

Parent Signature Page

This page is to be removed, signed and returned to school.

Please sign below indicating that you have discussed the L.E. Willson Student Handbook with your child(ren) and return this page to your child's teacher.

I have received a copy or read and discussed the L.E. Willson Student Handbook with my child(ren). I understand we are responsible for reading and keeping up with our handbook. We understand that additional books may be purchased from the school office for **\$10.00.**

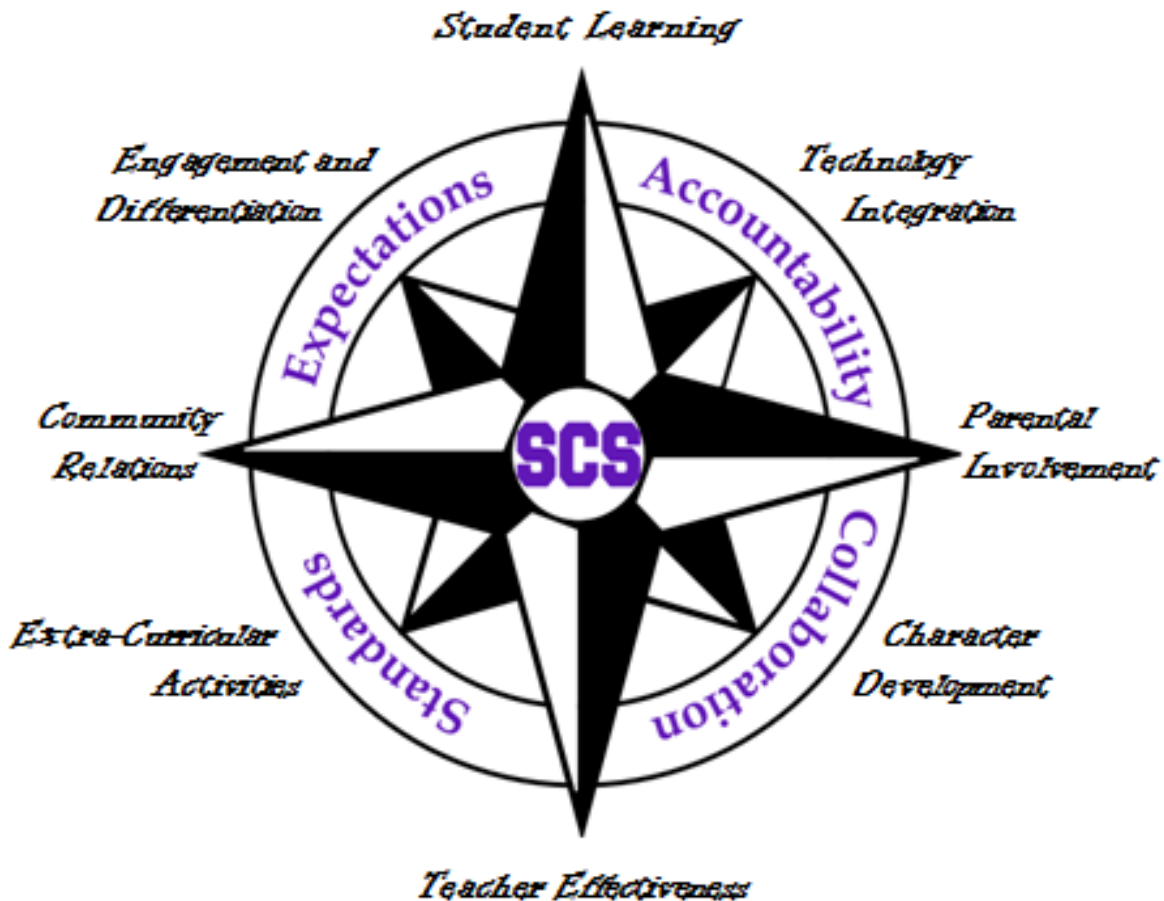
Student's Name

Signature of Parent or Guardian

Date

L.E. Willson Elementary School

"Quest for Excellence"



STUDENT HANDBOOK
2017-2018 SCHOOL YEAR

Mr. Tony Willis, Principal
Mr. Jared Hines, Counselor

2200 31st Street
Sheffield, Alabama
35660
256-386-5730

VISION STATEMENT:

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.

MISSION STATEMENT:

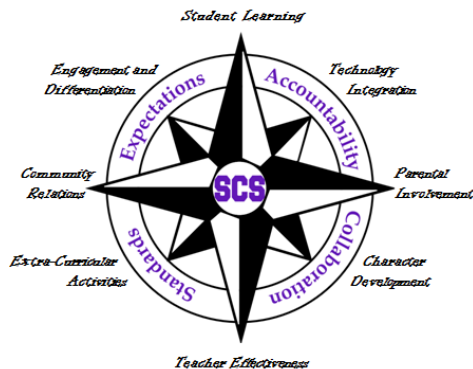
The mission of the Sheffield City School System is to collaborate with families and community members to produce graduates prepared for success through innovative, rigorous, student-centered learning experiences and high expectations for all.

WEBSITE INFORMATION:

The following documents may be accessed by going to our website at www.scs.k12.al.us
Then click on: Documents: Code of Student Conduct

L.E. Willson Elementary School

"Quest for Excellence"



'The Mission of L.E. Willson Elementary is to strengthen the foundation and maximize student learning



SHEFFIELD CITY SCHOOLS
Sheffield, Alabama



SCHOOL CALENDAR

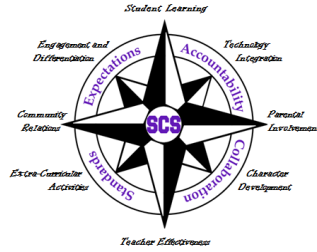
2017 - 2018

Teachers Report for School.....	Thursday, August 3, 2017
Teacher Professional Development days	August 3 – 7, 2017
Students Report for Class	Tuesday, August 8, 2017
Labor Day - Holiday.....	Monday, September 4, 2017
Fall Break.....	Friday & Monday, October 13 & 16, 2017
Veterans Day – Holiday (observed).....	Friday, November 10, 2017
Thanksgiving Holidays	Monday through Friday, November 20 – 24, 2017
Last day of school before Christmas Holidays (1/2 day for students).....	Wed., December 20, 2017
End of First Semester.....	December 20, 2017
Christmas Holidays	Thursday, December 21, 2017 – Wednesday, January 3, 2018
Teacher’s Professional Development Day.....	Thursday & Friday, January 4 & 5, 2018
Students Return to School after Christmas Holidays	Monday, January 8, 2018
Martin Luther King, Jr. Day - Holiday.....	Monday, January 15, 2018
President’s Day - Holiday	Monday, February 19, 2018
Spring Break	Monday through Friday, March 26 – March 30, 2018
Last Day for Students (1/2 day of school).....	Thursday, May 24, 2018
Graduation, Sheffield High School.....	Friday, May 25, 2018
Teacher’s Professional Development Day.....	Friday, May 25, 2018
End of Teacher Contract Period	Friday, May 25, 2018
Memorial Day Holiday	Monday, May 28, 2018

188-day [Certified personnel Hired BEFORE May 23, 2011] work two (2) extra days / 187-day [Certified Personnel Hired May 23, 2011 or later] work one (1) extra day of professional development (approved by Administration) during summer institute for: AMSTI, ARI, LTF, or AP. ALL teachers report to work on August 3, 2017.

Any missed days for weather will need to be made up when school is not scheduled to be in session.

Board Approved January 23, 2017



NONDISCRIMINATION STATEMENT

It is the policy of the Sheffield City Board of Education that no person shall be denied employment, be excluded from participation in, be denied the benefits of, or be subject to discrimination in any program, activity, on the basis of sex, race, religion, national origin, handicap, or ethnic group.

The Sheffield City School System does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs and activities. The following persons have been designated to handle inquiries regarding the non-discrimination policies:

Julie Box, Special Education/504 Coordinator
300 W. Sixth Street
Sheffield, AL 35660
256-383-0400

Carlos Nelson, Federal Programs Coordinator
300 W. Sixth Street
Sheffield, AL 35660
256-383-0400

Notification of Rights under FERPA

The family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 years of age certain rights with respect to students' 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.
2. The right to request the amendment of the student's education record that the parent or eligible student believes is inaccurate or misleading.
3. The right to consent disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. FERPA requires a school district to make a reasonable attempt to notify the parent or eligible student of the records request unless it states in its annual notification that it intends to forward records on request.
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.

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, D. C. 20202-5901

Sheffield City Schools

PPRA Model 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 L.E. Willson Elementary does not have any planned activities requiring parental notice and consent or opt-out for the upcoming school year. If any activities are scheduled L. E. Willson Elementary 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.)

ABSENCES AND ATTENDANCE

The school day begins at 7:45 a.m. and ends at 2:45 p.m. Students are expected to be in school each day by 7:45 a.m. Students who arrive after 7:45 a.m. will be considered tardy.

Absences

Students are expected to be in school each day except in case of personal illness, death in the immediate family, or if prior permission to be absent is granted by the Principal. When a student is absent, a written statement signed by the parent or guardian stating the true reason for the absence is required within two days after the student returns to school. **Failure to bring a statement the third day will result in an unexcused absence.**

- All student absences will be designated by the principal or his/her designee, as either excused or unexcused.
- Planned absences may be considered excused only if **prior** approval has been given by the principal.
- The day a student returns to school after being absent, they will bring a written excuse from their doctor, parent, or guardian. The excuse should include the following: **present date, students' name, specific reason for the absence, date of the absences, phone number and a signature of the parent or legal guardian.**
- This note must be turned into the homeroom teacher before 8:00 a.m.
- When a student forgets to bring a written statement, the absence will be coded as unexcused. If the written excuse is not brought in within two days of their return to school, the absence will be coded unexcused.
- Parent or guardian notes for excused absences will be accepted for a maximum of ten days. Any excuse above ten days may be coded unexcused unless accompanied by a physician or legal excuse (i.e., judicial system, etc.).
- Any student absent five (5) or more consecutive days may require a physician, legal, or principal excuse to make-up work missed.
- Doctors' Excuses will not be accepted for an absence after three days.

Attendance – If a student accumulates more than twenty absences during the school term, he/she is subject to being retained due to skills missed.

A student is considered to have “**perfect attendance**” if they have no tardies, checkouts, or absences.

Students arriving after 7:45 a.m. must check in at the office and get a late slip. Excessive absences or tardiness could result in referral to the Early Warning Program with Juvenile Probation Office or further school disciplinary actions.

Students with excessive absences may not be eligible to miss school and go on field trips.

ACCIDENT AND EMERGENCY INFORMATION

In the event of a serious accident or illness at school, parents will be called. If we are unable to reach you, emergency numbers will be called. **Please make sure you keep all emergency numbers updated**, if any emergency contact information changes during the school year, please notify us immediately so that we can update our information.

AFTER SCHOOL DISMISSAL

Students who walk or ride bikes should leave immediately upon dismissal (2:55 p.m.). All other students should be picked up by 2:45 pm each day unless they are enrolled in an after school program. Supervision will not be provided for students on campus after 3:15 p.m. unless they are enrolled in an after school program. Documentation may be recorded for students who remain at school after 3:15 pm if the school has not been contacted by parents. **Students who remain after 3:15 pm may be taken to In-School Suspension and their parents will be charged a \$10.00 fee per 15- minute interval for Child Care per child.** After three such instances of late pickup, the Department of Human Resources may be contacted.

Students will be required to sit down outside and wait in their assigned area until their ride arrives. Students may not wait for rides at places other than their designated areas. Students who misbehave after school will be subject to appropriate disciplinary sanctions.

ANNOUNCEMENTS

- Announcements are made daily in order to inform the faculty, staff, and student body of important information.
- **Students are to remain quiet during announcements.**

ARRIVALS

When dropping your child off to school we ask that you please pull all the way forward to the lowest numbered bay or parking sign. We prefer you pull up to the number 1 or 2 position as posted on the signs when dropping off in order to keep traffic moving. Please do not stop in #4 or #5 if #1 and #2 are empty.

Students should not arrive earlier than 7:15 a.m. since supervision will not be available until that time. Parents/Guardians should make arrangements to make sure their child is not dropped off before 7:15 a.m.

When students arrive, they should sit down and wait outside by the main office until the doors are opened for breakfast. Students should stay in one place, keep hands, feet, and all objects to themselves, and avoid chasing or horse-play.

ASSEMBLIES

- Assemblies will be held in the auditorium at various times during the school year.
- Students will sit in the section assigned to their homeroom.
- Parents/Guests should sit in the back seats in the auditorium until all students have been seated. Once the students are seated, you are welcome to move closer to the front.

AWARDS

Students who earn awards during the school year will be recognized during awards day.

BOOKS

Textbooks are furnished by the Sheffield Board of Education. Each student will be responsible for all textbooks assigned to the student. Any lost or damaged textbooks must be replaced or repaired (as determined by the principal) by the student. The cost for replacing or repairing a textbook will be the responsibility of the student and/or his/her parent or legal guardian.

- **School records may be withheld due to lost or damaged textbooks.**
- **Textbooks may not be issued to students who have missing textbooks from previous school years.**
- **Students may not participate in School Activities (field trips, graduation, etc.) until all fees have been paid.**

BREAKFAST PROGRAM

Breakfast will be served each morning between 7:15 a.m. and 7:35 a.m. Since L.E. Willson participates in the Community Eligibility Program ALL students will be provided a free breakfast as long as they are here during breakfast times.

Students are expected to clean up after themselves and will remain at their table until dismissal. Students will not be allowed to talk in the cafeteria during breakfast. They are expected to read their AR book or bring something to work on during breakfast.

They will be dismissed in an orderly fashion by the supervising teacher at 7:40 a.m.

CAFETERIA

Breakfast and lunch are offered daily. All students will receive a free breakfast and lunch daily. Time will be set aside each Monday morning to allow students to put money in their lunch account. **All checks written for lunch will be deposited into student's lunch account.**

Checks will not be cashed. The cafeteria or office will not have the monies to make change for students or parents. No carbonated drinks or meals in bags with business logos are allowed in the cafeteria.

The CNP Director may charge a reasonable amount to cover food cost. Parents may be required for covering the cost of a sandwich meal.

Cafeteria rules are as follows: (1) Walk (2) Keep hands, feet, and all objects to yourself (3) Do not go back for extra items, you must get everything the first time you go through the line (4) clean your area before leaving (5) No talking the first ten minutes you sit at your designated seating area or while in the lunch line.

Meal Prices – 2017-2018 School Year

This year, due to the community enhancement plan all students will receive a free breakfast and lunch on school days, including field trips.

	<u>BREAKFAST</u>	<u>LUNCH</u>
Faculty	1.25	2.75
Visitors	1.50	3.10

CELL PHONES AND OTHER ELECTRONIC COMMUNICATION DEVICES

Students may not have pagers, cell phones, and other communication devices on during normal school hours – 7:15 a.m. - 3:15 p.m. Other items such as toys of any kind, CD players, I-Pods, and game boys must be left at home.

School administrators or their designees may make exceptions as to when and where these devices are permissible.

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 school related activities

CHECK-INS

Any student who arrives to school after the 7:45 a.m. bell must check-in through the main office.

CHECKING OUT

If it becomes necessary for a student to leave school while it is in session, permission must be obtained by the office and classroom teacher. Parents must pick the students up in the office instead of the classroom. Students who have a valid need to leave school before the dismissal bell must be **checked-out** through the main office.

- All students are to be signed out by a parent, legal guardian, or parent designee. This policy requires a signature at the time of checking out from the parent, legal guardian, or parent designee. Notes or phone calls will not be accepted for check-out purposes.
- Official documentation of a physician’s visit, legal appearance, or other principal approved situations will be accepted in place of being accompanied by the parent.

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 Developmental Delay Deaf-Blindness
Traumatic Brain Injury Intellectual Disability Multiple Disabilities
Orthopedic Impairment Other Health Impairment Emotional Disability
Speech and Language Impairment Visual Impairment Specific Learning Disability

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.

CLOSING OF SCHOOL – DELAY OR EARLY DISMISSAL

In case of severe weather – snow, ice, tornado, etc. the official announcement regarding the delay or closing of school will be made over local radio or T.V. stations. It will be listed under **Sheffield City Schools**, not Colbert County Schools. You will also receive a call from our Crisis Communication Center. **The school phone number will appear 256-386-5730. It is important that you listen to all messages from this number.**

CONFERENCES

Teachers and parents are encouraged to hold conferences during the school year when there are questions or concerns about a child's progress.

- Parents are to call the main office at 256-386-5730, and make arrangements for a meeting time and place
- **All parents, guardians, and/or visitors are to report to the main office upon entering the school**
- **Parents should make an attempt to speak with their child's teacher before calling the office concerning their child**
- **Teachers are available each day for conferences between 2:45 p.m and 3:15 p.m.**
- **The Principal cannot guarantee availability for unannounced conferences even if between 7:15-8:00 am and 2:30-3:15pm. Parents should always call ahead of time and schedule a time to meet.**

DETENTION/DETENTION HALL

Students may be detained for disciplinary purposes at the discretion of the local school principal or faculty members. If a student is to be detained after school hours, the student and parent will be given notice of assigned detention a minimum of one day before the assigned detention date. Students shall not be required to report before school or remain after school for more than one hour daily for detention purposes.

School detention hall -School detention hall will begin promptly at 2:50 p.m. and end at 3:20 p.m. or will be before school from 6:50 – 7:20 a.m.

- Any student reporting late to detention hall will be counted not present and not allowed to attend.
- Students will be required to complete a writing assignment and have school related materials or assignments to complete while in detention hall. Students will not be allowed to sleep, eat any food or drink any beverages while in detention hall

DRESS CODE

The policy of the Sheffield Board of Education, as well as the faculty and staff at L.E. Willson Elementary School, is that good grooming and personal appearance are essential elements in the teaching and learning processes. Therefore, it is expected that students dress in such a manner that will insure the health and safety of the school. Furthermore, the dress and personal appearance will not be disruptive or interfere with the legitimate interest and welfare of the students. **Wearing apparel, jewelry, make-up, or any mannerisms related to style which are determined, by the principal or his/her designee, to be disruptive to the educational process of the school or harmful to the safety of any student shall be prohibited.** Extreme dress or extreme personal appearance, which in any way disrupts a well-disciplined learning environment or any school activity, is prohibited.

Shorts, dresses, and skirts must come down at least to the tips of the fingers. Students may not wear tank tops, halter-tops, midriff blouses, mesh or see-through tops, or mini-skirts. “Sagging” will not be permitted. Clothing which contains suggestive language or advertisements for alcohol and/or tobacco products will not be allowed. Caps, sweatbands, bandanas and sunglasses may not be worn except on “special occasions” designated by the principal and/or his designee.

Teachers are responsible for monitoring dress code guidelines.

Parents should check for appropriate dress before students leave for school. Students who dress improperly will be required to call home and may result in further disciplinary action.

Parents should label all articles of clothing such as, jackets, sweaters, coats, etc. so they can be identified when they are lost.

Parents, we ask that you come to school appropriately dressed when on campus for any reason.

DRUGS AND ALCOHOL

Unauthorized possession, transfer, use, or sale of drugs (narcotics, controlled substances, prescribed or over-the-counter), drug paraphernalia, intoxicating beverages, etc., on school grounds, in school buildings, at school sponsored activities, or on field trips is prohibited. Violators are subject to suspension, expulsion, and the appropriate legal action.

FIELD DAY

The participation in Field Day is a privilege and not a right.

FIELD TRIPS

The participation on Field Trips is a privilege and not a right. They are an extension of the school program, and all school rules will be applicable. All field trips must be approved in advance by the principal and superintendent. Misconduct on field trips may result in disciplinary action. The student may lose the privilege to go on any other field trips until further notice.

- Only students who have achieved an over-all citizen/conduct grade of B (80 percent) or higher may be allowed to participate on field trips. Parents will not be allowed to accompany his/her child on a field trip if they have a citizenship grade lower than 80%.
- No group will be permitted to make a school sponsored trip without adequate planning and direct teacher supervision.
- Teachers will not honor notes or request for students to visit friends or relatives, or leave the group any time.
- Students will be required to leave and return with the group.
- Permission slips, must be signed by the parent or legal guardian specifying that the school (although responsible for reasonable care) will not be held responsible for any accident or injury to the pupil.
- **Students with 10 or more unexcused absences per semester may not be eligible to go on field trips.**
- **The school reserves the right to require chaperones to submit to background checks before chaperoning field trips. The school reserves the right to decline parent requests to chaperone or attend school field trips.**

Due to accounting issues, money cannot be refunded to students or parents who are unable to attend.

FIGHTING

- The act of physically assaulting or attempting to do bodily harm to any person on school property or going to and from school including any activity under school sponsorship.
- Fighting will not be tolerated. Each offense and consequence related to fighting will be determined by the principal or his/her designee.
- Each consequence relating to fighting will be considered a class II offense.

GAMBLING

- Any form of gambling is prohibited and will result in disciplinary action.

GIFTED AND TALENTED 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. Gifted students may be found within any race, ethnicity, gender, economic class, or nationality. In addition, some students with disabilities may be gifted.

A student may be referred for consideration for gifted services by teachers, counselors, administrators, or parents. All second grade students are screened as potential gifted referrals. For each student referred, information is gathered in the following three areas: Aptitude- Aptitude is assessed through an individual or group test of intelligence or creativity. Characteristics – A behavior rating scale designed to assess gifted behaviors is completed by the classroom teacher. Performance – At least three indicators of performance as a gifted level must be submitted. These may include achievement test scores, grades, work products, work samples, and portfolios. The scores from the assessments are entered into a matrix where points are assigned according to established criteria. The total number of points earned determines if a student qualifies for gifted services.

HONOR ROLL

All Honor Roll students will be honored each nine weeks.

LIBRARY

The library (media center) will be open from 7:35-3:15 each day. All students are encouraged to check-out books and utilize the media center. Lost or damaged books have a replacement fee. Students will be required to pay the replacement fee on all lost or damaged books. No refunds will be given; recovered books may be kept by the student or donated to the library in the child's name.

LOCKERS

- Lockers will be assigned to all students during the first week of school.
- School assumes no responsibility for articles lost or stolen in lockers
- Students will be responsible for the contents of the locker assigned to them
- Lockers should remain closed at all times
- **Students are not to share lockers with other students**

Lockers are the property of the Board of Education and are subject to being searched at any time. Students may not swap lockers without prior approval from their homeroom teacher.

LOST AND FOUND

- All lost and found articles should be reported or turned in to the main office
- The school assumes no responsibility for personal items lost or stolen

MEDICATION

Prescribed or nonprescription medication (including asthma inhalers, diabetes medication and epinephrine pens) will be dispensed when the school has a written request from a parent or legal guardian. The Alabama State Department of Education requires parents/guardians to submit a completed “Authorization for Prescription”, “Authorization for Nonprescription”, or “Asthma” form for each medication to be dispensed during the school day. Medication forms are available in the main office of each campus and on the SCS website at www.scs.k12.al.us/nurse/medforms.

- 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 for three times per 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.).

OUT- OF- DISTRICT STUDENTS

Students who live outside the city limits are welcome to attend Sheffield City Schools. Sheffield City Schools encourages serious minded students to enroll in our schools. At this time, no out-of-district tuition will be charged to out-of-district students.

Students interested in enrolling in a Sheffield City School should complete an out-of-district application. Applications will be reviewed first by the Principal and/or designee and then by the Superintendent. The parents of the student will be notified in writing by the principal of the decision of the school.

Students who have a history of criminal behavior, violent behavior toward other students and staff members, or behaviors that are deemed socially unacceptable will not be enrolled in Sheffield City Schools. Out-of-district students who are enrolled in Sheffield City Schools will be asked to return to their home district immediately if they engage in criminal behavior, violent behavior, and/or socially unacceptable behavior.

Students who are out-of-district students and choose Sheffield City Schools are expected to maintain above a passing grade in each class. The grade point average requirement may be modified if recommended by the principal and approved by the Superintendent. The student's attendance record must be at the level of the school's average. The student must also maintain an excellent citizenship record. The student must not have demonstrated any behaviors that are socially unacceptable or harmful to other students and staff members.

Out-of-district students who do not maintain records, as outlined above, upon recommendation from the principal and review by the superintendent, may be asked to return to their home district at the end of any grading period.

PARENTAL INVOLVEMENT

It shall be the policy of 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:

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

PARENTS AND VISITORS

Parents and visitors are welcome to visit L.E. Willson Elementary School. However, all visitors must check in at the office upon entering the building to receive a visitor's pass. This pass should be worn throughout the visit.

The office is a place of business. Please use soft voices, good manners, and dress appropriately when visiting the office.

To help ensure your child's safety, unauthorized or disruptive persons will be asked to leave. Principals or his/her designee are authorized to call the Sheffield Police Department for assistance if necessary. According to the city ordinance, it is unlawful for any person to enter and/or remain in the school or on surrounding school grounds after being directed to leave by the principal or his/her designee. Visitors should not block the front circle drive or park in teacher assigned parking spaces.

PARTIES

Each homeroom may have three parties per year, including one before Christmas break, Valentine's Day, and at the end of the school year. Parties should be limited to 30 minutes. Designated homeroom parents will be responsible for the party organization and clean up. Party foods and treats should adhere to the SCS Wellness Policy Guidelines.

PASSES

- All students should report promptly to their assigned classes
- Any student not in their assigned classes during class time must have a pass from their teacher
- Students will be considered truant if he/she is found outside their assigned classes without a proper pass
- Falsifying a pass will result in disciplinary action

PERSONAL PROPERTY AT SCHOOL

The school cannot assume responsibility for the loss or breakage of personal items brought to school.

PLAYGROUND RULES

They are expected to follow all school rules and must stay on the playground the entire time.

PARENT-TEACHER ORGANIZATION (P.T.O)

Parent involvement is vital to the success of L.E Willson Elementary School. LEW has a very active P.T.O. The success of our P.T.O depends on you. It provides numerous fundraisers, projects, and supports our students, teachers, and community through projects chosen by P.T.O officers, teacher representatives, and the school administrator.

Anyone interested in being a member of our P.T.O is encouraged to contact an officer.

PROMOTION-RETENTION POLICY FOR GRADES 3-6

1. A student not performing at or above grade level in reading or mathematics at the end of the school year may be a candidate for retention. Work samples and/or standardized tests will serve as documentation for below grade level performance.
2. A student who has accumulated twenty (20) or more unexcused absences during the school year shall be a candidate for retention. Any student with (7) or more unexcused absences may be referred to the District Attorney's office.
3. **Exceptional students**: Decisions related to the promotion and retention of exceptional students will be based on their ability to meet standards given the accommodations of their Individualized Education Plan.

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.

REPORT CARDS AND GRADES

Report Cards and Grades

Report cards are given out at the end of each 9-weeks grading period. It is the responsibility of the student to share these reports with his/her parents. Each classroom teacher will give conduct grades and make comments on the report cards as needed.

Grading Scale for grades 6

A= 90-100 (Excellent)
B= 80-89 (Good)
C= 70-79 (Fair)
D= 60-69 (Passing below Average)
F=59 & Below (Failure)
I= Incomplete

Grading for grades 3 - 5

4 – above grade level
3 – meeting grade level standards
2 – approaching grade level standards
1 – significantly below grade level standards

RULES

Each teacher has a system to inform students of consequences. It is important for parents and students to understand all rules used in the classroom and school in order to be good citizens

SCHOOL RULES:

- Keep hands, feet, and all other objects to yourself
- Follow the teachers directions the first time they are given
- Be courteous and show respect to others and their property
- Be prepared each day with required materials

CONSEQUENCES

In order to maintain an environment conducive to learning, the following consequences for misbehavior or violation of rules at L.E. Willson Elementary School will be used, but are not limited to the following:

- | | |
|---|----------------------------------|
| • Warning | Pulling Cards |
| • Student conference | Loss of Privileges |
| • Parent conference | Writing Assignments |
| • Isolation (lunch/recess) | Office Isolation |
| • After school detention hall (teacher/student) | Corporal Punishment |
| • Friday School work program | In-School Suspension |
| • Out-of-school suspension | Alternative School |
| • Expulsion | Referral to juvenile authorities |
| • Any other consequence which the principal may deem reasonable to alter a change in the child's behavior | |

Any parent who is opposed to corporal punishment being used at the discretion of the principal or his/her designee should file a written statement in the office.

SCHOOL FUNCTIONS AND ATHLETIC EVENTS

Participation in school functions and athletics is a privilege and not a right. Therefore, a student is responsible for his/her conduct at school functions. This includes any school function that Sheffield City Schools is represented in on campus and off campus. If conduct is undesirable, they will be subject to disciplinary action by school authorities, and attendance at similar functions could be restricted.

SEARCHES AND SEIZURE

School officials uphold the authority to reasonably conduct a search and seizure of a student's property to protect the health, safety, and welfare of all students. The school administration may inspect vehicles that a student brings on school property (i.e., lockers, purses, book-bags,

clothing, or other belongings) and at other locations where school-related activities are being conducted without prior notice.

STAYING AFTER SCHOOL

Students may be assigned to stay after school in order to make up tests and classroom assignments or for violation of school classroom rules. If a student is assigned to stay after school, he will be given a day's notice. This notice will give parents time to arrange for transportation. It is the student's responsibility to inform the parent or guardian of this notice. Failure to stay after school as instructed will result in additional punishment.

SUPERVISION OF STUDENTS

All students are subject to the authority of any faculty member, staff member, or administrator at any point or location on the campus. Rules of good conduct among students must prevail at all times.

SUPPLIES FOR STUDENTS

Basic supply lists are available at the time of registration and in the office. Individual teachers may request additional supplies for their classrooms. From time to time, your child's classroom supplies may need to be restocked. You will be notified of these additions by note or phone call.

SUSPENSIONS

Suspension is the temporary exclusion of a student from school for a set period of time determined by the principal or his designee. The following procedures will be used in the suspension of students:

1. The principal or his designee will inform the students that he/she is suspended, for what period of time he/she is suspended, and the reason for the suspension.
2. The principal will notify the parents or legal guardian of the suspension by phone (if possible) or in writing. The student will be released into their custody or with their knowledge. If a parent cannot be reached, the student will remain in a designated area until school dismisses and the suspension will begin after the parent has contacted the school office. If the situation warrants, the student may be released into the custody of juvenile authorities.
3. Before a student can return following suspension, a conference shall be held including the student, one or both parents or legal guardian, and principal.
4. Continuous suspensions may result in placement in an alternative school situation, early warning assignment with Juvenile Probation Officer, District Attorney Referral, or recommendation for Expulsion from SCS.
5. The principal may request a conference with the superintendent before a student may return to school.

Alabama Act 93-672 of the Code of Alabama states that it is the responsibility of parents to ensure that their children enroll and attend school and that their children conduct themselves

properly as pupils. According to this Act, a conference with the superintendent will be required before a student can return to school after his/her third out-of-school suspension. If the student is suspended a fourth time during the school year, school officials are required to report the offense to the Colbert County District Attorney within ten days.

TELEPHONES

Students will be allowed to use the phone ONLY at teacher request for illness or emergency. ALL phone calls will be monitored. Students may not receive phone calls. Important messages for students may be left with the office staff by 2:30 pm for the student to receive after school at their discretion.

Transportation arrangements should be worked out prior to school. Students will be allowed to use the phone after school ONLY for transportation issues.

TOBACCO

- All forms of tobacco, lighters, or matches on school grounds, in school buildings, or at school activities or field trips are prohibited
- Tobacco logos of any kind are not permitted

TRAFFIC SAFETY

For Morning Drop off: All students will be dropped off in the front circle of the school at the office entrance. Drivers should pull up as far as possible before allowing riders to load or unload. This ensures the safe entrance of each child. Please remember that the doors will not be open until 7:15 a.m. Students should report to the cafeteria after entering the school.

For afternoon Pick-up: All students will be seated in their designated area after school until their ride arrives to pick them up. They are to remain quiet and in their designated area until dismissed by a teacher to get in their vehicle.

1. Students should enter and exit the vehicle only after entering a safe loading zone near the breezeway and close to the building. Students should not walk down the street or sidewalk to meet the vehicle, but should wait for the vehicle to come to them in a safe pick up zone.
2. Students should enter and exit the vehicle only on the passenger side.
3. Students should cross streets only at designated crosswalks.
4. Students who ride bikes should leave campus immediately after they are dismissed and stay on sidewalks and obey all safety procedures.
5. Third and fourth grade students will exit at the office and/or auditorium doors. Fifth and sixth grade students will exit at the cafeteria doors.

Drivers/vehicles:

1. Drivers should pull up as far as possible before allowing riders to load or unload.

2. Drivers should pull forward and out of line if waiting is necessary so that other cars can proceed.
3. Drivers should always drive slowly and expect the unexpected.
4. Drivers should avoid playing loud music and making noises that may be distracting to others.
5. The street between the gym and the playing field, 21st Avenue, is closed after school.
6. Drivers should remain in their vehicles and obey all signs, rules, and direction from faculty members.

WALKING STUDENTS

Student conduct and safety on the way to and from school should be a matter of concern to parents. The school will cooperate with parents on these matters. Parents should discuss the safest route to school emphasizing all safety precautions. Students should leave campus immediately after they are dismissed each day and not visit any other school campus. Students who misbehave or don't follow the rules set forth in their student handbook may lose this privilege or receive further disciplinary action.

WITHDRAWING STUDENTS

The office should be notified as soon as possible if a student is to be withdrawn from school. The following procedure must be followed when withdrawing your child from L.E. Willson Elementary School.

1. Notify the office of the date your child will be leaving
2. Make sure all books are returned and fees or fines are paid.
3. An official transcript will be sent to the new school after you have properly withdrawn and we receive a release of information form from the new school.