



Madison Simis Information Packet 2021-2022

Due to COVID-19 some procedures may need to be modified to comply with CDC guidelines.

Please refer to [Simis' Mitigation Plan](#) for further information.

If you have any questions or concerns, please contact the front office at 602-664-7301.

TABLE OF CONTENTS

Welcome Letter from Principal.....	2
Important Names and Numbers.....	3
Important Dates.....	4
Cafeteria Procedures.....	5
Communication	7
Daily Schedule	8
General School Site Policies.....	9
Parent Involvement	10
Simis Family Commitment Form.....	11
Simis School-wide Expectations.....	12
School-wide Positive Behavior Plan.....	15
School Safety.....	18
Drop Off/Pick-up.....	19

For District policies, visit <https://www.madisonaz.org/Page/474>

WELCOME!

Dear Parents and Students,

Welcome to the 2021-2022 school year!

We are delighted to welcome our students back to Simis in person this Fall. We are committed to providing a wonderful educational experience for each and every one of our students. We know that we will find our students in different places academically, socially and emotionally and we want to emphasize our appreciation for our partnership with Simis parents. Working together we will close gaps and help build strong, resilient and capable learners.

This handbook is designed to be an informational tool. We have included pertinent information regarding school procedures and expectations. Our handbook aligns with the Madison District Student and Parent Handbook, of which a current version can be found on www.madisonaz.org.

To reduce traffic within our neighborhood, we urge all students to take the bus. Shuttles are available from Simis to North Phoenix Baptist Church. This shuttle is safe and convenient, and only 10 minutes in length. Please use the bus as a safe, convenient transportation opportunity for your child.

Madison Simis is an International Baccalaureate World School for the Primary Years. IB World Schools are schools that share a common philosophy—a commitment to a high quality, challenging, international education that we believe is important for our students. We utilize instruction that is inquiry-based. We encourage each child to wonder, to interact with their learning and to consider taking action to forward their beliefs. We are so glad that you are here and ask that you take the time to read this handbook and review the information with your child. Thank you for your support and cooperation.

Sincerely,

Laura Webb,

Principal

IMPORTANT NAMES and NUMBERS

Madison Simis

7302 N. 10th Street

Phoenix, AZ 85020

602-664-7300 phone

602-664-7320 attendance line



Principal – Laura Webb lwebb@madisoned.org

Assistant Principal – Lindsay Murray lmurray@madisoned.org

Secretary to Principal- Wendy Carmona-Wilks wcarmona-wilks@madisoned.org

School Registrar – Angie Sams asams@madisoned.org

Attendance – Laurel Moran 602-664-7320 lmoran@madisoned.org

Cafeteria – Aprille Hamblen 602-664-7397 ahamblen@madisoned.org

Health Office–Marla Elias melias@madisoned.org

IB Coordinator-Melissa Powers 602-664- 7315 mpowers@madisoned.org

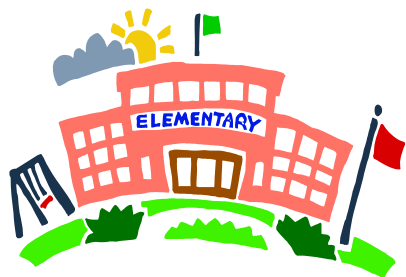
MAC and Preschool – 602-664-7370 Sandra Warren swarren@madisoned.org

IMPORTANT DATES

First Day of School: August 10, 2021 **Last Day of School: May 25, 2022**

NO SCHOOL - School Holidays

Labor Day	September 6, 2021
Fall Break	October 4-8, 2021
Veteran's Day	November 11, 2021
Thanksgiving Break	November 24-26, 2021
Winter Recess	December 20-31, 2021
Martin Luther King	January 17, 2022
President's Day	February 21, 2022
Spring Recess	March 14-18, 2022
Spring Holiday	April 15, 2022



11:00 a.m. Student Half Release Days

Teacher planning day	October 1, 2021
Parent/Teacher Conferences	October 20-22, 2021
Teacher planning day	December 17, 2021
Parent/Teacher Conferences	February 2-4, 2022
Teacher planning day	March 11, 2022
Last Day of School	May 25, 2022

1:00 p.m. Wednesday's Early Release - Teacher Collaboration Time (T.C.T.)

August 18, 25	January 5, 12, 26
September 1, 15, 22	February 9, 16
October 13, 27	March 2, 23, 30
November 3, 17	April 27
December 1, 8	May 4, 11, 18

Report card dates: October 15, January 7, March 25, and May 25

Parent Teacher Conference Dates:

October 20 & 21 Evening Conferences & **October 21 & 22**-Half-day schedule for students – with afternoon conferences on **22nd**

February 2 & 3 Evening Conferences and **February 2 & 3** -Half-day schedule for students **Feb 4** - afternoon conferences

AzM2 State Testing Dates- April 4-April 22, 2022.

Cafeteria Procedures

- Enter the cafeteria quietly.
- Students bringing lunch – walk to your table.
- Students buying lunch – stand in line quietly by menu choice and class, keeping hands and feet to self.
- Quiet voices in the serving zone.
- Give your attention to the cafeteria personnel.
- Walk to your table.
- Remain seated facing forward.
- Use a soft voice and talk only to those across and next to you.
- For assistance, raise your hand using appropriate hand signals, then **wait**.
- Eat *your* food only, no sharing.
- Use good table manners.
- Pick up any food or trash you drop on the floor.
- When finished, collect trash and recycling, raise hand, and wait for adult permission to leave the table.
- Place unopened items in designated area.
- Put all trash and recycling in appropriate bins.
- Table captains will clean tables and remain until clean tables are acknowledged by supervisor.
- Wait quietly in the designated area.
- Walk single file out of the cafeteria.

CAFETERIA cont'd

Student Hand Signals



"I need some help." (i.e. Opening ketchup or milk, had a spill)



"I need to get up for something." (i.e. spork, napkin, butter)



"I have to go to the bathroom."



"I am all done. Can I go now?"

Adult Symbols



"Yes"

COMMUNICATION

Positive communication and cooperation between parents and school are essential to the success of our children. Reporting student progress is an ongoing process through written and oral communication. Consistent effort will be made to keep parents informed of the achievement of their children in school.

There are various forms of communication that are used here at Madison Simis, which may include:



Email and Webpages

Most teachers communicate through email and a classroom or grade level website. To ensure consistent communication please inform your child's teacher if your email changes.

District website: <http://www.madisonaz.org>

Simis website: www.madisonaz.org under Madison Simis in the Schools section

PATS (Parents and Teachers at Simis) website: www.simispats.com

Parent/Teacher Conferences

Conferences will occur virtually or in person for the 2021-2022 school year depending on the teacher and parent schedules.

Parent Teacher Conference Dates:

October 20, 2021: Evening Conferences

October 21, 2021: Afternoon and evening conferences (Half day schedule for students)

October 22, 2021: Afternoon only conferences (Half day schedule for students)

February 2, 2022: Evening Conferences

February 3, 2022: Afternoon and evening conferences (Half day schedule for students)

February 4, 2022: Afternoon only conferences (Half day schedule for students)

Report Cards

Parents have access to an electronic report of their child's academic progress on a quarterly basis.

2021-2022 End of Grading Periods: October 01, December 17, March 11, and May 25

Simis Scoop

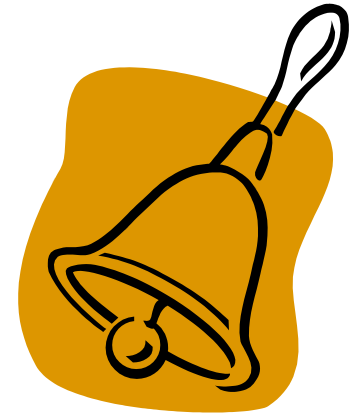
This is our school-wide parent newsletter that is emailed to all families almost every other Friday and is also posted on the Simis website. The Scoop contains general school information and announcements of special events and meetings.

DAILY SCHEDULE

Drop off times are the following:

1st- 4th grade: 7:20am in the front parking lot

Kindergarten: 7:20am in the back parking lot



Pick up times are the following:

Grade level	Regular schedule time	TCT Wednesday schedule time
Kindergarten	2:25 in the back parking lot	12:55 in the back parking lot
1 st grade	2:30 in the front parking lot	1:00 in the front parking lot
2 nd grade	2:30 in the front parking lot	1:00 in the front parking lot
3 rd grade	2:30 in the front parking lot	1:00 in the front parking lot
4 th grade	2:30 in the front parking lot	1:00 in the front parking lot

Siblings will follow the younger student's drop off/pickup time and location.

Half Day Kindergarten Hours

Regular Day: Drop off 7:20 in the back parking lot. Pickup 10:35am in the front parking lot.

T.C.T. Wednesday: Drop off 7:20 in the back parking lot. Pickup 10:00am in the front parking lot.

Early Dismissal: Drop off 7:20 in the back parking lot. Pickup 9:10am in the front parking lot.

GENERAL

Birthdays

Students are not permitted to distribute private party invitations at school. Parents are to mail invitations or use evites for these types of events.

Birthday in a Box treats are available at Simis. Madison Food and Nutrition Department offers birthday snacks for the whole class that can be purchased online and delivered to the classroom. Offerings and prices can be viewed at <https://www.madisonaz.org/Page/270> Orders must be made at least 7 days in advance. Please don't forget!

In order to limit distractions in the classroom do not send flowers, balloons, etc. to school for your child. They will not be delivered to the classroom.

Field Trips-

COVID-19 Update: Field Trips are suspended indefinitely. When they resume, the following guidelines will apply:

No student will be allowed to take a field trip without written permission from a parent or guardian. Students will not be allowed to participate in field trip experiences if behavior difficulties on campus indicate that participation is not advisable. If this is necessary, parents will be consulted. If you are interested in helping as a parent volunteer on a field trip, please fill out the Volunteer Application **online** found on our district website and let your child's teacher know in advance. Also, parents please remember, no smoking is allowed on campus or during a school sponsored activity, including field trips. **Students not part of a grade level will not be able to attend.**

Lost & Found

The lost and found is located in the office for students to come and find belongs. On Fridays, items will be located outside the bus gates for families to look for missing items. Please **write your child's name and room number** on the inside of their clothing or lunch boxes, and on backpacks and sports equipment. Lost and Found items are donated to a local shelter at the end of each quarter.

Messages/Calls to Classrooms

Classrooms will not be interrupted for parent messages unless an URGENT situation arises. PLEASE be sure your child knows where he/she is going after school (bus, MAC, parent pick-up, etc.) before leaving home in the morning. A change in the normal method will require a note from the parent. In an effort to cut down on the potential for interruptions to the school day, calls from an outside line made to any classrooms during regular school hours will now automatically be forwarded to that classroom phone's voicemail. If you need to reach someone immediately, please call the office: (602) 664-7300

Moving

If you are moving, please notify your teacher and the office at least one week in advance. This will help make your transfer an easier one. Library books, texts and cafeteria charges must be cleared before leaving.

If during the year you move out of the Madison District but wish your child to remain at Simis, it is the parent's responsibility to complete an open enrollment application for the student. Failure to complete that may result in loss of placement at Simis for the following year.

PARENT PARTICIPATION

P.A.T.S. (Parents and Teachers at Simis)

Simis Elementary School is very fortunate to have such an active parent-teacher organization. P.A.T.S. sponsors many events to enhance the education process, provides enriching activities for students, and raises the funds to cover the cost of these. Parents are encouraged to join and participate. Our P.A.T.S. president and president-elect for this year Tara Allen and Kathleen Lewis.

Visit their website at www.simispats.com.

Simis Site Based Management Team

The Simis Site Based Management Team is the decision-making committee which is responsible for the development, implementation and supervision of program decisions for the school. Members include teachers, a classified staff member, parents, assistant principal and principal. This committee meets monthly. Decisions are made by consensus. Meeting updates are reported at the monthly PATS meetings.

MADISON SIMIS FAMILY COMMITMENT FORM

This compact represents our shared commitment to the quality educational opportunities of Madison Simis Elementary School. The educational experience we expect and demand from Simis can only become reality when parents, families, students, teachers and staff work together towards our common goal of excellence. Each vital element of student and school success requires a commitment from all those involved.

As TEACHERS AND STAFF, we will strive to do the following to encourage and support Madison Simis students and families:

- Provide a friendly, safe and caring environment for learning
- Aspire to motivate all students to reach high academic standards
- Provide meaningful assignments to explain, reinforce and extend learning
- Communicate effectively regarding student achievement and social interactions
- Participate in professional development to continue our growth as a teacher
- Provide assistance to parents so they can help their children learn
- Respect Madison Simis school, students, staff and families




As PARENTS/FAMILY, we will strive to do the following to support our Madison Simis students and the faculty and staff at Madison Simis:

- Read the school handbook. Read the District handbook.
- Regularly monitor my child's progress: academically and socially.
- Respond promptly to school correspondence or initiate appropriate communication should a concern arise.
- Provide a quiet time, place and resources for homework and reading time
- Support school rules and decisions
- Interact respectfully with Madison Simis faculty, staff, students and other Simis families
- Participate in school activities
- Ensure that my child attends school every day, gets adequate sleep and proper nutrition and comes to school prepared to meet scholarly expectations
- Abide by the Madison Simis bus riding, parking lot and neighborhood parking guidelines, as well as attendance, tardiness and school absence (leaving early, leaving during the day) policies




As a STUDENT, I will become an active partner in my own learning progress by doing the following:

- Come to school every day ready to learn and do my best
- Bring necessary materials, completed assignments and homework
- Know and follow school and class rules, including those pertaining to personal conduct and safety
- Communicate regularly with my parents, teachers and/or Madison Simis staff so they can help me if I need help
- Take pride in my achievements
- Respect the school, fellow students, Madison Simis faculty, staff and families
- Behave as a role model for younger students
- Do my part to help create a better, more peaceful world

Simis School Wide Expectations (Parent/Guardian)

	General Practices	All Learning Areas	Cafeteria	Walkways	Recess/Playground	Parking Lot
 <p>Be Respectful</p>	<p>Follow school dress code</p> <p>Be supportive of teachers, staff, and volunteers</p> <p>Use all equipment and supplies correctly</p> <p>Avoid gossiping about or comparing teachers and/or students</p> <p>Communicate problems directly with teacher</p>	<p>Turn off cell phone before entering a learning area</p> <p>If you need to make/take a phone call, do so outside</p> <p>Use a quiet voice</p> <p>Discuss all issues/concerns with teacher outside of class time</p> <p>Honor learning time</p>	<p>Use hand signals</p> <p>Use polite table manners</p> <p>Clean-up after yourself</p>	<p>Use walking feet</p> <p>Quiet voice</p> <p>Enter and exit quietly</p> <p>Keep an eye out for kids walking around campus without passes</p>	<p>Include all who want to be included/play</p> <p>Allow duty teachers to roam and talk to students</p>	<p>Be on-time to pick-up your child</p> <p>Take turns when merging</p> <p>Use nice words and hand signals</p> <p>No left hand turns out of parking lot</p>
 <p>Be Responsible</p>	<p>Remind students of school expectations when needed</p> <p>Keep all areas clean</p> <p>Attend copier and laminator training before using machines</p> <p>Assist children with homework when needed</p> <p>Do not complete any homework for the child</p>	<p>Schedule time with the teacher to volunteer</p> <p>Be on time</p> <p>Call or e-mail if you will not make your scheduled time</p> <p>Honor all teaching and learning in the classroom</p> <p>Have students in school all day</p>	<p>Remind students to clean-up after themselves</p> <p>Wait your turn</p>	<p>Stay on sidewalks</p>	<p>Throw all trash in the trash can</p> <p>Remind students of playground rules if necessary</p> <p>Report problems to a playground supervisor</p>	<p>Pick your student up in the designated area</p> <p>Do not leave car unattended</p> <p>Be patient</p>
 <p>Be Safe</p>	<p>Always sign-in with the office and wear visitor sticker</p> <p>Simis is a smoke, drug, and alcohol free campus</p>	<p>Keep hands to self</p> <p>Use materials correctly</p>	<p>Adults and students should always eat their own food</p> <p>Clean up any spills immediately</p>	<p>Stay off of the walkway during dismissal</p>	<p>Follow all playground rules</p> <p>Stay in the designated areas</p> <p>Allow children to use equipment independently</p>	<p>Have all children wear seat belts when in motion</p> <p>Drive slowly</p> <p>Watch for children</p> <p>Refrain from using cell phone</p>

Simis School-Wide Expectations (Students)




	All Learning Areas	Cafeteria	Walkways	Playground/Recess	Bus	Bathroom	Technology
Be Respectful 	<ul style="list-style-type: none"> -Follow adult directions -Use inside voice -Be caring and open-minded -Be an active listener -Treat materials with care 	<ul style="list-style-type: none"> -Use hand signals -Use inside voice -Use good table manners -Wait your turn -Say "please" and "thank you" 	<ul style="list-style-type: none"> -Walk in a straight line -Bubble in your mouth -Keep your body to yourself 	<ul style="list-style-type: none"> -Use kind words -Take turns and share -Agree on rules before you start to play -Include all who want to play/be a good sport 	<ul style="list-style-type: none"> - Follow adult directions -Use inside voice -Use kind words 	<ul style="list-style-type: none"> -Give others privacy -Use inside voice -Use equipment and supplies as intended 	<ul style="list-style-type: none"> - Follow adult directions - Use equipment and supplies as intended - Only log-in to your accounts - Use kind words in comments
Be Responsible 	<ul style="list-style-type: none"> -Be prepared and ready to learn -Keep it clean -Use Stop, Walk, & Talk -Do your best -Follow directions the first time 	<ul style="list-style-type: none"> -Eat your own food -Keep it clean -Use Stop, Walk, & Talk -Remain at your table until you are dismissed -Line up quietly 	<ul style="list-style-type: none"> -Stay on sidewalks -Keep it clean -Use Stop, Walk, & Talk -Go directly to and from your destination 	<ul style="list-style-type: none"> -Line-up when whistle blows -Keep it clean -Use Stop, Walk, & Talk 	<ul style="list-style-type: none"> -Water only -Keep it clean -Appropriate items only 	<ul style="list-style-type: none"> -Flush, wash, dry, goodbye -Keep it clean -Report problems to an adult 	<ul style="list-style-type: none"> - Only go to teacher recommended sites - Carry Chromebook with 2 hands - Log off when you are done
Be Safe 	<ul style="list-style-type: none"> -Keep your body to yourself -Walking feet -Use materials as intended -Stay in your own space 	<ul style="list-style-type: none"> -Keep your body to yourself - Walking feet - Sit in your seat, facing forward - Enter and exit in an orderly fashion - Keep food on tray or in lunchbox 	<ul style="list-style-type: none"> -Keep your body to yourself -Walking Feet -Eyes forward -Walk through the office 	<ul style="list-style-type: none"> -Keep your body to yourself -Stay in your area -Use equipment as intended -Leave rocks, sticks, sand, and leaves on the ground 	<ul style="list-style-type: none"> -Keep your body to yourself -Sit in your seat, facing forward -All body parts and objects must remain INSIDE the bus 	<ul style="list-style-type: none"> -Keep your body to yourself -Walking feet -Use equipment as intended -Wash your hands 	<ul style="list-style-type: none"> - Only share your first name online - Keep personal information private

* Appropriate is defined and taught explicitly in each area

**Additional safety expectations may be communicated by the classroom teacher based on the district Covid-19 mitigation plan.

Simis Health and Safety Expectations

Please refer to the Simis Mitigation Plan for information regarding face masks.

	All Learning Areas	Eating Areas	Walkways	Playground	Bus	Bathroom	Technology
Be Respectful 	- Stay in your space	- Stay in your space	- Stay on the correct pathways	- Stay in your space	- Sit in assigned seat only	- Voices off	- Use your assigned computer
Be Responsible 	- Only leave seat with permission -	- Only leave seat with permission	- Follow physical distance guidelines when with others not in your class	- Follow physical distance guidelines when with others not in your class	- Wear your face covering	- Follow physical distance guidelines when with others.	
Be Safe 	- Sanitize area daily - Use your own supplies	- Throw away all trash	- Arms at your side	- Body to yourself - Stay in assigned play zone - Clean equipment you use	- Body to yourself	- Wash your hands for 20 seconds	- Sanitize computer

SCHOOL-WIDE POSITIVE BEHAVIOR PLAN

Expectations for Simis Students:

School discipline is a team effort. It requires the cooperation of students, parents, administrators, teachers, school staff, and the community. In all school settings, whether it is the classroom, playground, cafeteria, or bus, our goal is to develop a healthy, safe, and optimal learning environment. We have developed specific school wide expectations and an acknowledgement system which help promote positive student behavior.

We have 3 Simis School Wide Expectations:

1. Be Respectful



2. Be Responsible



3. Be Safe



Minor Incident Report

Madison Simis Minor Incident Report



ID Number: _____ 1st referral 2nd referral 3rd referral

Student Name: _____ Grade: _____ Teacher: _____

Referring Staff: _____ Date: _____ Time: _____

Parent Notified by: email phone in person

Location	Problem Behavior	Perceived Motivation	Action Taken
<input type="checkbox"/> classroom	<input type="checkbox"/> defiance	<input type="checkbox"/> obtain peer attention	<input type="checkbox"/> time out/ separation from group
<input type="checkbox"/> technology	<input type="checkbox"/> disruption	<input type="checkbox"/> obtain adult attention	<input type="checkbox"/> conference with student
<input type="checkbox"/> hallway	<input type="checkbox"/> physical contact	<input type="checkbox"/> avoid task/activity	<input type="checkbox"/> loss of privilege:
<input type="checkbox"/> playground	<input type="checkbox"/> inappropriate language	<input type="checkbox"/> obtain item/activity	_____
<input type="checkbox"/> cafeteria	<input type="checkbox"/> property misuse	<input type="checkbox"/> avoid adult	<input type="checkbox"/> parent contact
<input type="checkbox"/> bus	<input type="checkbox"/> other: _____	<input type="checkbox"/> avoid peers	<input type="checkbox"/> other _____
<input type="checkbox"/> bathroom	_____		
<input type="checkbox"/> other: _____	_____		

Comments: _____

**** I understand that the 4th Minor Incident Report for the same behavior may result in an Office Referral.****

Parent/Guardian Signature: _____

Entered in SWIS Not entered



Office Referral Form

Be Respectful, Be Responsible, Be Safe



Student (legal name): [Click or tap here to enter text.](#) ID #: [Click or tap here to enter text.](#)

Referred By: [Click or tap here to enter text.](#) Grade: [Click or tap here to enter text.](#)

Date: [Click or tap to enter a date.](#) Time: [Click or tap here to enter text.](#) Location: [Click or tap here to enter text.](#)

Problem Behavior:

School Incidents & Technology	Property Incidents	Alcohol Tobacco Other Drugs	Bullying Harassment Intimidation	Aggression Assault Weapons
<input type="checkbox"/> Defiance/disrespect <input type="checkbox"/> Disruption <input type="checkbox"/> Abuse: Verbal/Profanity/Obscenity <input type="checkbox"/> Academic Dishonesty <input type="checkbox"/> Computer/Network Infraction <input type="checkbox"/> Phone <input type="checkbox"/> Other: Click or tap here to enter text.	<input type="checkbox"/> Theft <input type="checkbox"/> Vandalism <input type="checkbox"/> Other: Click or tap here to enter text.	<input type="checkbox"/> Alcohol <input type="checkbox"/> Drug <input type="checkbox"/> Paraphernalia <input type="checkbox"/> Tobacco	<input type="checkbox"/> Bullying <input type="checkbox"/> Exposure <input type="checkbox"/> Harassment (NS) <input type="checkbox"/> Harassment (S) <input type="checkbox"/> Threat <input type="checkbox"/> Other: Click or tap here to enter text.	<input type="checkbox"/> Assault <input type="checkbox"/> Disorderly Conduct <input type="checkbox"/> Fighting <input type="checkbox"/> Minor Aggressive Act <input type="checkbox"/> Recklessness <input type="checkbox"/> Sexual Abuse <input type="checkbox"/> Weapon <input type="checkbox"/> Other: Click or tap here to enter text.

Check this box if this is the fourth minor.

Comments: [Click or tap here to enter text.](#)

Possible Motivation: Peer Attention Adult Attention Obtain Item/Activity
 Avoid Peers Avoid Adult Avoid Task/Activity Other:

Student had the opportunity to share his/her side of the story:

No Yes Date [Click or tap to enter a date.](#) Student Signature/Initials: [Click or tap here to enter text.](#)

Intervention: [Click or tap here to enter text.](#)

Response: [Click or tap here to enter text.](#)

Administrative Signature: [Click or tap here to enter text.](#) Date: [Click or tap here to enter text.](#)

Parent Contact: in person by phone other:

Name/Relationship: [Click or tap here to enter text.](#) Date/Time: [Click or tap here to enter text.](#)

SCHOOL SAFETY

To ensure student and staff safety Madison performs numerous emergency response drills throughout the school year. Madison's Emergency Response Plan is comprised of information provided by the Department of Homeland Security and the Arizona Department of Education. Our staff is regularly trained how to handle campus emergencies through best-practice courses offered by the Arizona Division of Emergency Management and FEMA.

Fire Drills: All Madison schools perform monthly fire drills.

Bus Evacuation Drills: All students practice bus evacuation procedures once a semester.

Lockdown Drills: All Madison schools hold at least two lockdown drills each year. During a lockdown all campus buildings are closed and locked. No one, other than emergency responders, is permitted to enter or leave the building until the all-clear is given.

For your own safety, as well as that of the children inside, we ask that parents refrain from congregating outside the campus during a school-wide emergency. Details and/or instructions will be sent to parents via our all-call phone and email system. Please be advised that staff is not permitted to answer phones during drills/emergencies in order to keep lines open for critical communication.

Parent Drop Off and Pick Up

To better ensure our students safety during arrival and dismissal times, we have instituted specific procedures for pick up and drop off. With everyone's patience and cooperation, the children will not be leaving and/or boarding cars from the street or out in the parking lot.

A few reminders:

- **Do not pull into the school bus lane or the MAC/Preschool pick up and drop off area.**
- **All students MUST be picked up at their designated grade level area. (Older siblings may sit with younger siblings).**
- **No parking 30 feet next to or across from the school entrance.**
- **Do not drop off children before 7:20 a.m.**
- **Pick up and drop off at the designated times (see page 8)**
- **Parents wishing to walk students to school may drop off and pick up outside of the bus gates.**
- ***No parking at Orangewood Church. No parent or staff parking will be available at the church.***

MORNING PROCEDURE: (No Parking Curbside 7:20 – 7:50 a.m.)

*Do not abuse carpool and handicapped parking.

1. Proceed into the area in a double lane fashion following the flow of traffic. Students exit to a curb only.
2. Pull up behind the car in front of you.
3. Do not park or leave your car unattended.
4. Students will leave the vehicles at curbside. (10 second disembark/loading.)
5. Vehicles will merge into a single lane of traffic to exit. Please adhere to the turn lanes provided.

AFTERNOON PROCEDURE: (No Parking Curbside 2:00 – 2:45 p.m.)

*Do not abuse carpool and handicapped parking.

1. Proceed into the designated grade level area in a single line fashion following the flow of traffic.
2. Pull up behind the car in front of you. Do not leave a large space.
3. Do not park or leave your car unattended at any curbside. Parents wishing to pick up their children at the classroom door will need to park in a parking space.
4. The children will be assembled along the blue fenced area according to their grade and teacher. Students are supervised by a staff member.
5. Watch for sudden starts or stops. Pass safely and SLOWLY.

MORNING DROP OFF

Front Parking Lot: Enter front gates and then form TWO lines in front of the cafeteria, approaching the crosswalk. **STOP** at the crosswalk and wait for crossing guard to motion.



1st-4th grade drop off area

Simis Front Gate

Things to Remember for Morning Drop-Off

- No parking allowed on 10th Street from Myrtle to Northview
- You must pass the cross walk before your child exits the vehicle.
- Pull all the way forward before stopping to drop-off
- You may NEVER park your car curbside for any reason.
- Do not leave your vehicle during drop-up.
- Under no circumstances should students be let out of vehicles in the middle of the parking lot to walk across traffic.
- Hang up your cell phone while in the parking lot.
- Have the back pack on and the seat belt undone in the lot.
- Make sure child safety locks are disengaged so child can exit vehicle without assistance.
- Students must exit to a curb.
- If assistance is needed, please park in a designated spot.
- Ten (10) seconds maximum for dropping off.
- Remember the best way to avoid the parking lot is to have your student ride the bus to and from school. Ask the office about bus stops that may work for you.
- Be Safe!

AFTERNOON PARENT PICK-UP



Things to Remember for Afternoon Pick-Up

- No parking allowed on 10th Street from Myrtle to Northview.
- You must pass the cross walk before pick up your child.
- You may NEVER park your car curbside for any reason.
- Do not leave your vehicle.
- Hang up your cell phone while in the parking lot.
- If assistance is needed for child to enter vehicle, please park car in a designated spot.
- Remember the best way to avoid the parking lot is to have your student ride the bus to and from school. Ask the office about bus stops that may work for you. Be safe!

Afternoon Parent Pick-up Procedures

-
- Have a sign on your dashboard with your student name and teacher written in large, bold print.
- When you reach the parking spaces, please follow posted and verbal directions for picking up:
- If you have more than one student being picked up, it would help to designate *one* of the pick-up spots for all in your carpool. Hopefully this will alleviate some of the congestion and speed up the afternoon pick-up process.
- When exiting the campus, RIGHT TURN ONLY!

Thank you for your cooperation and patience!

2021-2022 Kindergarten Pick-up Instructions:

- Kindergarten pickup is in the back parking lot on the north side of campus. Enter off of 10th street. Gates will open at 2:15pm.
- BE CAUTIOUS going through the gate and stay to the right as far as possible. Taking turns entering and exiting is preferred.
- There is NO PARKING in this lot. It is for drive-thru pick up only. Please remain in your vehicle and your child will be loaded at the red curb.



Reminders:

- Older siblings will join kindergarteners for pick up in the north parking lot.
- Have a sign on your dashboard with your student name and teacher written in large, bold print.
- Drivers are expected to follow the directions of the staff on duty in the parking lot.
- Open enrollment students are expected to use bus transportation to North Phx Baptist Church for parent pick up.