

RAYMOND AND PHYLLIS SIMON
MIDDLE SCHOOL
STUDENT/PARENT GUIDE



1601 Siebenmorgen Rd.

CONWAY, AR 72032

Phone Number: (501) 513-6120

Fax Number: (501) 513-6127

Simon's Mission Statement

Raymond and Phyllis Simon Middle School is committed to providing an opportunity for every child to attain an appropriate and quality education. It is our goal to emphasize high expectations of strong character and ethical values to help students learn from each of life's experiences. Our mission is to equip our students with the tools needed that will enable them to overcome any adversity they may face and become life-long learners.

Our Vision

To provide a welcoming environment, conducive to learning, where students can excel.

Belief Statements

- All students have the ability to learn.
- Family involvement and commitment influences student performance.
- Students deserve a loving and safe environment.
- All students have the ability to contribute positively to their home, school, and community.
- All students are unique.
- Hard work is the key to success.
- We believe that students should do their best.

TABLE OF CONTENTS

Absences/Tardies	8
Behavior Policies/Procedures	9
Bell Schedule	5
Bicycle and Scooters	7
Checking In and Out of School	8
Contact Information	4
Dances	13
Drop Off and Pick Up	7
Food and Drink	9
General School Conduct	9
Gifts and Deliveries for Students	12
Hall Rules	11
Lunch	11
Media Center	13
Office Staff	4
Parental Involvement	15
Restricted Areas	7
School Trips	13
Visitors and Volunteers	14

Raymond & Phyllis Simon

MIDDLE SCHOOL

1601 Siebenmorgen Road
Conway, AR 72032
Phone (501)513-6120
FAX (501)513-6127

Dear Parents and Guardians,

Welcome to the new school year!

A new school year is always exciting and this year is no different. As your principal, it is my goal to provide all students with educationally challenging and rewarding experiences while they are here. Academic emphasis on the core content areas of reading, language arts, math, science, and social studies will remain a priority as well as providing a learning program that builds on each year to reach local and state standards. Instruction in athletics, music, art, band, orchestra, choir, physical education, keyboarding/tools for learning, computer lab, and intervention complete our program providing each student with the opportunity to develop areas of interest and skill.

The vision for our school: **"To provide a welcoming environment, conducive to learning, where students can excel."** We want our students to be the best they can be and by providing the right educational environment where our students can strive for excellence, they will continue to learn and improve throughout the year.

We hope you find the parent guide a useful tool that provides essential information pertaining to our school.

Once again, welcome to the new school year. We will do all we can to make it a great one and we know you will, too.

Sincerely,

C. Renee Bennett
Principal, Simon Middle School
bennettc@conwayschools.net

ADMINISTRATORS, COUNSELORS, & OFFICE STAFF

Principal	Mrs. C. Renee Bennett bennettc@conwayschools.net
Assistant Principals	Mrs. Christi Parrish parrishc@conwayschools.net
	Mr. Matt Kelly kellym@conwayschools.net
Counselors	Mr. Patrick Stacks stacksp@conwayschools.net
	Mrs. Cameron Jernigan jerniganc@conwayschools.net
Office Staff:	
Secretary	Mrs. Kayla Straschinske
Bookkeeper	Ms. Brenda McClain
Nurse	Mrs. Anita Stephens

Teacher Contact

All SMS employees can be contacted by e-mail. Go to the district website, <https://www.conwayschools.net>; under the schools tab, choose Simon Middle School. Find the appropriate teachers name and submit an e-mail.

Emergency Contact

When a child becomes ill at school or is injured, we must have a way to contact a parent. **Please be sure to update information for the school office if you have a change in your phone number or street address.**

BELL SCHEDULE
Monday - Thursday

7th Grade

1 st period	8:10 – 8:58
2 nd period	9:01 – 9:51
3 rd period	9:54 – 10:39
4 th period	10:42 – 11:27
5 th period	11:30 – 12:15
Lunch	12:18 – 12:53
6 th period	12:58 – 1:43
7 th period	1:46 – 2:31
8 th period	2:34 – 3:19

5th/6th Grades

1 st period	8:10 – 8:58
2 nd period	9:01 – 9:51
3 rd period	9:54 – 10:39
4 th period	10:42 – 11:27
Lunch	11:30 – 12:05
5 th period	12:10 – 12:55
6 th period	12:58 – 1:43
7 th period	1:46 – 2:31
8 th period	2:34 – 3:19

All students should be picked up no later than 4:00 p.m.

Fast Friday School Day Schedules

7th Grade

1st period	8:10 – 8:53
2nd period	8:56 – 9:40
3rd period	9:43 – 10:23
4th period	10:26 – 11:06
5th period	11:09 – 11:49
Lunch	11:52 – 12:25
6th period	12:30 – 1:10
7th period	1:13 – 1:53
8th period	1:56 – 2:36
Activity period	2:39 – 3:19

5th/6th Grades

1st period	8:10 – 8:53
2nd period	8:56 – 9:40
3rd period	9:43 – 10:23
4th period	10:26 – 11:06
Lunch	11:09 – 11:42
5th period	11:47 – 12:27
6th period	12:30 – 1:10
7th period	1:13 – 1:53
8th period	1:56 – 2:36
Activity period	2:39 – 3:19

PARENT INFORMATION

Dropping Off or Picking Up Your Child at SMS

We want to keep all of our students safe here at SMS; therefore, we ask that you follow the traffic rules/guidelines when dropping off or picking up your child.

Morning procedures: Enter the drive-way from Bill Lucy Dr. and follow the arrows around to the front of the school. Pull forward to the DROP OFF HERE sign. This is the appropriate area to let your child exit the car and walk up the sidewalk toward the bus loop. They will enter the building at the cafeteria hallway.

Afternoon Procedures: There are two options when picking up students.

- 1) Enter the driveway from Bill Lucy Dr. and follow the arrows around to the front of the school. Pull forward as closely to the sign that reads DROP OFF HERE. Your student will approach your car as the line moves forward. We do not allow students to enter a car that is not between the cross-walk and the sign for safety reasons.
- 2) Enter the driveway from Bill Lucy Dr. and turn immediately left into the parking lot. Park and walk to the cross-walk and we will release your child to you. As the year progresses, it may be feasible to park and have your child released to you without having to meet them at the crosswalk.

We do not allow parents to drop off or pick up at any other parking lot in the school or in the bus loop. If your schedule does not allow you to wait in line, it is suggested you bring your child to school before 8:00 a.m. and pick up your child after 3:30 p.m.

BICYCLE/SCOOTER USE

Students who ride bikes or scooters to school are responsible for securing their vehicles in the rack located in the front of the school. Students are expected to follow all safety regulations pertaining to safe operation. STUDENTS MAY NOT RIDE BIKES OR SCOOTERS ON THE SCHOOL CAMPUS GROUNDS.

RESTRICTED AREAS

Arrival at school: All students will report to the cafeteria upon arriving to school if it is before 8:00. Students who will eat are to proceed directly to the breakfast line and then take a seat in the cafeteria. Students will need to remain seated at the tables until they are dismissed.

Students who will not eat will do as follows; 5th graders go to the floor by the windows, 6th graders sit in the stage area, and 7th graders sit in the bleacher area. You are to take a seat

immediately upon entering and remain there until dismissed. **All students will be dismissed at 8:00 to go to their first period class.**

CHECKING IN AND OUT OF SCHOOL

Parents must check students in or out at the school office. **When a student is late (after the bell has rung) to school, he/she will receive a tardy admit to class.** All tardies are considered to be unexcused unless a doctor, dentist, or counseling appointment card (or excuse) is presented. A student is allowed **four** tardies per semester before being referred to the office. We discourage parents from checking students out of school for appointments unless it is during study hall. Calling a student out of a class disrupts the entire class and should be avoided if possible. A parent may only check out his/her child.

1. Notes will **NOT** be accepted for check-in/check-out purposes. **A parent must sign in/out their child in the office.**
2. Any student checking in from a medical or court-ordered appointment must have official documentation in order for it to be excused.

TARDIES

Tardies are disruptive to the classroom. Students should be seated by the time the tardy bell sounds. When a student has been tardy four (4) times per semester, per class, his/her name will be sent to the office for disciplinary action including Saturday school or ISSP. When a student is tardy to first period, he/she must report to the school office for a tardy admit. **A parent/ guardian must sign in his/her child.**

ABSENCES

Education is more than the grades students receive in their courses; therefore, students' regular attendance at school is essential to their academic, social and cultural development. We do understand that some absences can not be avoided. If your child is out for an extended period, upon day four (4) it is suggested that you e-mail our counselor who will organize the work for you to pick up.

SECURITY MEASURES AT SIMON!!!

Beginning July 1, 2014, all Conway Public Schools' front doors are locked during the school day. In order to enter Simon, you must press the outside speaker button to be "buzzed" in by Simon personnel.

GENERAL SCHOOL CONDUCT

While on the school campus or involved in any school activity the following rules will be observed or there is possibility of a document being given.

- **Any** teacher or staff member in the school has the right to correct students. Disrespect or insubordination toward teachers or staff members will not be tolerated.
- Nothing can be sold at school unless the school principal grants prior permission. This includes but is not limited to; community organizations, churches, Boy/Girl Scout troops.
- Walking is expected inside the building; running is reserved for the playground or gym class. Keep hands, feet, and other objects to yourself.
- No spitting or rock throwing will be allowed.
- Food and drink (except for clear WATER bottles) are only allowed to be consumed in the cafeteria. Students are not allowed to drink or eat in the halls or in classrooms. The **only other exception** is during lunch supervised by a teacher.
- No gambling is allowed.
- **Cellular phones and other electronic equipment must be turned off from 7:30 until the last bell 3:19.**

CLASSROOM BEHAVIOR POLICY/PROCEDURES

Students are expected to maintain a level of accountability for his or her behavior. When students struggle with behavior, a method of restriction must be employed. The following process is repeated with the sanction changing at #4, 8, 12, etc. The discipline process for behavioral concerns is as follows:

- DOCUMENTS 1-3: Student receives document, signs to assure receipt and is expected to have it signed by a parent and returned. It is the students' responsibility to return the documents. Upon the 3rd document, parent contact will be made by the homeroom teacher.
- DOCUMENT 4: When a student receives a fourth document, they will be sent to an administrator.

Process is repeated.

Sanctions:

4 documents- Sat. School

8 documents- 3 days ISSP

12 documents – 5 days ISSP

Documents will be given for the following reasons but are not limited to:

Excessive talking

Out of seat without permission

Lack of class materials and supplies

Disrespect to teacher/student

Not following directions

Improper care of school property

Documents start over at semester (January).

TAG forms are issued for lunch detention for minor misbehavior such as not following hallway procedures and misbehaviors with substitutes. Administrators may issue a TAG for minor misbehaviors as well.

Office referrals may be written for serious offenses such as fighting, bullying, major disturbances and continued discipline issues.

BASH INFORMATION

Students are rewarded for showing good character/behavior and completing assignments. There will be behavior/homework bashes to celebrate good choices. Bash activities are during school hours. Please encourage your student make good choices and complete homework to be able to participate.

ZEROS AREN'T PERMITTED (ZAP)

ZAP, is a SMS initiative to provide students motivation to complete their homework and classroom assignments on time, which in turn will improve their academic performance.

How does it work? Any student not turning in their homework or classroom assignments will be “zapped.” This means they will receive a ZAP document. This document will be his/her pass to have a working lunch to complete their assignment. The work will then be turned in so that some credit can be earned.

We appreciate parents encouraging and helping our students to turn in their homework and class work on time. Once again, this will help your child make Simon a school of excellence.

HALL RULES

- Students should always walk to the right in the halls or on the sidewalks. Running is only allowed on the playground or in gym class.
- Students should talk quietly in the halls and should not loiter.
- Students must have a hall pass or be accompanied by a teacher when in the halls during class periods.

Students who fail to observe the above rules are subject to lunch detention, a behavior document or office referral.

BACKPACKS/Drawstring bags/Purses

Backpacks/bookbags are **NOT allowed in classrooms** due to the lack of space. Students who bring backpacks/bookbags will have to place them in his/her locker. We will allow drawstring bags/purses which are small enough to be kept under a desk. Drawstring bags/purses are to be used for personal items and are not for the purpose of carrying binders/classroom books.

LOCKERS

Students will have the option of renting a locker this school year. There will be a \$5 rental fee for any student who desires to have a locker. Please understand that there will be limited designated times that students will be permitted to go to their lockers. No open food or drinks will be allowed in the lockers.

LUNCH PERIOD/CLOSED CAMPUS

All schools in the District shall operate closed campuses. Students are required to stay on campus from their arrival until dismissal at the end of the regular school day.

***Breakfast:** Students--\$1.50 Adults--\$2.00 ***Lunch:** Students--\$2.40 Adults--\$3.50

Parents may use www.EZSchoolPay.com Internet service to help manage their child's school meal account. Meal balances may be monitored and pre-payments for meals may be made using VISA or MasterCard. Charging meals in the cafeteria is not allowed.

CAFETERIA RULES

- Students will stand in single file line to enter the cafeteria. It is expected that students will remain quiet due to the fact that classes will still be in session.
- Students who want to purchase food or drinks are expected to get into the proper line when they enter the cafeteria.
- Students who cut in line or allow others to cut in line will be sent to the end of the line or will sit in a designated area until all other students have been served.
- Students may not purchase food items for other students.
- Once a student is seated, he/she must raise a hand and ask for permission to get up.
- At lunch, please take tray to seat before using the vending machines.
- Students will clean up after themselves. They will dispose of items properly.
- Students will be dismissed from the cafeteria according to the directions of administrators and/or the duty teachers.
- No student may leave the cafeteria without permission.

Students who fail to observe the above rules are subject to lunch detention, a behavior document or office referral.

**** See visitor guidelines regarding eating lunch with your student on page 14.**

GIFTS/DELIVERIES FOR STUDENTS

The school does not accept delivery of gifts or flowers for students. Any delivery made to the school will result in a parent being called to pick it up or the student being given the item AFTER the dismissal bell at the end of the day.

MEDIA CENTER

Hours: The hours of operation are 7:45 a.m. to 3:45 p.m.

Check Out: Students may check out 2 books at a time. The check out period is three (3) weeks, after which the books will be counted as overdue. Students receive overdue notices once a month. Books may be returned any time during the day. If a student has an overdue book, or a lost book, check out privileges are suspended until the student brings the book back or pays for a lost book. The lost library book fee varies per book.

Book Fair is held twice a year coinciding with Parent/Teacher Conferences.

Charlie May Simon Book Award voting is in early April.

Retention and Continuous Evaluation: Media center materials shall be reviewed regularly to ensure the continued appropriateness of the center's collection to the school's curriculum and to maintain the collection in good repair. If materials no longer meet the selection criteria, have not been used for a long period of time, or are too worn to be economically repaired; they shall be withdrawn from the collection and disposed of. A record of withdrawn media materials including the manner of their disposal shall be maintained for a period of three years.

Media Gifts: Gifts to the media center shall be evaluated to determine their appropriateness before they are placed in the media center. The evaluation shall use the same criteria as for all other materials considered for inclusion in the media center. Any items determined to be unacceptable shall be returned to the donor or disposed of at the discretion of the media specialist.

SCHOOL TRIPS

Various field trips may be organized by the school or individual teachers throughout the school year. In the event of a school trip, parental notification will be sent home. This notification will be required to be returned with a valid signature of a parent/guardian which gives permission for the student to participate.

DANCES

Twice a year we have student dances at SMS. If a student is in ISSP or home suspension on the day the dance will take place, he or she will NOT be allowed to attend the dance. **ONLY Simon students can attend dances.**

VISITORS/VOLUNTEERS

SMS has a closed campus. Visitors to anywhere on campus (excluding the administrative area) must check in at the front office and receive a visitor's pass prior to visiting other areas of the building. This pass must be prominently displayed on the shoulder area.

SMS students are not allowed to bring guests to school with them.

Parents are welcome to visit and eat **with their child only**.

Outside visitors must adhere to Conway Public Schools Visitor Procedural Guidelines and Board Policy.

6.12—PARENTAL/COMMUNITY INVOLVEMENT

Conway District Schools that accept and use Title I funds understand the importance of involving parents and the community as a whole in promoting higher student achievement and general good will between the school and those it serves. Therefore, Conway Public Schools shall strive to develop and maintain the capacity for meaningful and productive parental and community involvement that will result in partnerships that are mutually beneficial to the school, students, parents, and the community. To achieve such ends, the school shall work to

1. Involve parents and the community in the development and improvement of Title I programs for the school;
2. Have a coordinated involvement program where the involvement activities of the school enhance the involvement strategies of other programs such as Head Start, HIPPPY, Parents as Partners, ABC, ABC for School Success, area Pre-K programs, and Even Start;
3. Explain to parents and the community the State's content and achievement standards, State and local student assessments and how the school's curriculum is aligned with the assessments and how parents can work with the school to improve their child's academic achievement;
4. Provide parents with the materials and training they need to be better able to help their child achieve. The school may use parent resource centers or other community based organizations to foster parental involvement and provide literacy and technology training to parents;
5. Educate school staff, with the assistance of parents, in ways to work and communicate with parents and to know how to implement parent involvement programs that will promote positive partnerships between the school and parents;
6. Keep parents informed about parental involvement programs, meetings, and other activities they could be involved in. Such communication shall be, to the extent practicable, in a language the parents can understand;
7. Find ways to eliminate barriers that work to keep parents from being involved in their child's education. This may include providing transportation and child care to enable parents to participate, arranging meetings at a variety of times, and being creative with parent/teacher conferences;
8. Find and modify other successful parent and community involvement programs to suit the needs of our school;
9. Train parents to enhance and promote the involvement of other parents;
10. Provide reasonable support for other parental involvement activities as Parents may reasonably request.

To help promote an understanding of each party's role in improving student learning, Conway Public Schools that accept and use Title I funds shall develop a

compact that outlines the responsibilities of parents, students, and the school staff in raising student academic achievement and in building the partnerships that will enable students to meet the State's academic standards.

Conway Public Schools that accept and use Title I funds shall convene an annual meeting, or several meetings at varying times if necessary to adequately reach parents of participating students, to inform parents of the school's participation in Title I, its requirements regarding parental involvement, and the parents right to be involved in the education of their child.

Conway Public Schools that accept and use Title I funds shall, at least annually, involve parents in reviewing the school's Title I program and parental involvement policy in order to help ensure their continued improvement.

This policy shall be part of every school improvement plan for Conway Public Schools that accept and use Title I funds and shall be distributed to parents of students to the extent practicable, in a language the parents can understand.

Legal References: 20 U.S.C. § 6318 (b)(1) (NCBL Act of 2001, Section 1118)
20 U.S.C. § 6318 (c)(1),(2),(3),(4) (NCBL Act of 2001, Section 1118)
20 U.S.C. § 6318 (d) (NCBL Act of 2001, Section 1118)
20 U.S.C. § 6318 (e)(1),(2),(3),(4),(5),(6),(8),(9),(10),(11),(13),(14) (NCBL Act of 2001, Section 1118)

Date Adopted: April 17, 2007
Last Revised: June 10, 2008