

Sheffield Junior High School

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Sheffield, Alabama 35660

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"The PATHWAY to making dreams happen"

Parent/Student Handbook

2017- 2018

SHEFFIELD JUNIOR HIGH SCHOOL G.P.S.



Mission Statement

We aim to instill academic excellence, leadership and good character in every student through offering a quality curriculum and positive experiences.

Vision Statement

We envision a growing school that promotes a culture of excellence, preparedness, and high standards for every student.

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***Sheffield Junior High School
1803 30th Street
Sheffield, Alabama 35660
(256) 386-5735 (Voice)
(256) 386-5706 (Fax)***

Dear Parents and Students,

I greet you in the name of scholarship, excellence and friendship! I am honored to be serving the students, faculty and staff here at Sheffield Junior High School as Principal. As we prepare for another school year, we will continue to strive to improve our data and prepare all students for success through our curriculum and student-centered experiences offered here at SJHS. As our motto states, we are “The pathway to making dreams happen”. I believe that with the help of community stakeholders, we can achieve our goals and point our students in a direction that will better equip them for the future.

Our theme this year is “Be the One”. The premise of this theme is centered around helping students discover and activate their full potential moving forward to high school. I want to challenge every student to be that “one” in their peer group to make good decisions. I want to inspire each student be the “one” family member that will decide to break out and do what others have yet to do in their families whether it be go to college, start a business, or even be placed on the school’s honor roll list! History can be made in every household. The challenging question is who’s going to be “the one” that could impact his/her family history forever?

The faculty and staff members here at SJHS are eager to assist you should you have any questions or concerns. Please feel free to contact us at (256) 386-5735. You can also contact us through our faculty email accounts which can be found at www.scs.k12.al.us. I am praying for you and your families this school year, I hope you will do the same for us.

Let’s have another fantastic school year, and as always.....GO DOGS!!!!

Sincerely,

Dr. Eric Kirkman, Principal

**Sheffield Junior High School
Faculty and Staff
2017 - 2018**

NAME	TITLE	ROOM NUMBER
Dr. Kirkman	Administrator	300
Ms. Bailey	Art	317
Mrs. Bowser	School Counselor	307
Mrs. Brearley	Librarian/Media Center	700
Mrs. Burns	Language Arts	302
Mrs. Colagross	Technology	504
Ms. Crunk	Aide	315
Mrs. DeMorse	Language Arts	311
Mr. Elliott	Math	308
Mr. Franck	Social Studies/Civics/History	306
Ms. Harrell	Secretary	2000/300
Mrs. Harris	Science	304/316
Mrs. Jay	Band	600
Mr. Bates	ISS	313
Mrs. Jones	Special Education Aide	315
Mrs. Meade	Parent Coordinator	303
Mrs. Pride	Library Aide	701
Mrs. Riner	Cafeteria Manager	506
Mrs. Stutts	School Nurse	119
Mrs. Tant	Special Education	315
Mrs. Thorne	Physical Education	501
Ms. Williams	Inclusion/Special Education	309

Sheffield City Schools Vision

The vision of Sheffield City Schools is to be recognized as a high performing school district that instills high expectations, accountability, collaboration and standards based instruction through the use of best practices.

Sheffield City Schools Mission:

The mission of Sheffield City School System is to collaborate with families and community members to produce graduates prepared for success through innovative, rigorous, student-centered learning experiences and high expectations for all.

Sheffield Junior High School's Mission:

We aim to instill academic excellence, leadership and good character in every student through offering a quality curriculum and positive experiences.

Sheffield Junior High School's Motto:

"The Pathway to Making Dreams Happen"

SCS Direction/Strategic Goals:

Continuous improvement in governance and leadership.

Continuous improvement in teaching and learning.

Continuous improvement in facilities, resources and support systems.

Continuous improvement in communication and collaboration.

SAFETY

School safety is everyone's responsibility. These procedures will help to ensure the safety of our students. Please observe the following procedures:

- Upon arrival, permission should be requested before entering the building.
- Once permission has been granted, report to the office immediately and we will be glad to assist you

When students arrive in the morning, they should go directly to the **cafeteria**. Students should remain at their assigned table, keep hands, feet, and all other objects to themselves. No running, chasing or horse-playing. **Once students arrive on campus, cell phone use is not allowed.**

ARRIVAL AND DEPARTURE FROM SCHOOL

- Students should enter and exit the vehicle only when in safe loading zones - near the breezeway and close to the building. Students should not walk down the street or sidewalk to meet their ride, they should wait for the vehicle to come to them.
- Students should enter and exit the vehicle only on the passenger side.
- Students should not walk through traffic or cross streets to get to a vehicle.
- Students should cross only at designated crosswalks.
- Students who walk to or from school, should stay on the sidewalk.

- Students who ride bikes should ride on sidewalks until reaching school campus. Bikers should walk their bikes through street crossings and on sidewalks once on school campus. (No bike riding, skateboarding, etc. allowed on school property)
- All Junior High School students should enter and exit through the front entrance of the school, facing 30th Street **ONLY**. Students are not allowed to exit vehicles until they are in the circle drive, in front of the school, never in the street. The rear entrance should **ONLY** be used for students in physical education, band, in-school suspension, or in case of an emergency

ATTENDANCE

The school day begins at 7:45 am and ends at 2:53 pm. Students are expected to be in school each day, except in the case of personal illness, death in the immediate family, or when prior permission has been granted by school authorities upon written parental request. When a student is absent, a written statement signed by the parent/guardian stating the true reason for the absence is required **within three (3) days of the student returning to school** and should be brought to the office immediately upon dismissal from the cafeteria or prior to entering the classroom. Failure to bring a statement the third day will result in an “**unexcused absence,**” which means work missed during the absence cannot be made up. “**Perfect attendance**” is defined as absolutely no tardies, checkouts, or absences.

Alabama Code Section 16-28-12 states the responsibilities of parents to ensure that their children enroll and attend school and that their children conduct themselves properly as pupils. The Act also requires that the principal and superintendent report suspected violations to the district attorney. Procedures for reporting suspected violations under the **school attendance** section of the Act are as follows:

Please refer to the Code of Conduct for all absence and tardy guidelines and consequences.

TARDIES

It is extremely important to teach our children to be on time. Students who are habitually late to school miss valuable instructional time and inconvenience others. **Parents, please make every effort to get your children to school by 7:45 am.** Excessive tardies will result in the assignment of detention hall and the possibility of the student and parent being referred to the Colbert County District Attorney’s office and the Colbert County Department of Human Resources. *Any student who is tardy at the beginning of the day must be signed in at the main office by an adult from the student’s check out list. This means that an adult must physically come in and sign the student in.* This is a change from previous years.

CHECKING OUT

If it becomes necessary for a student to leave while school is in session, permission must be obtained from the classroom teacher, the office and the parent/guardian. Students are not allowed to leave campus until the parent/guardian has signed the check out list in the office. **It is essential that you provide the school a phone number where you or a responsible guardian can be reached in the event of an emergency.** When a student returns to school, he/she must have a written excuse, as is the case for a full day’s absence. Doctor and dental appointments should be scheduled after school hours. Leaving school without permission violates school rules and will result in disciplinary action.

MAKE-UP WORK

It is the students' responsibility to make up any work missed during an excused absence.

If a student is absent more than two (2) days and would like to pick up missed work, the school **MUST** be given a minimum 2 hour advance notice. This will allow time to gather work, make any necessary notes, copies, etc. Make-up work **WILL NOT** be available for pick up, **unless prior arrangements have been made.**

Upon return to school, students are responsible for requesting missed work in each class and for scheduling a time to make up any tests they may have missed.

AFTER SCHOOL RESTRICTIONS

- All students must leave campus by 3:15 pm unless involved in school-supervised activities
- Parents of students not picked up by 3:15 pm on a regular basis may be referred to the Colbert County Department of Human Resources
- Violators will be subject to disciplinary action

TELEPHONE

Parents and friends should never telephone students directly at school. **Transportation arrangements should be worked out prior to arriving at school.** Please **do not** call the school asking to speak to your child. We do not allow students to receive phone calls during the school day. Students may use the office phone after 2:53 pm.

CELL PHONES/OTHER ELECTRONIC COMMUNICATION DEVICES

Students are not allowed to have cell phones or other communication devices during normal school hours. Parents should not attempt to contact students via cell phone during school hours, as this may result in the student receiving disciplinary action.

School administrators or their designees may make exceptions as to when and where these devices may or may not be used.

The administration at each school shall implement rules and consequences to ensure enforcement of this policy.

The school district **will not** be responsible for loss, damage, or theft of any electronic device brought to school or to school related activities.

USE OF DIGITAL DEVICE DURING ADMINISTRATION OF SECURE TESTS

The possession of a digital device (including but not limited to cell phones, MP3 players, cameras or other telecommunication devices capable of capturing or relaying information) is strictly prohibited during the administration of a secure test. If a student is observed to be in possession of a digital device during the administration, the device will be confiscated.

If a student is observed using a digital device during the administration, testing for the student will cease, the device will be confiscated and is subject to a search, the student will be dismissed from testing and their test will be invalidated.

STAYING AFTER SCHOOL

Students may be assigned to stay after school to make up tests or classroom assignments. Students and parents will be given 24 hour prior notice by the assignee. This notice will allow time for parents to make arrangements for transportation, if needed.

PARENT – TEACHER CONFERENCES

You are encouraged to call the school office (256-386-5735) to schedule an appointment to talk with your child's teacher(s) should you have any concerns. Teachers are available from 3:00 pm – 3:30 pm and during their planning time for conferences. If it is impossible to meet during this time, we will work with you to make other arrangements.

PARENT INVOLVEMENT

It shall be the policy of the Sheffield City Board of Education to promote the active involvement of parents in their child's education through two-way and meaningful communication as well as other school and system-wide activities designed to:

- a. Ensure that parents play an integral role in their child's learning.
- b. Promote family literacy and parenting skills.
- c. Ensure that parents are included, as appropriate, in decision-making, and by serving on advisory committees that promote parent input into the process of program review, planning, and improvement.
- d. Assist parents in helping their child meet challenging state and local student content standards and achievement standards.
- e. Assist schools in planning and implementing effective parent involvement activities.
- f. Involve parents in the annual evaluation and possible revision of the content and effectiveness of the Parent Involvement Policy.

Affording parents substantial and meaningful opportunities to participate in the education of their children shall be assured by and through the use of the advisory committees, opportunities to volunteer, parent involvement meetings, parent-teacher conference days, reasonable access to staff, written resource materials, community and system-wide surveys, as well as needs assessments.

Adopted: June 17, 2002

WITHDRAWING FROM SCHOOL

Please notify the school, at your earliest possible convenience, if you intend to withdraw your child. Prior to withdrawing, all text and library books must be accounted for, all debts cleared and all necessary paperwork completed and signed by the parent/guardian. Records **will not** be released until the student has officially withdrawn and a release signed by the parent/guardian allowing us to forward information to the new school. In addition, **all outstanding fees balances must be cleared prior to releasing a student's records.**

REPORT CARDS – GRADES

At the end of each nine (9) weeks grading period, report cards will be sent home with every student. Once parents have reviewed and signed the report card, students should return them to their homeroom

teacher. Questions or concerns regarding report cards should be addressed to individual teachers. Parents may schedule a conference by calling the office (256-386-5735) or by contacting the teacher directly. E-mail addresses can be found on our school website: www.scs.k12.al.us. **In addition to regular report cards, progress reports will be sent home every three (3) weeks and should be signed by the parent/guardian and returned. Students that do not return a signed progress report or report card, will be assigned a detention hall.** Any student found altering a grade report will be subject to disciplinary action.

HONORS COURSES

In order to prepare advanced students to pursue an Honors Diploma in high school, SJHS offers honors courses in reading, science and mathematics. The requirements for placement in honors courses are:

- 87.5 or higher final average for subject area in previous year
- Standardized test scores
- Teacher recommendation
- Consideration of discipline record
- Review of attendance during previous school year

Students will be ranked based on scores and placed in the course by rank until filled.

Students who do not maintain a 75 average in honors courses may possibly be removed from the course.

EXEMPTION POLICY

First Semester: NO EXEMPTIONS! All Students are required to take Mid-Term Exams

Exam Schedule:

- 12/18/17 Normal School Day (7:55 am – 3:00 pm) Lunch Served, 7th Period Exam During 7th Period
- 12/19/17 Dismissed at 11:30 am, Lunch Served, 4th – 6th Period Exams During 1st – 3rd Periods
- 12/20/17 Dismissed at 11:30 am, Lunch Served, 1st – 3rd Period Exams During 1st – 3rd Periods

Second Semester: Students Must Have the Following to Exempt:

- “A” Average and No More than Four (4) Absences *in a Subject* per Semester
- “B” Average and No More than Two (2) Absences *in a Subject* per Semester
- “C” Average and No More than One (1) Absence *in a Subject* per Semester

Exam Schedule:

- 05/22/17 Normal School Day (7:55 am – 3:00 pm) Lunch Served, 7th Period Exam During 7th Period
- 05/23/17 Dismissed at 11:30 am, Lunch Served, 4th – 6th Period Exams During 1st – 3rd Periods
- 05/24/17 Dismissed at 11:30 am, Lunch Served, 1st – 3rd Period Exams During 1st – 3rd Periods

**The exam schedule is subject to change. The school will notify students of the finalized schedule at the appropriate time.*

PROMOTION – RETENTION POLICY (7TH AND 8TH GRADE)

1. Students who fail Language Arts and/or Math will be **required** to complete summer school to be promoted. Students who fail academic subjects other than Language Arts or Math will be promoted, but summer school will be **recommended**. Students who fail three or more academic subjects will be retained.

2. Students in grades 7 - 8 will also be candidates for retention if they have accumulated twenty (20) or more unexcused absences during the year.

EXCEPTIONAL STUDENT PROMOTION-RETENTION STANDARDS

Decisions related to the promotion and retention of exceptional students will be based on their ability to meet standards given the accommodations of the Individual Education Plan. (IEP).

Promoted: The student is expected to function on grade level next year.

Placed: The student is not expected to function on grade level in all areas, but is being placed in the next grade for whatever reasons may exist.

Retained: The student is to return to the same grade next year.

CARE OF PUBLIC PROPERTY

The taxpayers and parents of this school district have provided excellent physical facilities. Students who are involved in defacing public property or abusing equipment will be financially responsible for their actions and subject to appropriate disciplinary actions.

INTERNET ACCESS AND USE BY STUDENTS

Sheffield Junior High School has access to the Internet. For a student to gain Internet access, they must turn in a "Technology Agreement" signed by the parent/guardian.

The Internet should be used for research and education, through the provision of unique resources and opportunities for collaboration, among students, teachers and administrators. Use of the Internet must be in support of this and consistent with educational objectives of the school.

Students are responsible for appropriate behavior while using the Internet. Additionally, students are responsible for their actions while using the equipment and resources. Use is a privilege, not a right, and may be revoked if abused. Vandalism of equipment or programs will result in punishment, as defined in the school conduct policy.

COMPUTER ACCESS AND USE BY STUDENTS

Sheffield Junior High School provides a wide variety of computer equipment for student use. When a student uses this equipment, he/she assumes the responsibility to avoid acts which may interfere with other student's use of the computer system.

Each student is allowed to use school-installed programs to access, modify and delete his/her own data and documents, in his/her private user area, assigned by the system manager. All other forms of access or use is prohibited.

Violation of the following will be considered misconduct:

- Students must not access or attempt to access any program, data or user area, other than their own.
- Students must not install or use a computer program from any source outside the school without written authorization from the principal and technology specialist.
- Students must not use the "message" capabilities of the network without written authorization from the principal. This includes social media sites.

Violation of the following will be considered serious misconduct:

- Students must not use or possess, on school property, a computer program capable of modifying or destroying other programs or data.
- Students must not use or possess, on school property, a computer program designed to access, read or modify the security system installed on the network computer system.
- Students must not delete, modify or attempt to delete or modify any program or data other than their own.
- Students must not use or attempt to use any of the system manager programs on a network computer system.
- Students will not use school access or equipment as a cyber bullying tool; doing so could result in disciplinary action.
- Students will not attempt to access websites that are considered pornographic, immoral, or otherwise contain content that would violate any aspect of the school code of conduct.

SCHOOL FUNCTIONS AND ATHLETIC EVENTS

A student is responsible for his/her conduct and personal appearance at school functions in the same way that he/she is in school. Undesirable conduct will be subject to disciplinary action by school authorities and attendance at similar functions could be restricted. *Any student serving an in-school or out-of-school suspension may not participate in, or attend any school functions. This includes sporting events, special programs, or organization meetings.*

FIELD TRIPS

Field Trips are an extension of the school program and all school rules are applicable just as though students were in the classroom. The principal and superintendent must approve all field trips in advance.

DRESS CODE/PERSONAL APPEARANCE

All students are expected to be neat, well groomed and suitably dressed at school and at all school activities. The board of education does not propose to determine or dictate styles of grooming and dress. The appropriateness of dress and grooming is the responsibility of the parent/guardian. However, any extreme dress/personal appearance that disrupts the well-disciplined learning environment, disrupts any school activity or endangers the safety of any student and/or teacher, is prohibited. The primary guide in determining what is not appropriate is the extent to which such dress and/or grooming attracts undue attention in the classroom or school. Cases of extreme dress or personal appearance will be determined by the principal. The principal has the authority to take whatever action he determines necessary, to correct the situation. A student who fails to comply with the required changes, shall be subject to disciplinary action. *Please refer to the Code of Conduct for detailed instructions and consequences regarding the dress code.*

With this in mind, **the following rules concerning personal appearance and dress, are mandatory for all students attending Sheffield Junior High School.** Students who fail to follow these rules will be subject to disciplinary action.

- Students may not wear muscle shirts, tank tops, halter-tops, midriff blouses, mesh or see-through tops or shirts/dresses that are sleeveless.
- All clothing should be in a state of good repair; no holes above the knee. Holes below the knee cannot be bigger than a half-dollar in size.

- Shorts may be worn but must not be shorter than a credit card's width above the knee length when standing with arms extended at your side. Old, worn, torn and cut-off shorts are not permitted. Athletic, nylon, spandex, and sweat shorts are not permitted.
- All dresses and skirts must extend down to at least credit-card width above the knee when standing with arms extended at your side.
- Hats, caps, bandannas and sunglasses are not permitted inside the building. Exceptions may be made for medical reasons/special events.
- No clothing pertaining to death, the occult, satanism or gangs allowed.
- Clothing advertising alcohol, tobacco, drugs or anything of a sexual nature is not allowed.
- Chains, pins and sharp objects are not allowed.
- Excessive body piercing, which is disruptive to the learning process, is not allowed.
- Extreme dress or personal appearance, which disrupts the learning process, is not allowed.
- Necklines lower than the collar-bone are not allowed.
- Sweatpants are allowed as long as there is no writing across the seat area.
- Shower shoes or athletic "slides" are not allowed. If worn, students will be required to change shoes immediately.
- Leggings are allowed ONLY when accompanied with a tunic top or a dress that meets dress code length.
- No ear buds or headphones allowed, unless being used in class. This includes the cafeteria!
- **We ask that all parents/guardians/guests be appropriately dressed when on campus!**

EXTRA-CURRICULAR ACTIVITIES

Eligibility for students who wish to participate in extracurricular activities shall be determined by grades earned during the previous school year and summer school. This format will be used as described herein and as is specifically provided in subsection (b) below.

(a) Definitions

- Extracurricular activities associated with athletics are defined as those recognized and sanctioned by the Alabama High School Athletic Association.
- Other extracurricular activities are defined as those that are sanctioned by a public school, which are not related to a student's academic requirements or success in a course.

Notwithstanding anything to the contrary in this policy, activities offered by the school through math, science, band, choral music and other courses at events, such as athletic events (pre-game, game, halftime or other breaks) club conventions, parades, amusement park trips and competitions, trips by tour companies, performances at various meetings, etc., are extracurricular, and students academically ineligible under this policy shall not be allowed to participate.

(b) Eligibility Requirements for Participation in Extracurricular Activities

- Eligibility shall be determined on the first day of the local school year and shall remain in effect for one (1) complete school year. A student may not become eligible after school begins (after the first day of school). Bona fide transfers may be dealt with according to rules of the Alabama High School Athletic Association for sports and rules to be developed by each local board of education as they pertain to other extracurricular activities.
- Students entering grades 8 - 9 must, for the immediately preceding school year, have a passing grade in 5 subjects with a composite numerical average of 70, with all other rules applying the same as to students in grades 9 - 12. Students promoted to the seventh grade are automatically eligible.

DRUG TESTING

Recognizing that participation in extra-curricular activities is a privilege and not a right, students enrolled in Sheffield City Schools in grades 7 - 12, may be required to submit to random, unannounced screenings for alcohol, drugs and tobacco during the school year. These tests will be random. The drug-testing agency will provide a computerized, random sample list of all students involved in extra-curricular activities to the drug test coordinator. The list of students in the random pool will be updated periodically. Students, whose names appear on this list, will be notified and required to report to the designated collection site for substance screening. Students must report to this site as soon as possible. In no case, will the student be allowed to report to the collection site later than four hours following notifications. *Please refer to the Code of Conduct for more details regarding our drug testing procedures.*

STUDENT COUNCIL

To seek and maintain office, each candidate must have a minimum average of 70 in each subject of the current school year (both fall and spring terms).

NATIONAL JUNIOR HONOR SOCIETY SELECTION PROCEDURES

The selection procedure was determined by the faculty council and has been published below.

1. Membership is open to qualified 7th and 8th grade students.
2. The minimum grade point average set by the National Council is 85; however, Sheffield Junior High School Faculty Council has raised the requirement to 87.5.
3. The chapter sponsor will review students' academic and discipline records. Related arts, as well as, academic subjects will be included in the cumulative grade point average.
4. The faculty council will meet to evaluate potential candidates' academic discipline records. Students receiving majority vote of the faculty council will be further considered for membership.
5. Students who meet the faculty council's criteria and received majority vote will be notified and informed that for further consideration to become a member of the National Junior Honor Society, they must complete a Student Activity Sheet.
6. The faculty council will review the Student Activity Sheet, along with other verifiable information about each candidate. Only students in the upper one-fourth of their class will be considered eligible for membership.
7. Candidates receiving the majority vote of the faculty council will be inducted into the National Junior Honor Society. Inductions will be held during the second semester.

According to the constitution, only students who have been enrolled the equivalent of one semester, may be considered for membership. This period is necessary for students to establish themselves and for the faculty to get to know them. Even after a semester, it may be necessary to contact the student's former school(s) for further information. When determining yearly averages, grades from the former school will be considered, along with the grades earned while at Sheffield Junior High School.

In all cases, only students with the required 87.5 or higher grade point average meet the scholastic requirements for membership. These students are then eligible for consideration on the basis of leadership, service, character and citizenship.

Members must maintain the standards by which they were selected. In addition, each year, they are required to do individual service projects, participate in the group service project and work in some capacity toward the betterment of the school.

In addition to upholding high academic standards, all members will meet high standards concerning discipline. Automatic dismissal from the organization will occur if a member receives **more than one** Class I discipline referral or **one** Class II or III discipline referral.

Members will receive probation notices if their average drops below 87.5. If this occurs, they will have one 6-weeks to bring up the average; if that does not occur, they will be dismissed from the organization. Members may also face a probationary period if they do not adhere to the criteria concerning discipline.

CAFETERIA

ALL STUDENTS WILL RECEIVE A REGULAR BREAKFAST AND LUNCH AT NO COST

Faculty Breakfast	\$1.30
Visitor Breakfast	\$1.50
Faculty Lunch	\$3.10
Visitor Lunch	\$3.50

Students may elect to bring a lunch from home and buy milk or juice. Soft drinks and food from fast-food vendors is not permitted.

MEDICATION POLICY

Prescription and non-prescription medication (including asthma inhalers, diabetic medication and epinephrine pens) will be dispensed when the school has the required documentation. The Alabama State Department of Education requires parents/guardians to submit a completed Authorization for Medication form for each medication to be dispensed during the school day.

Parents of students' grades pre-k through 12 are required to bring all medication to the school and register it with the school nurse or an approved medication assistant.

All medication must be in the original container, labeled with the student's name, drug name, dosage, time to be given and physician's name. It is the responsibility of the parent to notify the school of any changes in the student's medication. All medication will be housed and dispensed by the school nurse or approved medication assistant. Medication scheduled to be given three times a day should be given at home before school, after school and at bedtime, unless ordered to be given during lunch.

Any student in possession of unapproved medication, who gives/sells or attempts to give/sell medication (prescription or nonprescription) will be subject to appropriate disciplinary and legal action. **It is extremely important to keep emergency contact information up to date at all times** (person to be notified and telephone number, physician's name and telephone number, any special health conditions – seizures, asthma, allergies, diabetes, etc.).

GENERAL SCHOOL-WIDE RULES

Students are expected to:

- Follow directions as given
- Remain in designated area(s)
- Help keep our campus litter-free
- Refrain from the use of inappropriate language or gestures
- Always keep hands, feet, and all other objects to yourself
- Obey all classroom rules

Examples of Specific Area Rules:

CAFETERIA

- Always sit in assigned area; no visiting between tables
- Keep noise levels to a low whisper. Do not talk or shout across the cafeteria!
- Use proper manners when eating and drinking
- Be sure your table is clean; throw away all trash
- Always keep hands, feet and all other objects to yourself

HALLWAY

- Avoid running in the hallway
- Always walk on the right side of hallway
- Keep moving; do not block hallway traffic
- Keep noise levels low (inside voices)

CONSEQUENCES

While positive rewards and recognition will be used to reinforce good behavior, written assignments, loss of privileges, after school detention, Friday or Saturday school will be used as consequences for minor offenses. Corporal punishment and suspension (in-school and out-of-school) will be used for more severe violations. *Please refer to the Code of Conduct for details regarding punishments and consequences for rules violations.*

SCS ADMINISTRATIVE CODE FOR STUDENT DISCIPLINE

It is fundamental that an orderly school have clearly defined behaviors to which students must conform. Non-conformity to these behaviors becomes violations of the Administrative Code for Student Discipline. Violations are grouped into three classes (Class I, Class II, Class III) which range from the least to the most serious. Appropriate school personnel shall investigate, verify and take the necessary action to resolve student misconduct. After determining a violation and the classification of the violation, the principal or designee should implement the appropriate disciplinary actions. Violations apply to student conduct while on a school campus, at school-related events or while being transported to/from school or school-related events.

Each classroom teacher will deal with minor classroom disruptions, such as failure to bring requested materials, failure to do **homework** or class work or consistently poor work habits. **Only when action taken by the teacher is ineffective, the disruption is severe, or the student is defiant toward the teacher, should the student be referred to the principal or designee.**

In the following classes of violations and disciplinary procedures, it is understood that the principal or designee should hear the student's explanation and consult further with school personnel, if necessary, before determining the classification of the violation. All violations involving school or personal property, will include restitution of property and damages, where appropriate, as part of the disciplinary action. **Please refer to the Sheffield City Schools "Code of Conduct" manual for a more detailed listing of our discipline polies and consequences.**

NOTIFICATION OF RIGHTS UNDER THE PROTECTION OF PUPIL RIGHTS AMENDMENT (PPRA)

PPRA affords parents certain rights regarding the Sheffield City Schools conduct of surveys, collection and use of information for marketing purposes, and certain physical exams. These include the right to:

- *Consent* before students are required to submit to a survey that concerns one or more of the following protected areas ("protected information survey") if the survey is funded in whole or in part by a program of the U.S. Department of Education (ED)–
 1. Political affiliations or beliefs of the student or student's parent;
 2. Mental or psychological problems of the student or student's family;
 3. Sex behavior or attitudes;
 4. Illegal, anti-social, self-incriminating, or demeaning behavior;
 5. Critical appraisals of others with whom respondents have close family relationships;
 6. Legally recognized privileged relationships, such as with lawyers, doctors, or ministers;
 7. Religious practices, affiliations, or beliefs of the student or parents; or
 8. Income, other than as required by law to determine program eligibility.
- *Receive notice and an opportunity to opt a student out of*–
 1. Any other protected information survey, regardless of funding;
 2. Any non-emergency, invasive physical exam or screening required as a condition of attendance, administered by the school or its agent, and not necessary to protect the immediate health and safety of a student, except for hearing, vision, or scoliosis screenings, or any physical exam or screening permitted or required under State law;
 3. Activities involving collection, disclosure, or use of personal information obtained from students for marketing or to sell or otherwise distribute the information to others.
- *Inspect*, upon request and before administration or use –
 1. Protected information surveys of students;
 2. Instruments used to collect personal information from students for any of the above marketing, sales, or other distribution purposes; and
 3. Instructional material used as part of the educational curriculum.

These rights transfer from the parents to a student who is 18 years old or an emancipated minor under State law.

Sheffield City Schools has developed and adopted policies, in consultation with parents, regarding these rights, as well as arrangements to protect student privacy in the administration of protected information surveys and the collection, disclosure, or use of personal information for marketing, sales, or other

distribution purposes. Sheffield City Schools will directly notify parents of these policies at least annually at the start of each school year and after any substantive changes. Sheffield City Schools will also directly notify, such as through U.S. Mail or email, parents of students who are scheduled to participate in the specific activities or surveys noted below and will provide an opportunity for the parent to opt his or her child out of participation of the specific activity or survey. Sheffield City Schools will make this notification to parents at the beginning of the school year if the District has identified the specific or approximate dates of the activities or surveys at that time. For surveys and activities scheduled after the school year starts, parents will be provided reasonable notification of the planned activities and surveys listed below and will be provided an opportunity to opt their child out of such activities and surveys. Parents will also be provided an opportunity to review any pertinent surveys. The following is a list of the specific activities and surveys covered under this requirement:

- Collection, disclosure, or use of personal information for marketing, sales or other distribution.
- Administration of any protected information survey not funded in whole or in part by ED.
- Any non-emergency, invasive physical examination or screening as described above.

RIGHTS WITH RESPECT TO STUDENT'S EDUCATION RECORDS ELEMENTARY AND SECONDARY SCHOOLS

The Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 years of age ("eligible students") certain rights with respect to the student's education records. These rights are:

1. The right to inspect and review the student's education records within 45 days of the day the School receives a request for access. Parents or eligible students should submit to the School principal [or appropriate school official] a written request that identifies the record(s) they wish to inspect. The School official will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.
2. The right to request the amendment of the student's education records that the parent or eligible student believes is inaccurate or misleading. Parents or eligible students may ask the School to amend a record that they believe is inaccurate or misleading. They should write the School principal [or appropriate official], clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If the School decides not to amend the record as requested by the parent or eligible student, the School will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.
3. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the School as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the School has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. Upon request, the School discloses education records without consent to officials of another school district in which a student seeks or intends to enroll.

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the School to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are:

**Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202-4605**

FERPA NOTICE FOR DIRECTORY INFORMATION

The Family Educational Rights and Privacy Act (FERPA), a Federal law, requires that Sheffield City Schools, with certain exceptions, obtain your written consent prior to the disclosure of personally identifiable information from your child's education records. However, Sheffield City Schools may disclose appropriately designated "directory information" without written consent, unless you have advised the District to the contrary in accordance with District procedures. The primary purpose of directory information is to allow Sheffield City Schools to include this type of information from your child's education records in certain school publications. Examples include:

- A playbill, showing your student's role in a drama production;
- The annual yearbook;
- Honor roll or other recognition lists;
- Graduation programs and
- Extra-curricular activity sheets containing information for sports, band, and other activities; i.e., showing weight, height and other personal information of members.

Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without a parent's prior written consent. Outside organizations include, but are not limited to, companies that manufacture class rings or publish yearbooks. In addition, two federal laws require local educational agencies (LEAs) receiving assistance under the Elementary and Secondary Education Act of 1965 (ESEA) to provide military recruiters, upon request, with three directory information categories - names, addresses and telephone listings - unless parents have advised the LEA that they do not want their student's information disclosed without their prior written consent.

If you do not want Sheffield City Schools to disclose directory information from your child's education records without your prior written consent, you must notify the District in writing within the first 5 days of each school year Sheffield City Schools has designated the following information as directory information:

- Student's name
- Participation in officially recognized activities and sports
- Address
- Telephone listing
- Weight and height of members of athletic teams
- Electronic mail address
- Photograph
- Degrees, honors, and awards received
- Date and place of birth
- Major field of study
- Dates of attendance

- Grade level
- The most recent educational agency or institution attended

PPRA NOTICE AND CONSENT/OPT-OUT FOR SPECIFIC ACTIVITIES

The Protection of Pupil Rights Amendment (PPRA), 20 U.S.C. § 1232h, requires Sheffield City Schools to notify you and obtain consent or allow you to opt your child out of participating in certain school activities. These activities include any student survey, analysis, or evaluation that concerns one or more of the following eight areas (“protected information surveys”):

1. Political affiliations or beliefs of the student or student’s parent;
2. Mental or psychological problems of the student or student’s family;
3. Sex behavior or attitudes;
4. Illegal, anti-social, self-incriminating, or demeaning behavior;
5. Critical appraisals of others with whom respondents have close family relationships;
6. Legally recognized privileged relationships, such as with lawyers, doctors, or ministers;
7. Religious practices, affiliations, or beliefs of the student or parents; or
8. Income, other than as required by law to determine program eligibility.

This requirement also applies to the collection, disclosure or use of student information for marketing purposes (“marketing surveys”), and certain physical exams and screenings. Please note that parents are not required by PPRA to be notified about the collection, disclosure, or use of personal information collected from students for the exclusive purpose of developing, evaluating, or providing educational products or services for, or to students or educational institutions. Additionally, the notice requirement applies to the conduct of certain physical exams and screenings. This includes non-emergency, invasive physical exam or screening required as a condition of attendance, administered by the school or its agent, and not necessary to protect the immediate health and safety of a student. This does not include hearing, vision, or scoliosis screenings, or any physical exam or screening permitted or required by State law.

At this time, Sheffield Junior High School does not have any planned activities requiring parental notice and consent or opt-out for the upcoming school year. If any activities are scheduled, Sheffield Junior High School will provide parents, within a reasonable period of time prior to the administration of the surveys and activities, notification of the surveys and activities and provide an opportunity to opt their child out, as well as an opportunity to review the surveys. (Please note that this notice and consent/opt-out transfers from parents to any student who is 18 years old or an emancipated minor under State law.)

SHEFFIELD JUNIOR HIGH PARENT COMPACT 2017 – 2018

Sheffield Junior High School and the parents of the students participating in activities, services, and programs funded by Title I, Part A of the No Child Left Behind Act of 2001 (participating children), agree that this compact outlines how the parents, the entire school staff, and the students will share the responsibility for improved student academic achievement, the means by which the school and parents will build and develop a partnership that will help children achieve the State’s high standards.

School Responsibilities

Sheffield Junior High School will:

- 1. Provide high-quality curriculum and instruction in a supportive and effective learning environment that enables the participating children to meet the State's student academic achievement standards as follows:**
 - Every child will have a safe, nurturing environment conducive to learning.
 - Every child will be provided a developmentally appropriate and sequential curriculum to challenge him/her to the greatest potential.
 - Every child will receive high quality instruction aligned with the Alabama State Course of Study, College and Career Ready Standards and standardized tests.
- 2. Hold parent-teacher conferences during which this compact will be discussed as it relates to the individual child's achievement.**
 - The classroom teacher will house the completed compact in his/her classroom for use during parent-teacher conferences.
 - One conference will be scheduled each semester with dates and times convenient to both working and non-working families. Additional conferences are available upon request.
- 3. Provide parents with frequent reports on their children's progress. Specifically, the school will provide reports as follows:**
 - Report cards will be sent home each six weeks.
 - Standardized test results will be sent home as completed.
 - Updates on student performance are provided by informal notes, emails, and telephone calls.
- 4. Provide parents reasonable access to staff. Specifically, staff will be available for consultation with parents as follows:**
 - Administrators, teachers and other staff members are available for conferences during non-instructional times.
 - Conferences are available by parent request and can be made through the school secretary, through written correspondence, and by informal dialogue.
- 5. Provide parents opportunities to volunteer and participate in their child's class, and to observe Classroom activities, as follows:**
 - Parents will have the opportunity to volunteer, participate and observe their child's class through scheduled appointment with the teacher.

Parent Responsibilities

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

- Make sure our child attends school regularly and on time.
- Make sure our child is dressed properly and well rested for the school day.
- Encourage our child to abide by school rules.
- Talk about school at home and reinforce the importance of learning.
- Make a time and a quiet place for studying at home.
- Review homework and school correspondence each night.
- Limit video games and television time to 1 - 2 hours and choose those appropriate for children.
- Review report cards with our child. Praise their efforts and work positively on areas of weakness.

Student Responsibilities

As a student I will work hard to achieve my goals, I will:

- Come to school ready to learn.
- Try my best every day.
- Follow school rules.
- Listen to my teachers and family.
- Ask questions when I need help.
- Give my parents all school notes.
- Do my homework each night.
- Show respect to everyone.

SHEFFIELD JUNIOR HIGH PARENT INVOLVEMENT PLAN

Sheffield Junior High School recognizes the need for parental involvement within the educational framework. It is essential that parents be included in the decision-making involved in the Title I program as well as other components of the school. Sheffield Junior High School is continuously working to improve communication between school and parents as well as providing opportunities for parents to be involved in their student's academic lives. In order to strengthen the relationship between parent and school, the following action steps have been put into place:

(1.) LEA Plan

Sheffield City Schools has a current Parental Involvement Policy and Plan that is developed and discussed with parents of the school system (This plan is located in the Appendix). Parents meet and discuss the current plan once a year to determine if alterations need to be made and what is successful and needs to continue to be a part of the plan. Since becoming a Title I school, Sheffield Junior High School has successfully developed a strong LEA to meet and discuss future plans and opportunities for the Title I program.

In the spring of each school year, the plan is reviewed by parents, school staff, and other representatives. After changes or additions have been made to the Parental Involvement Policy and Plan, the plan will be available at all schools including the district website, at the Central Office, and at all parent meetings. The plan will be made available for any parent to review at any time. If a parent should have a concern about the plan, they should submit their concern in writing to the Central Office. Once submitted, the Federal Programs Coordinator will meet with those concerned to determine an appropriate course of action. Once a decision has been reached, a meeting with concerned parents will be held to discuss the plan of action. Once agreed upon, the solution will be put into effect immediately.

(2a) LEA Reservation of Funds

One percent of federal monies allocated to the Sheffield City School Systems is spent on parental involvement. This 1% is divided between the three Title I schools in the system: Threadgill Primary School, L.E. Willson Elementary School, and Sheffield Junior High School. As a part of the budget for this money, all schools and parent representatives have agreed to use their portion of the funds to employ a Parental Involvement Coordinator. Other parts of Sheffield Junior High School's parental involvement allocated funds will be used to fund educational sessions for parents and other community activities. The Parental Involvement Coordinator will work with parents from all Title I schools in order to build a long-lasting rapport as the students matriculate through the system. Each fall, the Parental Involvement Coordinator will develop a schedule of activities/educational sessions for parents to be involved in. Parents are included in the decision-making for the subject and purpose of these activities through a parent survey taken at the beginning of each school year. Additionally, parents will be asked at each parent meeting for suggestions for future activities. Some parental involvement activities include: grandparents/parents lunches, bullying, nutrition, test-taking preparation and skills for students, and family game night. For many of these sessions, local community representatives will educate parents on various subjects. Not only will this deepen the connection between parents, school, and

community, but it will also give parents an outside resource to communicate with about parenting or any other issue that may arise. Also, the Parental Involvement Coordinator will ask local businesses for any contributions for parent meetings. This will not only increase parental participation, but also increase community investment in the school-wide program.

(2b) Parental Involvement Regarding LEA Funds

Sheffield Junior High School works tirelessly to improve the relationship between parent and school. Sheffield Junior High School has made a significant effort to increase communication through School Cast (calls made to all parents at Sheffield Junior High School relating pertinent information) and teachers contacting parents of students in order to inform them of student achievement. We have also gained the ability for parents to log on to our INOW software and access their child's grades at any time through the INOW home portal.

A parent survey is conducted at the beginning of every school year. This survey assists in the planning of events and areas that need improvement in the school. After surveys are returned, the responses are tabulated and recorded. The results from the survey are shared with the principal, teachers and parents. Recommendations are made as to changes that need to be made and these changes will be implemented immediately.

(3) Development and Distribution of the Parental Involvement Plan

Parents of Sheffield Junior High School students will be included as a part of the planning and implementation of Sheffield Junior High School's Parental Involvement Plan. Every school year, parents will be asked to meet and discuss the effectiveness and weaknesses of the current Parental Involvement Plan. Once the content has been edited or updated, the new Parental Involvement Plan will be available for review on the school's website, at the Central Office, and at Sheffield Junior High School in the front office and parent resource room. Also, copies of the plan will be available for review at all parent meetings.

(1) Submitting Comments/Disagreements to the State Department of Education

Sheffield Junior High School encourages parents to participate in discussions about the living documents involved in the school-wide program. All documents will be available to parents in a variety of formats including: the school and district websites, the Central Office, the school's front office, and at all parent meetings. If parents should have concerns or suggestions at any point in the school year, they are encouraged to submit their concern in writing to the Federal Programs Coordinator at Sheffield City School's Central Office. Any parent that wishes to contact the Alabama State Department of Education may do so through the following means:

Alabama State Department of Education
Federal Programs Section
50 North Ripley Street
Montgomery, AL 36103-2101
Phone: (334) 242-8199

(5a) Annual Meeting

Within the first month of school, Sheffield Junior High School will hold its annual Title I meeting to inform parents about the school-wide offerings, budget, and allocation information, parents right-to-know, information regarding committees, upcoming meetings, and other parental involvement information. All parents will be notified of the meeting through notices sent home in the language preferred by the parents (an English form will be sent as well for reference in translating), school cast (a recorded message sent to parents of all students at Sheffield Junior High School), on the school's website, through the school marquee, and through email notification.

(5b) Flexible Schedule of Meetings

At the beginning of each school year, surveys are given to all parents at Sheffield Junior High School. These surveys help determine a variety of things concerning the school-wide Title I program including meeting times most convenient for parents. Also included on the survey is a question concerning the location of these meetings (whether a location other than the school is more convenient for parents). Once the surveys have been returned, the results are tabulated. The educational sessions and other parent meetings will be scheduled according to the parent input on these surveys. Meetings will be held at varying times to accommodate those with carrying work schedules. Also, parents will be informally surveyed at all parent meetings to determine if there are any schedule changes or any additional times that are convenient for future parent meetings.

The parent resource room at Sheffield Junior High School will be open to all parents during school hours (8:00 am – 3:00 pm). Also, the room will be available for open house and all scheduled parent meetings. When parents arrive at school, they will sign in with the front office and be directed to the parent resource room (room 303). The parent resource room contains many informational packets, DVD's and booklets that can be viewed in the resource room or checked out to view at home at the parent's convenience. Many of these resources are available in English and Spanish. Technology that is available in the resource room includes: a computer, TV and DVD player. The Parental Involvement Coordinator will also be available in the resource room during varying times of the day. Since the Parental Involvement Coordinator is employed at L. E. Willson Elementary School and Threadgill Primary School, as well, she is not available in the room full-time. However, if a parent would like to schedule a time during or after school hours to meet with the Parental Involvement Coordinator or use the parent resource room, they should contact the principal and the Parental Involvement Coordinator.

(5c.) Involvement of Parents in the Planning, Review, and Improvement of the School-wide Program

Parental involvement and input is essential for Sheffield Junior High School's school-wide program. At the beginning of the school year, parents are asked to be a part of the planning and implementation of the program. The first meeting will be held at the beginning of the school year to review the current plan. Suggestions will be taken for any alterations or additions that need to be made to the plan. (Additions could be made to any part of the plan – how the allocated budget is spent, how reading intervention is implemented, etc.). This review will occur every year on an annual basis. Parents will also be reminded that if at any time they would like to review or alter anything on the current plan, they should submit it in writing to the Federal Programs Coordinator.

(5d.) Providing Parents with Timely Information

Sheffield Junior High School believes that informing parents of activities, meetings, student progress, and other facets of the academic setting is integral in participation and successful implementation of the school-wide program. During the annual meeting at the beginning of the school year, parents are informed of the components and intended implementation of the reading and math intervention program. Parents will be advised as to the best methods of communicating with teachers and how to schedule conference throughout the school year. This will ensure that if parents need to speak with a teacher, it will be handled in a timely and efficient manner. Also, classroom teachers will contact parents to notify them about their child's progress (behavioral or academic). There is one scheduled day for parent-teacher conferences where parents have the opportunity to schedule a conference with any of their child's teachers. Parents are also encouraged to schedule parent conferences any time through the school office. Parents may also contact all teachers through email.

(5e.) Submission of Parent Concerns regarding the School-wide Plan

In May of each school year, Sheffield Junior High School will hold a meeting to review the current school-wide plan. Those present for this meeting include parent representatives, faculty members and other members of the LEA. After the review, parents will be notified through a written notice sent home

of any changes made to the current plan for the upcoming school year. Information included on the written notice will be the following:

- Updates/Changes made to the current plan
- The locations of the current plan (school and district websites, Central Office, Sheffield Junior High School's front office, and parent resource room)
- Method of submitting concerns/questions/comments about the Title I program (a written notice sent to the Federal Programs Coordinator at the Central Office).
- Parent input is necessary for successful implementation of a school wide Title I plan.

(6) School-Parent Compact

Sheffield Junior High School recognizes the importance of a shared responsibility of a student's education between the school, parents and student. In order to clearly delineate the responsibilities of all three parties, Sheffield Junior High School and parent representatives have developed a school-parent-student compact. In order for the students and the school to be successful, all three must work together for academic achievement. The compact will be discussed at the beginning of the year with the faculty at Sheffield Junior High School. Through this discussion, the faculty will voice any concerns or changes they think need to be made. If no changes are requested, the compact will be approved and distributed to parents. At the beginning of each school year, these compacts are distributed at Open House for parents and students to read, discuss, and sign. Once parents and students have signed the compact, the principal and Title I teacher will sign as well. (The principal's signature verified that it has been approved by all faculty members at Sheffield Junior High School.) These compacts will be held in the Title I teacher's room. If any member of the faculty or a parent should need to reference these compacts, they will need to visit a Title I teacher. At the end of each school year, the school-parent compact (along with the parent survey) will be reviewed at the annual spring Title I meeting. Parents, faculty members, and other members of the LEA will work together to determine what was successful and what needs to be changed regarding the forms. The updated forms will be distributed at the beginning of the next school year.

(7) Building Teachers' and Parents' Capacity for Strong Parental Involvement

In order to increase parental involvement and establish a strong rapport between school and parents, Sheffield Junior High School shall:

1. Provide assistance to parents of children served by the school or local educational agency, as appropriate, in understanding such topics as the State's academic content standards and State student academic achievement standards, State and local academic assessments, the requirements of this part, and how to monitor a child's progress and work with educators to improve the achievement of their children. At the beginning of each school year, Sheffield Junior High School holds an Open House which all parents are invited to attend. At this meeting, parents are advised as to the progress reports, report cards, academic standards, and assessments that students will receive throughout the school year. In addition, the Title I meeting at the beginning of the school year will discuss information regarding the school-wide Title I program and implementation. Parents will be made aware that the purpose of the program is to ensure that students are meeting the academic standards of reading and math which will be addressed with state-required academic assessments in the spring. Also, a parent meeting will be held in the spring that will focus on test-taking tips, how to prepare their child for taking these assessments, and what each test will focus on.
2. Provide materials and training to help parents to work with their children to improve their children's achievement, such as literacy training and using technology, as appropriate, to foster parental involvement. Sheffield Junior High School offers many opportunities for parents to improve student achievement and overall well-being. Throughout the year, the Parental Involvement Coordinator organizes several educational sessions in which parents may participate. Some topics to be discussed include: nutrition, bullying, studying and test-taking tips, and drug awareness. Also, the parent

resource room is available for all parents to check out materials that they would like to use at their convenience. In order to be available for parents at a variety of times, the parent resource room will be open during school hours (8:00 – 3:00). Also the room will be open for every parent meeting, registration, and Open House. The items that are found in the parent resource room focus on a variety of topics including how parents can help students with homework, reading and study skills, time management, and a variety of booklets focusing on social and behavioral advice. Many of these informational packets are available in English and Spanish.

3. Educate teachers, pupil services personnel, principals, and other staff, with the assistance of parents, in the value and utility of contributions of parents, and in how to reach out to, communicate with, and work with parents as equal partners, implement and coordinate parent programs, and build ties between parents and the school. The administration at Sheffield Junior High School will continuously work with faculty during in-service and faculty meetings to stress the importance of communication with parents about their students. All staff will be expected to welcome parents to the school and treat them with kindness and respect.
4. To the extent feasible and appropriate, coordinate and integrate parent involvement programs and activities with Head Start, Reading First, Early Reading First, Even Start, the Home Instruction Programs for Preschool Youngsters, the Parents as Teachers Program, and public preschool and other programs, and conduct other activities, such as parent resource centers, that encourage and support parents in more fully participating in the education of their children. Since Sheffield Junior High School has students in the seventh and eighth grade, there is not much direct communication/involvement with the federal programs focused on children that are of preschool age. However, the Parental Involvement Coordinator that assists Sheffield Junior High School also works in conjunction with L.E. Willson and Threadgill Primary School. This ensures that parents will establish a rapport and a direct connection with the coordinator for the entire duration that their child is enrolled in the Sheffield City School System. Our Parental Involvement Coordinator also organizes certain parent sessions in conjunction with other meetings at the different schools.
5. Ensure that information related to school and parent programs, meetings, and other activities is sent to the parents of participating children in a format and, to the extent practicable, in a language the parents can understand. Written notices about parent meetings are sent home in the language preferred by that parent. When notices are sent in another language other than English, an accompanying English form is sent home as well for interpretational purposes.
6. Arrange school meetings at a variety of times, or conduct in-home conferences between teachers or other educators, who work directly with participating children, with parents who are unable to attend such conferences at school, in order to maximize parental involvement and participation. Sheffield Junior High School utilizes the parent surveys conducted at the beginning of the school year in order to determine the optimal times for parent meetings held throughout the school year. Parent meetings will be held at varying times in the morning, afternoon and in the evening in order to accommodate the varying schedules of parents. Also, parents are welcomed to suggest alternative meeting places (other than the school) that may be more convenient for them to attend a parent meeting. If other locations are suggested, Sheffield Junior High School will make every effort to comply with parent requests.
7. May establish a district-wide parent advisory council to provide advice on all matters related to parental involvement in programs supported under this section. The Sheffield City School system has a parent advisory council that meets once a year in the fall. This council consists of parents, faculty members, and Central Office staff members. The topics discussed at this meeting are the budget, upcoming changes for the new school year, and parental input for program implementation.

8. May develop appropriate roles for community-based organizations and businesses in parent involvement activities. The Parental Involvement Coordinator works as a liaison between local businesses/organizations and the school. When appropriate, the coordinator asks businesses or local organizations to donate supplies or provide information for parent meetings. These services foster the parent meetings and provide a valuable service to parents in need of assistance. Some forms of assistance include: special deals available through local companies, businesses that are currently offering varying forms of financial assistance, and local organizations that are providing free/reduced priced items to families in need.
9. Provide such other reasonable support for parental involvement activities under this section as parents may request. Sheffield Junior High School uses several methods to ensure parents are involved in the decisions regarding parental involvement activities. At the beginning of the school year, parents complete a survey addressing several aspects of the school-wide Title I program. These suggestions as well as those provided at parent meetings throughout the school year dictate the types and topics of parent meetings/workshops. Adjustments and additions are continuously made to acquiesce to what parents need from the program and topics that are pertinent at specific times of the year (i.e. dealing with the high-stakes testing situation in the spring).

(8) Participation of LEP Parents, Parents with Disabilities, and Parents of Migratory Children

Sheffield Junior High School will provide, to the extent possible, any accommodation necessary for parents with limited English proficiency, a disability, or a parent of migratory children. Written notices about parental involvement activities are sent home in the language preferred by the parent. When notices are sent home in Spanish, an accompanying English form is sent for translation purposes. For parents with physical disabilities, handicapped accessible parking is available and the building is handicapped accessible. Sheffield Junior High School will make every effort to accommodate any parent or student with a disability. Also, any accommodations for migratory students and their parents will be made as necessary.

(9) Parents' Right to Know

At the informational meeting at the beginning of each school year and throughout the year, parents are informed of their right to know their child's teachers' qualifications. Parents are also informed that all currently employed teachers at Sheffield Junior High School are Highly Qualified and when hiring, every effort is made to recruit Highly Qualified teachers. However if at any time during the school year the parent would like to view a particular teacher's qualifications, they would need to submit a written request to the Central Office. The information provided to parents will include, at minimum, the following:

- Whether the teacher has met State qualification and licensing criteria for the grade levels and subject areas in which the teacher provides instruction.
- Whether the teacher is teaching under emergency or other provisional status through which State qualification or licensing criteria have been waived.
- The baccalaureate degree major of the teacher and any other graduate certification or degree held by the teacher, and the field of discipline of the certification or degree.
- Whether the child is provided services by paraprofessionals and, if so, their qualifications.

Additional Information:

In addition to the information above, each school receiving federal funds shall provide to each individual parent:

- information on the level of achievement of the parent's child in each of the State academic assessments as required under this part

- timely notice that the parent's child has been assigned, or has been taught for four or more consecutive weeks by, a teacher who is not highly qualified.

(10) Interpretation of Student Academic Assessments

Sheffield Junior High School will provide the interpretation of students’ academic assessments, to the extent practical, in the language preferred by the parents. In the event that a form is sent in Spanish, accompanying English form will be sent for translation purposes. Sheffield Junior High School will make every possible effort to communicate with students’ parents in the language most comfortable for them.

**SHEFFIELD CITY SCHOOLS PARENTAL INVOLVEMENT
PLAN 2017- 2018**

PART I. GENERAL EXPECTATIONS

The Sheffield City School System agrees to implement the following statutory requirements:

- The school district will put into operation programs, activities and procedures for the involvement of parents in all of its schools with Title I, Part A programs, consistent with section 1118 of the Elementary and Secondary Education Act (ESEA). Those programs, activities and procedures will be planned and operated with meaningful consultation with parents of participating children.
- Consistent with section 1118, the school district will work with its schools to ensure that the required school level parental involvement policies meet the requirements of section 1118(b) of the ESEA, and each include, as a component, a school-parent compact consistent with section 1118(d) of the ESEA.
- The school district will incorporate this Local Education Agency (LEA) parental involvement plan into its LEA plan developed under section 1112 of the ESEA.
- In carrying out the Title I, Part A parental involvement requirements, to the extent practicable, the school district and its schools will provide full opportunities for the participation of parents with limited English proficiency, parents with disabilities and parents of migratory children, including providing information and school reports required under section 1111 of the ESEA in an understandable and uniform format and including alternative formats upon request and to the extent practicable, in a language parents understand.
- If the LEA plan for Title I, Part A, developed under section 1112 of the ESEA, is not satisfactory to the parents of participating children, the school district will submit any parent comments with the plan when the school district submits the plan to the State Department of Education.
- The school district will involve the parents of children served in Title I, Part A schools in decisions about how the 1percent of Title I, Part A funds reserved for parental involvement is spent, and will ensure that not less than 95 percent of the one percent reserved goes directly to the schools.
- The school district will be governed by the following statutory definition of parental involvement, and expects that its Title I schools will carry out programs, activities and procedures in accordance with this definition:

Parental involvement means the participation of parents in regular, two-way and meaningful communication involving student academic learning and other school activities, including ensuring—

- a. that parents play an integral role in assisting their child's learning*
- b. that parents are encouraged to be actively involved in their child's education at school*
- c. that parents are full partners in their child's education and are included, as appropriate, in decision- making and on advisory committees to assist in the education of their child*
- d. the carrying out of other activities, such as those described in section 1118 of the ESEA*

PART II. DESCRIPTION OF HOW DISTRICT WILL IMPLEMENT REQUIRED LEA PARENTAL INVOLVEMENT PLAN COMPONENTS

1. The **Sheffield City School System** will take the following actions to involve parents in the joint development of its LEA parental involvement plan under section 1112 of the ESEA:
 - a. Hold an annual Title I Parent Meeting and invite all parents to attend*
 - b. Design the meeting agenda to include the parent involvement policy/plan and to solicit input from parents*
 - c. Display the parent involvement policy/plan at the meeting and encourage parents to review the document and to share their opinions*
2. The **Sheffield City School System** will take the following actions to involve parents in the process of school review and improvement under section 1116 of the ESEA:
 - a. At the annual Title I Parent Meeting, the Progress of each school will be announced and academic achievement results reviewed*
 - b. Suggestions will be solicited from parents on instructional strategies, professional development, and other activities to enhance student achievement*
3. The **Sheffield City School System** will provide the following necessary coordination, technical assistance, and other support to assist Title I, Part A schools in planning and implementing effective parental involvement activities to improve student academic achievement and school performance:
 - a. Parent Involvement Coordinator will be employed from School-wide funds to assist Title I Part A schools with parent involvement*
 - b. The Federal Programs Coordinator will collaborate with the Parent Involvement Coordinator and each school's staff to plan parent involvement activities designed to solicit parent involvement and improvement of student academic achievement*
4. The **Sheffield City School System** will coordinate and integrate parental involvement strategies in Part A with parental involvement strategies under the following other programs: [Insert programs, such as: Head Start, Reading First, Early Reading First, Even Start, Parents as Teachers, Home Instruction Program for Preschool Youngsters and State operated preschool programs], by:
 - a. Including parents of these programs in annual Title I Parent Meetings and committee meetings*
 - b. Sharing facilities and activities with the children involved in the preschool programs*
5. The **Sheffield City School System** will take the following actions to conduct, with the involvement of parents, an annual evaluation of the content and effectiveness of this parental involvement plan in improving the quality of its Title I, Part A schools. The evaluation will include identifying barriers to greater participation by parents in parental involvement activities (with particular attention to parents who are economically disadvantaged, are disabled, have limited English proficiency, have limited

literacy, or are of any racial or ethnic minority background). The school district will use the findings of the evaluation about its parental involvement plan and activities to design strategies for more effective parental involvement, and to revise, if necessary (and with the involvement of parents) its parental involvement policies.

- a. *Needs Assessment instruments will be designed and distributed to parents to collect their opinions on the effectiveness of the programs and activities*
- b. *The Federal Programs Coordinator will conduct the evaluation at the annual Title I Parent Meeting*
- c. *Parents will be encouraged to complete the evaluations and the results will be included in the planning process for the coming school year*

6. The **Sheffield City School System** will build the schools' and parent's capacity for strong parental involvement, in order to ensure effective involvement of parents and to support a partnership among the school involved, parents, and the community to improve student academic achievement, through the following activities specifically described below:

a. *The school district will, with the assistance of its Title I, Part A schools, provide assistance to parents of children served by the school district or school, as appropriate, in understanding topics such as the following, by undertaking the actions described in this paragraph--*

- ◆ the State's academic content standards,
- ◆ the State's student academic achievement standards,
- ◆ the State and local academic assessments including alternate assessments,
- ◆ the requirements of Part A,
- ◆ how to monitor their child's progress, and
- ◆ how to work with educators

b. *The school district will, with the assistance of its schools, provide materials and training to help parents work with their children to improve their children's academic achievement, such as literacy training, and using technology, as appropriate, to foster parental involvement, by:*

- ◆ Scheduling special parent and child involvement nights and providing appropriate equipment and/or materials for projects
- ◆ Distributing parent help materials at meetings and maintaining a parent place at Part A schools where helpful materials are made available to parents at no charge

c. *The school district will, with the assistance of its schools and parents, educate its teachers, pupil services personnel, principals and other staff, in how to reach out to, communicate with, and work with parents as equal partners, in the value and utility of contributions of parents, and in how to implement and coordinate parent programs and build ties between parents and schools, by:*

- ◆ Including administrator, teachers, and other staff members in the Annual Title I Meeting
- ◆ Jointly completing the parent-school compact
- ◆ Scheduling regular parent-teacher conference days

d. *The school district will, to the extent feasible and appropriate, coordinate and integrate parental involvement programs and activities with Head Start, Reading First, Early Reading First, Even Start, Home Instruction Programs for Preschool Youngsters, the Parents as Teachers Program and public preschool and other programs and conduct other activities, such as parent resource*

centers, that encourage and support parents in more fully participating in the education of their children, by:

- ◆ Meeting with Head Start parents to invite them to be a part of our school system's HIPPY Program and other parent involvement activities
- ◆ Including parents of our two preschool classes in all parent involvement activities
- e. *The school district will take the following actions to ensure that information related to the school and parent programs, meetings and other activities, is sent to the parents of participating children in an understandable and uniform format, including alternative formats upon request, and to the extent practicable, in a language the parents can understand:*
 - ◆ Distribute meeting notifications and other pertinent program information to parents prior to meetings in a language the parents understand
 - ◆ Provide an interpreter, if necessary, to assist with communication during conferences and meetings

PART III. DISCRETIONARY LEA PARENTAL INVOLVEMENT PLAN COMPONENTS

- involving parents in the development of training for teachers, principals, and other educators to improve the effectiveness of that training
- providing necessary literacy training for parents from Title I, Part A funds, if the school district has exhausted all other reasonably available sources of funding for that training
- paying reasonable and necessary expenses associated with parental involvement activities, including transportation and child care costs, to enable parents to participate in school-related meetings and training sessions
- training parents to enhance the involvement of other parents
- in order to maximize parental involvement and participation in their children's education, arranging school meetings at a variety of times, or conducting in-home conferences between teachers or other educators who work directly with participating children or with parents who are unable to attend those conferences at school
- adopting and implementing model approaches to improving parental involvement
- establishing a LEA parent advisory council to provide advice on all matters related to parental involvement in Title I, Part A programs
- developing appropriate roles for community-based organizations and businesses, including faith-based organizations, in parental involvement activities; and
- providing other reasonable support for parental involvement activities under section 1118 as parents may request

PART IV. APPROVAL

This LEA Parental Involvement plan has been developed jointly with, and agreed on with, parents of children participating in Title I, Part A programs, as evidenced by Dr. Carlos Nelson, Deputy Superintendent for Sheffield City Schools. The school district will distribute this plan to all parents of participating Title I, Part A children on or before October 1, 2017.

GIFTED EDUCATION PROGRAM

A gifted and talented program is provided for identified students attending Sheffield City Schools.

Intellectually gifted children and youth are those who perform at or have demonstrated the potential to perform at high levels in academic or creative fields when compared with others of their age, experience, or environment. These children and youth require services not ordinarily provided by the regular school program. Children and youth possessing these abilities can be found in all populations, across all economic strata, and in all areas of human endeavor. (AL Administrative Code (AAC), 29-8-9.12

A student may be referred for consideration for gifted services by teachers, counselors, administrators, parents and guardians, peers, self or any other individuals with knowledge of the students' abilities. Additionally, all second grade students will be observed as potential gifted referrals using the state requirements for second grade child find.

For each student referred, information is gathered in the following three areas:

Aptitude-Aptitude should be assessed through an individual or group test of intelligence or creativity.

Characteristics- A behavior rating scale designed to assess gifted behaviors.

Performance-At least three indicators of performance at a gifted level must be submitted. These may include but are not limited to, achievement test scores, grades, products, work samples and/or portfolios.

Eligibility for gifted services will be determined by the total score received on the ALSDE approved Gifted Eligibility/Screening Determination Form: the Matrix.

- * Direct services are provided for grades 3-6. Indirect services are provided for grades 7-12. All second graders are screened as potential gifted referrals. Consultative services for differentiated instruction are provided for K-12 teachers to meet the learning needs of gifted students and/or those who exhibit gifted characteristics.
- * To make a referral, you may contact the Director of Student Services at the Sheffield Board of Education, or the gifted specialist for Sheffield City Schools.

CHILD FIND

Sheffield City Schools wants to work closely with parents, community agencies, and other knowledgeable persons in order to locate children (birth to age 21) with the following disabilities:

Autism	Hearing Impairment	Visual Impairment	Orthopedic Impairment
Traumatic Brain Injury	Intellectual Disability	Other Health Impairment	
Deaf-Blindness	Emotional Disability	Specific Learning Disability	
Development Delay	Multiple Disabilities	Speech & Language Impairment	

For more information on Child Find or to make a referral for a child ages birth – 21, please contact Mrs. Julie Box, Special Education Coordinator for Sheffield City Schools at (256) 383-0400.

STUDENT CODE OF HONOR

I will treat others, classmates and teachers, as I would like them to treat me. To do this requires that I respect my teachers and fellow students, cooperate with them and accept my responsibilities seriously and with honor. I will encourage courtesy and honesty. I will develop character and maturity through self-control. I will make every effort to be prompt, dependable and trustworthy.

I will respect school property and the property of others; I will avoid defacing lockers, walls, desks or other items. I will make neatness and cleanliness of the school building one of my individual responsibilities.

I will personally help to maintain law and order in the school and community. I will be aware of all school regulations so that I may follow them with understanding.

I will do the very best work of which I am capable in order to bring credit to my home, my school, my community and myself.

I will develop good habits, positive attitudes and appropriate solutions to my problems. I will accept correction and constructive criticism with a strong desire to improve myself.

Sheffield Junior High School Receipt of Handbook Verification

By signing this form, I hereby verify that I have received a Sheffield Junior High School Handbook. I also understand that I am expected to follow all the rules described to me in the handbook to the best of my ability. I realize that there may be consequences if I fail to follow the rules in my SJHS Student Handbook, or the SCS Code of Conduct. I will work to do my best at all times.

Student Name _____ Date: _____

Teacher Witness _____ Date: _____