



**Sherwood Elementary School**  
**Student Handbook**  
**2018-2019**

# Student - Parent Handbook

2018 – 2019

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Dear Sherwood Parents,

Welcome to the beginning of a new year at Sherwood Elementary School! We look forward to another great year and we will continue to make our school the best place for your child to learn and to grow. In partnership with our parents, we will maintain the high standards expected of our faculty, staff, and students as members of this great learning community. Sherwood Elementary's purpose and mission remain the same: to provide the best possible education to those who attend here. We, the faculty and staff, pledge our best efforts to give our students an educational experience that is second to none, and we call on parents and students alike to work with us in striving toward this worthy goal.

With your support and cooperation, Sherwood Elementary will provide the best educational experience for your children, and will do so in a caring and loving environment that will make every child feel welcome, secure, and important. Join us as we begin what will surely be another memorable and productive school year for all of us!

Sincerely,

Jeremy Suchman  
Principal

## **Mission Statement**

The Mission of Sherwood Elementary staff is to nurture independent and responsible students with a desire for continuous learning. We will accomplish this by providing a competent and enthusiastic staff with a challenging and developmentally appropriate curriculum taught in an environment that is conducive to learning.

### **We believe that...**

Every individual has the right to an environment that is conducive to learning. Every individual is a unique individual and deserves respect. Every individual can learn. The community deserves a school with a challenging curriculum that is developmentally appropriate. Learning needs to be the focus of every classroom. The school environment needs to foster self-worth and a positive relationship among students, teachers, parents, and the community. Every individual has good qualities. All individuals deserve proper nurturing and guidance so they may have the potential to develop into successful, happy, and productive adults.

### **SHERWOOD ELEMENTARY SCHOOL**

906 Idle Hour Drive  
Phenix City, Alabama 36867-2754

School Phone (334) 298-7097

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Sherwood Elementary School is accredited by the following agencies:

*Alabama Accreditation System*  
*Southern Association of Colleges and Schools*

## **SHERWOOD PHILOSOPHY**

The philosophy of Sherwood Elementary School is based on the principle that all children have a right to the opportunity to realize their fullest potential, including the development of the social, moral, intellectual, physical, and emotional skills needed to live in a democratic society. Children should recognize and accept their responsibilities to their community, country, world and to themselves. They need to appreciate both the scientific and aesthetic realms of life. Teachers, parents, and the community must cooperate to better understand and provide for all children and their unique problems and capabilities.

A positive self-concept and positive relationships with others are necessary for personal growth and development. Children should be given guidance and opportunities to grow as individuals with unique needs and to become more self-directed. They should experience daily success in learning and should receive positive feedback as often as possible. Each child should be made aware of human differences and should be given opportunities to develop social skills through cooperative learning and whole class activities.

Basic skills should be identified in each grade level and incorporated into the curriculum to provide continuity for all children in the development of sequential skills. Assessments should be made to determine mastery of skills at each grade level. Varied teaching methods should be used depending on the learning modalities of the students. Opportunities should be provided for children to use the basic skills, to be taught problem solving techniques, and to develop higher order thinking skills in their intellectual pursuits.

## **STATEMENT OF OBJECTIVES**

The objectives of Sherwood Elementary School are basic and in accordance with both the school and system-wide philosophies. They are divided into four areas of child growth and development.

### ***I. Intellectual***

1. Students will develop skills in reading, writing, listening and speaking.
2. Students will develop computational skills and problem solving techniques.
3. Students will be assessed and evaluated according to the grade level requirements.
4. Students will become aware of their roles as citizens and will recognize the needs of society through the study of social studies.
5. Students will become aware that they may solve problems by applying the principles of the scientific method.

### ***II. Personal***

1. Students will develop a positive attitude toward learning and the work ethic in American life.
2. Students will develop positive self-concepts and be able to relate in wholesome ways to others of similar and different backgrounds and cultures.
3. Students will be aware of changes in society and the need for developing skills necessary to adapt to these changes including wise use of leisure time.
4. Students will develop an appreciation for beauty and for different cultures in the world..

### ***III. Social***

1. Students will be able to function as both leaders and participants in group activities.
2. Students will be provided opportunities to demonstrate good citizenship as needed in a democratic society.
3. Students will be exposed to an environment that is positive and conducive to learning.
4. Students will have the support of school personnel, parents, and the community as they work together to provide better educational opportunities.

### ***IV. Physical***

1. Students will be provided opportunities to develop gross and fine motor skills necessary for individual and group activities.
2. Students will demonstrate good sportsmanship.
3. Students will be encouraged to develop good health habits, to learn personal hygiene, and to choose and eat a well-balanced meal.
4. Students will be offered opportunities for social development through play with other children in organized and creative play.

## **GENERAL SCHOOL PROCEDURES**

### **School Hours 8:00 A.M. – 3:00 P.M.**

Students must be in their classrooms by 8:00 A.M. or they will be counted as tardy. For safety reasons, students are not allowed to be dropped off at school before 7:15 a.m. as staff members are NOT available for supervision and the building will not be open. The building door will open every day at 7:15 a.m. If students are left unattended outside without parent supervision, authorities will be called; this is for the safety and well-being of your child. All students arriving before 7:45 a.m. will report to the cafeteria or gymnasium upon arrival.

Students not staying for afterschool activities should be off campus each day by 3:30 p.m. Please be considerate of your child and staff members by being on time to pick up your child. Students left on campus after 3:30 p.m. will be sent to Sherwood's afterschool program and you will be charged \$9.00 for the day, per student.

### **Arrival Procedures**

Students who ride the bus will be dropped-off at the front of the school. Students transported by car will be dropped-off at the back of the school. Students should be dropped off in the appropriate place in the car rider line. Students MAY NOT be dropped off in the parking lot outside of the drop off area.

Right before 8:00 a.m., the back door will be locked and all students will need to be WALKED INTO the **front** of the school by an adult. Children entering after 8:00 a.m. MUST be accompanied by an adult. This is for the safety of the children. All students arriving before 7:45 a.m. will report to the cafeteria or gymnasium. If arrival is after 7:45 a.m., students should report to their classrooms.

### **Dismissal Procedures**

Parents picking up their children must remain in their cars in the car rider line; because of safety concerns, no one will be allowed to park and walk across to pick up their children. Dismissal of bus riders and car riders will begin each day at 3:00 p.m. After buses are loaded, students will be dismissed to their car rider pick up zones. Parents picking up their children in the car rider line must remain in their cars. The driver must have the appropriate car tag displayed during the entire pick up procedure. If you do not have the appropriate tag on display, please be prepared to show your driver's license and wait while a worker can verify you are allowed to pick up a particular student. This may result in a wait and will be necessary each day the identification tag is missing.

Please make sure you are in the correct traffic line (car riders are picked up at the back of the school). Students who are not picked up by 3:30 p.m. will be placed in the after-school program and will be charged for afterschool at the rate of \$9.00 for the day.

Note: Adjustments to arrival and dismissal procedures may be necessary once school begins, but parents will be notified of any changes.

### **Transportation Changes**

Please send a note if your child's transportation changes. Calling at the last minute often creates hardships. No changes can be allowed without notification from the Parent. Please send a note if your child's transportation changes. **Texts and Dojo Messages will not be accepted. Bus changes need to be made by noon, one day prior.**

### **Tardiness & Check-In Procedures**

A student is tardy to school when he/she is not in the appropriate classroom by 8:00 A.M. Students arriving after 8:00 A.M. must be signed in by the adult who brought him or her to school. For a tardy to be considered excused, the parent must present a note from a doctor, dentist, or court official. Excessive tardiness is considered truancy and will be treated as such. Students who are excessively tardy to school each nine weeks may be subject to a suspension pending a parent conference. If the students are transfer students, the transfer approval may be revoked.

\*Please note that perfect attendance awards will only be given to students who have perfect attendance- no absences and no unexcused tardy arrivals.

**Students who check-out prior to 11:30 AM will be considered absent. Also, students who check-in after 11:30 AM will be marked absent.**

### **Check-Out Procedures – NO CHECK-OUTS AFTER 2:30 PM**

Once at school, the student is expected to remain the entire day except in extreme emergencies. Occasionally circumstances occur in which a child needs to leave school early. These circumstances, however, should be the exception, not the rule. Therefore, we ask that all medical and dental appointments be scheduled after school hours and on breaks when possible.

As parents, you have the right to check your child out of school when necessary. As school officials, we have the obligation and authority to keep your child in school when necessary. Bearing this in mind, your rights will not be questioned unless checkouts become excessive. You may be required, at that time, to provide a doctor's excuse for each subsequent occurrence.

If a student needs to be checked out of school, the parent must make a written request in the school office. Students checked-out before 11:30 a.m. will be counted absent. For safety reasons, your child will only be released to the people whose names are listed on the registration form. ID will be required. If you need to check your child out early, please check him or her out before 2:30 PM.

### **Withdrawal Procedures**

To withdraw a student, you must do the following on the last full day of the student's attendance:

1. Notify the school by telephone or in writing at least 24 hours prior to receiving withdrawal paperwork.
2. Return all textbooks and library books to the school.



3. Pay all outstanding balances.
4. Secure a withdrawal form from the school secretary on the day of withdrawal. The school will release copies of the birth certificate, Social Security card, current report card, and the original immunization record.
5. The student's cumulative information will be mailed to the new school upon request.

## **Food Services**

The Child Nutrition Program will begin the first day of school. Breakfast is free for every Sherwood student. Lunch is \$2.50 for students, \$3.50 for employees, and \$4.00 for adult visitors; these may be paid by the day or in advance.

Visit the My Payments Plus website at <http://www.mypaymentsplus.com> to view your child's account or to make a payment on your child's meal account. Payments can also be made to the Sherwood cafeteria.

Breakfast will be served from 7:15 A.M. – 7:45 A.M. The "cut off" for breakfast is 7:45 A.M. If a student is late to school due to problems with the bus, then the child will be allowed extra time to eat breakfast. If a child misses breakfast because a parent is running late, then it is the parent's responsibility to provide the child with a meal.

Children may eat the lunch provided at Sherwood Elementary or may bring their own lunches from home. Students are allowed to bring beverages in a thermos or fruit drink boxes, but are not allowed to bring canned or bottled drinks. Unless instructed otherwise by the principal, all meals will be eaten in the cafeteria. Outside food from restaurants may not be brought into the cafeteria.

Lunches may be paid for daily, weekly, or monthly. All lunch checks should be made payable to Sherwood Elementary School.

### **Free or Reduced Meals**

Free and reduced meals are available for those who qualify. Parents must reapply each year for these meals. The application forms are available online and can be completed during registration or at home for your convenience. Students do not get free or reduced meals until the application has been approved; therefore, students applying for free or reduced meals must pay for their meals until their application for free or reduced meals has been approved. If your child does not have the money to pay for a hot meal, he or she will be served a cheese sandwich, fruit, and milk only. This policy begins on the first day of school.

### **Meal Prices**

Breakfast is free for students in kindergarten through fifth grade. Lunch is \$2.50 for students in kindergarten through fifth grade. NO STUDENT MAY CHARGE LUNCH. You may visit the My Payments Plus website at <http://www.mypaymentsplus.com> to make payment on your child's meal account. If your child arrives at school without lunch money, he/she will be provided with

an alternate meal. To prevent your child being given an alternate meal, please ensure that you send money each day or preferably pay in advance.

## **PUPIL PERSONNEL POLICIES**

Every student of compulsory age (under 17) is required to attend school each day. Alabama State Law makes parents or guardians responsible for making sure their children are in regular attendance. Since there is a high correlation between attendance and academic achievement, each student is encouraged to be regular in his/her attendance.

### **Attendance/ Early Warning Truancy**

The Alabama compulsory attendance law requires children between the ages of 6-17 to attend school. The law also states that parents or guardians having control over school age children are responsible for their regular attendance and proper conduct. Each time a child is absent from school, parents and/or guardians must provide to the school a written explanation (excuse) for the absence within three days of the child's return to school. If the parent or guardian fails to provide this information to the school, the absence will be recorded as unexcused or truant.

Please be advised the Early Warning Truancy Prevention Program will again be in effect in Phenix City Schools during the 2017-18 school year. The program was requested by the Alabama State Department of Education and the Administrative Office of Courts and has been approved by the Phenix City Board of Education.

The following procedures for handling truanancies shall be uniformly administered throughout Phenix City Schools:

1. Once a child misses three (3) unexcused days of school, students and/or parents shall be cautioned about truancy and subsequent action which may be taken by the school and courts.
2. Once a child misses five (5) unexcused days of school, parents shall be notified by the school attendance clerk and/or administrator and required to attend a meeting with school officials regarding truancy.
3. Once a child misses seven (7) unexcused days of school, the parent/guardian or person having control of said child shall participate in the Early Warning Truancy Prevention Program provided by the Juvenile Court. Attendance at this meeting shall be mandatory except where prior arrangements have been made or an emergency exists. Also, failure to appear at the Early Warning Truancy Prevention Program meeting may result in the filing of a complaint/petition for truancy against the child and/or parent/guardian, if appropriate.
4. Once a child misses another unexcused day of school after attending an Early Warning Truancy Prevention Program meeting, a complaint/petition against the child or parent/guardian if appropriate may be filed with Juvenile Court.

## **Attendance - Parental Responsibilities**

Section 16-28-12 of the Code of Alabama 1975 establishes responsibilities of parents to ensure that their children enroll in and attend school and that their children conduct themselves properly. This act further states that parents who fail to require their children to attend school regularly or fail to require that their children properly conduct themselves shall be guilty of a misdemeanor and may receive a fine of not more than \$100 or 90 days in jail.

It is the belief of the District Attorney of Russell County and the administration of Phenix City Schools that the responsibility for proper conduct and school attendance of children rests with the parents or guardians. In this regard, we fully support the intention of this legislative act. We are grateful for your efforts to ensure your children are in school and on time each day. We look forward to a great school year and appreciate your cooperation.

Sincerely yours,

Kenneth E. Davis, District Attorney  
Russell County

William R. Wilkes, Superintendent  
Phenix City Public Schools

**NOTE: Vacations and out-of-town trips are unexcused absences unless specifically approved in advance by the principal.**

## **Perfect Attendance**

Students making Perfect Attendance for the entire quarter will be recognized. Perfect attendance will be given to students who have been present every complete day of the quarter with no tardies and no checkouts. If a student transfers to Sherwood during the school year, we will count the attendance from the previous school to determine perfect attendance.

\*Students will receive recognition at the end of the year if they have NOT been absent and do NOT have ANY tardies during the entire year.

## **Grading Scale**

Evaluation will be based on a child's progress towards mastering state and local standards. The following grading scale will be used on report cards:

A-Excellent	90 – 100
B-Good	80 – 89
C-Fair	70 – 79
D-Poor	60 – 69
F-Failing	0 – 59

## **Instructional Grouping**

Students may be grouped according to their grade level classification and may receive additional pull out services based on their academic needs.

### **Grading Periods**

1st Quarter	August 7- October 9, 2018
2nd Quarter	October 10- December 18, 2018
3rd Quarter	January 3- March 11, 2019
4th Quarter	March 12 – May 23, 2019

### **Progress Reports**

Students will receive a progress report at the midpoint of each grading period. The progress report will be sent home to parents, signed, and returned to the teacher. Provided no school days are lost due to inclement weather, progress reports will be issued on the following dates:

September 6, 2018  
November 8, 2018  
February 7, 2019  
April 18, 2019

### **Report Cards**

Report cards will be given to students at the end of each grading period. The schedule for distribution for each grading period is as follows:

1st Grading Period	October 18, 2018*	*Parent conference required
2nd Grading Period	January 10, 2019	
3rd Grading Period	March 21, 2019*	*Parent conference required
4th Grading Period	May 23, 2019	

### **Honor Roll/ Awards**

The Honor Roll is published at the end of each nine-week grading period for students who make “A” and “A/B” Honor Roll during the grading period. These students will also be recognized during an Awards Assembly at the end of each nine week grading period. Dates for Honor Roll Assemblies will be announced a week prior to the event.

Students will be recognized for Perfect Attendance for each nine weeks. (See Perfect Attendance guidelines above.) Other awards and recognitions, such as but not limited to Accelerated Reader and Cool Character, may be given out by the classroom teacher, principal, Counselor or other club/event sponsors.

### **Homework**

Homework is assigned by the teachers as a means of skill practice and reinforcement for the student. Every student is responsible for assignments and is expected to complete them as directed. Homework accounts for 10% of the students overall grade. Assignments turned in late

without teacher approval will receive a lower grade.

## **Promotion/Retention District Policy**

### **Introduction**

The Phenix City Board of Education realizes that it is necessary to make decisions concerning promotion and retention. These decisions must be made based on the best interests of the students. As early as possible in the school year, teachers must make their concerns known to the principal or his/her designee. Once this is done, the procedures outlined below will be followed for students in grades K-8.

### **General**

The establishment of these Promotion/Retention guidelines is to assure that all students are promoted or retained following the same process. Generally, students in grades Kindergarten through five should not be retained more than once except under unusual circumstances. A student may be **placed** in the next grade with consideration being given to the following: chronological age, physical and emotional maturity, behavior and other factors that may affect the student or classmates.

### **Academic Concerns**

1. Evidence of academic performance for any student who is failing or performing below grade level should be presented to the Problem Solving Team (PST) by his or her teacher for the purpose of intervention. The Problem Solving Team will develop, with the teacher, an intervention plan with specific strategies and timelines for improvement.
2. The teacher will notify the parent of the PST meeting to solicit input and support.
3. The teacher will maintain a documentation file on each student with an intervention plan.
4. The teacher shall present the results of the intervention plan to the PST and the parent as outlined in the plan.

### **Reports**

1. Progress reports will be distributed to all parents at the end of four (4) weeks during each quarter. The report card will be distributed to all parents at the end of each nine weeks. Formal conferences will be held with parents at the end of the first nine weeks and the third nine weeks. However, conferences may be held at any time as requested by the teacher or parent.
2. Standardized test results will be given to parents at the opening of school as made available by the Alabama State Department of Education.

### **Special Education**

1. An Individualized Education Program (IEP) for a disabled student will establish standards for promotion or retention.
2. Special Education students who are receiving instruction in a regular classroom for a particular subject will be evaluated in that subject according to the same standards as regular students and will be required to meet promotion standards in that subject

unless otherwise specified in the student's IEP.

3. If a student is receiving all academic instruction in the Special Education classroom or is receiving instruction in a subject in both the regular and special education classrooms, the IEP developed by the committee will govern promotion.

### **Conclusion**

The decision concerning retention should be made prior to the end of the current school year and parents/guardians must be notified. The principal should submit a list of retained students (by grade level) to the Superintendent or his/her designee by the last day of school.

### **5.26 STUDENT PROMOTION AND RETENTION**

No student, grades K-5, will be recommended for retention unless his/her case has been presented to the school RTI team. Promotion or retention decisions for students who transfer into the system after the beginning of the final quarter of the school year will be made on a case-by-case basis using available grades, standardized test results, and other assessments.

**Grades K-6:** The process of making decisions as to promotion and retention of elementary students should take into consideration a variety of factors including age, maturity, motor coordination, capacity for learning, and academic progress. The determination process should involve the principal and teacher(s) with the authority for determining promotion and retention resting entirely with the teacher(s) and principal, except that a kindergarten student may be retained only upon approval/agreement of the student's parent(s) or guardian(s). If a student needs to be retained based on the teacher's professional judgment of the student's academic performance and/or other factors, the parent(s) or guardian(s) of that student would be informed as early in the school year as possible. In all cases, the decision of whether a student should be promoted or retained shall be made on the basis of which grade placement provides the student a better chance of progressing in his/her educational development. **Passing reading and math**, in the respective grade levels **(1-6) is required for promotion** to the next grade. Successful completion of an approved summer school program after retention in a grade level may make the student eligible for promotion in the subsequent school year.

**Special Education Students:** Promotion of any student in a special education program, with the exception of gifted students, must be based on his/her accomplishments of goals stated in the IEP in conjunction with all other regular program requirements. However, a special education student (except gifted) may not be placed at any grade level unless the student has attended school for a commensurate number of years equal to the proposed grade placement; i.e., for a special education student to be placed at the sixth (6th) grade level, he/she must have been enrolled in school for at least five (5) years.

***Reference(s): Code of Alabama 16-11-9***

### **Comprehensive Testing Program**

Phenix City Schools, in conjunction with the state of Alabama, conducts the following

comprehensive testing programs for grades 3-5:

- Scantron Performance Series
- Dynamic Indicators of Basic Early Literacy Skills Next: DIBELS Next is administered during the fall, winter, and spring of each school year for third grade only.
- Special Testing: Special Testing is administered by the school system psychometrist to students who are referred for possible placement in one of the special education programs. This test will be conducted upon referral and with parental consent.
- General Classroom Testing: All teachers administer tests in the subject areas.

**Note:** Please **do not schedule doctor or dentist appointments during testing**. Dates will be announced early in the spring of the year.

### **Secure Testing Procedures for Digital Devices**

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

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

### **Student Behavior & Discipline**

While at Sherwood Elementary School and when being transported by bus, students are expected to behave in an appropriate manner and exercise self-control. Although self-discipline is desirable, it is necessary to have some external controls and corrective discipline procedures. Teachers manage their classrooms under guidelines of their classroom management plan. Individual teachers will advise students of class rules and consequences for rule violations as well as rewards for appropriate behavior.

Any discipline problem, or accumulation of problems, that a teacher considers serious will be reported to the principal in writing. It is the administrator’s main concern that teachers are allowed to teach and students are allowed to learn in a safe and orderly environment. Students who refuse to take part in an orderly learning process or interfere with the learning process of other students will be dealt with and/or removed from school. Please refer to the Phenix City Public School’s Code of Student Conduct concerning district policies. (*The QR Code is on the front of this handbook*)

### **Suspension Policy**

When a student misses school due to suspension from school, all missed work may be made up by the student and will be offered by the teacher. The time allowed to return work is decided by the teacher. A zero is given for work not completed within the time allowed. All work will be

graded in a manner consistent with the same work given to all other students in class. Students suspended from school are counted absent and do not qualify for perfect attendance. Absences due to being suspended are excused absences.

### **Seclusion and Restraint**

The use of physical restraint is prohibited in the Phenix City School System and its educational programs except in those situations in which the student is an immediate danger to himself or others and the student is not responsive to less intensive behavioral interventions including verbal directives or other de-escalation techniques. Physical restraint is expressly prohibited when used as a form of discipline or punishment. The use of other physical restraint, chemical restraint, mechanical restraint, or seclusion is prohibited in the Phenix City School System and its educational programs.

### **Staff Training**

1. All school personnel will be trained on de-escalation techniques and positive behavior strategies.
2. Members of each school's Crisis Management Team will be trained on appropriate restraint techniques to use during crisis situations.

### **Parent Notification**

Written notification will be provided to parents when physical restraint is used to restrain their student. This written notice will be provided within a reasonable time not to exceed one school day from the use of restraint.

### **Student Dress Code**

A student's school clothes will consist of clothing that is neat, clean, and appropriate for school. Appropriate refers to clothing that covers the body sufficiently enough not to cause undue attention of school officials and/or other students. Clothing must not be exaggerated to the point that it detracts from the educational endeavors of the school. In general, students are expected to abide by the following guidelines:

- Clothing shall be appropriate and decent.
- Clothing will be worn as intended.
- Clothing deemed mutilated or vulgar in style or design is prohibited.
- Caps, hats, and sunglasses shall not be worn inside the building (except on principal approved days).
- Many clothing articles (short shorts, halters, midriffs, see-through tops, spaghetti straps, tights, jeggings, tank tops, shoes with cleats or other sportswear) considered appropriate at home or on sports outings are not appropriate for school wear.

**The principal will make the final judgment as to whether or not a student is dressed appropriately for school.** In cases where students wear inappropriate clothing to school, the principal has the authority and the responsibility to withhold the student from class until acceptable clothing standards are met.



### **Computer Acceptable Use Policy & Digital Devices**

Students must adhere to the laws, policies, and rules governing computers including, but not limited to, copyright laws, rights of software publishers, license agreements and personal rights of privacy created by federal and state law. Students using Phenix City Public School computers, programs, software, networks, or accessing the Internet are to understand that these items are for educational use only. Activity that may interfere with the legitimate operation of the computer networks or visits to inappropriate websites will result in disciplinary action. All parents must complete an Acceptable Use Policy Form before students can use school computers. (This form was part of the online registration)

Students are not allowed to have cell phones out of their bookbags during the school day without the permission of their teacher. Any cell phone or other electronic device in a bookbag must be turned off so as not to distract the instructional day. However, Sherwood Elementary supports the use of cell phones and other electronic devices under the supervision of the classroom teacher. Cell phones and other electronic devices may be used under the supervision of the teacher for classroom projects and school-wide events related to education and content driven topics. Sherwood Elementary cannot be held responsible for lost, stolen, or damages that may occur to such devices during use.

### **Care of School Property**

Students are responsible for the care of all school property. This includes books, furniture, band instruments, walls, windows, bathrooms, and all equipment belonging to the school or school system including equipment located on the school bus. Students and parents will be held responsible for property willfully damaged or destroyed. Students responsible for destruction or damage of any school property may face disciplinary action and will be required to pay for any repair or replacement necessary.

### **Care of Personal Property**

All students must take care of their personal items such as money, purses, wallets, coats, pens, pencils, notebooks, glasses, or any other items deemed as personal. **The school is not responsible for lost or stolen items.** You may check the lost and found department if you lose something. Students are encouraged not to lend personal items such as watches, rings, money, clothing, etc., to other students. Loaning personal items can create problems if the borrower loses or fails to return the item. **The school assumes no responsibility for lost items when students lend personal items to others.** Ipads, Computers, Cell phones and any technology device that a child brings to school is NOT the responsibility of the school.

### **Lost and Found**

Students who have lost items should inquire about the items before school and after school. Speak with the custodians, the classroom teacher, and the P.E. coaches about missing items. Any items not claimed by the end of each quarter will be given to the clothing bank or other agencies.

## **PARENT INFORMATION**

### **Visiting During the School Day/ Sign-In Policy**

Anyone not employed by the Phenix City Board of Education is considered a visitor. Parents and other school patrons are welcome to visit the school at appropriate times. All visitors are required to report first to the office and obtain a visitor's pass. The principal is responsible for protecting instructional time and the welfare of the students. Office personnel should be aware of the purpose of any visit. To facilitate our goals for instruction and orderliness, please do the following:

- sign in and obtain a visitor's pass from the school office
- enter the classroom quietly and remain quiet during the entire visit

If it is necessary to speak with your child's teacher, a conference should be scheduled. All visitors are expected to leave the building by 2:15 P.M. to ensure a safe and orderly dismissal of students from school. If at all possible, visits should be pre-arranged. Principals are authorized to take the necessary steps in dealing with unauthorized visitors.

### **Video Surveillance System**

To help ensure safety and security throughout the school day, surveillance cameras are in place at Sherwood Elementary School. Students and visitors are monitored daily both inside and outside the school buildings.

### **Tobacco Restrictions**

The use of tobacco products is prohibited on all school property. No employee will use tobacco in the presence of students at any school function (on or away from the school site) when the employee is in a supervisory role. No employee will provide tobacco or tobacco products for student use. Visitors are not allowed to smoke or use tobacco products on campus.

### **Contact Information & Telephone Usage**

Parents should make a habit of automatically informing the school of new telephone numbers or addresses. These are important especially in the case of an emergency. Phone numbers are used by our mass communication system to call and/or text parents about upcoming events, report cards, etc. NO students will be called to the office to receive telephone calls. In the event of an emergency, office personnel will make necessary calls. Plans for after school should be made prior to leaving home each morning.

### **Conferences**

Conferences are the best way to learn how a child is doing in school. Your child's teacher, as needed, will schedule conferences. Parents or guardians may call and request a conference at

any time. The best time to schedule a conference is before or after school or during the teacher's planning period.

In an effort to allow the school principal to be visible to students during daily arrival and dismissal times, most conferences with the school principal will be scheduled between the hours of 8:30 A.M. and 1:45 P.M. Some conferences with the principal may be scheduled before 8:00 A.M. or after 3:00 P.M.

### **Emergency Plans and Procedures for Students**

Tornado, fire, intruder, and shelter in place drills are conducted periodically in the school. Students are taught at the beginning of school what to do in each situation. Any parent wishing to observe or participate in a drill should express this wish to the school principal. Parents are requested not to check students out when the school is under emergency warning. Standard emergency procedures will be followed. Parents should seek safe shelter themselves. Please do not call the school during emergency warnings. The phone line must stay clear. The school follows a normal schedule under "watch" conditions.

### **Returned Checks**

The Phenix City Board of Education has entered into an agreement with Envision for the collection of all returned checks issued to all Phenix City Board of Education locations, including Sherwood Elementary School. The Board requires that you make sure the following information is on all checks written:

- Full Name
- Street Address (no P. O. box)
- Home Phone Number with area code
- Work Phone Number with area code
- Driver's License Number with state

If your check is returned by your bank, it will be automatically forwarded by the Phenix City Board of Education's bank directly to Envision after the first presentation of the check. Envision will contact you in order to collect the face amount of the worthless check plus the state allowed collection fee. The amount of the collection fee is currently \$30 in our state; however, this fee is subject to change as allowed by law. If you do not properly respond to Envision or if Envision is unable to contact you, Envision may re-present your check to the bank electronically **along with applicable collection fees**.

### **News & Media Release**

During the year, at various times, activities are scheduled that are of interest to the community. In order for a child's picture to be printed in the newspaper, posted on our web page, or appear on video or TV, we need your permission. Permission is granted by signing the Media Release Form contained in the online registration forms.

### **Internet Access**

All classrooms are equipped with at least one Internet ready computer as well as numerous other electronic devices for the students to use. Teachers will use the Internet on a regular basis to teach concepts and expose children to “worldwide” resources.

Students will use the Internet under strict supervision from their classroom teacher or the school media specialist.

A filtering system is used which helps block access to offensive sites. Student access to Internet resources will be determined by the parent’s response to the Phenix City Board of Education’s Internet Acceptable Use Policy completed by the parent during registration.

### **Sherwood Elementary School Website/Twitter Page**

Our school’s web page is available at <https://www.pcboe.net/Domain/17>. We also have a Twitter account (@SESLions)

These forums are for sharing information only! No replies will be sent to messages. The web page and Twitter page are great ways for you to receive current information about activities at Sherwood Elementary. We will also include photos of activities and some student artwork. The inclusion of a student’s photo and/or his or her work will be determined by the parent’s response to the Phenix City Board of Education’s Internet Acceptable Use Policy completed by the parent during registration. These media outlets will be used to share POSITIVE things about Sherwood Elementary.

### **Email**

You may e-mail your child’s teacher at any time. In most cases, the teacher’s email address will be his or her first initial and last name followed by @pcboe.net. There are no spaces in the address, and it is all lower case. In some instances, the teacher’s email address will not follow this format. It is advisable to ask your child’s teacher for his or her correct email address. Parents are asked to provide their own email addresses. Hard copies of information from the teachers or the administration are sent home from time to time, but they will also be made available to parents via the Phenix City Schools’ App and when necessary via email.

### **Chalkable Parent Portal**

You may access your child’s school information through the Chalkable Parent Portal. You will be able to monitor your child’s grades, attendance, and discipline entries. Please ask your child’s teacher or the office if you need assistance with the Chalkable parent portal.

### **Transportation Web Query**

To find out information about bus service to your area, please visit the Transportation Web Query site on the Internet. To access the site, go to <http://www.pcboe.net> and click on the Bus Icon in the middle of the page. This shortcut will take you to a screen where you can type in your address and your child’s grade. A screen will come up that provides you with information about your child’s bus route.

### **Parties at School/Flowers, Gifts, and Balloons**

No parties may be held at the school without the permission of the principal.

Note: If permission is granted by the principal for parents to bring cupcakes or other items, the teacher must be notified and must agree to the date and time for cupcakes to be shared. In order to maintain the integrity of the school instructional program, the delivery of flowers, gifts, balloons, etc. to students at school is prohibited by the Phenix City Board Policy. Students are not allowed to travel on the school bus with balloons, flowers or gifts for safety reasons.

### **Sherwood Extended Day Program (After school)**

The extended day program will be held every day that school is in regular session for all participating students from 3:00-6:00 P.M. The cost is \$9.00 per day. Students that owe more than 10 days will be dismissed from the program until the balance is paid. Students with multiple discipline reports may be suspended or dismissed from the program as determined by the Sherwood Extended Day Program Director and Principal. For more information about Sherwood Elementary's after school extended program, please contact the office at 334-298-7097.

### **Parental Involvement Specialist**

Phenix City Public Schools is privileged to have a Parent Involvement Specialist available to assist parents with school related issues as well as to assist families in crisis. Ms. Annie Lindsey is the Parental Involvement Specialist for Phenix City schools. She may be contacted at (334) 298-8795 or through email at [alindsey@pcboe.net](mailto:alindsey@pcboe.net).

## **Medication: Prescription & Non-Prescription**

The Board of Education recommends medication to be administered by the parent or guardian at home. However, if under exceptional circumstances a child is required to take oral medication during school hours and the parent cannot be at school to administer the medication, only the school nurse or a trained designee shall administer the medication, including non-prescription over-the-counter medicines, in compliance with the following procedures:

1. Written instructions signed by the parent or guardian and physician
  - a. Full name of student
  - b. Name of medication including prescription number, if dispensed by a pharmacy
  - c. Purpose of medication
  - d. Time to be administered
  - e. Dosage
  - f. Possible side effects
  - g. Termination date for administering the medication
  - h. Medication must be in the original container or prescription bottle from pharmacy with correct information concerning name, doctor, dosage, and times.
  
2. The school principal or designee shall:

- a. Inform appropriate school personnel of the medication
- b. Keep a record of the administration of medication
- c. Keep medication in a locked cabinet
- d. Return unused medication to parents only.

3. The parents shall assume the responsibility for informing the school nurse of any change in the student's health or change in medication.

All medication must be taken to the office immediately upon arrival on campus. School personnel shall not administer any other medication, including such medication as aspirin, cough syrup, etc., except as outlined above.

**RE: Ala. Code 16-11-9.**

***At the end of the school year***, all unused medications must be picked up or will be disposed of as directed by the Alabama Board of Nursing. All medication will be held for ten (10) days for parents to pick up. Students are not allowed to transport medication *to* or *from* school.

## **STUDENT SERVICES**

### **Guidance & Counseling**

Guidance and counseling services are available to all students. The aim of the program is to help students grow toward a more meaningful and satisfying life both in and out of school. Parents must sign the Permission to Counsel Form before counselors may work with students individually or in small groups.

### **Physical Education**

Physical Education is part of the school curriculum. All children are expected to participate unless some physical disability prohibits it. If there are reasons a child cannot participate, the school should be notified in **writing**, stating the nature of the disability and the number of days to be in effect. **IF A CHILD CANNOT PARTICIPATE TWO OR MORE CONSECUTIVE DAYS, A DOCTOR'S EXCUSE MUST BE SENT.**

**Appropriate shoes and clothes should be worn to school for proper participation in P.E.** Lack of participation in P.E. will affect a student's P.E. grade.

**COLD WEATHER POLICY:** When the outside temperature is 34 degrees or below, students will be given the option of participating in outside activities or inside activities. If a parent does not want the student to have a choice, the parent must provide written notification to the teacher prior to PE.

### **Textbooks**

Textbooks are furnished to all students. Teachers assign textbooks to students, and students are responsible for the care of books issued. A portion of the Alabama Textbook Law reads - "the parent, guardian, or other person having custody of a child to whom textbooks are issued shall be held liable for any loss, abuse, or damage in excess of that which would result from the normal use of such textbook. If such parents or guardian or person having custody of such child to whom the textbook was issued fails to pay such assessed damages within 30 days after notification, such student shall not be entitled to further use of such textbooks until remittance of the amount of loss or damage shall be made."

### **Media Center/Library**

1. Students are expected to return books by the date due. No late fines are charged at Sherwood Elementary. Students are personally contacted about overdue books. If this procedure fails to get the book returned, the child's parents are notified by letter and asked either to return the book or pay for it.
2. Damaged books will be paid for according to the extent of the damage.
3. Lost books must be reported to the librarian at once. All lost books must be paid for if not found and returned. If a book is found within the same school year of being paid for, the student will be refunded the amount paid.

### **Field Trips**

Field trips are scheduled throughout the year to enhance student learning and implement "hands-on-minds-on" educational experiences. To attend field trips, students must have a written permission from a parent or guardian and the trip may require a cost. Permission forms turned in after due date may result in the student not being able to attend the event. Any student with excessive and/or disciplinary infractions or with excessive absences or tardies may be denied the privilege of participating in field trips, or may participate only if accompanied by a parent/guardian at the discretion of the teacher or principal. Refunds will **not** be given for fieldtrips.

## **SPECIAL EDUCATION & GIFTED SERVICES**

For more information about any of the following special services call the Phenix City Board of Education Special Education Department at (334) 298-0534.

### **No Child Left Behind**

In accordance with Phenix City Board of Education policy, this school will provide a free and appropriate public education to the following groups: homeless, migratory, neglected and delinquent students. This policy dictates that enrollment will be provided pending removal of any and all barriers to the same free and appropriate public education.

### **Child Find**

Child Find is a statewide effort by the Alabama State Department of Education and the

Department of Rehabilitation Services to locate, identify, and evaluate children with disabilities from birth to age 21. Early Intervention and Special Education Services work closely with community service agencies, parents, and local school systems to locate children with disabilities. Child Find helps the child, the family, and the provider to plan appropriate services and link families to services for students meeting eligibility requirements in the following disability areas:

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

For more information about Child Find for children ages 3 – 21, contact the Phenix City Board of Education’s Special Education Department at 334-298-0534.

For more information about Child Find for children ages birth through 2, call 1-800-543-3098.

### **Student Support Team (SST)/ Problem Solving Team (PST)**

This team is a designated school-based committee designed to meet the needs of general education at-risk students that is composed of regular education teachers, administrators, counselors, and others as needed. This committee addresses discipline; drop out, academic and behavioral student challenges. It also provides immediate support and progress monitoring when addressing classroom concerns.

### **Special Education - Individuals with Disabilities Education Act (IDEA)**

Students identified by school system personnel as qualifying for special education services receive those services in the least restrictive environment for the individual student. Services are primarily delivered through inclusion in the regular education classroom and/or the resource room as outlined in the students Individual Education Plan (IEP). A certified and highly qualified faculty member works closely with the student to deliver instruction. The special education teacher oversees the implementation of the IEP for students identified as being in need of special education services and is the primary contact for issues related to the student's IEP.

### **Gifted Education**

The Phenix City Board of Education recognizes that all students identified as gifted in our system have the right to an appropriate education that provides educational interventions, which sustain, challenge, and ensure continued growth. The Phenix City Gifted Education Program is designed to identify students who demonstrate high intellectual capacity, high academic proficiency, and/or exceptional talent in expression or leadership. This program includes specific measures designed to identify culturally diverse gifted students and ensures that no student will be excluded from either referral or participation in the gifted program because of behavior.



### **Gifted Referral**

Gifted students are those who perform at or who have demonstrated the potential to perform at high levels in academic or creative fields when compared to others of their age, experience, or environment. These students require services not ordinarily provided by the regular school program. Students possessing these abilities can be found in all populations, across all economic strata, and in all areas of human endeavor.

Teachers, counselors, administrators, parents or guardians, peers, self, or any other individuals with knowledge of the student's abilities may refer a student. Additionally, all second grade students will be observed as potential gifted referrals using a gifted behavior checklist.

For each student referred, information is gathered in the areas of Aptitude, Characteristics, and Performance. The information is entered on a matrix where points are assigned according to established criteria. The total number of points earned determines if the student qualifies for gifted services.

To make a referral, contact the principal, counselor, or the district's Gifted Specialist.

### **Section 504 of the Rehabilitation Act of 1973**

Section 504 is a national law that protects qualified individuals from discrimination based on their disability. The Phenix City Board of Education employs formalized procedures and guidelines to insure that our school district is in compliance. Section 504 protects persons with a physical or mental impairment which substantially limits one or more major life activity, including but not limited to, caring for one's self, walking, seeing, hearing, speaking, breathing, performing manual tasks, learning, communicating, concentrating and reading. Additional information, eligibility requirements, and a copy of the Section 504 guidelines may be obtained from the Phenix City Public Schools Special Education Department.

### **English Learner Program (EL)**

The English Learner (EL) program emphasizes mastery of English language skills and content area concepts for students who do not speak English as their primary language and may have limited English proficiency (LEP). This program enables the student to participate effectively in the regular academic program.

### **Title IX (Equal Opportunity)**

The Phenix City Board of Education 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 person has been designated to handle inquiries regarding the non-discrimination policies:

**Mr. Joe Blevins**

Director of Personnel, Operations, and Student Services  
1212 Ninth Avenue, Phenix City, AL 36867

(334) 298-0534

### **Family Educational Rights and Privacy Act (FERPA)**

The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) is a Federal law that protects the privacy of student education records. Parents are guaranteed the right to inspect and review the educational records of their children. Personally identifiable records can be released either with prior parental consent or to an official with legitimate educational interest.

### **Bus Conduct and Procedures**

While the Phenix City Board of Education offers, as needed, a system of pupil transportation, it also requires parents of students to accept responsibility of supervision until such time as the student boards the bus in the morning and after the student leaves the bus at the end of the school day.

Once a student boards the bus, he becomes the responsibility of the Phenix City Public Schools. Such responsibility shall end when the student is discharged at the regular bus stop at the close of the school day.

Since the bus is an extension of the classroom, the Board shall require students to conduct themselves on the bus in a manner consistent with established policies of the Phenix City Board of Education regarding discipline.

When a student does not conduct himself properly on a bus, the bus driver shall bring such instances to the attention of the building principal. The building principal shall inform the parents immediately of the misconduct and request their cooperation in controlling the student's behavior. Students receiving a bus referral will be disciplined according to the following manner:

- A. 1st referral: Warning conference with student; bus referral note sent home with student
- B. 2nd referral: 5 day bus suspension
- C. 3rd referral: 10 day bus suspension
- D. 4th referral: 20 day bus suspension
- E. 5th referral: 9 week bus suspension
- F. Subsequent referrals may result in loss of bus privileges for the semester or for the rest of the school year.

Pupils who violate the rules may be placed on immediate suspension from the bus. In some cases, the police/authorities may be notified for possible legal action. Students who vandalize or damage buses will be charged for repairs. Students will not be permitted to ride any bus until all damages are paid in full. **When students are suspended or lose bus privileges, it shall be the parent's responsibility to get the student to and from school. Students may not ride a different bus.**

**Charles “chuck” Poland, Jr. Act**

The Alabama State Legislature has recently passed the Charles “Chuck” Poland, Jr. Act. Under this law, a person will be prosecuted for first degree criminal trespassing for any of the following actions:

- a. Unlawfully entering a public school bus
- b. Refusing to depart the school bus after the bus driver or other school official directs occupant to do so
- c. Intentionally stopping, impeding, delaying, or detaining any school bus
- d. Intentionally destroying, defacing, burning, or damaging any public school bus.