Non-Instructional Staff Time; Assignment of Students to Classes, School Schedule, School Space, Instructional Practices; Discipline/Classroom Management, Extracurricular Programs

### **2020-2021 SBDM Council Representatives**

Michael Barnum – Principal    Bethanne Pardue–Teacher    Edie Blythe–Teacher  
Dawn Spencer – Teacher    Jennifer Delk – Parent    Kari Harris – Parent

## **PTO**

The Simpson Elementary School Parent/Teacher Organization is a critical support group for the school. Parents are encouraged to become active members of this worthy organization. Additional information about how you may join and participate in PTO functions may be obtained by contacting the school or the PTO.

### **PTO OFFICERS:**

President:                    Stephanie Moore  
Vice President:            Amber Rosbottom  
Secretary:                  Jaclyn Konow  
Treasurer:                  Jennifer Delk  
Box Top Coordinator:    Brittany Drake  
Special Events:            Chassity Crafton  
   Kari Harris  
   Natalie McCutchen  
   Jessica Towe

Teachers: Missy West  
Trish Coker  
Tamara Gann  
Dee Dee Phillip  
Beth Wright  
Principal: Michael Barnum

## **STATEMENT OF PHILOSOPHY**

We believe Simpson Elementary School should provide equal opportunity for the maximum development of each child's potential. In order to encourage academic achievement, the curriculum should include varied courses of study to give opportunity for self-expression.

Realizing the need for each pupil to live a useful and happy life, our school has a definite responsibility in the establishment of constructive values.

We believe the American System of Education must be a forceful institution in perpetuating worthwhile physical, social, moral, and democratic attitudes.

## **MISSION STATEMENT**

The mission of Simpson Elementary is to develop students to become life-ready in an environment where everyone is honest, responsible, respectful and safe.

## **TEACHER QUALITY**

If you would like to know whether your child is being taught by a teacher who is highly qualified in that subject area, please contact your school principal.

## **COMPLIANCE STATEMENT**

It is the policy of the Simpson County Board of Education that no person is subjected to discrimination on the basis of race, color, national origin, religion, sex, handicap or marital status in any program, service or activity for which the Simpson County Board of Education is responsible. The board will comply with the requirements of state and federal law concerning non-discrimination and will strive by its actions to enhance dignity and worth of all persons.

## **COMPLAINT/GRIEVANCE STATEMENT**

The parent, guardian or student who has a complaint should contact the individual who can give relief to the complaint. If no relief is given, contact should be made with the next individual in a line-staff relationship. For example: first teacher, second principal, third superintendent, fourth Board of Education. The board will have the option to hear or not to hear the complaint. The complaint may be written or oral. According to KRS-158.05, a student is afforded due process before disciplinary measures are taken.

## **VISITOR POLICY**

Providing quality education in a safe environment is the primary goal of the Simpson Elementary School staff. Parents are encouraged to be active partners in the educational process. As partners, parental

cooperation and support are critical in every aspect of the teaching/learning process. PLEASE ASSIST THE SCHOOL IN PROVIDING A SAFE EDUCATIONAL SETTING BY USING ***ONLY*** THE MAIN ENTRANCE TO THE BUILDING. WE DO ASK ***ALL*** VISITORS TO SIGN IN AT THE OFFICE AND GET A VISITORS PASS. ***AN ID MUST BE PRESENTED AND THE NAME MUST BE ON THE ENROLLMENT FORM.*** ANY CHANGES TO THE ENROLLMENT FORM AS TO THE CHILD'S PICK-UP MUST BE DONE IN WRITING OR YOU MUST COME INTO THE SCHOOL. **WE PREFER THE PARENT COME INTO THE SCHOOL.** PHONE REQUESTS CANNOT BE HONORED.

## **The Use of Illicit Drugs and the Unlawful Possession and Use of Alcohol is Wrong and Harmful**

For information about any drug and alcohol counseling and rehabilitation and re-entry programs, please contact Joey Kilburn, Simpson County Schools Title IV Coordinator, at 586-8877, or any of the school counselors. Agencies offering assistance include the Simpson County Family Resource Center, 586-2007, Life Skills Inc., 586-8826 or Champions Against Drugs, 842-5509.

## **GUIDELINES FOR APPROPRIATE DRESS**

Appropriate school clothing should be worn. Students must not wear shirts that show their midsections, shirts with inappropriate content, vulgar or degrading pictures, or shorts or skirts that are very short or very tight. Backless tops or dresses are not school appropriate. Tank tops with large holes or large underarms should not be worn. Biker shorts are not appropriate. Shoes with inline skates or heeies are not permissible. Boys or girls may not wear caps in the school building unless specified as a special rewards day. Distracting hairstyles (spikes or colors) should not be worn to school. Make-up should not be brought to school. No body piercing except earrings is acceptable. Parents will be called for appropriate clothing to be brought to school. Tennis shoes must be worn in P.E. Also, tennis shoes are safer on the playground equipment.

## **Health Screenings**

Hearing and vision screenings will be performed during the first semester of the school year. Only those students failing a particular screening will receive a letter indicating the need to see the necessary health care provider. Follow-up is expected upon receipt of the referral letter. Various financial resources are available, if necessary.

## **District No Lice Policy**

Simpson County School's District policy does not allow students to attend school if lice or viable nits are present. In the event that lice or nits are present parents will be called and children will be sent home.

### **Head Lice Screening Procedures:**

The Simpson County Schools operate under a NO LICE policy. Once a student is sent home with head lice, **the child may only return to school to be checked once per day.** This will help insure the parents are taking the necessary steps to treat the hair, remove the nits and return the nit-free child to school for a head check. If the child is free of lice and nits, he/she will be allowed to remain at school.

Upon a second occurrence of head lice, the family will be referred to the Family Resource Center for assistance.

Students are allowed a maximum of three (3) excused absences during the school year for the purpose of treating head lice. Then all other lice absences are unexcused.

A student may be cleared to return to class by the Health Department, a physician, (cost paid by parent) or school personnel, (no cost). If the student is cleared by the Health Department or a physician, the statement from either party **MUST STATE "FREE OF LICE AND VIABLE NITS"**. **STUDENTS WILL BE RE-CHECKED IN TWO (2) WEEKS BY SCHOOL PERSONNEL.**

## **Arrival at School**

School staff will begin unloading cars at 7:30. **PLEASE DO NOT LEAVE YOUR CHILD UNSUPERVISED PRIOR TO 7:30 A.M.** Students who walk to school should arrive no earlier than 7:30. **SUPERVISORY STAFF IS NOT ASSIGNED PRIOR TO 7:30 A.M. SPECIAL ARRANGEMENTS MUST BE MADE WITH THE BUILDING PRINCIPAL FOR STUDENTS WHO ARRIVE AT SCHOOL BEFORE 7:30 A.M.**

**\*If your child is being dropped off in the front parking lot before 8am, the person dropping them off must escort the child into the office area.**

## **Pick-Up Procedures**

Students will be loaded by school personnel beginning at 3:05. Parents/Guardians who pick up their child should do the following:

- Form 3 lines entering the gym parking lot from Witt Road.
- Children will start being dismissed at 3:05 p.m. (ALL grades)

## **Early Checkout Procedures**

Every minute of instructional time is critical. According to the state law, if a child checks out of school before 3:00 p.m. or arrives after 8:00 a.m., he or she will be counted tardy. Instruction occurs from 8:00 a.m. - 3:00 p.m. at Simpson Elementary School. Instructional time that is missed impedes achievement and decreases the probability of academics success. **ALL STUDENTS ARRIVING LATE OR LEAVING EARLY MUST BE SIGNED IN OR OUT IN THE SCHOOL OFFICE BY A PARENT OR AUTHORIZED ADULT.**

## **Late Arrival or Early Dismissal Check In/Out**

In the event that your child arrives after 8:00 at school, **YOU MUST COME INTO THE SCHOOL OFFICE AND SIGN IN YOUR CHILD.** In addition, if you are checking your child out of school for any reason you must do so in the office. **PLEASE REMEMBER THIS IS FOR THE SAFETY OF YOUR CHILD.**

## **Transferring or Moving**

If your child has to move out of the Simpson County School District during the school year, try to notify the teacher and principal as soon as possible so that we can help make the transfer speedy and efficient. Library books must be returned before leaving.

If you move during the school year and your child will still be attending Simpson Elementary, please send us the change of address for our records. Also, if your telephone number or work information changes during the year we need this information.

## Attendance Policies

All students arriving before 7:50 should report to the cafeteria or gym. Children should be in the classroom by 8:00. Any students arriving after 8:00 will be marked as late for the day/tardy. If a student arrives late, he/she should report to the office before going to class. Students who eat breakfast should arrive at school in time to eat and go to class on time.

If a student is absent, he/she must present a written and dated excuse from the doctor or home upon return to school. When a student returns to school, he/she should take the note to the office as soon as they arrive at school. Every absence will be recorded as unexcused until the written excuse for the absence is received. When the written excuse is received the absence will be determined excused or unexcused and recorded as such. The note will be stamped as excused or unexcused and given to the student to be taken to the teacher and placed in the student's file. Please remember that according to Board Policy, **you will be allowed 6 parent notes throughout the school year.**

**ALWAYS follow up all absences from school with documentation, INCLUDING early check out and late arrival.**

Students that have been absent from school **more than 15 (excused or unexcused) days** must have the district **medical excuse form** completed in order for an absence to be excused. Refer to district policy for exemptions. Exceptions to this policy can only be made when a chronic medical condition exists supported by documentation from a physician, or other extenuating circumstances that should be discussed with a school administrator.

**NOTES MUST BE SENT TO SCHOOL WITHIN THREE (3) SCHOOL DAYS OF THE ABSENCE FOR THE ABSENCE TO BE DETERMINED AS EXCUSED OR UNEXCUSED. IT IS THE REASON FOR THE ABSENCE THAT DETERMINES IF IT MAY BE EXCUSED OR UNEXCUSED; HOWEVER, NOTES PRESENTED AFTER THE THREE (3) SCHOOL DAY LIMIT CANNOT BE ACCEPTED.**

If an extended absence (illness, surgery, family emergency) is necessary, parents should contact the school principal or assistant principal to make appropriate arrangements. Students who must be absent more than three (3) consecutive school days may qualify for homebound services. It is important to notify the school for assistance.

Homework and assignments missed due to an absence may be picked up in the office if parents call and make arrangements the morning of the absence. Make-up work may be picked up in the afternoon between 2:00 and 3:30. It is a student's responsibility to ask the teacher for assignments missed due to an absence if they have not been requested by the parent/guardian. Makeup work should be turned in to the teacher within 3 days of the excused absence to receive credit. **STUDENTS CANNOT BE GIVEN CREDIT FOR MAKEUP WORK IF THE ABSENCE IS UNEXCUSED.**

## Absences and Excuses

Pupils are required to attend regularly and punctually to the school in which they are enrolled.

### EXCUSED ABSENCES:

An excused absence is one for which work may be made up, such as:

- Death or severe illness in the pupil's immediate family

- Illness of the pupil (a physician’s statement may be required)
- Religious holidays and practices
- Participation in school-related activities approved by the Principal
- Court appearances
- Act of God
- Treatment of head lice (maximum of three (3) absences per school year)
- One (1) day for attendance at the Kentucky State Fair
- Other valid reasons as determined by the Principal

**UNEXCUSED ABSENCES:**

All other absences shall be considered unexcused.

**NOTES REQUIRED:**

When students return to school, they shall bring notes signed and dated by the parents stating the reason for absence. The Principal or designee shall determine whether the absence is excused. After a student has missed 6 days within the current school year, he/she will be required to meet with the Principal to explain his/her extenuating circumstances or to present a statement from a licensed physician which indicates it was **MEDICALLY INADVISABLE** for the student to attend school/class. This note/statement is to be presented to the designated office personnel upon returning to school, no later than three (3) days after the absence. When sending in a note, please do not ask us to call or contact the doctor’s office because we cannot due to the HIPPA Regulations.

School Board policies may be assessed at [www.simpson.kyschools.us](http://www.simpson.kyschools.us)

**A doctor’s statement for an appointment in which the child could have been in school part of the day, will not be excused. Example: dental cleaning.**

**Breakfast and Lunch Prices**

Adult Breakfast.....\$2.75	Adult Lunch.....\$3.75
Student Breakfast.....FREE	Student Lunch.....FREE

**Discipline Statement**

Students at Simpson Elementary School are expected to act in accordance with the guidelines of the “Simpson Elementary Student Handbook” and the “Simpson County Board of Education Code of Conduct and Discipline Policies and Procedures”. The school staff intends to protect the right of each child to learn without interference or intimidation.

**Classroom Visitation Policy**

The purpose of this policy is to establish procedures that allow guardians to visit classrooms in a welcoming and professional manner where classroom instruction is preserved.

\*24 hour notice is given to the teacher or principal regarding the classroom visit. Contact must be two way and both parties agree to a predetermined time and place.

\*Cell phones are off limits and photos will not be taken of students.

\*If the parent/designee needs to address the teacher, it must take place after school or during the teacher's planning. Not during instructional time.

\*Observation can take place for the specific time frame, not on a whim with another class.

\*Parental rights must be established or written permission from the parent for their designee to visit.

\*The visitor will only visit the classroom of which they have spoken to the principal/teacher about. No other visits will take place at that time.

\*Confidentiality is a must. No discussion of other students will be allowed.

\*Signed statement by the parent/guardian will be kept at SES.

## **LIL' CATS SUCCESS BEHAVIOR INCENTIVE PROGRAM**

### ***Leader of the Month:***

A student will be selected each quarter by the homeroom teacher to be recognized as the Leader of the Month from that homeroom. Leaders of the Month are all around well behaved students who display superior character traits and use the four Lil' Cats words of honesty, responsibility, respect, and safety. They have consistent good behavior. These students will be rewarded with a quarterly special time, such as, extra outside time or snack time. They will receive a special certificate honoring the leader.

### ***Lil' Cats Success Paws***

Individual students may receive a Lil' Cats slip from the teacher or staff member when the student has been "caught" being honest, responsible, respectful, or safe. The slips will be put in a box for a weekly drawing of ten names. These 10 will choose a prize from the Assistant Principal's Treasure Chest.

### ***Lil' Cats Good Behavior***

Quarterly, our school will celebrate classroom good behavior by having a fun-type dress up day to reward their successes. A note will be sent home each quarter describing how we will celebrate the day. Classroom teachers will be able to decide if their own classes or students earn participation in this day. Our goal is to promote teamwork and cooperation, not competition. Students don't learn if they don't behave.

### ***Clip System***

The clip system consists of a chart that has been divided into levels. All of the children start each day on "Ready to Learn" (GREEN). Then, during the course of the day, the children move their clothespins up or down the chart, based on the behavioral choices they make. If they are making good choices, they can move their clothespin up a level at a time. Inappropriate behavior would cause them to move down a level. Since the children start in the middle of the chart, they have numerous opportunities to work their way up the chart. This really helps the children realize that they must

practice self-control and be responsible for their actions and behavior if they want to be recognized for making good choices. Making it to the top of the chart is not easy, but it is definitely attainable. The children quickly realize how they must conduct themselves in order to achieve this goal. Once a student clips to the top of the chart, they can continue making great choices and clipping to their teacher and even all the way to the principal! When they make it to the principal, the students will be announced on the morning announcements the following day and recognized for their outstanding behavior.

### *Perfect Attendance*

Students who have 100% attendance (zero absences and zero tardies) for the entire school year will receive a certificate and a prize. Consecutive, cumulative years of perfect attendance will be recognized with medallions or trophies that reflect the number of years perfect attendance has been achieved. Throughout the school year other incentives will be offered.

### *Year End Awards Program*

There will be one end of the year awards program to reward students good behavior, attendance and achievement. The following awards will be given:

- One overall Leader of the Year from each homeroom
- Perfect attendance
- Accelerated Reader
- Principal's Award

### **Inclement Weather Plan**

Inclement weather plan information is on the enrollment sheet under the Transportation section; please fill out when you register your child. **STUDENTS OR SCHOOL PERSONNEL MAY NOT MAKE PHONE CALLS; A PRE-EXISTING PLAN MUST BE IN PLACE!** Please discuss and develop a plan for the early release procedures with your child. If school is closed early due to inclement weather, both parents and children will feel more secure if a plan has been established. In the event of early dismissal from school, our **ONE CALL** system will contact the parent/guardian. Also, announcements will be reported on **WFKN, WBKO-13, WTVF-5, WKRN AND WSMV**. Please **DO NOT** call Simpson Elementary, as school phone lines are difficult to access when early dismissal is necessary. Your child will be calmer if they know your plan for their early dismissal.

### **Parent/Teacher Conferences**

Parent/Teacher conference days are scheduled two times through the year. However, parents are encouraged to contact teachers as needed. If a problem arises, parents should contact the teacher first. If there is a need, a conference with the parent, teacher and principal may be scheduled. **CONFERENCES MUST BE SCHEDULED IN ADVANCE. TEACHERS CANNOT USE INSTRUCTIONAL TIME FOR CONFERENCES.**

## Report Cards

Report cards will be sent home at the end of each nine week period. The report card will be a Standards Based Report Card that will be computer generated. It will be designed to have the specific academic and social behaviors that are expected at each grade level.

## Backpacks

Backpacks on wheels can cause safety problems at school and on buses. To help ensure the safety of your child, **SES REQUESTS NO STUDENT HAVE A BACKPACK WITH ANY TYPE OF WHEELS.**

## Parties

Each classroom may sponsor parties to celebrate various occasions. Children are not required to participate in classroom parties and we encourage “healthy” snacks or treats to promote good nutrition. Please remember parties are for SES students and small children should not be invited to attend. **ANY STUDENT CHECKING OUT OF SCHOOL EARLY ON PARTY DAYS WITHOUT A VALID EXCUSE WILL RECEIVE AN UNEXCUSED TARDY.**

## Gift Deliveries to School

Helium balloons and glass items are **NOT** permitted on any school bus. Any gifts delivered to school will be kept in the office for students to pick up as they leave school. If your child has received balloons or a glass item, **PLEASE MAKE ARRANGEMENTS FOR YOUR CHILD TO BE A PICK-UP!!!**

## Birthdays

The school will recognize your child’s birthday. In celebration of reading, students may choose a book on his or her birthday. Students are allowed to choose one or two friends to sit with them at the “birthday table” on their birthday. **BIRTHDAY PARTY INVITATIONS ARE NOT TO BE DISTRIBUTED AT SCHOOL.**

## Field Trips

Teachers will send home information concerning field trip participation. If permissible for parent attendance on a field trip, parents will need to furnish their own transportation. Each classroom teacher has the option of excluding a child from a field trip after consultation with the principal and notification of parents.

## Bus Privileges

District transportation rules and regulations are sent home with every student at the beginning of the year. If a student is referred to the office for discipline due to misbehaving on the bus, a bus discipline report will be completed and kept on file. Upon a third bus discipline referral, bus privileges will be suspended. Extreme violations will result in immediate suspension of bus privileges.

## Did You Know?

Passing a school bus anytime while it is loading or unloading students is illegal, and if reported, carries a fine and/or jail sentences as a penalty. This applies on school grounds. If parents come on campus to

pick up or drop off students, they need to be very careful to watch for students who may dart into the path of a car. Please use designated areas that are away from the bus lanes for picking up and dropping off students. **DO NOT ENTER THE FRONT PARKING LOT FROM 7:30-8:00 A.M. AND 2:30-3:30 P.M. PLEASE USE THE SIDE PARKING LOT.**

## **Variation from Routine Transportation**

Transportation changes can **ONLY** be made by the parent or guardian. Transportation changes will only be granted in **ONE** of the following ways:

- A written note signed by parent/guardian
- Fax a written note with signature and phone number to 270-598-6059
- In person

**Fax MUST have a number so we may call to verify!!!**

**ALL TRANSPORTATION CHANGES MUST BE RECEIVED BY 2:00pm DAILY.**

## **TRANSPORTATION CHANGES WILL NOT BE ACCEPTED VIA TELEPHONE!**

Any extreme emergencies involving transportation changes will be done by an administrator. **ALL** visitors must show an ID each time they visit the school. Please list all persons who will be able to pick up your child, want to eat with your child, or are allowed to visit your child.

## **Library Media Center Checkout Procedure**

Students will be allowed to checkout 1 BOOK from the media center. If it is misplaced, 1 MORE BOOK can be checked out. This will give the student a total of 2 BOOKS. There is a 2 BOOK limit for each student. If it is lost then a \$10 charge will be placed on each book. In order to checkout again, the lost book will need to be paid for or found. If a book is paid for and later it is located, a refund will be given. Student report cards will be held at the end of the year until any existing library charge is paid.

## **Internet Access/Acceptable Use Policy**

Students must have a signed copy of the District Acceptable Use Policy on file in order to access the internet. After signing the policy, parents must notify the school in writing if they wish access terminated for their child.

## **Toys and Electronic Games**

Frequently children will bring toys, electronic pets/games, cell phones, iPods and other valuable items to school. This is inappropriate for several reasons. These items cause distractions in the classroom, instigate fights and get broken, lost or stolen. Please do not allow children to bring items to school that are more appropriate for home. **Items brought to school or taken by bus drivers will be kept in the**

**office. A parent or guardian must pick up the item taken.** The school cannot be responsible for items that are broken, lost or stolen.

## **Insurance and Pictures**

Each year you have an option of purchasing school insurance and school pictures for your child. Neither is mandatory.

## **Safety Drills**

Fire drills, tornado drills, earthquake drills, bomb threat drills, lockdown drills and bus evacuation drills will be required by law at regular intervals throughout the school year. These are important safety precautions for all involved.

## **Medication Forms**

**NO** medication will be administered to a student until the school nurse receives paperwork entitled **“PERMISSION FORM FOR PRESCRIBED MEDICATIONS”**. Please have your student’s physician or authorized prescriber complete the document and forward it to the school with the medication in the **ORIGINAL** container. **Permission form is available from the school office. Board policy is on the district website: [www.simpson.kyschools.us](http://www.simpson.kyschools.us)** Students should not transport medication on the bus unless it is necessary to have during their transportation to/from school.

## **Prevention of Bloodborne Diseases**

At the elementary age many children will be losing teeth, having bloody noses and getting scrapes on the playground. As disease can be spread from blood on clothing, every attempt will be made to change a child’s clothes while at school. If this is not possible, then the parent will be contacted and asked to bring in a change of clothes and change the child. If the school's staff is unable to reach you, then your child will be excused from the classroom and all other activities until someone is contacted and the child can be changed. If school personnel are unsuccessful in reaching anyone to either pick up the child or change the child’s clothes, and the child normally rides the bus, then as a protective measure to everyone, the child will be placed on the bus with a plastic bag covering the bloody clothing and the child will be isolated on the bus with the plastic bag covering the bloody clothing. If your child is actively bleeding for example a bloody nose when the bus arrives, then your child will not be allowed to get on the bus. The school staff will notify you of the need to pick up your child.

## **PUBLIC NOTICE**

### **EXCEPTIONAL CHILDREN RECORD RETENTION AND DESTRUCTION**

Kentucky Records Retention Guidelines describe how Simpson County Schools shall maintain and/or destroy Exceptional Student Records according to PL 94-142, Sec. 300.573 and PL 93-380, Sec. 513. The following records will be destroyed after the student’s program has been inactive or completes his educational program in the Simpson County School District.

**After five (5) years the following Special Education Due Process Records will be destroyed:**

- **All Notices: of placement, records of disclosures, of SBARC Conference meetings**
- **All Due Process Forms: including SBARC conference summaries, parental permissions for testing and placement, developmental/social histories, plus any other information contained within the Due Process Folder**

Copies of these records will not be retained unless we have a written request that they are not destroyed. If you have any questions, please feel free to contact Whitney Maxwell at 270-586-8877.

## **Parental Involvement Policy Simpson Elementary School**

### **DEFINITION OF A PARENT:**

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The legal definition of a “parent” is a parent, step-parent or foster parent of a student or a person who has legal custody of a student pursuant to a court order and with whom the student resides.

For the purpose of this policy we will use the term “parent” to encompass all diverse family situations.

### **COMMITMENTS**

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We commit to:

1. Sharing clear information about each student’s progress with parents.
2. Offering practical suggestions to parents on how they can support student learning at home.
3. Making representative parents and community member’s full partners in our decision-making.
4. Facilitating the involvement of our parents with limited English proficiency, parents with disabilities and parents of migratory children.
5. Seeking and supporting adult volunteers to work with and inspire our students, as well as making every effort when legally appropriate to accommodate the involvement of adults other than parents who are already involved in a student’s life.

We will honor these commitments through a school-parent compact. During an annual meeting with parents, we will review the compact with parents, ask for input and then revise, if necessary, the compact.

## **SCHOOL-PARENT COMPACT**

Our students' parents, families, extended families, students themselves, as well as our local community are all considered partners who share responsibilities for high student academic achievement. Following are the responsibilities for the school, the parents and the students:

### **SCHOOL RESPONSIBILITIES**

Simpson Elementary will:

1. Provide high-quality curriculum and instruction in an effective, supportive and safe learning environment that enables the students to meet Kentucky's academic standards.
2. Provide information on the content students will learn each year through the methods listed in our Curriculum Policy.
3. Assign homework in accordance with our Homework Policy.
4. Provide parents with frequent reports on their child's progress. Specifically we will provide formal reports every nine weeks.
5. Hold parent-teacher conferences during which this compact will be discussed as it relates to the individual student's achievement. Opportunities (where appropriate) will be provided for the student to participate actively in sharing information on his or her progress with his or her parents during these conferences.
6. Provide parents reasonable access to staff. The email addresses and telephone extensions of their child's teachers will be provided to parents to promote communication. Staff will always be available to parents by appointment for face-to-face conferences.
7. Send home newsletters at least four times a year that include information on ways families can help students learn. The first newsletter will contain a copy of this policy.
8. Support an active Parent Teacher Association or Organization.
9. Provide parents opportunities including but not limited to:
  - ❖ Observing their child's classroom activities
  - ❖ Tutoring
  - ❖ Assisting with classroom activities that require more than one adult
  - ❖ Preparing materials, mailings, refreshments and other items needed for family and community involvement
  - ❖ Serving on one of our decision-making committees
  - ❖ Joining our parent teacher organization and participating in its efforts to strengthen our school
  - ❖ Volunteering along with other concerned members of our community in other areas as needed
10. Ensure that all adult volunteers working in our school and with our students are subject to board policy and state law regarding criminal record checks, as applicable.

The Family Resource/Youth Center will share responsibility for student achievement by:

- ❖ Surveying families at least once a year to learn what services and activities would most help them support their children as learners.
- ❖ Offering a well-planned, well publicized menu of activities and programs to meet those needs.

### **PARENT RESPONSIBILITIES**

Parents are asked to:

1. Monitor attendance
2. Become familiar with and support the school and individual classrooms' homework policies and show interest with questions about and comments on the schoolwork their children bring home
3. Make sure homework is completed.
4. Assist their child with time management.
5. Participate, as appropriate, in decisions relating to their child's education.
6. Stay in close communication with teachers and the school about their child's education by promptly reading all notices and surveys from the school or the school district and responding if necessary.
7. To the extent possible, volunteer, serve on the school council, or a committee, attend School-Based Decision Making Council meetings and comment on draft policies and plans as they are made available.

### **STUDENT RESPONSIBILITIES**

With support from parent, students are asked to:

#### **PRIMARY**

1. Attend school as regularly as possible.
2. Follow the school and classroom behavior standards.
3. Bring necessary learning materials to school and to class.
4. Complete and turn in all assigned homework.
5. Give parents or adult who is responsible for them, all notices and information received from the school.

### **POLICY EVALUATION**

We will evaluate the effectiveness of this policy through our School Improvement Planning Process.

## **Simpson County Schools Title I School-Parent Compact**

### **SCHOOL-PARENT COMPACT**

This school-parent compact is in effect during the 2020-2021 school year.

### **COMMITMENTS**

We commit to:

1. Sharing clear information about each student's progress with parents.
2. Offering practical suggestions to parents on how they can support student learning at home.
3. Making representative parents and community member's full partners in our decision-making.

4. Facilitating the involvement of our parents with limited English proficiency, parents with disabilities and parents of migratory children.
5. Seeking and supporting adult volunteers to work with and inspire our students, as well as making every effort when legally appropriate to accommodate the involvement of adults other than parents who are already involved in a student's life.

We will honor these commitments through a school-parent compact. During an annual meeting with parents we will review the compact with parents, ask for input and then revise, if necessary, the compact.

### **REQUIRED SCHOOL-PARENT COMPACT PROVISIONS**

Our students' parents, families, extended families, students themselves, as well as our local community are all considered partners who share responsibilities for high student academic achievement. Following are the responsibilities for the school, the parents and the students:

#### **School Responsibilities**

The **Simpson County Elementary Schools** will:

1. **Provide high quality curriculum and instruction in a supportive and effective learning environment that enables the participating children to meet the State's student academic achievement standards.**
2. **Hold parent-teacher conferences (at least annually in elementary schools) during which This compact will be discussed as it relates to the individual child's achievement.**  
Those conferences will be held: September 2020, in the fall and February 2021, in the spring.
3. **Provide parents with frequent reports on their children's progress.** Specifically, the school will provide reports as follows: every 9 weeks.
4. **Provide parents reasonable access to staff.** Specifically, staff will be available for consultation with parents as follows: email, phone calls and appointments for face-to-face conferences.
5. **Provide parents opportunities to volunteer and participate in their child's class and to observe classroom activities,** as follows:
  - Tutoring
  - Assisting with classroom activities that require more than one adult.
  - Preparing materials, mailings, refreshments and other items needed for family and community involvement.
  - Serving on one of our decision-making committees.
  - Joining our parent teacher organization and participating in its efforts to strengthen our school.
  - Volunteering along with other concerned members of our community in other areas as needed.
6. **Provide information on the content students will learn each year through the methods listed in our Curriculum Policy.**
7. **Assign homework in accordance with our homework policy.**
8. **Send home newsletters at least four times a year that include information on ways**

- families can help students learn. The first newsletter will contain a copy of this policy.
9. Support an active Parent Teacher Association or Organization.
  10. Ensure that all adult volunteers working in our school and our students are subject to board policy and state law regarding criminal record checks, as applicable.
  11. The Family Resource/Youth Service will share responsibility for student achievement by:
    - Surveying families at least once a year to learn what services and activities would most help them support their children as learners.
    - Offering a well-planned, well-publicized menu of activities and programs to meet those needs.

### **Parent Responsibilities**

We, as parents, will support our children's learning in the following ways:

- Monitoring attendance.
- Making sure that homework is completed.
- Assist the child with time management (extracurricular, television watching, electronic games, playing, computer, etc.).
- Participating, as appropriate, in decisions relating to my children's education.
- Promoting positive use of my child's extracurricular time.
- Staying informed about my child's education and communicating with the school by promptly reading all notices from the school or the school district received either by my child or by mail and responding, as appropriate.
- Serving to the extent possible, volunteer, serve on the school council, or a committee, and attend School-Based Decision Making Council meetings and comment on draft policies and plans as they are made available.
- Become familiar with and support the school and individual classrooms' homework policies and show interest with questions about and comments on the schoolwork their children bring home.

### **Student's Responsibilities (revise as appropriate to grade level)**

We, as students, will share the responsibility to improve our academic achievement and achieve the State's high standards. With support from parents, students are asked to:

- Complete and turn in all assigned homework every day and ask for help when I need to.
- Read at least 30 minutes every day outside of school time.
- Give to my parents or the adult who is responsible to my welfare all notices and information received by me from my school every day.
- Attend school as regularly as possible.
- Follow the school and classroom behavior standards.
- Bring necessary learning materials to school and to class.

If you have any questions concerning the Title 1 program, please contact the CIA at Simpson Elementary.

## **Rules and Regulations for Riding a School Bus**

Regulations are issued in accordance with the Students Code of Conduct, Simpson County Board of Education Policy, Kentucky Administrative Regulations and Kentucky Revised Statutes do not require Boards of Education to furnish transportation to and from school for pupils. The Simpson County Board of Education has elected to provide transportation for only those pupils regularly enrolled in the Public Schools within the Simpson County School District. Pupils have the privilege of riding a Simpson County School Bus to and from school provided they comply with the Directions from the Driver, Monitor and the Rules and Regulations for Pupils Riding School Buses. Video cameras are installed in the District's school buses to record student behavior during transportation to and from school and school related events. Evidence of student misbehavior recorded on video may be used to discipline students under provisions of governance authorities.

1. The bus driver and monitor are in charge of the bus and pupils will have an assigned seat.
2. Pupils should arrive at the stop 5 minutes before time for the bus to arrive. The driver cannot wait but will cooperate when it is raining, snowing or extremely cold.
3. Pupils should wait 10 feet away from the street or road and on the side of the street where the pupil lives, not crossing until the bus arrives and stops the traffic.
4. When pupils must cross the roadway to enter or leave the bus, they shall cross the roadway approximately 10 feet away from the bus and not cross until all traffic has stopped and the driver signals for them to cross.
5. Pupils should always board the bus in an orderly manner, using the handrail and going immediately to sit down, sitting in the assigned seat.
6. Pupils are to remain seated until the bus has come to a complete stop, with the park brake set, before leaving the bus seats to get off the bus.
7. Pupils are not to change from one seat to another while the bus is in motion.
8. For safety reasons, pupils shall sit back to back and bottom to bottom and keep arms, legs and head inside the bus.
9. Pupils shall not create noise on the bus to the extent that it would distract the driver or interfere with the driver's ability to hear emergency vehicles or trains.

**10. The following activities are prohibited at all times:**

- a. Improper behavior (insolence, vulgarity, foul language, fighting, pushing or similar offenses).
- b. The use of any tobacco substances on the bus, possession or under the influence of a controlled substance.
- c. No pens or pencils out.
- d. Eating or drinking on the bus.
- e. Throwing articles in or from the bus.
- f. Possessing knives, sharp objects, glass containers, helium balloons or lasers.
- g. Tampering with controls of the bus.
- h. Littering the bus.
- i. Placing articles at the door by the driver.
- j. Obstructing the aisle in any manner.
- k. Water guns or water gun fights.
- l. Any articles causing damage or excessive wear to the bus.
- m. Pupils are allowed CD players with headphones, but cannot share or have CD's out of players. **MUST REMOVE WHEN LOADING/UNLOADING AND AT RAILROAD CROSSINGS.**
- n. **NO** cell phones, cameras or hand held games out.
- o. Students must maintain quietness at railroad crossings.
- p. Occupying more space in a seat than required (pupils shall only be allowed to carry on a school bus those items which they can securely hold and contain in their lap without imposing into another passenger's area.

**11. Pupils ARE NOT permitted:**

- a. To sit or stand on the steps at the entrance of the bus, or in the landing area.
  - b. To operate the signals or entrance door.
  - c. Any type of weapon on the bus either operative or ceremonial.
  - d. To bring any object that would likely block the aisle or exits.
  - e. To bring pets, snakes, mice or preserved specimens that would likely frighten any pupil or cause a commotion on the bus.
12. Pupils are to ride their assigned buses only and are required to get off the bus at their assigned stop unless the pupil presents the driver a pass signed by the principal or designate.
  13. Non-students are not permitted to ride the bus anytime unless with written permission from the superintendent.
  14. Students on extra-curricular trips are required to abide by the same safety rules and regulations.

*Parents: If there are any questions about the penalties, call the principal. If there are any questions about policies, call the Pupil Transportation Department, 586-3757.*

05-13-2011

## SIMPSON COUNTY SCHOOL DISTRICT

STUDENTS

09.2212

### **Use of Physical Restraint and Seclusion**

Use of physical restraint or seclusion by school personnel is subject to 704 KAR 7:160. However, nothing in this policy prohibits the exercise of law enforcement duties by sworn law enforcement officers.

#### **DEFINITIONS**

- *Physical Restraint* means a personal restriction that immobilizes or reduces the ability of a student to move the student's torso, arms, legs, or head freely.
- *Seclusion* means the involuntary confinement of a student alone in a room or area from which the student is prevented from leaving, but does not mean classroom timeouts, supervised in-school detentions, or out-of-school suspensions.

#### **PHYSICAL RESTRAINT**

##### *All School Personnel*

Use of physical restraint by all school personnel is permitted when a student's behavior poses an imminent danger of physical harm to self or others in clearly unavoidable emergency circumstances. In such situations, staff who have not had core team training may physically restrain students, but shall summon core trained school personnel as soon as possible.

In all situations involving use of physical restraint (including restraint by core trained personnel):

- The student shall be monitored for physical and psychological well being for the duration of the restraint.
- Personnel shall use only the amount of force reasonably believed necessary to protect the student or others from imminent danger of physical harm.

##### *Core Trained Personnel*

School personnel who have undergone core team training may also use physical restraint after less restrictive behavioral interventions have been ineffective in stopping misbehavior as noted below:

1. In non emergency circumstances when a student's behavior poses an imminent danger of physical harm to self or others;
2. As provided in KRS 503.050 (including when personnel believe physical restraint is necessary to protect themselves against the use or imminent use of unlawful physical force);

3. As provided in KRS 503.070 (including when personnel believe physical restraint is necessary to protect a third person against the use or imminent use of unlawful physical force);
4. To prevent property damage as provided in KRS Chapter 503 (including when personnel believe physical restraint is immediately necessary to prevent intentional or wanton property destruction, theft, or a felony involving the use of force); and
5. As provided in KRS 503.110 (including when personnel believe physical restraint is necessary to maintain reasonable discipline in a school, class, or other group, and the force used is not designed to cause or known to create a substantial risk of causing death, serious physical injury, disfigurement, extreme pain, or extreme mental distress).

STUDENTS

09.2212 (Continued)

### **Use of Physical Restraint and Seclusion**

#### **SECLUSION**

Seclusion may be implemented only if: the student's behavior poses an imminent danger of physical harm to self or others; less restrictive interventions have been ineffective in stopping the imminent danger of physical harm; the student is monitored visually for the duration of the seclusion; and staff is appropriately trained to use seclusion.

#### **PARAMETERS**

The Board has established this policy and related procedures addressing use of physical restraint and seclusion that are designed to promote the safety of all students, school personnel, and visitors. As required by 704 KAR 7:160, school personnel and parents shall be made aware of how to access this policy and related procedures. Methods of notification may include, but are not limited to, publication in the District's local code of acceptable behavior and discipline and District employee handbooks.

#### **TRAINING**

Training of personnel on use of physical restraint and seclusion shall be provided as required by 704 KAR 7:160:

- All school personnel shall be trained annually to use an array of positive behavioral supports and interventions and as further required by 704 KAR 7:160.
- A core team of selected school personnel designated to respond to dangerous behavior and to implement physical restraint of students shall receive additional yearly training in the areas required by 704 KAR 7:160. (Exception: Core team members who are school resource officers or other sworn law enforcement officers are not required to undergo this training.)

#### **REQUIRED PROCEDURES**

The Superintendent/designee shall develop procedures to be followed during and after each use of physical restraint or seclusion to include the following:

1. Documentation of the event in the student information system;
2. Notice to parents; and

3. A process for the parent or emancipated youth to request a debriefing session.

### **NOTIFICATION REQUIREMENTS**

The Principal of the school shall be notified as soon as possible when seclusion or physical restraint is used, but not later than the end of the school day on which it occurs.

Following each incident of physical restraint or seclusion of a student and if the student is not an emancipated youth, the parent of the student shall be notified of the incident either verbally or through electronic communication as soon as possible within twenty-four (24) hours of the incident. If the parent cannot be reached during that time frame, a written communication shall be mailed via US mail.

If death, substantial risk of death, extreme physical pain, protracted and obvious disfigurement or protracted loss or impairment of the function of a bodily member, organ, or mental faculty results from use of physical restraint or seclusion, the Superintendent/designee shall notify the Kentucky Department of Education and local law enforcement within twenty-four (24) hours.

STUDENTS

09.2212 (CONTINUED)

### **Use of Physical Restraint and Seclusion**

#### **DEBRIEFING SESSION**

If the parent or emancipated student requests a debriefing session following use or parental notification of the use of physical restraint or seclusion, individuals who are to participate shall be those specified by state regulation.

A requested debriefing session shall occur as soon as practicable, but no later than five (5) school days following receipt of the request from the parent/emancipated student and the school.

The debriefing session shall address elements specified by state regulation, and all documentation used during the session shall become part of the student's education record.

#### **PARENT COMPLAINTS**

Parents may submit a complaint regarding the physical restraint or seclusion of their child using the Board's grievance policy and procedures. On receipt of a complaint, the District and school shall investigate the circumstances surrounding the physical restraint or seclusion, make written findings, and, where appropriate, take corrective action.

The Superintendent/designee shall review and respond to any statement received from a student's licensed physician that the student is not to be subjected to physical restraint.

#### **DOCUMENTATION**

All incidents involving physical restraint or seclusion shall be documented by a written record of each use by the end of the next school day, and the documentation shall be maintained in the

student's education record. In addition, each entry shall be informed by an interview with the student and include information required by 704 KAR 7:160.

Specified data related to incidents of physical restraint and seclusion shall be reported in the state student information system.

At the end of each school year, the Superintendent/designee shall review data on District use of physical restraint and seclusion to identify any recommendations to be made to the Board for policy and procedure revisions.

**REFERENCES:**

704 KAR 7:160  
KRS Chapter 503: KRS 503.050, 503.070, KRS 503.080, KRS 503.110  
Individuals with Disabilities Education Improvement Act of 2004  
Section 504 of Rehabilitation Act of 1973

**RELATED POLICIES**

09.4281, 10.2

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**Assault and Threats of Violence - Notice of Penalties and Provisions**

New Section of KRS 158 requires written notice to all students, parents and guardians of students within ten (10) days of the first instructional day of the school of the provisions of KRS 508.078 (making it a crime to make the described threats against school-affiliated persons and persons lawfully on school property or against school operations). In compliance with this requirement, the text of KRS 508.078 is set forth below. Please be advised that there are serious penalties for this second degree terroristic threatening offense. Potential penalties upon conviction of this Class D felony include a term of imprisonment of not less than one (1) year nor more than five (5) years and a fine of not less than one thousand (\$1,000) and not greater than ten thousand (\$10,000) as provided in KRS 532.060 and KRS 532.030, respectively. In addition, a court in a juvenile case dealing with charges based on bomb threats or other criminal threats that disrupt school operations may order the child or his parent(s) to make restitution (pay expenses) caused by the threat to parties such as the District or first responders (KRS 635.060).

**KRS 508.078 (Terroristic Threatening, Second Degree)**

1. A person is guilty of terroristic threatening in the second degree when, other than as provided in KRS 508.075, he or she intentionally:

- a) With respect to a school function, threatens to commit any act likely to result in death or serious physical injury to any student group, teacher, volunteer worker, or employee of a public or private elementary or secondary school, vocational school, or institution of postsecondary education, or to any other person reasonably expected to lawfully be on school property or at a school-sanctioned activity, if the threat is related to their employment by a school, or work or attendance at school, or a school function. A threat directed at a person or persons or at a school does not need to identify a specific person or persons or school in order for a violation of this section to occur;
- b) Makes false statements by any means, including by electronic communication, for the purpose of:
  - 1. Causing evacuation of a school building, school property, or school sanctioned activity;
  - 2. Causing cancellation of school classes or school sanctioned activity; or
  - 3. Creating fear of serious bodily harm among students, parents, or school personnel;
- c) Makes false statements that he or she has placed a weapon of mass destruction at any location other than one specified in KRS 508.075; or

d) Without lawful authority places a counterfeit weapon of mass destruction at any location other than one specified in KRS 508.075.

2. A counterfeit weapon of mass destruction is placed with lawful authority if it is placed as part of an official training exercise by a public servant, as defined in KRS 522.010.

3. A person is not guilty of commission of an offense under this section if he or she, innocently and believing the information to be true, communicates a threat made by another person to school personnel, a peace officer, a law enforcement agency, a public agency involved in emergency response, or a public safety answering point and identifies the person from whom the threat was communicated, if known.

4. Terroristic threatening in the second degree is a Class D felony.

# Criteria for Enrichment Programs at SES

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## Music Talent Pool

In order for students to be invited to participate in this enrichment program, they must meet the criteria in three areas:

1. Score 85% or higher on a standardized music aptitude test
2. Show excellence on performance assessments
3. Excel on performance assessments as observed by teacher

## Art Talent Pool

In order for students to be invited to participate in this enrichment program, four data points are used:

1. Naglieri Nonverbal Ability test
2. Referrals from teachers
3. Performance assessments
4. Observations by art teacher

## Academic Talent Pool

In order for students to be invited to participate in this enrichment program, three out of four of the criteria must be met:

1. Score within the top 10% of their grade in STAR Reading test
2. Score within the top 10% of their grade in STAR Math test
3. Teacher referral/anecdotal notes
4. Qualifying score on Naglieri test

## STLP Program

In order for students to be invited to participate in this enrichment program, the following criteria are used:

1. Teacher recommendation
2. Observation by librarian

The competition team will be chosen based on observation by librarian and student performance throughout the year.

## **Asbestos Notice**

This notice is to assure you that the Simpson County School System is in compliance with both national and state regulations and laws relating to building materials which contain asbestos that have been used in building construction in past years.

An inspection for building materials which contain asbestos has been completed for all school buildings owned, leased, or otherwise occupied by the Simpson County Schools. This inspection has been conducted by a certified inspector, and the material samples were evaluated by an accredited laboratory. Building materials containing as little as two percent (2%) asbestos or assumed positive have been identified and made a part of an Asbestos Management Plan for the school system.

A complete Asbestos Management Plan for the school district is available at the Central Office or in the principal's office of each school during regular business hours.

You will be notified at least once each year on the status of the Asbestos Management Plan. Should it be necessary, more frequent updates will be issued as a result of an additional inspection, normal surveillance practices, response actions, or remodeling work which might disturb building materials which contain asbestos. Every precaution will continue to be utilized in order to protect the well-being of students and employees of the Simpson County Schools.