

Sherwood Elementary Optional School
Enriched Academics Through the Arts
“Ace Archers...On Target for Excellence!”



Parent/Student Handbook
2025-2026

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Our Vision

The vision of Sherwood Elementary Optional School is to cultivate a community of learners who embrace character, excel in academics, and embody good citizenship.

Our Mission

The mission of Sherwood Elementary Optional School is to provide a safe and creative learning environment that engages students in rigorous, arts-integrated instruction that prepares them to become successful college and career ready citizens.

Our School Creed

I am a Sherwood Ace Archer

I am creatively and wonderfully made.

I can achieve all my goals and dreams and I will never give up.

I choose to be obedient and to make the right choices every day.

I am an achiever reaching my highest potential.

As a Sherwood Ace Archer, I believe in myself, make the right choices each day, and work hard to serve my school and community.

Our Beliefs

- *Daily attendance is essential for learning.*
- *Children are valued and respected as unique individuals.*
- *Maintaining high expectations for every student is important for student achievement.*
- *All stakeholders are an essential part of the decision-making body of the school.*
- *SES provides a safe and nurturing learning environment.*
- *Every student can learn, achieve, and succeed.*
- *A variety of assessments should be used to assess curriculum that has been taught.*
- *It is important for the school to maintain an environment that promotes respect for self and others.*
- *Students are given opportunities to enhance their knowledge of visual and performing arts.*

"ACE ARCHERS...ON TARGET FOR EXCELLENCE"

SCHOOLWIDE CORE VALUES

ACHIEVE ACADEMICALLY

RESPECT SELF & OTHERS

COOPERATE & COLLABORATE WITH OTHERS

HAVE HIGH EXPECTATIONS

ENCOURAGE & EMPATHIZE WITH OTHERS

RESPONSIBLE FOR OUR ACTIONS

STRIVE FOR EXCELLENCE IN ALL WE DO



RULES OF ENGAGEMENT

ARCHERS A.I.M. FOR ACADEMIC EXCELLENCE

SHOW ACHIEVEMENT

BE INTENTIONAL

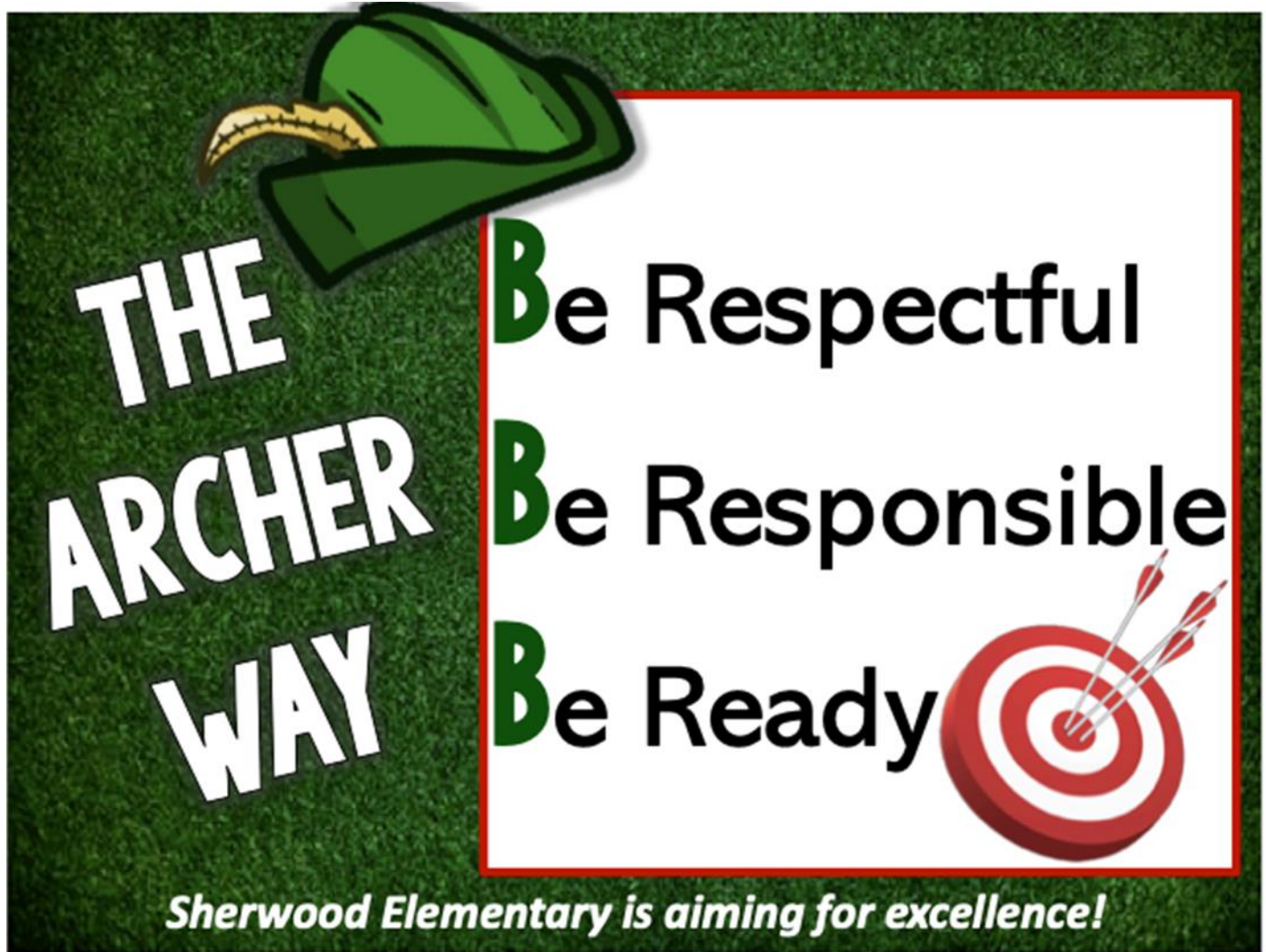
ALWAYS MOVE TOWARDS MASTERY

ARCHERS A.I.M. FOR GOOD CITIZENSHIP

BE ACCOUNTABLE

HAVE INTEGRITY

ALWAYS MODEL THE ARCHER WAY



SCHOOL HOURS

7:45 a.m.	Doors open for Cafeteria
7:45 a.m.	Breakfast line opens
8:00 a.m.	Doors open for school
8:10 a.m.	Breakfast line closed
8:15 a.m.	School Begins
8:16 a.m.	Students are <u>LATE</u> and marked tardy
3:00 p.m.	Dismissal of Pre-K Students
3:05 p.m.	Dismissal of After School Care, Day Care, Bus Rider, and Car Rider Students
3:15 p.m.	Dismissal of Walkers



School begins promptly at 8:15 A.M. Students are considered tardy and marked late at 8:16 A.M. if they are not in the classroom at this time. **Any student who arrives after 8:30 A.M. must be signed in by a parent or guardian. All parents are reminded that children are not permitted on campus prior to 7:45 A.M.** Students participating in breakfast are allowed inside the cafeteria at 7:45 A.M. However, parents are not allowed to enter the cafeteria for breakfast.

We want our students to be safe and supervised at all times. Therefore, students are not allowed at the front entrance before 7:45 A.M.; unless they are accompanied by an adult. All students must report to the cafeteria between 7:45 a.m.-7:59 a.m. For safety concerns, please do not drop off students before 7:45 a.m.

MSCS Policy 6047 states, “Parents/guardians are responsible for ensuring supervision of their children during non-school hours both before and after school, except for school-sponsored events and district transportation to and from school. For safety reasons, district security and /or law enforcement may be contacted regarding students on school property whose parents/guardians have not arranged appropriate before and after school supervision for their children.”

Parents will be allowed to walk their child to their classroom on the first day of school. However, after the first day of school, parents are to walk students to the main door only for the child to build independence. All parents and visitors are required to sign in with their driver's license through the office. A badge will be issued upon signing in. Any person found in the building without a badge will be stopped and questioned. Parents meeting children after school must wait outside of the building. For the security of the children and staff, these safety procedures are non-negotiable.

ATTENDANCE

Attendance/Dismissal

It is very important to have your children at school on time and to remain in school until dismissed. Frequent tardies/absences and early dismissals may interrupt your child's daily schedule and cause him/her to miss important instructional time. Early checkouts will be treated in the same manner as tardies. **Students will not be allowed to be checked out after 2:30 P.M.; unless there is an emergency such as a doctor's appointment. Please bring documentation to verify emergency/doctor's appointment.**

All children must be picked up no later than 3:30 p.m. It is required that your child attends 6.75 hours daily to be counted as a full day. **If your child will be absent, remember to send a written statement to your child's teacher within two (2) school days of his/her return stating why he/she was absent.**

An absence will be excused for the following reasons (**MSCS Policy #6014**):

- Illness
- Medical appointments
- Death in immediate family
- Court appearances
- Religious holidays

Five (5) unexcused absences will create a SART letter/meeting which requires parents to come to the school to meet with the school counselor/attendance liaison to discuss a plan to improve attendance. Good attendance is one of the criteria to remain in the Optional and Choice Transfer Program.

Steps to Follow When Absent

1. Parent or guardian must write an excuse indicating the date, days of absence, reason for absence, and include his or her signature.
2. Submit the excuse to the homeroom teacher within (2) days of absence.
3. Ask for make-up assignments. Assignments that are not made up could be reflected in academic grades.

Make-up Work

Students will be permitted the opportunity to make up all work and tests missed as a result of an excused and unexcused absences. Assignments and tests must be made up by the end of the week in which the student was absent. If a pupil fails to make up the assignments and tests, their deficiencies shall be averaged with the other grades.

In the event of an **excused absence**, students are expected to make up work missed within a **reasonable time, at least one or more days** (determined by the teacher) by the end of the week in which the student was absent.

In the event of an **unexcused absence** (including short-term suspensions), students are expected to make up work missed within **one (1) day** for each day of unexcused absence, unless otherwise extended by the school or extended based on law or policy. Students and/or their parents should work with the teacher for assistance in making up work (e.g., obtaining make-up work/assignments, participating in available tutoring/requesting tutoring, etc.).

Tardy Procedure

It is the parent's or caregiver's responsibility to ensure that students arrive at school by 8:15 a.m. Students are marked tardy at 8:16 a.m. Any student who arrives after 8:30 A.M. must be signed in by a parent or guardian in the main office. (Please refer to MSCS Student Code of Conduct for disciplinary measures).

ARRIVAL

1. Students will be allowed to enter the cafeteria from 7:45 a.m.-7:59 a.m.
2. Students will enter through the front door entrance of the building at 7:45 a.m.
3. Students eating breakfast will sit at assigned breakfast tables and students not eating breakfast will sit at assigned grade level tables.
4. All students will be escorted to their grade level hallways by assigned school staff at 8:00a.m.
5. Students must walk on the right side of the hallways and stairs. Students should go to the classroom without making stops. There will be no students in teacher's rooms prior to 8:00 a.m. unless authorized by the classroom teacher.
6. Students who arrive after 8:30 a.m. must be accompanied to the office by their parent and retrieve a tardy slip from the office before entering the classroom. **Please remember that students are considered late at 8:16 a.m.**
7. No electronic devices such as MP3 players, cell phones, games, etc. are allowed unless permitted for a special schoolwide incentive
8. Food should be eaten only in the cafeteria. Any food remaining must be thrown in the trash.
9. No chewing gum.
10. No child should use the vending machine in the teacher's lounge.
11. Students/parents are not allowed to open outside doors for staff, parents, or guests.

DISMISSAL

Each parent is required to complete a "How My Child Gets Home" Form. This will serve as our official documentation for each student. If your child's mode of transportation changes, you must complete a new form in the office in-person before the change of transportation takes place. Telephone requests will not be accepted. **Only the persons listed on the Dismissal Form will be allowed to pick up your child- no exceptions. Therefore, list any person who may pick-up your child in case of emergencies.**

These requests will be kept on file in the student folder. **The purpose of this procedure is to ensure student safety while in our care.** Please help us by adhering to the following guidelines:

WALKERS: Students who physically walk home on their own, walk with other siblings/relatives attending Sherwood Elementary School, or walk home with a parent.

Walker students will be escorted by assigned staff to the "Walker" exits at 3:15. Students that walk toward Rhodes will exit on the Southside of the building and be escorted to the crossing guard at the corner of Rhodes and Robin Hood Lane. Students that walk toward Vanuys will exit on the Northside of the building and be escorted to the crossing guard at the corner of Vanuys and Robin Hood Lane.

- **Middle and/or high school siblings MUST wait across the street** at the corners of Vanuys and/or Rhodes to meet walker students. Parents are asked to wait at the corners of Vanuys and/or Rhodes for walker students.
- **Kindergarten and 1st Grade WALKERS** who walk with an authorized older sibling/student, will be escorted to their appropriate exit and signed out by their authorized sibling/student. If the Kindergarten/1st grade student walks home with a parent(s), they will be escorted and signed out to their parent(s) at the school's front entrance (Vanuys Walkers) and the school's southside entrance (Rhodes Walkers)

CAR RIDERS: Students who are physically picked up by a car

Yellow Car Rider Name Tags will be provided to all car rider students, and they should be placed on the dash board of the car(s) that will be picking them up.

Car rider students will be escorted out of the building and to their cars at 3:15 p.m. as their names are called in the car rider lane. Parents must be in the car rider line on the west side of the school to have their child's name called. NO EXCEPTIONS. Students will not be allowed to cross the street to get into a car. **For safety reasons, please do NOT leave your car. Do NOT enter the cafeteria to get a car rider. Do NOT wait by the cafeteria door to have your child called out. Please wait in your car, and your child will be escorted to you.**

Sherwood staff will be assigned car lane duty to ensure safety of all students. At 3:30, all remaining students waiting to be picked up will be escorted to the front of the school building where they will continue to wait to be picked up, and **parents must come inside to sign them out if they are picked up after 3:30 p.m.**

BUS RIDERS: Students who ride a daycare bus or the yellow Durham school bus

Bus riders will be escorted by assigned staff to the back of the school building on the first grade hallway beginning at 3:05 p.m. each day. They will then line up and be escorted, as a group, to their buses that are waiting in the bus lane.

Riding the bus is a privilege! To remain bus riders, students must abide by the rules. Students and parents must read and sign the rules stating that they understand and agree to abide by the transportation rules. These rules will remain on file. An administrator will make the decision when to remove a student from the bus (Durham school bus), if necessary.

PRE-K STUDENTS

Pre-k students will be dismissed at 2:45 p.m. at the back of the building near the parking lot. All Pre-K students must be signed out by persons listed on their dismissal/contact form.

Late Pick-up of Students

Car lane will end at 3:30 p.m. Car lane students who have not been picked up by 3:30 p.m. will be escorted by staff to the main entrance to wait for their parents. Parents who arrive after 3:30 p.m. will be required to enter the building and sign-out their children. Records will be kept regarding late pick-ups. It is school and district policy to contact Memphis-Shelby County School Security and Department of Child Services (DCS) for students whose parents continue to pick up students after 3:30 p.m. Your cooperation is greatly appreciated!!!

After Care Students will be dismissed to the cafeteria at 3:05 p.m. with Car Rider students.

Students Remaining for Clubs after 3:15 p.m. will wait with their dismissal teacher until their Club sponsor picks them up.

Students Remaining for Tutoring after 3:15 p.m. will be escorted to the cafeteria to wait for their tutoring teacher.

Early Dismissal

If it becomes necessary to check your child out of school for a medical appointment or other reasons that can be ruled an immediate emergency, please do so before 2:30 p.m. Otherwise, students will not be released after 2:30 p.m. due to preparation and transition for dismissal. Early releases will be treated in the same manner as tardies.

If a student must be dismissed after 2:30 p.m. for an emergency or doctor's appointment, the parent must provide documentation by sending a note or completing a school Early Checkout form explaining "why" and stating the "time to leave". These notes should be given to the homeroom

teacher or the office staff. Please remember that if your child is on Choice (10) /Optional Transfer (15) early dismissals will prevent them from being a part of the Choice or Optional Program at Sherwood Elementary the upcoming school year.

The principal will request a conference with parents who develop a pattern of excessive Early Releases and/or picking up students late. Late pick-ups will be taken into consideration for students returning on Choice/Optional Transfer as well.

Only adults (18 years of age or older) who are listed on their child's Dismissal/Registration form may pick up Sherwood Elementary students; unless the parent or guardian has notified the school, and they are listed on the Dismissal/Registration form. For your child's safety, people not listed on your Dismissal form will NOT be allowed to pick up your child.

NOTE: CHANGES IN TYPE OF TRANSPORTATION FOR YOUR CHILD MUST BE MADE IN THE OFFICE OR EMAILED TO SECRETARY AT sharp1@scsk12.org, EVEN IF THE CHANGE IS ONLY FOR ONE DAY. NO EXCEPTIONS WILL BE MADE.

Thank you in advance for helping with the following procedures to keep our students safe.

Y-CARE AFTER SCHOOL CARE

Sherwood Elementary has an Extended Day Y Care Program for our students. The program will provide safe, enriching, and quality care for children. The program is designed for working parents during the hour's children could possibly be unsupervised at home. We will provide opportunities for children to participate in arts/craft activities, clubs, enrichment classes, computer and library access, and other seasonal activities. A special time will be set aside daily for homework. During homework time, your child will receive special help with assignments if needed. A snack meal will be provided daily. The advantages of having your child in our Extended Day Y Care Program are:

- Staffed primarily with employees who are employed in the school as certified teachers, instructional assistants, and other staff members who are familiar with your child.
- Students remain at the school, which eliminates the need for transporting to another location.
- Supervised homework time daily with sessions to assist students. Extracurricular activities provided such as field trips, dances, etc.

After School Care: 3:15 p.m.-6:00 p.m.

Y Care Costs: Registration fee is waived for YMCA members. Fee assistance is available. Visit ymcamemphis.org to apply online. You may also call the Parent Support Center at 901-766-7677, email customersupport@ymcamemphis.org or contact/visit the school for more information.

SCHOOL PARKING

Parents are not allowed to park in the Faculty Parking Lot driveway or drop-off/pick-up students on the lot. Cars found in the Faculty Parking Lot will be asked to move immediately.

Please do not park in the Car-rider line (Vanuys and Robin Hood Lane adjacent to the school) for ANY reason if your child is not a Car Rider student. Please park on the opposite side of the street if your child is not a Car Rider student and you need to leave your car.

Birthdays and Healthy Snacks

We value our instructional time during the school day. We realize that children and parents are excited about birthdays. However, school is a place for learning. **Birthday treats may be distributed during lunch time only.** The only allowable treats for a child's birthday are store purchased cupcakes or cookies that are individually sealed. Cakes or food items that require assistance when serving are not allowed. **Do not bring food items containing nuts.** Parents, who are providing cupcakes/cookies for their child's birthday, must bring/send them from a bakery or grocery store to be distributed during lunch time only. No cupcakes/cookies will be allowed in the classroom at any time – no exceptions. **Balloons, clowns, face painters, magicians, treat bags, flowers, etc. will not be allowed in classrooms for birthday recognitions. If the above items/activities come to the school, they will not be allowed to go to the classroom.**

If students bring birthday invitations, the invitations must be given to every student; not a select few. Again, please keep in mind that Sherwood Elementary is a place of learning.

OUR PRIORITIES ARE HEALTH, WELLNESS, AND SAFETY! ALL ITEMS MUST BE STORE BOUGHT AND CANNOT BE MADE AT HOME. PLEASE CONSULT WITH THE CLASSROOM TEACHER IN REGARD TO FOOD ALLERGIES OF OUR STUDENTS!

CAFETERIA/LUNCH

No open food can be taken out of the cafeteria at any time. Students are not allowed to bring canned drinks, aluminum can foods, glass bottles, or large food/beverage items to lunch. Please make sure food/beverage portions are sized for individual helpings. Students are not allowed to share food. If students do not finish eating lunch, all remaining food must be placed in the trash. Students will not be able to take any food out of the cafeteria. Cleanliness is always stressed in the cafeteria. Students are responsible for helping to keep the cafeteria clean. Each class will be responsible for cleaning and picking up paper under and around tables and trashcans.

☐ Free Breakfast and Lunch

ALL M-SCS students qualify for free breakfast and lunch.

Every student in MSCS will automatically receive one free breakfast and one free lunch every day as part of the Community Eligibility Program. As a result, families do not need to complete a meal application.

Students who eat a nutritious breakfast each day perform better academically and have better attendance and behavior. We invite and encourage all students to come join us in the cafeteria.

VISITORS

Parents and other visitors are welcome to visit our school. All visitors **MUST** report to the office and present their **DRIVER'S LICENSE** upon sign-in. Visitors must wear a visitor badge or nametag issued by the office and return the name tag when leaving the building.

Visits to individual classrooms during instructional time are permitted only with prior approval of the principal and teacher. Such visits are not permitted if their duration or frequency interferes with the delivery of instruction or disrupts the normal school environment. **Visits should be prearranged/scheduled with the teacher and should only last 45 minutes. We suggest that parents/visitors schedule conferences to meet with teachers on Monday, Tuesday, or Friday during teachers' planning times.** Parents must be an approved M-SCS Volunteer in order to work or observe classrooms for an extended period of time.

Parents and parent designees, who come to school to sign children out and remove them from school, must report to the office. Students will not be released to anyone without proper identification and must be at least 18 years of age. Students will not be released to parents from the classroom, only from the office.

SCHEDULING CONFERENCES

Please read comments on your child's report cards. If your child has an "F" in any class, teachers will request a Parent Conference in the comment section of the report card.

We want to ensure all parent concerns are addressed immediately. Therefore, If a parent has a classroom concern, the first protocol to solve the issue is for the parent to schedule a parent conference with the teacher before discussing the incident with the principal. If the parent has met with their child's teacher and still feel as if the issue is not resolved, the second protocol is to schedule an appointment with the principal. However, please try to resolve all concerns with your child's teacher first before contacting the principal to build a healthy parent/teacher relationship.

Parent-teacher conferences are encouraged and may be initiated by the parent or teacher. Two parent-teacher conferences are scheduled by the M-SCS Board of Education each year. Any other times you would like to meet your child's teacher, an appointment must be scheduled before or after school or during the teacher's planning time on Monday, Tuesday, or Friday. Drop-in visits take away instructional time from the students and is prohibited. If you would like to observe your child's classroom, you must have prior approval from the principal or the classroom teacher. Classroom observations can only be 30 minutes. *Such visits are not permitted if their duration or frequency interferes with the delivery of instruction or disrupts the normal school environment.*

Please contact the teacher and office prior to the day of your requested date. No impromptu observation will be allowed. All meetings or classroom visits must be pre-scheduled with the teacher. All visitors having extended contact with students will be asked to complete the M-SCS Volunteer process which includes a background check.

The principal's job is to ensure high quality education for all students. It is imperative that the principal monitors and adjusts the instructional program to excel all students' learning. In order to do this, the principal visits the classrooms and works with teachers during the instructional hours of 8:15 a.m. to 3:15 p.m. Conferences with the principal should be requested through the office. Please call 416-4864 to request a conference time with the school principal.

SAFETY DRILLS

Safety drills are conducted according to recommended procedures. If parents or other visitors are at school during a drill, they will be expected to participate. All drills are unannounced via intercom or Fire Bell.

- Fire Drills are conducted monthly
- Tornado Drills are conducted twice yearly
- Earthquake Drills are conducted twice yearly
 - Intruder/Lockdown Drills are conducted twice yearly

DRESS CODE

Students will wear clothes to school that are comfortable and appropriate for the school environment. Shorts may be worn in hot weather, but the principal and teacher reserve the right to disapprove dress that attracts too much attention or is not appropriate. Shorts and skirts should comply with the fingertip rule. (When the arms are stretched out down the side of the body, the skirt/shorts should come down to the fingertips.) Parents will be called to bring a change of clothing when dress is considered inappropriate. Students are not allowed to wear hats/caps in the building. The administrative rules and regulations state that shoes with rollers/wheels are prohibited.

Sherwood Elementary has adopted the following uniform dress code for all our students:

Boys

- Tan, Navy, Black pants or shorts
- White, navy, green, dress/polo shirt with collar

Girls

- Tan, Navy, Black pants, shorts, skirts, or dresses
- White, green, navy-blue dress/polo shirt or blouse with collar

Socks/tights (Preferred but not required) Solid colors- without print or design) white, navy, black, or green

Light jackets, sweatshirts, cardigans, sweaters, or vests may be worn; however, they must be white, navy, black, green or gray- WITHOUT PRINTS OR LOGOS. Heavy coats may not be worn during the school day. No denim material may be worn. T-shirts worn underneath a shirt should be white. Sherwood club or spirit T-shirts (Purchased from PTA, After School care, or Sherwood) can be worn on Friday with uniform bottoms.

Please note that appropriate school attire includes:

Walking shorts, fingertip length

- Sneakers, loafers, shoes with a back strap
- Shirts should be tucked in with a belt

Appropriate school attire **does not** include:

- Hoodies
- Tee shirts with pictures or words unrelated to school sponsored activities
- Denim of any type
- Spandex or bicycle shorts
- Halter tops, tank tops, tops with thin straps
- Cut-off or short tops which show the midriff
- See-through or fishnet shirts

- Muscle/sleeveless shirts
- Trousers or slacks that do not fit at the waist
- Baseball or football shoes, wooden exercise shoes, thongs/flip-flops or high platform shoes

ALL shoes must have a support/strap on the back. For safety, open toe shoes are not allowed.

The policy revisions prohibit all students from wearing clothing, apparel, or accessories that denote a student's membership in or affiliation with any gang associated with criminal activities. The revisions also state that principals have authority to place restrictions on the Basic Uniform for safety reasons including gang-related activity.

If students earn an Out of Uniform/Dress Down Day incentive for attendance, special events, etc., parents will be notified via school communication such as a letter home. If you do not receive any school communication, please send your child to school within school uniform guidelines.

**SHERWOOD ELEMENTARY OPTIONAL SCHOOL UNIFORM POLICY
2025-2026**



SHIRT OPTIONS: GREEN, HUNTER GREEN, NAVY, WHITE, OR KHAKI



PANT/SHORT/SKIRT/JUMPER OPTIONS: KHAKI, NAVY, OR BLACK



SWEATER/JACKET OPTIONS: NAVY, BLACK, GREEN, GRAY, OR WHITE (SOLID COLOR ONLY)



*** HOODIES OF ANY KIND ARE NOT PERMITTED.**

*** JEANS ARE NOT ALLOWED UNLESS AUTHORIZED BY PRINCIPAL STIGGER.**



*** NO JEGGINGS, SWEATPANTS, FLIP FLOPS, SLIDES, SLOGANS, PATTERNS, OR LOGOS (LARGER THAN 1 INCH).**



If your child is in uniform violation, your child will receive the following notice. Please make the necessary uniform correction immediately and return the form signed by the next day.



SHERWOOD ELEMENTARY SCHOOL

UNIFORM VIOLATION NOTICE

Dear Parent:

Date: _____

Your child, _____, is in violation of the Sherwood Elementary Uniform Expectations. Please read below and look for specific violation(s) checked.

Please make sure your child returns to school following the Uniform guidelines for Sherwood Elementary.

_____ **Shirt Colors: white, navy, green with a collar**

_____ **Pants/Skirt Colors: tan, navy, black**

_____ **Belt if pants have belt loops**

_____ **Light Jackets, cardigans, sweaters, or vests: white, navy, black, gray (*without prints or logos*)**

_____ **T-shirts worn underneath uniform shirt should be white**

_____ **Hoodies and flip -flops are NOT PERMITTED**

For more details about Uniform Policy, please refer to your Student Handbook- pg. 14.

CONSEQUENCES

_____ **1st Notice**

Consequence- Verbal WARNING/Phone Call to Parent

_____ **2nd Notice**

Consequence- Written Warning/Phone Call to Parent

_____ **3rd Notice**

Consequence- Overnight Suspension/Mandatory Conference with Parent

Parent sign and return the next day. Please make sure your child is following Sherwood Uniform Expectations upon returning to school.

Parent Signature: _____

Date: _____

FEE WAIVER

If a child is eligible for free or reduced-price meals, he/she is also eligible for fee waivers. A fee waiver form must be completed and returned to the school each year in order for a student to receive a fee waiver.

- **FEEs ELIGIBLE**

- Activities that are a required part of a course
 - Fees for participation in courses for credit grade

- **FEEs NOT ELIGIBLE**

- Fines for overdue or lost library books
 - Charges for lost or destroyed textbooks
 - Debts owed the school
 - Club membership or dues
 - Fees for event outside the school day

FIELD TRIPS

Field trips are planned experiences that provide students with insight, information, and knowledge that constitute an extension of the regular classroom instruction. Each field trip shall be supervised by school personnel at a minimum of one adult for every twenty children, so that supervision is maintained. Signed parental permission forms must be obtained for each student. **Parents must be an approved M-SCS Volunteer to participate in the field trips. Parents must have completed the M-SCS Volunteer process (10 days) prior to the field trip. Approval must be received from M-SCS 72 hours (3 days) prior to the field trip. The office will not attempt to approve any parent volunteers who do not meet these timeframe guidelines prior to field trips.**

Refunds will not be issued for a Field Trip, unless it is cancelled by the school. If a student has a behavior concern, a parent may be requested to attend the field trip in order for their child to participate. If the parent cannot attend, the student will not be allowed to participate. If a student receives a suspension during the time of a field trip (after the permission slips have been sent home), the student will not be allowed to attend, and a refund will not be issued.

Please read the Field Trip Guidelines below:

- The VOLUNTEER PROCESS must be completed at least TEN (10) days before the Field Trip because each parent must have received SCS BOARD APPROVAL seventy-two (72) hours prior to the Field Trip *within* Shelby County. Daytime Field Trips *outside* of Shelby County takes 7-10 days for SCS BOARD APPROVAL. Therefore, complete the **Volunteer Level 2 Process & Volunteer Level 3 Process** ten (14 days) prior to field trip. *(Please see Mrs. Leigh, secretary, to complete the Volunteer Process).*
- Parent must provide their OWN TRANSPORTATION.
- Students must RETURN TO SCHOOL ON THE FIELD TRIP BUS. Parents cannot leave with students from the Field Trip LOCATION.
- PERMISSION SLIPS must be completed and submitted in order for any student to attend the Field Trip.
- Funds required for the Field Trip WILL NOT be accepted the DAY OF THE FIELD TRIP.
Please pay for field trip by deadline designated by teacher.
- There will not be any REFUNDS issued for a Field Trip, unless it is cancelled by the school.
(Please see the Student/Parent Handbook, Page 30)
- If a student has a behavior concern, a parent may be requested to attend the field trip in order for their child to participate. If the parent cannot attend, the student will not be allowed to participate.
- If a student receives a suspension during the time of a field trip (after the permission slips have been sent home), the student will not be allowed to attend, and a refund will not be issued.

SHERWOOD EVENTS

When Sherwood has school events for our students such as Attendance Incentives (Skate/Game Night), Field Day, Field Trips, etc., these events are only for Sherwood students to participate. If a Sherwood student has siblings who do not attend Sherwood, they will not be allowed to participate.

HEALTH POLICY

- Parents will be notified in case of illness and/or injury. **PARENTS MUST KEEP THE SCHOOL UPDATED ON ANY CHANGES WITH ADDRESS, TELEPHONE NUMBERS, AND/OR EMERGENCY CONTACT NAMES OR TELEPHONE NUMBERS.**
- A child, whose illness requires that the child be sent home, will be given appropriate attention and supervision until the child's parent or other authorized adult arrives.
- A child with uncontrolled diarrhea or vomiting will be provided care apart from the other children until the child's parent or other authorized adult arrives.
- **Students will not be allowed to remain at school if one or more of the following exists:**
 - a. If the illness prevents the child from participating comfortably in school.
 - b. If the illness results in greater need for care than the staff can provide without compromising the health, safety, and supervision of the other students.
 - c. Oral temperature of 100 degrees or greater. Child must be free of fever for 24 hours before returning to school.
 - d. Diarrhea
 - e. Vomiting

To return to school after the following the child must bring proof of treatment to the office.

- f. Chicken pox (Child should be excluded until blisters are scabbed over completely.)
- g. Hepatitis A (Child should be excluded until one week after jaundice appears or one week after the illness started and fever is gone.)
- h. Pink Eye (Child is excluded until treatment has begun and discharge has stopped.)
- i. Undiagnosed Generalized Rash
- j. Head Lice (Child is not to return to school until nits, lice and eggs are no longer present.)
- k. Measles (Child should remain at home until four days after the rash appears.)
- l. Mumps (Child should not return for nine days or until swelling subsides.)
- m. Ringworm (Child should not return to school until treatment is started and lesion is covered.)

HOMEWORK

Homework will count 10% of each Nine Weeks grade. The total amount of daily homework assigned will depend on the grade level of the student and should not exceed 60 minutes.

KK-	15 minutes
1st._	20 minutes
2nd._	30 minutes
3rd._	45 minutes
4th._	60 minutes
5th._	60 minutes

It is expected that all student's read an additional 20 minutes every night to improve his or her reading skills.

Students are expected to understand that homework assignments:

- Are the student's responsibility
- Is part of the required schoolwork?
- Count 10% of each nine weeks' grade
- Are to be completed and submitted on time
- Are to be completed outside the classroom

Parents are expected to:

- Check homework assignment sheet each night and sign that you have done so
- Provide a quiet, well lighted space for studying
- Have basic material available (paper, pencils, ruler, etc.)
- Establish a regular schedule for homework and studying
- Encourage students in their work without undue nagging or extreme pressure
- Encourage and take an interest in the student's total study program without doing the work
- Praise students when they succeed and encourage them to continue when problems develop
- Confer with teacher or counselor for suggestions as to how they can help students develop good study habits
- Remind students that homework is their responsibility

The total amount of homework assigned will depend upon the grade level of the student. The amount of homework normally increases as the student progresses through school.

Students will not be allowed to use the telephone to call for forgotten homework.

MEDICATIONS

Sometimes it is necessary for students to take prescription medicine while at school.

Medicine must be brought immediately to the office either by the student or the parent. Medicine must be in a prescription bottle with the child's name, name of the medication, doctor's name, and pharmacy shown on the pharmacy label. Under the Shelby County Schools policy, an Authorization for Medication during School Hours form must be completed by the parents and the parent must be on file in the office. Forms are available in the office. The student is responsible for coming to the office at the appropriate time to take the medication. Approved possession of a student's own prescription medication during the school day is limited to life threatening conditions.

Aspirin, Tylenol, cough drops, and other non-prescriptions items will not be given to children during school hours unless you have written authorization from the doctor.

Medicine that is to be taken three times daily does not need to be administered at school. It can be given before and after school and at bedtime. ***Do not send antibiotics to school please.*** Please call 416-4864 to discuss any medical needs for your child.

CLASSROOM TELEPHONE USE

If a student needs to telephone their parents, the classroom teacher will always make the first telephone communication contact with parents. Students will not be allowed to use the phone to call for forgotten homework, permission slips, or supplies. Teachers will not be called to the phone to talk to parents. A voice message may be left for the teacher to call you during the planning time.

CELL PHONE POLICY # 6024

Memphis-Shelby County Schools "CELL PHONES/PERSONAL COMMUNICATION DEVICES"

Policy #6024: This includes iPods, radios and earplugs.

Within the contents of the policy, it states that students are **NOT** allowed to have possession of cell phones and/or communication devices in any article of clothing, purse, book bag or any location on school property other than the approved storage location. Therefore, students are not allowed to carry these devices in their pockets. At Peabody Elementary, the approved location is the classroom locker. Please keep in mind that lockers do not have locks on them and may not be secure. However, the school is **NOT** responsible for **ANY** loss or theft of the device. Therefore, if you choose for your child to bring the device to school and it becomes lost, the school will not conduct a search for the item.

A student found in unauthorized possession of any type of cell phone or communication device during the school day shall have the device taken from him or her and kept until the parent is notified to pick up the device. Devices will not be returned to the student. Again, if found in unauthorized possession; a parent MUST pick up the device from the principal. If violation of this policy continues, additional consequences will follow such as suspension.

PROCEDURES FOR PARENTAL CONCERNS

The following information about how to bring a complaint to the school is intended to provide parents and students an opportunity to resolve questions or problems that may arise.

- All complaints must receive a response within 24 hours and be taken care of within 10 (20 days if bullying is involved) calendar days of learning about the event or problem.
- All student matters should be discussed first with the appropriate classroom teacher.
- If the teacher's decision is not satisfactory, the complainant may request a conference with the principal.
- Please remember to schedule an appointment with the principal so that we can serve you in a timely manner. Please call 416-4864 for your appointment.
- If the decision of the principal is not satisfactory, the complainant may contact the Parent Welcome Center located at 2687 Avery Ave or call 416- 1750.

PROGRESS REPORT/WEDNESDAY FOLDERS

It is important that teachers and parents communicate about students' academic and social progress. A progress report will be sent home every Wednesday in the Sherwood Wednesday folder containing graded papers, class newsletters, and other school-related events.

Your child will receive a Wednesday Folder from their classroom teacher weekly. Please contact the school immediately if you did not receive a Wednesday Folder.

GRADING POLICY 5014

Pre-Kindergarten and Kindergarten:

The pre-kindergarten and kindergarten report cards show progress toward the state standards. The grade level standards are set by the state and indicate what a student should know and be able to do. Students are evaluated based on their progress toward meeting benchmarks for each standard. This is indicated by symbols expressing mastery or non-mastery for each skill. Additionally, the letter grades "E", "S", "N", or "U" will be used to express basic grading for art, music, world languages, and physical education (P.E.).

Conduct Grades

Grades 1-5

In all schools, students' conduct is graded as "E", "G", "S", "N", or "U" and is to be reported at each grading period on the report card. Self-contained classes receive one homeroom conduct grade. Departmentalized classes each give a conduct grade.

Grades 1-5

E=Excellent

S=Satisfactory

N=Need Improvement

U=Unsatisfactory

Conduct grades are based on behavior and shall not be deducted from scholastic grades. Similarly, academic performance may not form the basis for conduct grades.

Academic Grades

The basic grading system for knowledge/subject area is expressed by the letters “A”, “B”, “C”, “D”, and “F” according to the numerical values listed under the Grading Scale below except for first (1st) grade science, social studies classes, prek-5 art, music, and P.E. which will be expressed by the letter grades “E”, “S”, “N”, or “U”.

Grading Scale

A 90-100
B 80-89
C 70-79
D 60-69
F Below 60

M-SCS Grading Protocol

The assessment of a student’s academic achievement is used to determine a grade for the student. The grading criteria shall include documentation of all the following:

- 5% Homework
- 5% Class Participation (does not refer to student conduct)
- 5% Projects/Portfolios/Presentations
- 40% Class work/Daily work (refers to a formative demonstration of the student’s ability and includes projects, reports, presentation)
- 45% Assessment (refers to a student’s culminating, independent demonstration of mastery of one or more competencies) Assessments can include:
 - Test scores
 - Quizzes
 - Online assessments
 - End of the course tests, where applicable
 - Subject or grade specific assessments and other alternative assessment tools as determined by the state or school district

Conduct grades are based on behavior and shall not be deducted from scholastic grades. Similarly, academic performance may not form the basis for conduct grades.

REPORT CARDS

Report Cards are sent home every nine weeks-grading period. The M-SCS District issues report cards on Wednesday. Please review, sign, and return report cards the next day.

Please read comments on your child’s report cards. If your child has an “F” in any class, teachers will request a Parent Conference in the comment section of the report card.

AWARDS

PRINCIPAL’S LIST (Grade 1-5 Only)

- Academic Subjects-All A’s and E’s, G’s, S’s
- Special Subjects- E(Excellent) or S(Satisfactory)
- Social and Academic Behavior (conduct & work habits) – E(Excellent) G(Good) or S(Satisfactory)

HONOR ROLL (1-5 Only)

- Academic Subjects-As, B's, E's and S's (including all B's, with no grade lower than B)
- Special Subjects- E(Excellent) or S(Satisfactory)
- Social and Academic Behavior (conduct & work habits) – E(Excellent) G(Good) or S(Satisfactory)

CITIZENSHIP HONORS (Grades K to 5)

- All E's in conduct and work habits

PERFECT ATTENDANCE (Grades K to 5)

- No absences (Excused or Unexcused)

MATH OR READING AWARD (KK Only)

- Students who mastered at least a minimum or higher of 80% of the math or reading skills on the report card.
- Have E's, G's, and/or S's in Conduct

Awards will be given each grading period. The time and dates will be on the monthly calendar.

SCHOOL COUNSELOR, PARENT AND COMMUNITY RESOURCE CENTER

Mrs. Jaclyn Linsey, school counselor, is available for individual and small group counseling to assist children in adjusting to school or with problems. She is also available to assist parents and teachers in requesting for academic screening and planning when students are experiencing difficulty with schoolwork. Students may be referred by parents, teachers, and school administrators or by the students themselves. Please feel free to contact the school counselor office with your concerns @ 416-4864.

**Sherwood Elementary School
Student/Parent Handbook 2025-2026**

Student: _____

Teacher: _____



***Please complete and return this page to school by
Thursday, August 21, 2025, and your child will receive a
Dress Down Day for Friday, August 22, 2025.***

Initial each item:

_____ **I understand the policies and procedures outlined in the Sherwood Elementary School Student/Parent Handbook for 2025-2026 School Year.**

_____ **I understand my parental responsibilities as outlined in the Sherwood Elementary School Student/Parent Handbook for 2025-2026 School Year.**

_____ **I understand that my child, _____, will be held accountable for the behavior and consequences outlined in the Student/Parent Handbook. These behaviors are expected at school and at all school-sponsored or related activities regardless of time or location.**

_____ **I understand that if I object to any School Policy, Procedures, or Curriculum, I should put the objections in writing to Ms. Terra Stigger, Principal.**

Parent Signature

Student Signature

Date