



**Sherwood Elementary School
Student Handbook
2014-2015**

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

Fax (334) 298-9429

Cafeteria (334) 298-7313

Sherwood Elementary School is accredited by the following agencies:

Alabama Accreditation System
Southern Association of Colleges and Schools

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

Important Dates to Remember:

August 6: First Day of School
September 1: Labor Day Holiday
September 5: Progress Reports Issued
September 29: Student Holiday
October 9: End of First Grading Period
October 13-14: Fall Break
October 16: Report Cards Issued
November 11: Veteran's Day Holiday (observed)
November 13: Progress Reports Issued
November 26, 27, 28: Thanksgiving Holiday
December 19 – End of Second Grading Period
December 22 - January 2: Winter Break
January 5: Student Holiday
January 12: Report Cards Issued
January 19: Martin Luther King, Jr Holiday (observed)
January 31: Student Holiday
February 5: Progress Reports Issued
February 16: President's Day Holiday
March 11: End of Third Grading Period
March 18: Report Cards Issued
March 27 - April 3: Spring Holiday
April 20: Progress Reports Issued
May 21: End of Fourth Grading Period
May 21: Last Day of School for Students

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

- a. Students will develop a positive attitude toward learning and the work ethic in American life.
- b. Students will develop positive self-concepts and be able to relate in wholesome ways to others of similar and different backgrounds and cultures.
- c. 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.
- d. 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-balance meal.
4. Students will be offered opportunities for social development through play with other children in organized and creative play.

GENERAL INFORMATION ITEMS

1. School hours are 8:00 a.m.-3:00 p.m. Students must be in their rooms by 8:00 a.m.. The afternoon bell rings at 3:00 p.m.
2. The lunch program will begin the first day of school. Lunch is \$2.25 and may be paid by the day or in advance. Please make **checks** payable to **Sherwood Lunchroom**. Milk and juice may be purchased separately. **NO LUNCH CHARGES OVER \$5 WILL BE ALLOWED.**
3. The breakfast program will begin the first day of school. Breakfast is free of charge to all Phenix City Public School Students.
4. Returned checks are handled by Envision. **Fees are assessed by Envision.**
5. Transportation information and free lunch forms were issued at registration. Additional forms are available to you, contact the school office.

6. **S.H.A.R.E. - Sherwood Helping Parents After-school Recreational Extended Day Program** will be held every day school is in regular session for Kindergarten through Fifth Grade students from 3:00-6:00 p.m. The cost is **\$9.00** per day.
7. **Report Cards** will be issued at the end of each nine weeks.
8. **Progress Reports** will be issued to each student to take home approximately 4 weeks after the start of each quarter. Parents will sign progress reports and return to school the following day.

STUDENT AND SCHOOL POLICIES

Attendance

Every student is required to be present each day unless hindered by personal illness, death in the family, or excused through the office. **For an absence to be excused, there must be a written excuse on file.**

The Phenix City School System, in cooperation with the Russell County District Attorney's Office and the Russell County Juvenile Court, has implemented the ***Early Warning Truancy Program***.

Circumstances causing a referral to Early Warning are:

Three (3) days of absence without proper excuse
Ten (10) days of excused absence without a doctor's statement
Excessive tardies or check-outs

The school day for children is 8:00 a.m. - 3:00 p.m. If a student is required to stay after school, parents shall be notified at least a day in advance. This notification is not to obtain permission, but to allow time for parents to make arrangements for getting the child home at the later time.

Three consecutive days of absence or excessive absences or tardies will necessitate an inquiry to the parents from the office or the system attendance officer.

Once at school the student is expected to remain the entire day except in extreme emergencies. Medical appointments should be scheduled after school hours and on Saturdays when possible.

Check outs are not permitted after 2:00 p.m.

Students checked out before 11:30p.m. will be counted absent.

After an absence, a pupil must present to the homeroom teacher a written statement signed by the **STUDENT**

AND SCHOOL POLICIES

Attendance

1. Every student is required to be present each day unless hindered by personal illness, death in the family, or excused through the office. **For an absence to be excused, there must be a written excuse on file.**

The Phenix City School System, in cooperation with the Russell County District Attorney's Office and the Russell County Juvenile Court, has implemented the ***Early Warning Truancy Program***.

Circumstances causing a referral to Early Warning are:

1. Three (3) days of absence without proper excuse
2. Ten (10) days of excused absence without a doctor's statement
3. Excessive tardies or check-outs

3. The school day for children is 8:00 a.m. - 3:00 p.m. If a student is required to stay after school, parents shall be notified at least a day in advance. This notification is not to obtain permission, but to allow time for parents to make arrangements for getting the child home at the later time.
4. Three consecutive days of absence or excessive absences or tardies will necessitate an inquiry to the parents from the office or the system attendance officer.
5. Once at school the student is expected to remain the entire day except in extreme emergencies. Medical appointments should be scheduled after school hours and on Saturdays when possible.
6. Check outs are not permitted after 2:00p.m.

Students checked out before 11:30p.m. will be counted absent.

After an absence, a pupil must present to the homeroom teacher a written statement signed by the

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.

Telephone

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 NEED TO BE MADE PRIOR TO LEAVING HOME IN THE MORNING.**

Flowers, Balloons and Gifts

In order to maintain the integrity of the school instructional program, the delivery of flowers, gifts, balloons, etc. to students at school is prohibited.

Special 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 component of Individuals with Disabilities Education Act that requires states to identify, locate, and evaluate all children with disabilities, aged birth to 21, who are in need of early intervention or special education services.

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.

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 Operations
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.

Restrictions on the use of Tobacco

The use of tobacco products is prohibited on all school board 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.

INSTRUCTIONAL PROGRAM

Promotion and Retention

In order to maintain high standards in the instructional program of the Phenix City Public School System, the following guidelines are set forth:

1. Progress reports shall be made quarterly (each nine weeks) by report cards and/or conferences and at established times during a quarter to keep parents informed of student progress. Parents shall be informed by mid-point in any quarter when their child's work is falling below passing.
2. No student shall be allowed to pass to a higher grade as long as that student fails to achieve at a lower grade level or fails to master the established standards for a particular grade level, level of learning, or subject matter content achievement level.
3. All determinations of grade level classifications shall be made on an individual basis considering input from student, parents, and teachers, but the final decision shall be the responsibility of the principal, with the best interest of each individual student being the determining factor.

Homework

Homework is assigned by the teachers as a means of reinforcement for the student. Every student is responsible for assignments and is expected to do them as directed. Assignments turned in late without teacher approval will receive a lower grade.

Textbooks

State textbooks may be issued to students during the school year. The student is directly responsible for the 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."

Special Activities

Various performances that are educationally beneficial to children are normally scheduled during the school year. These programs will be sponsored by the PTA through the Cultural Arts Program.

Field Trips

Field trips that are educationally sound may be scheduled for certain students during the year. In such an event, children will normally have to pay for transportation and must have written permission from a parent before taking part in such a trip. **All students will be required to ride the school bus to and from the scheduled field trip.** **NO REFUNDS** can be given to students who are unable to attend field trips. All permission forms are due to the student's teacher the day before the scheduled field trip. **Lunch balances, after-school fees and library fees must be current in order for student to attend.**

Grading Scale

A --- 90 - 100

B --- 80 - 89

C --- 70 - 79

D --- 60 - 69

F --- 59 and below

Media Center

Students are expected to return books by the date due. No fines are charged at Sherwood.

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.

*Damaged books will be paid for according to the extent of the damage.

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 a school year after being paid for, the student will be refunded the amount paid.

Counseling Services

A full time Guidance Counselor delivers services to large groups once per week, per class. Counseling services are also available for small groups, individuals, and parents.

AUXILIARY SERVICES

Food Services

Good, wholesome breakfasts and lunches that each provide one-third of the daily food requirements are served in the school lunchroom for all children. Free and reduced breakfasts and lunches are available for those who qualify. Forms for application are available at the Auxiliary Service Center office.

Breakfast is free and lunch is \$2.25 and may be paid daily or in advance. **Please make checks payable to Sherwood Lunchroom.** Checks **cannot** be accepted after the **22nd of April** to allow time for them to clear before the final report.

Returned checks are handled by Envision.

Students may either eat meals provided or bring their own. Bottled drinks are not permitted. Students will go to lunch with an assigned teacher and will remain under the supervision of that teacher. Students are expected to stand in line quietly while waiting to be served and to talk **quietly** at tables while eating.

Good manners and courteous behavior are expected at all times.

The teacher in charge will give seating directions.

1. Procedures for disposition of trays, paper and other waste will be given.
2. Parents are welcome to have lunch at the school at any time.
3. Students are never allowed to use the microwaves at school. Staff members may not heat food for students.

Custodial Services

Custodial services at Sherwood are a vital part of the total school program. All custodial workers should be treated with utmost respect by faculty and students at all times.

Telephone Numbers and Addresses

Parents should inform the school of new telephone numbers or addresses. These are important items, especially in an emergency situation.

Notices and Announcements

Certain notices and announcements are sent home by the children when necessary to inform the parents of items of interest. Children should be encouraged to be responsible in delivering these announcements.

Visitors of School

All visitors **MUST** report to the school office to receive a visitors pass when arriving at Sherwood. Office personnel should be made aware of the purpose of any visit. School volunteers must also sign-in and sign-out with office personnel. All outside entrances other than the front door will be locked in order to promote better safety. To maintain the safety of our afternoon dismissal procedures, visitors will not be allowed on campus after 2:30p.m.

- To help insure safety and security throughout the school day, surveillance cameras are in place at Sherwood. Students and visitors are monitored daily both inside and outside the school building.

TRANSPORTATION POLICY

Transported Students

PHENIX CITY BOARD OF EDUCATION POLICY CONCERNING BUS CONDUCT

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 -- and only at that time -- 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, such instances shall be brought to the attention of the building principal by the bus driver. The building principal shall inform the parents immediately of the misconduct and request their cooperation in controlling the student's behavior. He shall also discipline guilty students as deemed appropriate. A student who becomes a disciplinary problem on the school bus may have his transportation privileges suspended. Serious cases involving drugs, alcohol, weapons, destruction of property or personal endangerment will be referred to the superintendent for due process, and may result in the termination of transportation privileges. When students are suspended or terminated from such privileges, it shall be the parents' responsibility to get the student to and from school.

REGULATIONS GOVERNING TRANSPORTED PUPILS

Riding the school bus is a privilege. This privilege is extended to eligible students in the city throughout the school term. In order to maintain and continue this service, it is necessary that all students realize they must accept certain responsibilities and be governed by certain rules and regulations. They are as follows:

1. Transportation shall be furnished for all pupils whose legal residence is too far from their assigned school or in areas considered too hazardous to walk.
2. According to State Board Policy, all students living two (2) miles or more from their assigned school will be transported. However, the Phenix City School System will transport those students who live in an area too far to walk or where conditions exist which are hazardous to the child's safety.
4. Pupils transported on buses operated by the Phenix City Public School are under the jurisdiction of school officials at all times. Proper conduct on the buses is required and students must not endanger the safety and welfare of others.
5. Pupils will not be permitted to ride a school bus to a school outside their assigned school attendance zone.
6. Pupils using school buses shall board and depart from the bus only at regularly scheduled stops nearest their residence unless approved by the transportation supervisor. Pupils are to board buses for return trip only at the school where they are enrolled.
7. Pupils who live in a non-transported area with one parent, will not be allowed to ride the bus to the home of the other parent unless permission is obtained in writing from the legal guardian and the request

approved by the transportation supervisor. This same regulation will apply to pupils who want to ride a different bus to a different area to visit the other parent.

8. It is suggested that pupils carry identification with them at all times.

9. It shall be a clear violation of rules for any pupil on a school bus to have in his/her possession any item which has been designed for use or possible use as a weapon. Forbidden items shall include, but not be limited to, the following: knives of any kind and any length, razors or razor blades, box openers, firearms, explosive devices including fireworks of any description, chains, items which may be used as clubs made of any material and any length designed for weapons. It shall also be a violation for any student to possess or be under the influence of drugs/alcohol or other controlled substances. 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.

10. The Phenix City Board of Education may refuse to transport any student who:

- a. Impedes the safety and welfare of the driver and fellow students.
- b. Continues disruptive behavior after being counseled by the driver and building principal.
- c. Damages a school bus.
- d. Fails to adhere to school board policy.

SPECIFIC RULES AND REGULATIONS WHILE WAITING FOR THE BUS, WHILE ON THE BUS, AND WHEN LEAVING THE BUS

1. Loading (on the road and at school):

- a. Be on time at the bus stop.
- b. Stay off the road at all times while waiting for the bus.
- c. Be careful when approaching bus stop.
- d. Do not move toward the buses at the school loading zone until buses have been brought to a complete stop.
- e. Bus must be at a complete stop before attempting to load or unload.
- f. Students will not be permitted to bring on board volatile substances; active chemical agents; live, dead or preserved animals; objects that measure more than 24" in either length, width or height; and soft drink cans or bottles.

2. While on the Bus:

- a. Keep head and hands inside the bus at all times.
- b. Assist in keeping bus clean.
- c. Remember that loud talking and laughing or unnecessary confusion diverts the driver's attention and may result in a serious accident.
- d. Treat bus equipment as you would valuable furniture in your home.
- e. Never tamper with the bus, emergency door, or any other equipment.
- f. Leave no books, packages, coats or other items on the bus.
- g. Leave books, packages, coats and all other items out of aisles and driver compartment.
- h. Help look after the comfort and safety of small children.
- i. Never throw anything out of the bus window.
- j. Never leave seat while bus is in motion.
- k. Horseplay is not permitted around or on the bus.
- l. Be courteous to fellow pupils and the bus driver.

- m. **Absolute quiet** is necessary when approaching a railroad crossing.
 - n. In case of a road emergency, remain in the bus and follow driver's directions.
 - o. No smoking is permitted on the bus.
 - p. Use of vulgar or profane language is prohibited.
 - q. Obey the driver at all times.
3. When Leaving the Bus:
- a. Don't loiter.
 - b. Assist smaller riders if necessary.
 - c. If you live on the right of the bus, walk quickly away from the bus and off the street.
 - d. If you live on the left of the bus, proceed to the front of the bus, wait for signal from driver then check for approaching vehicles and cross road when safe.
4. Students who vandalize or damage buses will be charged for repairs. Students will not be permitted to ride bus until all damages are paid in full.

The state legislature has recently passed the Charles "Chuck" Poland, Jr. Act named for the Dale County bus driver who was killed while protecting his students. Under the new law, the crime of trespass in the first degree includes intentionally stopping, impeding, delaying or detaining any school bus from being operated for public school purposes "with the intent to commit a crime." Perpetrators will also be prosecuted in the first degree if they are found guilty of:

- Entering a public school bus while the door is open to load or unload students without lawful purpose while at a railroad grade crossing or after being forbidden from doing so by the bus driver or other authorized school official;
 - Refusing to depart the school bus after the bus driver in charge or other school official demands this of said occupant;
- or
- Intentionally destroying, defacing, burning or damaging any public school bus.
 - Intentionally stopping, impeding, delaying or detaining any school bus
 - Refusing to depart the school bus after the bus driver other school official directs occupant to do so

• Notification Regarding Asbestos-Containing Material (Public Law 99-519)

The United States Environmental Agency has established regulations regarding asbestos-containing materials in school buildings. These regulations (Public Law 99-519) require certain action to occur in response to any asbestos containing material found in our schools. The Phenix City Board of Education has had an asbestos management program in place for several years. The Phenix City Board of Education had a re-inspection performed at all of their facilities in compliance with these regulations, and an asbestos management plan was developed. The plan describes in detail how any asbestos will be minimized. Students, parents, teachers, and others are invited to review this plan available in the principal's or director's office. Should you have any questions or desire further information, please contact the principal.

**Phenix City
Public Schools
Educational Services Center**

P. O. Box 4601212 Ninth Avenue
Phenix City, Alabama 36868-0460
Phone (334) 298-0534
Fax (334) 298-2674

Dr. Rodney Hinton, *Superintendent*

Phenix City Board of Education

Mr. Brad Baker, *President*

Mr. Kelvin Reed, *Vice President*

Mr. Paul Stamp

Mr. Rick Carpenter

Mrs. Fran Ellis

Mrs. Barbara Mitchell