Simonton Elementary School

STUDENT/PARENT HANDBOOK & CALENDAR
2011 - 2012
http://www.gwinnett.k12.ga.us/SimontonES/home.html

"Helping Every Child Learn"
August 2011

Dear Simonton Family,

We are excited to begin the 2011-2012 school year of learning at Simonton Elementary School! On August 8, approximately 875 students will enter our school doors and eagerly greet their new teachers and classmates.

The Gwinnett County Board of Education recognizes that a child’s education is a responsibility that is shared by the school and home. To effectively educate students, the school and parents must work as partners in this effort. The purpose of the student/parent handbook is to provide you with valuable information regarding policies and procedures. These policies and procedures have been developed as a way to guide our school in the daily business of teaching and learning. By being knowledgeable of these school guidelines, you take the first step in our partnership to promote the best learning environment for students. Please keep this handbook to use throughout the year.

As a school body, we look forward to working with you as partners this year as we continue to fulfill our mission of “helping every child learn.”

Best regards,

Dr. Chandra Young
Dr. Chandra Young
Principal
Richard Caldwell Simonton gave more than his name to Simonton Elementary. Indeed, the Barrow County administrator and Lilburn Elementary School teacher, who would eventually serve as Gwinnett County Superintendent, left a legacy. His love for learning and determination to succeed would permeate the walls of an elementary school not even built until 28 years after his death.

Simonton Elementary School has known four principals since its 1993 founding. Betty Robinson served from 1993 to 2002; Dr. Carolyn Ford from 2002 to 2004; and Dr. Dot Schoeller from August 2004 to 2010. Dr. Chandra Young was appointed principal in the 2010-2011 school year. For all of these leaders, the commitment to a quality education for all children has been of paramount importance.

Simonton is located on 17 acres just outside Lawrenceville’s city limits. It is on this property that a story of great change and opportunity has unfolded within the past 13 years. From a beginning enrollment of 900 students in 1993, the population increased 24 percent to 1,183 by 1998. The resulting lack of space meant 10 classrooms had to be situated in trailers. By 2002, the school's enrollment had skyrocketed 29 percent to 1,657 students. Additionally, a 63 percent increase in the number of modular units took the school from 10 trailers to 27. That year, a 10-classroom building addition inclusive of a computer lab and resource classrooms reduced the number of trailers from 27 to 15. While a 1996-97 rezoning relocated approximately 40 students to another cluster, a continuous influx of people into the community resulted in a 2003-2004 enrollment of 2,100 students with 46 classes located in portable classrooms. A new elementary school, Margaret Winn Holt, opened in August 2004, and redistricting relieved Simonton of 900 students. With the August 2010 opening of Jenkins Elementary School, redistricting relieved Simonton of approximately 200 students.

The Simonton community is highly diverse, both demographically and professionally. Parent education levels vary from those with high school degrees to those with graduate degrees. Since 1999, the number of ethnicities comprising Simonton’s student population has changed considerably. Indeed, the increase in ethnic and cultural diversity is a hallmark of the school Simonton has become. In 1993, 88 percent of the students were Caucasian, with the remaining 12 percent of African-American and Asian descent. Since 1998, the school has experienced substantial demographic changes. Simonton’s international population speaks 47 different languages. In 1998, Simonton served 65 ESOL students with one full time and one part-time teacher. By 2001-02, 173 ESOL students were served by four teachers. This trend continued in 2006 with six ESOL teachers serving 283 students.

To foster community involvement, Simonton offers a variety of opportunities for parents. Parents are invited to participate in conferences, parent groups, and workshops that are offered at varying times of the day and evening. Monthly community nights foster relationships with families and assist them as they acquire new skills to help their children. Simonton’s motto is “helping every child learn.” A canvas of possibility, the school that bears the name of a dedicated educator cherishes each child that passes through her portals. At the end of the day, no matter the inevitable challenges, if the children have been helped, nurtured, and educated, that’s what matters.

Ah, yes. Teach the children well. Mr. Simonton would be proud.
**Gwinnett County Public Schools**  
**Alvin Wilbanks, CEO/Superintendent**

**School Board – 2011-2012**  
Dr. Robert McClure, Chairman, District IV  
Louise Radloff, Vice-Chairman, District V  
Carole Boyce, District I  
Daniel D. Seckinger, District II  
Dr. Mary Kay Murphy, District III

437 Old Peachtree Road N.W.  
Suwanee, GA 30024-2978  
678-301-6000  
http://www.gwinnett.k12.ga.us

**Vision**  
Gwinnett County Public Schools will be a system of world-class schools where students acquire the knowledge and skills to be successful as they continue their education at the postsecondary level and/or enter the workforce.

**Mission**  
The mission of Gwinnett County Public Schools is to pursue excellence in academic knowledge, skills, and behavior for each student, resulting in measured improvement against local, national, and world-class standards.

**Strategic Goals to Support the Mission**

**Goal 1:** Gwinnett County Public Schools will ensure a world-class education for all students by focusing on teaching and learning the Academic Knowledge and Skills (AKS) curriculum.

**Goal 2:** Gwinnett County Public Schools will ensure a safe, secure, and orderly environment for all.

**Goal 3:** Gwinnett County Public Schools will optimize student achievement through responsible stewardship of its financial resources and the proactive pursuit of all resources necessary to meet current and future demands.

**Goal 4:** Gwinnett County Public Schools will recruit, employ, develop, and retain a workforce that achieves the mission and goals of the organization.

**Goal 5:** Gwinnett County Public Schools will meet the continuing and changing demand for essential information through technological systems and processes that support effective performance and desired results.

**Goal 6:** Gwinnett County Public Schools will provide and manage the system's facilities and operations in an exemplary manner as determined by programmatic needs and best management practices.

**Goal 7:** Gwinnett County Public Schools will apply continuous quality improvement strategies and principles as the way the organization does business.
General School Information
R. C. Simonton Elementary School
275 Simonton Road
Lawrenceville, Georgia 30045
Phone: (770) 513-6637       Fax: (770) 682-4197

Principal:                             Dr. Chandra Young
Administrators:                      Ms. Toni Ferguson
                                        Mrs. Shamika Simpson
                                        Dr. Connie Whitford
Counselor:                            Gina Pomera
Cafeteria:                            Shirley Freeman – Manager
Head Custodian:                      Jana Hadzic
Parent Instructional Support Coordinator:  Dena Dryden
Mascot:                              Black Knights

Central Gwinnett Cluster Schools:     Cedar Hill Elementary School
                                        Jenkins Elementary School
                                        Lawrenceville Elementary School
                                        Simonton Elementary School
                                        Winn Holt Elementary School
                                        Moore Middle School
                                        Richards Middle School
                                        Central Gwinnett High School

Simonton Mission
The mission of Simonton Elementary School is to create a positive learning environment that motivates and challenges every child to learn.

Belief Statements
We believe the commitment to continuous improvement is imperative if our school is going to enable students to become confident, self-motivated, lifelong learners.

We believe that student learning is the chief priority for the school.

We believe that students need to apply their learning in meaningful contexts.

We believe that each student is a valued individual with unique physical, social, emotional, and intellectual needs.

We believe students, teachers, administrators, parents and the community share the responsibility for advancing the school's mission.
# Simonton Elementary School Faculty Directory

## Administration

**Dr. Chandra Young, Principal**  
Mrs. Shamika Simpson, **Administrator, Grades 1-5 & Testing**  
Ms. Toni Ferguson, **Administrator, Special Education, ESOL and Testing**  
Dr. Connie Whitford, **Administrator, Title I**

### Teacher

<table>
<thead>
<tr>
<th>Kindergarten</th>
<th>Parapro</th>
<th>First Grade</th>
<th>Second Grade</th>
<th>Third Grade</th>
<th>Fourth Grade</th>
<th>Fifth Grade</th>
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<tbody>
<tr>
<td><em>Amy Hicks</em></td>
<td>Jan Brown</td>
<td>Bonnie Bishop</td>
<td>Stephanie Flemish</td>
<td>Martha Asbridge</td>
<td>Erica Bonilla</td>
<td><em>Rhonna Beasley</em></td>
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<tr>
<td>Jennifer Little</td>
<td>Dottie Lane</td>
<td>Pat Cone</td>
<td><em>Lynn Harbin</em></td>
<td>Zina Cohen</td>
<td>Nate Dawkins</td>
<td>Kimberly Hollis</td>
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<td>Moira Mattingly</td>
<td>Connie McMullen</td>
<td>Debbie Hammond</td>
<td>Joy James</td>
<td><em>Stacie Hughes</em></td>
<td>Kyle Flemish</td>
<td>Phoebe Jones</td>
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<tr>
<td>Lydia Reid</td>
<td>Clarisa Quiroz</td>
<td>Mirel Sheely</td>
<td>Katherine Loring</td>
<td>Sheron Jones</td>
<td><em>Debbie Miller</em></td>
<td>Erin Hill</td>
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<tr>
<td>Andrea Sorenson</td>
<td><em>Judy Russo</em></td>
<td><em>Julie Tansill</em></td>
<td>Elisabeth Montgomery</td>
<td>Kimberly Pennington</td>
<td>Melissa Minto</td>
<td>Melissa Nash</td>
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<tr>
<td>Jackie Stephenson</td>
<td>Sandra Wilson</td>
<td></td>
<td>Deanna O’Hara</td>
<td>Linda Revels</td>
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### ESOL

- **Marketa Bullard**  
  - Special Education: Focus  
  - Reading Recovery: *Marketa Bullard*  
  - Autism: Pam Crowe (K-2)  
  - Cross-Categorical: Halima Gray  
  - Reading Recovery: Anne Blandino  
  - Pre-K: *Julie Bethea*  
  - Resource: Renee Whaley  
  - Special Learning Disabilities: *Rene Schreiner*  
  - Speech: *Lisa Almand*  
  - Specific Learning Disabilities: Terri Candis  
  - Parapro: Vicki Clark  
  - Linda Cone  
  - Terral DeRamus Shebroe  
  - Janice Hammack  
  - Adisa Kapic  
  - Gary Rozier  
  - Ester Wright  
  - LeAnn Gray  
  - Frank Torres  

### Special Education

- **Catherine Forte (Math)**  
  - Humphrey Fraser (PE)  
  - Celesta Parker (Music)  
  - Nancy Robinson (Art)  
  - *Ladonna Russell (Science)*  
  - Jeanette Johnson (Writing)  
  - Katie Sample (Writing)  

### Special Areas

- **LSTC**  
  - *Erin Frazier*  
  - TST  
  - *John Kelly*

### Instructional Coaches

- **Media Specialist**  
  - *Clarissa Davis*  

### Media/Technology

- **Media Clerk**  
  - Melissa Supple  

### Custodial Staff

- **Administrative Assistant:** LaRae Trummell  
  - **Bookkeeper:** Catherine Stevens  
  - **Clinic:** Tammy Jones  
  - **Receptionist:** Kimberly Coltrain  
  - **Registrar:** Lani Skogen  
  - **SASI Clerk:** Jan Atha  
  - **Sub Coordinator:** Cicely Quintana  
  - **Student Support:** Ana Flamenco
GCPS POLICIES AND PROCEDURES

GCPS policies and procedures are outlined in the Gwinnett County Public Schools Parent/Student Handbook, which each family will receive in August.

REGISTRATION

School officials must require the parent or guardian to provide proof of residency in the district and in Simonton’s attendance zone at the time a student is initially enrolled in school. A student entering school for the first time must present at the time of registration an official copy of the birth certificate. Children must be five years old on or before September 1 to enroll in kindergarten. Students must be six years old on or before September 1 to participate in first grade.

Before enrolling, each student must have on file a current Georgia Department of Human Resources Certificate of Immunization (Form 3231) and an official Georgia Certificate of Ear, Eye and Dental Examination (Form 3300.)

The parent or guardian must also provide two proofs of residency in the district and attendance zone at the time of enrollment. Proof of residency consists of: A) a non-contingent sales contract, a lease agreement or deed, and must be accompanied by at least one utility bill with the same address, (excluding telephone bills, checking accounts or driver’s license.) B) A Warranty Deed that does not contain the address must be accompanied by at least two utility bills with the same address, (excluding telephone bills, checking accounts or driver’s license.)

All Georgia forms for immunization and vision/hearing/dental certificates are available at the Lawrenceville Health Department.

455 Grayson Hwy.
Lawrenceville, GA 30045
770-339-4283

When residing with other individuals in their home or apartment, a notarized affidavit must be submitted, signed by the individual with whom the student’s parent/guardian is residing, along with other required documents (see a & b.)

ATTENDANCE

Learning hours are from 8:50 to 3:20 daily. Children arriving after 8:50 are considered tardy. Frequent tardiness and early checkouts negatively impact students’ academic performance. Please try to schedule any appointments after school hours. State law requires that students attend school 180 days per year. Since most subjects are taught in sequence, regular attendance is essential to a student’s success in school. Students are excused for the following absences:

1) personal illness 2) a death or serious illness in the immediate family; 3) religious holidays; 4) court orders and 5) Conditions which render school attendance impossible or hazardous to health and safety.

For each absentee, a written excuse explaining the absence must be brought to school on the first day following the absence. By law, parents will be notified if their child misses more than 5 days of school. The state of Georgia considers 10 absences or tardies to be excessive. Parents of children with excessive absences or tardies can be reported to local and state agencies, which will result in meeting with the Student Attendance Review Committee (SARC).

ARRIVAL/DISMISSAL OF STUDENTS

Students are expected to be at school on time and not leave unless they have permission. Staff members are involved in planning, conferencing, and staff meetings prior to 8:20. Car riders should NOT arrive before this time. At 8:20 they should be dropped off in the car-rider line on the right-hand side of the school, not in the front office. This is for their safety. There is no one on duty to supervise students prior to this time. Students arriving after 8:50 should be escorted to the office by a parent for check-in. School dismissal is at 3:20. Car riders must be picked up before 3:50. After this time, car riders will be taken to the front office for parent contact. Excessive incidents of late car rider pick up will result in a parent conference with school administrators.
CAR RIDER PROCEDURES

For the safety of all students, please do not release students from cars until teachers are on duty. Students should be dropped off on the right-hand side of the building with the assistance of a staff member each morning. For their safety, students arriving to school after the 8:50 tardy bell are to be personally escorted to the office to be checked into school.

Car ride dismissal will begin before the bus riders are released. Students are escorted to the car rider room and supervised by teachers until the parent arrives. Students will not be allowed to walk from the car rider area to meet parents parked in other areas.

Please do not use cell phones while in the car rider line. Display your Simonton car rider decal in the front windshield/dash where it is easily visible. Cars arriving without decals will be asked to park and report to the office to show proof of identification (driver’s license.)

Remain in your car while waiting to advance forward to pick up your child. Advance forward slowly as you approach the pick-up area, as children are entering cars and may dart out in front of you. Refrain from going around the other cars if you load before the car in front of you.

BUS RIDERS

Gwinnett County provides bus transportation for all students. Please help us diminish traffic problems and support our bus program by having your child ride the bus to and from school. If you have concerns about the bus route or bus safety, please call the school or the Transportation Department at 770-513-6846. Each student is assigned a bus at the beginning of the year. If you move, or your permanent transportation changes, come to the front office to fill out a bus change form.

Riding the bus is a privilege. Inappropriate behavior on the bus will result in an administrative referral and possible bus suspension.

CHECK IN/OUT PROCEDURES

Students are checked in and out through the school office ONLY. Students arriving after 8:50 are considered tardy and must be accompanied by an adult into the office to sign in. Children will not be released from school at any unscheduled time without written explanation from parents and a signed “release register” on file in the office. For security reasons, anyone checking out a student must show a picture ID (i.e. Driver’s License) prior to having a child released. CHILDREN ARE RELEASED ONLY TO PERSONS DESIGNATED BY PARENTS ON THE INFORMATION/EMERGENCY CARD. This is a safeguard for all children. Early checkouts should be reserved for special circumstances and not used on a regular basis.

- There will be no student check outs after 2:30 p.m. in order to provide a safe and timely dismissal for all students.
- Telephone, fax or email requests for check-outs will not be honored.

TRANSPORTATION CHANGES

It is very confusing to young children to alternate between day care, parent pick-up and buses. Additionally, accepting changes by telephone does not allow us to provide maximum safety measures for students. For security and safety reasons, transportation changes will NOT be made over the phone, by fax or email. Should you need to change transportation arrangements, a written note with a phone number from the child’s parent or guardian indicating the change in his/her transportation home is required on the morning of the change. This note should be brought to the front office by the child to be signed and verified by a school official. If no note is received, the teacher will follow regular transportation procedures for your child.
VISITORS
We welcome visitors to Simonton and hope that you will join us for lunch, special programs or class visits. For student safety, there are guidelines that all visitors must follow. All visitors who enter must report to the main office to sign in and show a photo ID. You must wear a visitor sticker at all times while on school property. During these visits, the regular school program must continue.

As a courtesy to the teacher, we request a prior appointment be made for visitation and/or conferences 24 hours in advance. If you need to meet with a teacher, please schedule a time by contacting the teacher directly. Students are required to receive 270 minutes of uninterrupted instructional time in grades K - 3, and 300 minutes of uninterrupted instructional time in grades 4 – 12.

When you leave the school, please return to the main office and enter the time of your departure and discard your visitor badge.

SNACKS
Students may bring a nutritious snack to school. In compliance with state standards, students are not to bring food from “fast food” restaurants. This includes carbonated drinks such as sodas. Please make use of the cafeteria menu when eating lunch with your child.

SCHOOL STORE
Simonton has a school store from which students may purchase supplies during the school year. This is offered as a convenience to students and parents. The location and schedule is communicated to students on the morning news. The store is open from 8:20-8:45 AM, Monday through Friday.

STUDENT RECORDS
Gwinnett County Public Schools provide the student and his or her parent with important rights pertaining to student records through policy "JR."

These rights include:
- The right to receive this information in a format understandable to the student and parent;
- The right to inspect and review students records by parents (in case of students over the age of eighteen, by students) within 45 days of request and the right to have the records explained;
- The right to copies of student records;
- The right to challenge the content of student records and the procedures for doing so, including the availability of formal proceedings to resolve these disputes;
- The right to request that material be removed from student records and the procedures for doing so;
- The requirement of parental or student consent and methods of consent before the disclosure of student records except in certain specific circumstances;
- The rights of separated or divorced parents and legal guardians pertaining to student records;
- The schedule of destruction of particular student records;
- The content, location and particulars concerning permanent records, official records and supplemental records;
- The student or parent may contact the local school for more information about the above list of rights.

Copies of a student’s educational record may be transferred to officials of other schools or school systems in which the student seeks to enroll. Unless parents express a need for additional notice of the transfer of student records at the time of enrollment in the Gwinnett County Public Schools, the records transfer to the enrolling school or school system will occur without further notice.

CHANGES IN SCHOOL RECORDS
In order to keep our records current and to ensure that a parent/guardian can be reached in case of an emergency, please notify the office immediately of any changes below:

*Address
*Current Telephone number
*Employer and phone number of each parent/guardian
*Change in guardianship
*Person to call in case of emergency or when the parent
cannot be reached

**WITHDRAWAL PROCEDURES**
Please notify the teacher at least one week
before your child is to withdraw from school. A Record of
Pupil Withdrawal form will be sent home on the last day
of attendance and should be given to the new school
upon enrollment. Upon receiving the signed release of
records from the transferring school, the student’s records
will be mailed to the new school.

**SCHOOL INSURANCE**
School insurance brochures are available in the
school office. Parents are responsible for providing
insurance coverage or paying medical expenses in case
of an accident.

**CLINIC**
The Simonton clinic is available to students who
get hurt at school or feel ill during the day. The clinic is
funded by parent donations and local school funds. Our
clinics staff is wonderful at dressing wounds and applying
the proper amount of tender loving care for tearful
children. If you have band-aids, tissues or other supplies
you can donate, please contact the school.

Parents will be called if students are too sick to
remain in school. When your child is ill or has a fever,
please do not send him/her to school and risk infecting
others. Parents, inform the school when your child has an
infectious or contagious disease.

**Prescription Drugs:** We encourage parents to work out
dosages so that none will be given during school hours. If
that is not possible, you should fill out the
“Administration of Medication Request” form and
return it to the clinic. On that form, indicate the specific
length of time the medication is to be given, dosage, and
time it should be given to your child. Prescription
medicines must be in the original container.

**Over-The-Counter Medications:** We strongly discourage
requests for the clinic to administer over-the-counter
medication such as Tylenol and antacids. However, if no
other arrangements can be made, parents may send
written requests to the clinic asking them to give these
drugs to the children. Remember to include the reason for
the medication, the specific day the medication should be
given, and any special instructions. To request that a
medication be given to your child on a long-term or on-
demand basis, you should have the child’s physician fill
out a form explaining why the medication is necessary.
These forms are available in the clinic.

**Students are not to carry medication.** This includes
aspirin and cough drops. These items are to be checked
into the clinic for dispensing to students. Please see Mrs.
Jones in the clinic for specific guidelines relating to the
use of inhalers for asthma.

**MEDICATIONS**
Admission of medications during school hours
is discouraged. Parents should discuss dosage changes
with their physician so that medications will not have to
be taken during school hours. Only when the student
requires medications in order to attend school should
medicine be administered during school hours.

School personnel shall not provide students with
any medications except as authorized in writing from the
student’s parent(s). Parent/legal guardian must provide
a completed Administration of Medication Request Form
to the school prior to administration of any medication.
Medications received in anything other than the original
childproof container will not be administered at school.
CAFETERIA INFORMATION

We are very proud of our cafeteria and the nutritious meals served there. Parents are always welcome to have lunch with their children. Table and picnic areas are provided for this purpose. Since we have limited space, we ask that classmates refrain from joining you at lunch. Come join us for lunch to see how it works!

Lunch Collection Procedures:
The meal option: available at MEALPAY.COM is the most recommended option to pay for your child’s breakfast and lunch. This allows you to make payments online. Use your child’s student ID# to set up an account.
A prepayment system: for both the breakfast and the lunch programs is also available and can be made with the same check. The student can prepay for lunch or breakfast any day of the week. They are to take their money directly to the cafeteria in an envelope with the student’s name, school ID#, grade, teacher’s name, total amount enclosed. Checks should be made payable to Simonton Elementary. If your child is allergic to milk or other foods, please inform the school cafeteria and clinic immediately.

Breakfast and Lunch Charges:
Students will be allowed to charge their meals when they do not have cash or money in their account. When a student has charged meal(s), parents will be informed of the account status at least once a month by a letter printed from the computer and/or a phone call. If a child’s account exceeds $15.00 in charges, they will no longer be allowed to charge breakfast and will receive a peanut butter and jelly sandwich and milk for lunch. The current register program will allow charges to be paid on the line. Charges will be deducted from the new payment received from the student and the balance made available for future meals. All charging procedures for students apply equally to adults. Students who bring their own meals are allowed to purchase milk or water to go with their meal.

Gwinnett County School Lunch Requirements:
Lunch: A reimbursable lunch includes an entrée, two side dishes and milk. Elementary students must have all four items. Elementary students are also allowed to purchase a la carte items after buying the full meal.
Breakfast: Breakfast is self-serve for all students. They must take a minimum of two items to meet the reimbursable meal requirement. A la cart sales policies are the same for breakfast and lunch.

Price Summary:
Student Lunch - $2.00 Reduced Lunch - $.40
Extra Milk - $.40 Reduced Breakfast - $.30
Student's Breakfast - $1.25 Adult's Breakfast - $1.50

Gwinnett Lunch Procedures:
Extra Servings - Students have permission to purchase additional portions of food before they are seated. They will be charged the additional entrée amount at the register. A la carte items that are sold are the same price for all students.

School Dress
Students must dress appropriately, suitable to weather conditions, and in good taste. The wearing of short shorts, halter tops, and sagging pants are not considered appropriate dress for school, and we ask that our students not wear them. Additionally, the Board of Education specifies in their policy Manual, Policy JCDB Student Dress Code, the following statement:

The wearing of or absence of any item of clothing that will distract from the learning process of other students, or offensive words, and/or design, and/or the advertising of drugs or alcoholic beverages will not be tolerated.
Optional School Uniform Attire:
Boys: Black or khaki pants/shorts (belted and tucked in at the waist), black or brown belt, white, gold or black collar shirt and closed toe shoes
Girls: Black or khaki pants/skirt/shorts, white, gold or black collar shirt, closed toe shoes, no sandals or flip-flops

EMERGENCY SCHOOL CLOSINGS
In the event of school closing or early school dismissal for an emergency, the local media will be informed and parents should stay tuned to WSB 750AM radio or WSB-TV (Channel 2) for the latest information. The Gwinnett County website will also post closings. In the event of an early dismissal, students will be transported by their normal means of travel.

FIELD TRIPS
Field trips serve as a valuable resource in learning the AKS. Field trip contributions are requested for admission and transportation. This contribution is voluntary. No student will be denied or penalized for failure to contribute. However, if enough funds are not secured, the field trip must be cancelled.

SCHOOL COMMUNICATIONS
Formal parent conferences are scheduled two times during the school year. Weekly folders are sent home on Monday by each classroom teacher to provide timely information regarding classroom progress and conduct. Progress reports are sent home every nine weeks. Teachers are available for phone calls, but are not interrupted during instructional time. Therefore, conferences should be scheduled in advance. If you would like to speak with a teacher regarding your child’s progress, please contact the school.

BIRTHDAYS
Celebration of birthdays will be observed by allowing parents to provide snacks for the class during the regular lunch time. **No class birthday parties please. No birthday favors (balloons, goody bags, hats, etc.) will be allowed.** Please notify your child’s teacher in writing (48 hours in advance) if you plan to bring birthday snacks. No invitations for parties may be passed out during lunch.

STUDENT ACADEMIC INFORMATION

ACADEMIC KNOWLEDGE AND SKILLS
The AKS is the essential curriculum in Gwinnett schools. It spells out what students are expected to learn and be able to do in each grade/subject. Instruction and assessment are tailored so that all students learn the AKS. Parents will receive a grade-level AKS Brochure at the beginning of the year. AKS brochures also are available online.

GRADING
Progress reports are sent home the first, second, third, and fourth nine-week periods. Parent conferences are held at the end of the first grading period in October and the third nine-week grading period in February. Teachers will contact parents to schedule these conferences.

**Kindergarten:** Students receive a skills checklist to indicate progress. The kindergarten grading scale is as follows:

- E = Excellent
- S = Satisfactory
- N = Needs Improvement
- U = Unsatisfactory

The 1st Grade grading scale is as follows:

- Surpasses Standards = E
- Satisfactory Progress = S
- Needs Improvement = N
- Unsatisfactory = U

The Grades 2nd – 5th grading scale is as follows:

- Excellent Progress = A 100-90
- Above Average = B 89-80
- Average Progress = C 79-74
- Below Average Progress = D 73-70
- Unsatisfactory = U Below 70
ACADEMIC CONTRACTS

Anytime a student is not achieving his/her AKS curriculum goals, an academic contract may be written between the teacher, student and parent. Academic contracts target the student’s weakness(es) in the AKS and list interventions to be done at school and home to help the student succeed. Progress is noted on the academic contract throughout the year and shared at parent-teacher conferences.

ASSESSMENTS AND PROMOTION REQUIREMENTS

As part of Georgia and Gwinnett’s comprehensive assessment program, the Georgia Kindergarten Inventory of Developing Skills (GKIDS) is a year-long, performance-based assessment that is administered to kindergarten students. It allows teachers to assess student performance during instruction, record student performance in an on-line database, and generate reports for instructional planning, progress reports, report cards, SST, and/or parent conferences.

Students in grades 3-5 take the state-required Criterion-Referenced Competency Tests (CRCT) in Reading, English/Language Arts, Mathematics, Science and Social Studies. For promotion, the state requires students in grade 3 to pass the Reading CRCT. Students in grades 5 are required to pass the Reading and Math CRCT subtests. As a Gateway test for students in grade 4, students must meet on-grade level expectations on each portion of the CRCT to be promoted to grade 5. Additional Gwinnett and Georgia tests are administered throughout the year to assess student learning.

INDIVIDUALS WITH DISABILITIES SERVICE

It is the practice of Gwinnett County Public Schools to provide a free appropriate public education for individuals with documented disabilities. Individuals may contact their local school for information regarding such services.

GIFTED EDUCATION PROGRAM

Students who meet state guidelines are served through our school gifted education program (FOCUS), which uses an interdisciplinary model. Teachers, counselors, parents, or administration may refer a student for evaluation.

The eligibility team makes placement in the FOCUS program. Criteria for placement are established by the Georgia State Department of Education and may differ from that in other states. Students transferring from out of state must meet Georgia requirements for placement. Students transferring within the state having met eligibility requirements may be considered for placement in any other Georgia school.

STUDENT SUPPORT TEAM

The purpose of the Student Support Team (SST) is to allow teachers, parents and other educators to work in a collaborative manner to develop an intervention plan to address the needs of students who are not experiencing success. This group provides advice, suggests alternative teaching strategies or interventions, and may recommend writing an academic contract or referral for special testing.

COUNSELING

The goal of school counseling is to remove barriers to student learning. The school counselor serves as a resource for all students and staff. The counselor supports new students and assists students who are affected by grief, anxiety, and peer issues. She also works with students on study skills, homework completion and test taking skills. Parent education is an additional component of the program. The counselor works with students through classroom guidance lessons, individual sessions and in small groups.

HOMEWORK

Homework is an extension of the classroom learning process. It is one method to help students establish self-discipline and study skills. Homework is also a way to keep parents informed and involved with their child’s schoolwork. Assignments may be brief or may
include long-range projects. They may be individualized for remediation or enrichment. Parents can help by encouraging their children to establish effective study habits and by reviewing homework with their child.

TECHNOLOGY
Simonton has three computer labs utilized by K-5 classroom teachers and students to support the curriculum. If you DO NOT want your child to participate in technology, appear in the morning news, or have candid photos taken of them throughout the year, please send a note clearly stating this to the front office.

STUDENT CONDUCT
Our students are citizens of our school community. All students deserve a positive and orderly environment for learning. In order to achieve this, Simonton students have clear expectations for behavior and school rules that are consistent with our newly adopted and district supported Positive Behavioral Interventions and Supports (PBIS) Program as well as Gwinnett County Public Schools’ policies for student management and discipline.

The Positive Behavioral Interventions and Supports (PBIS) Program is a research-based framework proven to provide practices and strategies for all students to increase academic performance, improve safety, decrease problem behavior, and establish a positive school culture. Students are encouraged to solve problems by taking responsibility for their actions, the consequences that result, and to develop plans of action that demonstrate positive ways to address difficult situations. Students that successfully follow Simonton behavior expectations will participate in school recognition and reward programs throughout the year. Ultimately, our goal is for Simonton students to develop into responsible, respectful and supportive citizens in our learning community.

POSITIVE BEHAVIORAL INTERVENTIONS AND SUPPORTS (PBIS) SIMONTON STUDENT EXPECTATIONS

| RESPECT  | *Listen while others are speaking  
| RESPONSIBILITY | *Keep hands, feet, and all objects to myself  
|            | *Use positive words and positive actions  
|          | *Turn in completed assignments on time  
|            | *Follow teacher directions the first time given  
|          | *Have materials, paper, pencil, and books for school every day  
|          | *Take care of materials- textbooks, library books, school equipment, personal belongings  
|          | *Take ownership-use good judgment, own your actions  
| READINESS | *Be present and on time to school  
|           | *Have materials daily  
|           | *Complete all assigned classwork and homework  
|            | *Keep work area organized  

S I M O N T O N E L E M E N T A R Y

R³  
Respect  
Responsibility  
Readiness  
S H I E L D O F H O N O R
CONSEQUENCES OF STUDENT BEHAVIOR INFRACTIONS

Simonton administrators have broad discretion to determine consequences for student behavior infractions. The range of consequences for infractions assigned by a local school administrator may include, without limitation:

Warning

Administrative Detention

Saturday School

In-School Suspension

Opportunity Room

Out-of-School Suspension

OSS Pending Disciplinary Panel Hearing

In addition to the information provided above, parents will receive a copy of the GCPS Elementary Student/Parent Handbook in August that outlines the code of conduct to be followed by all students to ensure a safe, secure and orderly environment in which to learn.

Important GCPS Student Discipline Information

The following is general information regarding discipline:

1. Students under short-term suspension (1–10 days), long-term suspension (10 or more days) or expulsion are not allowed on any Gwinnett County school campus or to attend any school activity, function, or event. Students assigned to in-school suspension are not allowed to participate in extracurricular activities on the date of their ISS assignment.

2. All dangerous weapons, instruments, or controlled substances confiscated by school authorities are to be turned in to Safety and Security.

3. A student is considered to be in possession of an illegal and/or banned item(s) or substance(s) when such item(s) or substance(s) is found on the person of the student, in his/her possession, in his/her locker, in a student’s vehicle on school property, or in any vehicle a student brought on school property, on property being used by the school, at any school function or activity, or at any school event held away from the school.

4. Students are prohibited from engaging in gang/hate group or hazing related activities in school (Safe Schools Policy).

5. School administrators and/or their designated representatives possess the authority to conduct a reasonable search of students, their possessions, their lockers, and their vehicles when on school property, on property being used by the school, at any school function or activity, or at any school event held away from the school if it is established there is reasonable suspicion that the search will reveal a violation of the law, the Student Conduct Behavior Code, or local school rules.

6. A student may be considered a party to a violation of the Student Conduct Behavior Code and disciplined for the underlying offense where the student: (1) Directly violates the Student Conduct Behavior Code; (2) Intentionally causes some other person to commit a violation of the Student Conduct Behavior Code; (3) Intentionally aids or abets another in a violation of the Student Conduct Behavior Code; or (4) Intentionally advises, encourages, hires, counsels, or procures another to commit a violation of the Student Conduct Behavior Code. A student may be considered a party to a violation of the Student Conduct Behavior Code even where the underlying actors are not students subject to the Code.

7. Certain violations of the Student Conduct Behavior Code may also be violations of state law and juvenile authorities or other law enforcement agencies may address the student’s misconduct in accordance with state laws, in addition to the school system’s administrative procedures and regulations.

8. Students are to notify an administrator or staff member when suspected illegal items, dangerous items, or other items banned from school are found in the school building, on the school campus, or on the school bus. Students are advised not to pick up or handle illegal, dangerous, banned, or unidentified items.

9. Students who are under suspension or expulsion through spring semester will not be allowed to participate in any school-sponsored activities.

10. Students should recognize their responsibility to know the contents of this student handbook and to ask the local school administration or staff for any clarification. All students, regardless of age, are subject to the rules and regulations of the Gwinnett County Public Schools. Each local school will review the contents of this handbook with its students.

11. State law requires that certain criminal offenses committed by a student while on school property or at a school-sponsored activity, function, or event be reported to the principal, school superintendent, appropriate law enforcement authority, and the District Attorney. (O.C.G.A. § 20-2-1184).
12. Georgia law makes it unlawful for any person to manufacture, distribute, disperse, or possess with the intent to distribute a controlled substance or marijuana in, on, or within 1,000 feet of any real property owned by or leased to any public or private elementary school, secondary school, or school board used for elementary or secondary education. Any person who violates or conspires to violate this code section shall be guilty of a felony. (O.C.G.A. § 16-13-32.4)

13. After a disciplinary hearing has been held, textbooks, materials, or equipment belonging to the local school must be returned to a school administrator at their local school.

14. The Unsafe School Choice Option provides students at schools classified as “persistently dangerous” with the option of transferring to another school. Major offenses, including, but not limited to, drug and weapon offenses, can lead to a school being named “persistently dangerous” or unsafe pursuant to State Board of Education Rule 160-4-8-.16.

Note: The Code of Conduct published here has been abbreviated for an elementary school audience. Visit (www.gwinnett.k12.ga.us) to view the full version of the Student Conduct Behavior Code.

**BUS DISCIPLINE**

Riding the school bus is a privilege. Improper conduct on the bus may result in that privilege being denied. Only regularly scheduled students are to ride the school buses. These students must adhere to the following bus rules:

1. Students WILL FOLLOW directions of the driver at all times.

2. Students WILL SAFELY WAIT for, board, and exit the bus only at their assigned bus stops.

3. Students WILL LOOK for traffic and wait for driver’s signal to cross the road in front of the bus.

4. Students WILL REMAIN properly seated at all times.

5. Students WILL KEEP hands, arms, and legs away from windows and confined to their own set area.

1. Students WILL TALK QUIETLY. Loud voices, profanity, radios, or other electronic devices are not allowed.

2. Students WILL NOT eat, drink, chew gum or bring tobacco products on the bus.

3. Students WILL NOT bring animals, glass objects, or items too large to hold.

4. Students WILL HELP keep their bus clean and in good, safe condition.

The Gwinnett County Public Schools Transportation Department Behavior Management Plan consists of two major components:

**Negotiating Solutions Form:**

The Negotiation Solutions Form is a tool designed for the driver to work through minor offenses with the student. The student and the driver will negotiate the type of solution that will correct the behavior and work on a time line for the student to reach his/her commitment.

If after reasonable time has been given to correct the offense and the problem still has not been resolved, the driver supervisor will complete the Parental Notification section of the Negotiation Solutions form to send home with the student. Parental notification will give the parent notice of inappropriate behavior as well as ask the parent for assistance with this inappropriate behavior.

**Transportation Disciplinary Action Referral Form:**

If the inappropriate behavior persists and the driver supervisor needs local school assistance, the driver supervisor will submit under his/her signature the Transportation Disciplinary Action Referral form to the school administrator for further action.

If the inappropriate behavior warrants immediate action (major offense), the Negotiation Solutions is by-passed and the Transportation Disciplinary Action Referral form is submitted immediately to school administrators for further action. Local school procedures for disciplinary action include:

*First Bus Conduct Referral:

The administrator will discuss appropriate bus discipline. The student will contact his or her parents and will make a plan of action.
*Second Bus Conduct Referral:
After the administrator meets with the student, the parent and student will participate in the bus intervention program of the local school or the student will be suspended from the bus for two days.

*Third Bus Conduct Referral:
The student will be suspended from the bus for five days.

*Fourth Bus Conduct Referral:
The student will be suspended from the bus for ten days. The parent will be notified of a possible referral to a discipline panel.

*Fifth Bus Conduct Referral:
The student will be suspended from the bus for fifteen days.

School administrators have the discretion to alter the steps above if deemed necessary. We hope that this information will assist you in helping your child understand the importance of proper behavior on the bus. We want to work together to provide safe transportation to and from school.

**ELECTRONIC COMMUNICATION DEVICES**
The Gwinnett County Board of Education (BOE) permits students to possess electronic pagers or communication devices on a limited basis and provides local school principals with the authority to set forth rules pertaining to student possession and use of such devices at their individual schools.

Electronic communication devices, including but not limited to, pagers, cell phones, iPhones, etc. are to be turned off during the instructional day in an effort to maintain a structured and orderly learning environment. Please contact the school if you need to contact your child.

**NON-INSTRUCTIONAL ITEMS**
Our school priority is teaching and learning. Non-instructional items, electronic toys, games and other devices are not permitted at school. Please make sure that these items remain at home. Students that are found to be in possession of these items at school will have them removed and given to an administrator until parent pick up.

**STUDENT GRIEVANCES**
The Gwinnett County Board of Education is committed to providing an environment free of sexual harassment and all forms of discrimination on the basis of race, color, religion, gender, age, national origin, or handicap. If a student believes he/she is being mistreated on account of race, color, religion, gender, national origin, or handicap, the student should report this to any school employee such as their teacher, counselor or principal.

**EMERGENCY PROCEDURES**
At all times, the safety of the student is of utmost importance. Fire, tornado and emergency lock down drills are held at intervals throughout the school year. Emergency instructions are posted in each classroom. The children will practice walking quickly and quietly to designated areas. If a child is injured on the playground, we also have procedures that are followed, and 911 is called as needed. Please be sure a current phone number is available so that we can reach you in an emergency. During an emergency, it may be necessary to transport your child by bus to another location. During inclement weather, students will remain at school until the county gives permission for dismissal.

**SAFETY OF STUDENTS**
Learning in a safe environment is extremely important to the staff at Simonton. Please help us by letting the front office know if you see anything that might be unsafe on campus.

Children are consistently supervised by teachers and other staff during the day from 8:20 a.m. until buses leave. Students may not be dropped off before 8:20 a.m. unless they are involved in a school sponsored activity.
TEXTBOOKS AND SCHOOL ISSUED EQUIPMENT
The Gwinnett County Board of Education provides a variety of teaching materials. Books are expensive and must be properly cared for throughout the year. Students will be responsible for damaged or lost textbooks and school issued equipment (computer headphones, etc.)

VOLUNTEERS
We welcome parent volunteers at Simonton. Simonton volunteer opportunities are organized and supported through our local school Parent Instructional Support Coordinator (PISC.) Volunteers participate in on-going training sessions with our PISC to learn how to operate school equipment and support student learning. There are also opportunities for parents who work outside the home to help the school. If you have a desire to help, please contact our PISC, Ms. Dryden. We appreciate your support!