

L.E. Willson Elementary School

On a “Quest for Excellence”



Student Handbook 2020-2021 School Year

Mrs. Heather Collum, Principal
Mrs. Kim Motton, Assistant Principal
Mrs. Melanie Culp, Counselor

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

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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 homeroom 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 Name Printed

Student Signature

Date

Parent or Guardian Name Printed

Parent or Guardian Signature

Date

Parent Excuses First Semester

Parent Note #1

Check the appropriate box pertaining to the reason for your child's absence. Sign the excuse, tear it out, and send the excuse to your child's homeroom teacher.

- | | |
|--|--|
| <input type="checkbox"/> Student illness | <input type="checkbox"/> Emergency condition as determined by principal or superintendent |
| <input type="checkbox"/> Inclement weather which makes it dangerous to attend school | <input type="checkbox"/> Absence to observe traditional religious holiday of local, national, or international origin when verified by the student's minister or religious leader. |
| <input type="checkbox"/> Legal quarantine | |
| <input type="checkbox"/> Death in the immediate family | |

Parent Signature: _____ Date: _____

Parent Note #2

Check the appropriate box pertaining to the reason for your child's absence. Sign the excuse, tear it out, and send the excuse to your child's homeroom teacher.

- | | |
|--|--|
| <input type="checkbox"/> Student illness | <input type="checkbox"/> Emergency condition as determined by principal or superintendent |
| <input type="checkbox"/> Inclement weather which makes it dangerous to attend school | <input type="checkbox"/> Absence to observe traditional religious holiday of local, national, or international origin when verified by the student's minister or religious leader. |
| <input type="checkbox"/> Legal quarantine | |
| <input type="checkbox"/> Death in the immediate family | |

Parent Signature: _____ Date: _____

Parent Note #3

Check the appropriate box pertaining to the reason for your child's absence. Sign the excuse, tear it out, and send the excuse to your child's homeroom teacher.

- | | |
|--|--|
| <input type="checkbox"/> Student illness | <input type="checkbox"/> Emergency condition as determined by principal or superintendent |
| <input type="checkbox"/> Inclement weather which makes it dangerous to attend school | <input type="checkbox"/> Absence to observe traditional religious holiday of local, national, or international origin when verified by the student's minister or religious leader. |
| <input type="checkbox"/> Legal quarantine | |
| <input type="checkbox"/> Death in the immediate family | |

Parent Signature: _____ Date: _____

Parent Note #4

Check the appropriate box pertaining to the reason for your child’s absence. Sign the excuse, tear it out, and send the excuse to your child’s homeroom teacher.

- Student illness
- Inclement weather which makes it dangerous to attend school
- Legal quarantine
- Death in the immediate family
- Emergency condition as determined by principal or superintendent
- Absence to observe traditional religious holiday of local, national, or international origin when verified by the student’s minister or religious leader.

Parent Signature: _____ Date: _____

Parent Note #5

Check the appropriate box pertaining to the reason for your child’s absence. Sign the excuse, tear it out, and send the excuse to your child’s homeroom teacher.

- Student illness
- Inclement weather which makes it dangerous to attend school
- Legal quarantine
- Death in the immediate family
- Emergency condition as determined by principal or superintendent
- Absence to observe traditional religious holiday of local, national, or international origin when verified by the student’s minister or religious leader.

Parent Signature: _____ Date: _____

Parent Excuses Second Semester

Parent Note #1

Check the appropriate box pertaining to the reason for your child's absence. Sign the excuse, tear it out, and send the excuse to your child's homeroom teacher.

- | | |
|--|--|
| <input type="checkbox"/> Student illness | <input type="checkbox"/> Emergency condition as determined by principal or superintendent |
| <input type="checkbox"/> Inclement weather which makes it dangerous to attend school | <input type="checkbox"/> Absence to observe traditional religious holiday of local, national, or international origin when verified by the student's minister or religious leader. |
| <input type="checkbox"/> Legal quarantine | |
| <input type="checkbox"/> Death in the immediate family | |

Parent Signature: _____ Date: _____

Parent Note #2

Check the appropriate box pertaining to the reason for your child's absence. Sign the excuse, tear it out, and send the excuse to your child's homeroom teacher.

- | | |
|--|--|
| <input type="checkbox"/> Student illness | <input type="checkbox"/> Emergency condition as determined by principal or superintendent |
| <input type="checkbox"/> Inclement weather which makes it dangerous to attend school | <input type="checkbox"/> Absence to observe traditional religious holiday of local, national, or international origin when verified by the student's minister or religious leader. |
| <input type="checkbox"/> Legal quarantine | |
| <input type="checkbox"/> Death in the immediate family | |

Parent Signature: _____ Date: _____

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Check the appropriate box pertaining to the reason for your child's absence. Sign the excuse, tear it out, and send the excuse to your child's homeroom teacher.

- | | |
|--|--|
| <input type="checkbox"/> Student illness | <input type="checkbox"/> Emergency condition as determined by principal or superintendent |
| <input type="checkbox"/> Inclement weather which makes it dangerous to attend school | <input type="checkbox"/> Absence to observe traditional religious holiday of local, national, or international origin when verified by the student's minister or religious leader. |
| <input type="checkbox"/> Legal quarantine | |
| <input type="checkbox"/> Death in the immediate family | |

Parent Signature: _____ Date: _____

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Check the appropriate box pertaining to the reason for your child's absence. Sign the excuse, tear it out, and send the excuse to your child's homeroom teacher.

- | | |
|--|--|
| <input type="checkbox"/> Student illness | <input type="checkbox"/> Emergency condition as determined by principal or superintendent |
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| <input type="checkbox"/> Legal quarantine | |
| <input type="checkbox"/> Death in the immediate family | |

Parent Signature: _____ Date: _____

Welcome to L.E. Willson Elementary School

On a “Quest for Excellence”



Heather Collum, Principal

Principal’s Message

Welcome to another great year at L.E. Willson Elementary School. LEW’s vision is to build the foundation and maximize student learning. The administration, faculty and staff are on a “*Quest for Excellence*”. We want to see all of our students strive to do their absolute best in academics, behaviors, and social skills. We are all dedicated to providing a quality education for each of our students. Working together, we can make that happen. If you have any questions, please call me at 256-386-5730 or email me at hcollum@scs.k12.al.us. Let’s make the 2020-21 school year PAWESOME!

This handbook is a statement of general information concerning the day-to-day operations of our school. Please ask us about any part that you do not fully understand and keep the booklet as a reference for the entire year. Additional information regarding policies may be found in our Student Code of Conduct. It is our goal that your child will have a successful school experience each day. We are grateful for your cooperation and support.

Heather Collum, Ed.S
Principal
L.E. Willson Elementary School

Nondiscrimination Statement

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 and provides equal access to the Boy Scouts and other designated youth groups. The following persons have been designated to handle inquiries regarding the non-discrimination policies and grievance procedures:

Julie Box, Student Services Coordinator

Carlos Nelson, Deputy Superintendent and Federal Program Coordinator

300 West Sixth Street, Sheffield, AL 35660
(256) 383-0400

DECLARACIÓN DE NO DISCRIMINACIÓN

El sistema escolar de la ciudad de Sheffield no discrimina por motivos de raza, color, origen nacional, sexo, discapacidad, o edad en sus programas y actividades, y ofrece igualdad de acceso a los Boy Scouts y otros grupos de jóvenes designados. Las siguientes personas han sido designados para recibir consultas sobre las políticas de no discriminación:

Julie Box, Coordinadora de la educación especial

Carlos Nelson, Coordinador de Programas Federales

300 West 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' educational records. These rights include the following:

1. The right to inspect and review the student's educational 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 educational record that the parent or eligible student believes is inaccurate or misleading.
3. The right to consent to disclosures of personally identifiable information contained in the student's educational 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



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.

L.E. WILLSON’S MISSION STATEMENT

Build the foundation and maximize learning.

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

SHEFFIELD CITY SCHOOLS
Sheffield, Alabama

**SCHOOL CALENDAR 2020 –
2021 REVISED**

Teachers Report for School Monday, August 3, 2020
Teacher Professional Development days August 3-14, 2020

Students Report for Class Monday, August 17, 2020

Labor Day - Holiday Monday, September 7, 2020

Fall Break Day Friday and Monday, October 16 & 19, 2020

Veterans Day – Holiday Wednesday, November 11, 2020

Thanksgiving Holidays Monday through Friday, November 23 – 27, 2020

Last day of school before Christmas Holidays (*1/2 day for students*) Fri., December 18, 2020

End of First Semester December 18, 2020

Christmas Holidays Monday, December 21, 2020 – Friday, January 1, 2021

Teacher’s Professional Development Day Monday, January 4, 2021

Students Return to School after Christmas Holidays Tuesday, January 5, 2021

Martin Luther King, Jr. Day - Holiday Monday, January 18, 2021

President’s Day - Holiday Monday, February 15, 2021

Spring Break Monday through Friday, March 22 – March 26, 2021

Good Friday - Holiday Friday, April 2, 2021

Last Day for Students (60% day of school) Wednesday, May 26, 2021

Teacher’s Professional Development Day Thursday, May 27, 2021

End of Teacher Contract Period Thursday, May 27, 2021

Graduation, Sheffield High School Thursday, May 27, 2021

Memorial Day Holiday Monday, May 31, 2021

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

188-day [Certified personnel Hired BEFORE May 23, 2011] work one (1) flex day of professional development during summer institute for: AMSTI, ARI, LTF, or AP. **ALL** Flex days **MUST** be approved by Local Principal and SCS Board of Education prior to attending classes. **ALL teachers** report to work on August 3, 2020.

Board approved **REVISION** June 4,
2020

ABSENCES AND ATTENDANCE

The L.E. Willson school day begins at 7:45 a.m. and ends at 3:00 p.m. Students are expected to be in school each day by 7:30 a.m. Students who arrive after 7:30 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 email 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 send an email by the third day following the absence will result in an unexcused absence. No paper excuses will be accepted at this time.**

- 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 must scan or send an email excuse from their doctor, parent, or guardian. The excuse should include the following: **present date, student's 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. the day the student returns to school.
- If no excuse is emailed, the absence will be coded as unexcused.
- Excused absences based on parent-written notes may not exceed a total of five days per semester (10 per year). Any other excused absence verified by a parent note after five requires a doctor's note, written proof of required court appearance, funeral attendance, etc. That means that LEW will only accept 5 parent-written notes per semester, for a total of 10 per year. After those 10 parent notes, the school will only consider an absence 'excused' with written proof of a doctor visit, required court appearance, funeral attendance, 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 following the absence.

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 7:30 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 the 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.

ARRIVAL AND DISMISSAL PROCEDURES

Arrival

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 ensure their child is not dropped off before 7:15 a.m. Doors will not open until that time and students should never be left unattended when the doors are locked.

This is to protect our students and keep them safe. School does not open until 7:15.

Dismissal

Car riders **ONLY** will be dismissed at 2:45 each day. **All parents should remain in their cars in the car rider line for pick up. Parents who get out of the car will be considered walkers and can not get their child until 3:00 p.m.** Students will dismiss from inside the building and report to an assigned number for pick up.

Students who walk or ride bikes will not be dismissed until 3:00 p.m. and will be escorted from the school to the recreation center. Walkers or bike riders should have a signed permission slip on file and adhere to the policy. Supervision will not be provided for students on campus after 3:15 p.m. unless they are enrolled in an after school program. **Parents or guardians will be required to come in and sign their child out if pick up is after 3:15 p.m.** (late students will remain seated in the 3rd grade hallway).

Documentation may be recorded for students who remain at school after 3:15 p.m. if the school has not been contacted by parents. After the third (3rd) late pickup, a school social worker or admin will contact you. After the fourth late pick up, further action will be taken.

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.**

ASSEMBLIES

There will be no assemblies at this time.

- 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, invitees 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 and technology equipment are furnished by the Sheffield Board of Education. Each student will be responsible for all textbooks and technology equipment assigned to the student. Any lost or damaged textbooks or technology equipment must be replaced or repaired (as determined by the principal) by the student. The cost for replacing or repairing a textbook or technology equipment 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 and/or technology equipment.
- Textbooks and/or technology equipment may not be issued to students who have missing textbooks and/or technology equipment from previous school years.
- Students may not participate in school activities (e.x. field trips) until all fees have been paid.
- Technology equipment includes Chromebooks, Laptops, and any other technology related equipment that may be issued to students.

CAFETERIA

Because L.E. Willson participates in the Community Eligibility Program, ALL students will be provided a **free** lunch and breakfast each day.

Breakfast

Breakfast will be served each morning between 7:15 a.m. and 7:30 a.m. All students will receive a free breakfast daily 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 should read their AR book or bring something to work on during breakfast.

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 the student's lunch account.**

Checks will NOT be cashed. Neither the cafeteria NOR the office will have the money to make change for students or parents.

No carbonated drinks or meals in bags with business logos are allowed in the cafeteria. **ALL** visitors will be charged according to visitor prices set by the CNP Director.

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 – 2020-2021 School Year

This year, because of 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, or other communication devices on during normal school hours – 7:15 a.m. - 3:15 p.m. If any of these devices are brought to school, they must remain on silent mode and stored in lockers, backpacks, or other places where they are not seen or heard. If seen or heard by any faculty or staff, the devices may be confiscated and kept by the principal until the student owner goes home for the day. Other items such as toys of any kind, CD players, iPods, and gaming devices 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 at school after 7:30 a.m. must check-in through the main office.

CHECK OUTS

If it becomes necessary for a student to leave school while it is in session, permission must be obtained by the office and the student’s classroom teacher. Parents must pick the student up in the office, NOT in 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:

<i>Autism</i>	<i>Hearing Impairment</i>	<i>Developmental Delay</i>	<i>Deafness</i>	<i>Blindness</i>
<i>Traumatic Brain Injury</i>		<i>Intellectual Disability</i>	<i>Multiple Disabilities</i>	
<i>Orthopedic Impairment</i>		<i>Other Health Impairment</i>	<i>Emotional Disability</i>	
<i>Speech and Language Impairment</i>		<i>Visual Impairment</i>	<i>Specific Learning Disability</i>	

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 TV stations. It will be listed under **Sheffield City Schools**, NOT Colbert County Schools. It is extremely important to keep your phone number updated in our contact system. You will be notified via an all call from the school and local news stations. Information will be posted on social media outlets. Please stay alert during these times. We recommend you save the school’s phone number and prioritize answering it at all times.

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 should call the LEW main office at **256-386-5730** and make arrangements for a meeting time and place
- All parents, guardians, and/or visitors must 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. Administration will not speak to a parent who has not conferenced with the teacher first.
- The Principal cannot guarantee availability for unannounced conferences even if between 7:15-8:00 a.m. and 2:30-3:15 p.m. Parents should always call ahead and schedule a time to meet.

CRISIS COMMUNICATION

Special and important announcements will be sent out using our crisis communication phone service. Please make sure your phone number is correct in the office. The number which appears on the caller ID will be 256-386-5730. Please give the call service sufficient time for the message to begin.

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. It may also take place before school from 6:50 a.m. – 7:20 a.m.

- Any student reporting late to detention hall will be counted as not present and not allowed to attend that day.
- 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.

Items NOT allowed

- 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.
- **Sweat pants/wind pants of any type, oversized pants, athletic shorts, overalls, or trench coats**
- Shorts, dresses, and skirts must come down at least to the tips of the fingers.
- Students may not wear strapless, low-cut, see-through, or sleeveless dresses, skirts or tops.
- Tank tops, halter-tops, midriff blouses, mesh or see-through tops, or mini-skirts.
- “Sagging” pants will not be permitted.
- Oversized clothing or clothing that is too tight
- Clothing with symbols, signs, letters, numbers, words, or pictures deemed offensive in any form
- **Clothing with revealing holes, slits or cuts**
- Caps, sweatbands, bandanas and sunglasses may not be worn except on “special occasions” designated by the principal and/or his designee.
- Head coverings, including hoods, inside the school facilities
- Backpacks outside of school lockers

Allowable Attire

- **Tops**-Must not be revealing. Tucking in shirts/blouses is not required, but is encouraged. Logos must not be offensive in words or pictures.
- **Bottoms-Boys:** Dress or casual slacks, khakis, jeans, shorts. Pants must fit at the natural waist (above the hips).
- **Bottoms-Girls:** Dress or casual slacks, jeans, skirts, shorts, skorts (all of appropriate length which is no shorter than 2 inches above the knee), capris, jumpers or dresses.
- **NOTE: Leggings may be worn ONLY if the top extends to mid-thigh.**
- **Outerwear worn indoors**-Jackets, vests, pull-overs, sweaters, sweatshirts. All must fit appropriately and be worn the correct way.

Dress Code Disciplinary Actions

First offense	Warning by an administrator to the individual student and parental contact for a change of clothing to be brought to the school.
Second offense	Office referral, parent phone call for a change of clothing, and parent conference
Third offense	Office referral and social worker home visit
Fourth offense	In-School Suspension (ISS) documented in INOW.

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 must bring a change of appropriate clothing if students come to school dressed inappropriately.

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 and following the student dress code 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

There will be no field trips at this time.

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 overall citizenship/conduct grade of B (80 percent) or higher may be allowed to participate in field trips.
- 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 student.
- 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 procedures, money cannot be refunded to students or parents who are unable to attend.**

FIGHTING

LEW defines fighting as 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. (Alabama Administrative Code (AAC), 29-8-9.12).

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 at 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.

- In accordance with the Alabama Administrative Code, gifted students in Sheffield City are served as follows: Grades K-2: Accommodations are made in the general education classroom with assistance from the gifted specialist as necessary.
- Grade 3-5/6: Gifted students are pulled from the regular classroom to attend the gifted resource room for three (3) to five (5) hours per week.
- Grades 6/7-8: Gifted students are enrolled in at least one advanced course, including Pre-Advanced Placement and electives.
- Grades 9-12: Gifted students are served through advanced courses (Advanced Placement and Pre-AP), electives, dual enrollment (where available), career/college counseling, mentorships, and independent study.

HONOR ROLL

All Honor Roll students will be honored each nine weeks.

LIBRARY MEDIA CENTER

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 charged a minimum of \$10.00 for lost hardback books. Students with outstanding books (lost or damaged) are not eligible to check out additional books until the books are found or the fine is cleared.

LOCKERS

- **One** locker will be assigned to all students during the first week of school.
- The school assumes no responsibility for articles lost or stolen from lockers.

- Students will be responsible for the contents of the locker assigned to them.
- Lockers should remain closed at all times.
- Students are NOT ALLOWED to put stickers on the front of lockers. They were recently repainted and stickers will destroy the paint job.
- **Students are not allowed to share lockers with other students.**

Lockers are the property of the Sheffield City Schools 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 epinephrine pens, Tylenol, or ibuprofen) 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. No medication shall be stored in student lockers or backpacks. If so, a consequence could be issued.**
- 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.).

MENTORING

“Aim High” is a school-based mentoring program that began in 2001 and is funded by the State Department of Child Abuse and Neglect Prevention to assist the students at Sheffield who have not yet reached their full potential. Sheffield City Schools is committed to helping students succeed. Our students are our future leaders.

A school based mentor, a high school student or an adult from the community who volunteers as a mentor to a younger child, is matched with a child from our own community. They become that child’s special friend and role model, offering attention, support, and encouragement. High school students have a lot to offer as volunteers:

energy, enthusiasm, caring, creativity, and something more— younger students look up to and admire high school students, and relate easily to mentors who are also still in school. Especially important: their self-esteem is boosted by having a special friend. For more information contact Teresa Tucker at ttucker@scs.k12.al.us.

OUT- OF- DISTRICT STUDENTS

Students who live outside the city limits are welcome to attend Sheffield City Schools. Sheffield City Schools welcome all students to enroll in a system that's innovative, safe, and life-long learners. 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 approval/denial decision of the school system.
- 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.
- Students who are out-of-district students and choose Sheffield City Schools are expected to maintain at least a grade point average of 75 in each class.
- 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 may be asked to return to his/her home district at the end of any grading period or progress report upon recommendation from the principal and review by the superintendent.

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. A "parent" can be a natural parent, a legal guardian or other person with authorization to be responsible for the child's welfare. Parental involvement improves academic achievement and student behavior. Parents should be encouraged to cooperate in the implementation of the school program. Parental involvement creates a positive and successful school culture and climate.

Parent's active involvement in L. E. Willson Elementary School and system-wide activities should:

- Promote and support the child to thrive in school and to reach his/her full potential.
- Ensure that "parents" play an essential role in the child's learning.
- Promote family literacy and parenting skills.
- See to it that parents are included, as appropriate, in decision making.
- See to it that parents serve on advisory committees that encourage the process of program review, planning, and improvement.
- Assist parents to help their child meet challenging state and local content standards and achievement standards.

- Provide opportunities for parents to partake in planning and implementing effective parental 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

There will be no scheduled parties at this time.

Each homeroom may have three (3) 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

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

PARENT-TEACHER ORGANIZATION (PTO)

Parent involvement is vital to the success of L.E Willson Elementary School. LEW has a very active PTO. The success of our PTO depends on you. It provides numerous fundraisers, projects, and supports our students, teachers, and community through projects chosen by PTO officers, teacher representatives, and the school administrator. Anyone interested in being a member of our PTO is encouraged to contact a grade level representative.

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.

REFUNDS

Due to accounting procedures, money cannot be refunded to students or parents who are unable to attend trips or other events that have been paid for.

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 3-6:

A= 90-100 (Excellent)

B= 80-89 (Good)

C= 70-79 (Average)

D= 60-69 (Passing below Average)

F=59 & Below (Failure)

I= Incomplete

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, the following rules, along with each teacher's classroom rules, are to be followed:

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

Sheffield City Schools and its administrators reserve the right to add or take away from this list of rules at any time.

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
- 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 LEW 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.

STUDENT SUPPORT TEAM

At some point during the year, you may experience concerns related to your child's academic or behavioral progress. If you have significant concerns please contact the school counselor and your concerns will be addressed. One option available to you is the school's Student Support Team (SST). The SST is a problem-solving team designed to assist parents and teachers with students who are experiencing significant challenges with academic or behavioral issues. We want each student in our school to reach their full potential. Working together, we will continue to make a difference in the lives of our children.

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 can be accessed on the LEW website or at the school 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 their 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 at the time of the suspension. 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.

TECHNOLOGY

- **There is a \$25 tech fee.**
- **Students should bring chromebook to school already charged on assigned face-to-face day (this eliminates the need for them to bring the charger and/or try to find a place to charge their device since we are limited on outlets in our rooms)**
- **Encourage students to carry their chromebook in a backpack to and from school.**
- **There are two parts to the chromebook charger. Both pieces will need to be returned at the end of the year.**
- **Encourage them to take care of their device. We don't have enough chromebooks to pass out new ones due to irresponsible behavior. (ex, popped off keys, scratched screen, etc)**

Care of the Device

Here are some tips on how to take care of the device:

- Treat your Chromebook/iPAD as you would any valuable electronic device.
- When not being used, store the device in a secure place, out of sight.
- Don't touch the screen, and be gentle with the keyboard, trackpad, and ports.
- Don't add stickers or markings to the device.
- Don't eat or drink near the device.
- Avoid extreme heat or cold.
- Do not lend your device to anyone.
- Report any damage to your teacher or school media center immediately.

Parent/Guardian Commitments	Student Commitments
Monitor student work daily	Login into learning platforms every school day
Communicate with teachers when student is having problems	Take care of device
Take care of device	Must report to campus for required state testing
Pay a \$25 technology fee	Communicate with teachers/facilitators when having problems
If the device is not returned, a \$250 fee will be collected.	Must be motivated to work somewhat independently
If the charger is not returned, a \$40 fee will be collected.	
If the device is damaged, a \$50 fee will be charged.	

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

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 and on the signed "Permission to Walk" form may lose this privilege or receive further disciplinary action. Parents who would like their students to walk, will sign a "Permission to Walk" form stating their child can walk with the designated school employees to the Sheffield Recreation Center. The school is not responsible for students after the drop off point, nor is the school responsible for things that occur once students are dropped off at the rec center.

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. Meet with the school counselor to officially withdraw your child.
3. Make sure all books are returned and fees or fines are paid.
4. 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.