

Sherwood Middle School's Student/Parent Handbook

Dear Students, Parents, and Guardians,

Welcome back to Sherwood Middle School. The entire Sherwood Middle School staff is looking forward to sharing their love for teaching and learning with you and your child(ren). We believe all children have the ability to learn and expect our students' personal best at all times. It takes a partnership between home and school to ensure all students perform at their optimal levels. Help us achieve our goals for our children. Together we will make history as we work to support our school's motto, "Aiming for Excellence".



3480 Rhodes Avenue
Memphis, TN 38111

School Mascot: ARCHER
School Colors: Green, Black & White
School Hours: 7:15 A.M. – 2:15 P.M.

Important Phone Numbers

Main Office: (901) 416-4870

Attendance Office: (901) 416-7757

6TH Grade & 8A Guidance Counselor: (901) 416-7760

School Fax: (901) 416-4881

7th Grade & 8B Grade Guidance Counselor: (901) 416-7755

MARKENSTON JEAN-LOUIS, *PRINCIPAL*

Principal: (901) 416-4870

Stanley Baptiste, Asst. Principal Toya Monix, Asst. Principal

Tameka Townes, PLC Coach Davonda Brown, Instructional Facilitator Lacandace Campbell-Rice, Media Specialist

Crystal McGee & Gwendolyn Robinson, Professional School Counselors

SCHOOL MOTTO: Aiming for Excellence

"Memphis-Shelby County Schools offers educational and employment opportunities without regard to race, color, national origin, religion, sex, creed, age, or disability."

Sherwood Middle School is a federally funded Title I school. (Revised 7/2024)

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Sherwood Middle School

COMMON MISSION

The mission of **Sherwood Middle School** is to provide students with an environment in which they can learn, desire to learn, and will learn. With the aid of teachers, parents, and community, we will “motivate students to acquire the knowledge and skills needed to perform well in high school and beyond.

SHARED VISION

Sherwood Middle School students are empowered, self-motivated learners who are supported by the faculty, their families, community members, and their peers. The faculty and staff are committed to providing a safe, developmentally-appropriate learning environment in which students are successful academically, emotionally, socially, and physically.

CORE VALUES

Communication: A Sherwood Archer is able to communicate verbally or through written exchange of ideas, beliefs and interpretations that are grounded in listening and a growth mindset.

Love: A Sherwood Archer displays unconditional love toward others. We sympathize and care in a way that puts others’ needs before our own.

Accountability: A Sherwood Archer is responsible by taking ownership for the results of the decisions and actions that the school body makes daily (choice, changes and consequences).

Positive Attitude: A Sherwood Archer’s positive attitude is a mindset on the way we behave, feel, and think that positively impacts response to ideas, people and situations.

Structure: A Sherwood Archer provides a nurturing, diverse, differentiated learning environment that will support our students to be career and college ready.

Students and all employees of **Sherwood Middle School** will follow *the rules and guiding principles* given to us by local, state and federal educational agencies.

Sherwood Middle School's Goals

- To increase the academic success of our students
- To work effectively with community agencies to support the physical and socio-emotional development and well-being of students
- To strengthen the family/school/community partnerships to support academic, social, and emotional development of all students
- To create a climate that is sensitive and responsive to the needs of an increasingly diverse student and community population

Parents' Right-To-Know

ALL parents have the right to request the following:

- * A teacher's professional qualifications, licensure, grade(s) certification, waivers
- * A teacher's baccalaureate and/or graduate degree, fields of endorsement, previous teaching experience
- * A paraprofessional's qualifications
- * An annual notice of Student Education Records Privacy and notice for disclosure of School Directory Information
- * An assurance that their child's name, address and telephone listing not be released to military recruiters

ALL parents will receive information on the following:

- * Their child's level of achievement on each of the state's academic assessments
- * Notification of right to transfer their child to another school in the district if the student becomes the victim of a violent crime or is assigned to an unsafe school
- * District Family Involvement Policy and School Parent Involvement Policy
- * Their right to public school choice and Supplemental Educational Services

Sherwood Middle School

2024-2025 Family Engagement Plan

Each year, federal law requires schools receiving Title I funds to create a Family Engagement Plan to encourage parents and family members to get involved in their child's education.

Sherwood Middle encourages on-going parental involvement in our educational process. We have jointly developed with our parents a written Family Engagement Plan. Our School Level Family Engagement Plan has established the expectations for parental involvement. We believe that all children have the right to earn a high-quality education.

To ensure that our parents participate in the development and implementation of the schools' program, Sherwood Middle School encourages parents to do the following:

- **Serve** in the decision-making process by participating in Site Based Leadership Committee and PTSO.
- **Attend** team level meetings, parent conferences, programs and PTSO meetings.
- **Volunteer** participation in academic, extracurricular and co-curricular activities.
- **Develop** jointly with school staff a school-parent compact.
- **Participate** in the planning and development of the Tennessee School Improvement Plan.

The administrators, faculty and staff will provide a strategic plan and implement Title I requirements according to the guidelines set forth in the law, which include the following:

- **Convene** annual meetings at flexible times where all parents are invited. Meetings will be held in the morning and evening.
- **Provide** parents with timely information about Title I requirements, our school's participation in Title I, and the rights of parent's involvement at school.
- **Allow** parents to observe school programs and visit classrooms.
- **Schedule** a flexible number of meetings to inform parents of student progress.
- **Provide** a description and explanation of the curriculum, academic assessments, and proficiency levels of every child.
- **Encourage** parents and students to join our local PTO and attend Title I Meetings/Professional developments provided during flexible times.
- **Encourage** parents to attend all Open House and Family Night Events which address the curriculum, assessments, and the performance levels of our students.
- **Involve** parents continuously in the planning, review, and improvement of programs for parental involvement, including possible revisions to the School's Family Engagement Plan.

To ensure that our parents participate in the development and implementation of the school's comprehensive program, the staff of Sherwood Middle School (SMS) will do the following:

- **Provide** opportunities for regular parent meetings to keep parents informed about school programs, activities and progress, as well as, receive recommendations from parents.
- **Provide** various means of communication to parents on a continuous basis (e.g. monthly newsletters, monthly school calendars, flyers, school website, School Messenger, Parent Resource Center, etc.)
- **Conduct** Parent-Teacher Conferences to allow parents an opportunity to chart their child's academic progress and discuss any issues with teacher. SMS supports an Open Door Policy.

Sherwood Middle School

2024-2025 Parent – School Compact

This compact was jointly developed by Sherwood Middle School's parents, students, teachers, & administrators. This agreement outlines how parents, school staff, and students will share the responsibility for improving student academic achievement and how the school and parents will maintain a strong partnership, enabling all students to achieve the State's high academic standards.

Parent/Guardian Agreement

As the overseer of my child's future, I agree to:

- Prioritize time spent at home to focus on completion of homework.
- Utilize available resources (public library, museum, etc.) to assist my child with learning and assignments.
- Ensure that my child attends school on time daily.
- Support my child's learning by using the television as an extension of learning as opposed to solely using it for entertainment, and promote positive use of extra-curricular time.
- Communicate with teachers through parent/teacher conferences, telephone, and email.
- Respond promptly to communication and progress reports sent by the school.
- Be available to volunteer, participate, and observe my child in class.

Signature

Student Agreement

My education is important to me; therefore, I agree to:

- Come to school prepared to learn and have the required materials for learning.
- Designate time at home for homework and study.
- Put forth my best effort in all subjects.
- Complete classroom assignments, projects and homework in a timely manner.
- Respect other students and adults just as I want to be respected.

Signature

Homeroom

Teacher Agreement

We realize the future of our country lies in our hands; therefore, we agree to:

- Provide meaningful homework assignments for students.
- Participate in on-going communication with parents, including frequent student progress reports.
- Hold parent/teacher conferences at various times.
- Provide motivational and engaging activities to enhance student understanding;
- Respond in a timely manner to parents' concerns, questions and suggestions;
- Provide information regarding curriculum assessments, measurements and student expectations.

Signature

School Agreement

Knowing that I have been entrusted with the educational process of this school, I agree to:

- Provide high-quality curriculum and instruction in a safe, supportive and effective learning environment that allows for positive communication between the teacher, parent and student.
- Give parents reasonable access to staff, to volunteer, participate and observe in their child's class.
- Provide at various times materials, training, meetings and conferences to help parents work with their child to improve their achievement.
- Ensure teachers and staff participation in research based high-quality professional development.
- Organize parent involvement programs and activities.

Marbonston Jean-Louis

Principal's Signature

SHERWOOD MIDDLE SCHOOL'S UNIFORM POLICY - MSCS #6021

All students at SHERWOOD MIDDLE SCHOOL are **REQUIRED** to wear **SCHOOL UNIFORMS!!!!**

The school administration reserves the right to determine whether the students' attire is within the limits of decency, modesty, and safety.



Tops - Students will only wear White, Hunter Green, Black, Gray, or Navy Polo Style shirts as the official uniform shirt. Shirts, blouses, and dresses must have sleeves and must completely cover the abdomen, back, & shoulders. Shirts or tops must cover the waistband of pants, shorts, or skirts with no midriff visible. Low-cut blouses, shirts, or tops or extremely tight tops, tube tops, or any top that exposes cleavage are prohibited. Shirts, blouses, and tops must be no longer than waist-length. **If t-shirts are worn underneath the uniform shirt they must be WHITE! Shirts must be tucked on the inside for boys and girls.**



Bottoms - Student bottoms will **ONLY** be Black, Navy Blue, Khaki and/or Tan. Pants must fit at the waist and not be oversized or undersized (e.g., baggy pants, sagging pants, tights, or pants made of spandex are prohibited). **If belts are worn they must be fitted and put through belt loops. Skirts, dresses, and shorts must be no shorter than four (4) inches above the knee. Denim jeans, pedal pushers, and bell bottoms are not permitted. No denim material may be worn as standardized dress/uniform clothing.**



Shoes



- Shoes may not have heels higher than one and one-half (1.5) inches. Shoes with rollers/wheels are prohibited. If sandals are worn, they must have a heel strap.
- House shoes, slippers, and/or flip flops are **NEVER** to be worn to school.
- Shoestrings must come with the shoes and should be in accordance with the official school uniform colors (black, khaki, tan, or navy blue).***



Jackets - Light jackets, vests, sweaters, and/or cardigans designed for cooler weather must comply with the uniform colors (**Solid** White, Khaki/Tan, Black, or Navy Blue). No exceptions!!!

Prohibited Items: (1) large, long and/or heavy chains; (2) studded or chained accessories; (3) sunglasses, except for health purposes; (4) sleepwear, pajamas, and/or blankets; (5) skin-tight outer materials such as spandex; (6) wristbands; (7) facial jewelry (including tongue piercing); (8) head bands (**Except black**); and (9) attachments that are not a part of the uniform such as fanny packs, fuzz balls, hair picks, etc. **RIPS TEARS AND HOLES IN CLOTHING ARE NEVER ACCEPTABLE.**

All standardized dress/uniform clothing must be plain, without any visible manufacturer's logos, brand names, pictures, or insignias.

NOTE: Any student not attired in accordance with the policy shall be directed to correct the violation or said student may be referred to supervised study for the day. Repeat offenders may be subjected to additional measures which include parent call, guidance referral, and referral to DCS. Refusing to comply with the uniform policy is insubordination and will eventually be addressed with out-of-school suspensions (OSS), as described in the district-wide discipline policy.

SHERWOOD MIDDLE SCHOOL'S RULES AND REGULATIONS

SCHOOL HOURS: School hours are from 7:15 a.m. until 2:15 p.m. Students are to be in their homeroom when the tardy bell rings at 7:15 a.m. A tardy slip from the attendance office is required after homeroom which ends at 7:45 a.m. Frequently, students are at school well before 6:45 a.m. and after 2:45 p.m. **No adult supervision is provided at these times.** Please be aware that the safety of your child is at risk each time he/she is left unsupervised before and after school. We strongly urge parents to make arrangements for the timely removal of their children upon dismissal.



ARRIVAL AND DISMISSAL: School begins at 7:15 a.m. The cafeteria will be open at 6:50 a.m. for students desiring to eat breakfast. Students enter through the front doors only and proceed through the metal detectors. All students will report directly to the cafeteria and remain there until they are dismissed to report to homeroom. Students should not be in the hallways before or after school without permission and adult supervision. Students will report to their lockers and/or restrooms prior to reporting to homeroom.

For an efficient and safe dismissal, a staggered dismissal system is used. Students are dismissed from class in three different groups and separate times as directed by their teacher. The three dismissal groups are:

1. Bus riders
2. Car riders and students staying after school
3. Walkers

Bus riders are to line up when directed by their teacher. Students will be escorted to the gym. Students must sit in a designated area and dismiss to their bus as directed by designated staff.

Car riders are to line up when called by their teacher and transition to the cafeteria with designated staff. Students must sit in the designated area until their car number is called. Parents must proceed through the car rider line. Students are to be picked up within the pick-up area. Parents are not allowed to pick students up from the adjacent parking lot to circumvent the car rider line. Since student safety is a top priority, all parents and students must follow car rider pick-up procedures. Failure to follow procedures can result in parent conference, ISS, OSS, or removal from the car rider line altogether.

Students staying after school will line up as directed by their teacher and report to the cafeteria. Students will sit in a designated area in the cafeteria and will remain seated until picked up by their coach or sponsor.

Walkers will line up when directed by their teacher. Walkers are escorted out of the building by their teacher and must exit the campus immediately.

Students should be completely off campus by 2:45 p.m., unless accompanied by a teacher/school sponsor for a specific activity.

CHECKING IN SCHOOL AFTER 8:00 A.M. - A parent or guardian must accompany students checking in after 8:00 a.m. to avoid disciplinary action. Students checking in after 8:00 a.m. without a parent will receive a parent call/conference. Continuous violations will result in the parent being referred to the Department of Children Services. Students checking in late are considered unexcused with the exception of submitting formal documentation of the following: doctor's visit, dentist's visit, court hearing, death in the immediate family, or other circumstances as aligned with district policy.

SCHOOL ATTENDANCE - All students are expected to attend school on each day that school is officially in session. *Students missing 10 consecutive days of school will be dropped/withdrawn from PowerSchool SMS and must re-enroll.*

Only the following reasons will be considered for excused absences:

1. Illness or hospitalization of student. Physician verification will be required to justify absences after the accumulation of ten (10) days of absence during a school year. Notes must be date specific and will be required for subsequent absences beyond ten (10) days.
2. Death or serious illness within the student's immediate family.
3. When the student is officially representing the school in a school sponsored activity.
4. Special and recognized religious holidays regularly observed by persons of their faith.
5. Legal court summons not as a result of the student's misconduct.
6. Extenuating circumstances over which the student has no control as approved by the principal.
7. If a student's parent, custodian or other person with legal custody or control of the student is a member of the United States Armed Forces, including a member of a state National Guard or a Reserve component called to federal active duty, the student's Principal shall give the student:
 - a. An excused absence for one (1) day when the student's parent, custodian or other person with legal custody or control of the student is deployed;
 - b. An additional excused absence for one (1) day when the student's parent, custodian or other person with legal custody or control of the student returns from deployment; and
 - c. Excused absences for up to ten (10) days for visitation when the student's parent, custodian or other person with legal custody or control of the student is granted rest and recuperation leave and is stationed out of the country.
 - d. Students receiving an excused absence under this section shall have the opportunity to make up school work missed and shall not have their class grades adversely affected for lack of class attendance or class participation due to the excused absence.

Please schedule doctor and dental appointments outside of school hours. If this is not possible, please do not check the student out before 11:30 a.m. This will keep your child from losing credit for a day's attendance. **Parents must report to the attendance office with a state issued picture ID to check their student(s) out.**



ACCIDENTS AND ILLNESS: If a student is injured or becomes ill at school, we will make him/her comfortable and then call parents immediately. If the parent cannot be reached, we will attempt to contact the emergency number(s) listed on the registration form/ PowerSchool SMS. **Be sure to update any changes in phone numbers, contacts, and/or addresses in the main office, as the year progresses.** Please remember that seriously ill students cannot remain at school. **In the event we cannot reach you via the numbers provided, we will call 911.**

CHRONIC ILLNESSES: The office needs to know of your child's chronic illnesses such as asthma, rheumatic fever, diabetes, allergies, etc. We need definite, written instructions on file should an emergency arise. Parents, please make sure homeroom teachers also have a written note on file explaining any chronic illness your child may have.



MEDICATION: If under exceptional circumstances a student is required to receive medication during school hours and the parent cannot be at school to administer the medication, **only the school nurse or the Principal's designee will administer the medication in compliance with the regulations** that follow:

A. Written instructions will be signed by the parent or legal guardian and will include:

1. student's name, 2. name of medication, 3. purpose of medication, 4. time to be administered, 5. Dosage, 6. possible side effects, 7. termination date for administering the medication, 8. name and phone number of student's physician.

B. The signed instruction form will be kept on file at the school.

C. All medication must be brought to school by the parent or guardian, unless other arrangements have been approved by the school Principal, but under no circumstance shall a student bring the medication to school him/herself. All medication must be in its original container, whether prescription or non-prescription, and be clearly marked with student's name, prescription number, medication name/dosage, administration route, date and refill, licensed prescriber's name, and pharmacy address and phone number. Over the counter medication must be in the original container with ingredients listed and child's name affixed to the container.

The parents of the student must assume responsibility for informing the school Principal of any change in the student's health or change in medication.

WITHDRAWAL OF STUDENTS: *If a student moves out of Sherwood Middle School's Zone and must withdraw from school, the parent should utilize the PowerSchool app to withdraw the student. If assistance is needed, the parent may come to the school. All student textbooks /library books/devices MUST be returned and all school fees/fines must be **paid in full**. No checks are allowed. Please provide exact change.*

PARENT CONFERENCES: Conferences are encouraged and welcomed by the faculty. Please email the teacher directly or contact your child's grade level counselor. Teachers cannot be interrupted during class time for conferences. The district has established specific times designated as parent-teacher conferences days each school year. Parents are encouraged to meet with their children's teachers on these days, as well as, throughout the school year. Appointments must be made in advance by the parent to conduct parent-teacher conferences. These conferences will occur during the teachers' planning times and should be confidential. **All parties MUST be respectful. Conferences will be terminated due to disrespect, profanity, threat, loud talking, etc.**



LUNCH PROGRAM: All students will receive free breakfast and lunch each day.

ANNOUNCEMENTS: Public address (PA) announcements will be made during the homeroom period and at the end of the school day. Announcements will not be made for personal items lost by students.

TELEPHONE MESSAGES: Telephones in the school offices are for school business only and are not available for personal use, except in the case of an emergency. Students will not be called from classes to answer the telephone. **Except in emergency cases, we encourage parents not to call the office and ask that messages be given to their children. Emergency messages will be delivered by the principal or designee to students.**

MATERIALS DELIVERED TO THE OFFICE FOR STUDENTS: When students arrange to have something delivered to the main office from home, it is their responsibility to pick it up. **The main office personnel will inform students of deliveries, including but not limited to** (student lunches, textbooks, athletic gear, homework assignments, academic projects, articles of clothing, etc.) **Students are not allowed to receive orders from outside vendors such as Door Dash, Uber Eats, or pizza delivery. When such deliveries are made, items will be confiscated.**

SCHOOL VOLUNTEERS: Parents who are interested in becoming school volunteers should call the school and ask for the principal, family engagement specialist, and/or leave your name and telephone number with the main office secretary. The Family Engagement Specialist and/or a member of the school's administrative team will contact you concerning your area of interest. Parental involvement is always welcomed and appreciated. Background checks are required for ALL volunteers, including chaperones. Please review SCS Policy # 7010 on Volunteers for additional information regarding volunteering.

SCHOOL VISITORS: All visitors and parents are welcomed and are encouraged to visit the school. **PLEASE STOP BY THE MAIN OFFICE, STATE THE NATURE OF YOUR**



VISIT, AND SIGN IN. Visitors must have a Visitor's Identification badge to walk around the school building. Please review SCS Policy # 7011 for more information on school visitors.

TEXTBOOKS, LIBRARY BOOKS, & INSTRUCTIONAL MATERIALS: Students are responsible for all textbooks, library books, and devices issued during the school year. Textbooks should be covered to protect them from damage during the school year. A device is issued to each student, however, Sherwood Middle School does not allow students to take devices home. Students must turn in their assigned device to the homeroom teacher before leaving school each day. These items are very costly, and students/parents will be responsible for paying the cost to replace them. **Parents must pay for all lost or damaged items.**



FOOD ITEMS: In order to maintain the cleanliness of our building, no food items, of any kind are allowed outside of the cafeteria. ***This includes candy, gum, chips, Takis, sunflower seeds, and sodas.*** If these items are seen in classrooms or halls, they will be taken and discarded. Please encourage your child to only eat and drink in the cafeteria. **No chewing gum, sunflower seeds, Kool-Aid packs, or other food items are allowed at any time!!!**

LOCKERS: Lockers are available for free to all students. **Students should not give their combinations to anyone.** Lockers are school property and may be opened by authorized personnel at any time. It is the students' responsibility to keep the locker locked at all times and to immediately report locker problems to the homeroom teacher and/or school administration. **Students are permitted to enter their lockers at these times only:** *Before Homeroom & at the end of the day at the designated locker time*



NOTE: Entering lockers at unauthorized times, hanging out at the lockers, and failure to abide by teachers' directions when at the lockers may result in the student losing his/her locker privileges.

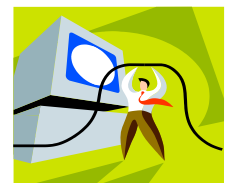
FIRE, TORNADO AND EARTHQUAKE DRILLS: Drills are necessary for the safety of the students, staff, and faculty. Everyone should know the specific directions for reaching a point of safety from wherever he/she may be in the building. Specific information for drills is posted in each classroom.

INCLEMENT WEATHER: Parents and students should have a plan in case of early dismissal due to inclement weather. Please listen for alerts from MSCS and local media regarding school closings on days when threatening weather exists.



FIELD TRIPS: Students attending field trips sponsored by the school must submit a signed permission slip before participating in the activity. ***Telephone calls for field trip permission will not be accepted.***

LIBRARY/MEDIA CENTER: The school library / media center is available for student study and research. A variety of audio-visual equipment is available for classroom use and is stored in the library. Books are checked out for two weeks, except for reference books, which are used on an overnight basis. **Lost library books must be paid for or the student's report card will be held.** **Unless escorted by a teacher/ staff member,** all students are required to have a library pass to enter the library. If a student wishes to use the library during lunch to complete an assignment, he/she should seek approval from the teacher issuing the assignment and the librarian to get a library pass.



Students with device-related issues are allowed to see Ms. Campbell-Rice from 10:00 – 11:00 and from 1:30 – 2:00. The students must bring a completed Device Issue form from the teacher.

LOST AND FOUND: Students who have lost articles may claim them in Lost and Found which is located in the Parent Engagement Specialist's office. Students may claim their lost items between 2:30 and 2:45 p.m. Students who find articles belonging to other students should turn them in to the Parent Engagement Specialist's office. Items will be kept secure for only 2 weeks and then discarded, if not picked up.



GUIDANCE: The Guidance Department is available to students for help with academic, social, and/or personal problems. The guidance counselor(s) can also help advise students about their career goals and opportunities. Students desiring to see a counselor should ask their teacher for permission to see a counselor. Parents may request a conference with the counselor by emailing, sending a note, or by calling the counselor and scheduling an appointment. 6th Grade and 8A Counselor, Dr. McGee, can be reached at 901-416-7760 and her email address is mcgeecs@scsk12.org. 7th Grade and 8B Counselor, Ms. Robinson, can be reached at 901-416-7755 and her email address is robinsong@scsk12.org.

PARTICIPATION IN AFTER-SCHOOL ACTIVITIES

- All students participating in after-school activities must report to the cafeteria at dismissal to be picked up by the responsible supervising coach or sponsor.
- At the conclusion of practice, once the student leaves the building, they should not re-enter unless supervised by the coach or sponsor.
- All students engaged in after school activities should have their ride secured at the end of the activity. The coach or sponsor is responsible for remaining until all participating students are off campus.

IMPORTANT ACADEMIC NOTES

Sherwood Middle School's curriculum is designed to stimulate creativity and develop critical thinking. Opportunities are offered for group projects, scientific experiments, and field experiences.

GRADING SCALE: Students receive grades in all courses/subjects, including art, music, and physical education which are reported on report cards and transcript records using the numerical values below:

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

Students' conduct is graded as excellent, satisfactory, needs improvement or unsatisfactory, and the initial letter "E", "S", "N", or "U" is used to report the conduct grade. Conduct grades are reported at each grading period on the report card with each subject grade. Conduct grades are based solely on behavior.

REPORT CARDS: Report cards will be issued to students at the close of each nine-week grading period. Report cards will contain both academic and conduct grades, as well as the students' current reading level as indicated by i-Ready assessments. Attendance will also be reported on the report cards. Parents are encouraged to monitor students' grades in PowerSchool on a regular basis.

PROGRESS REPORTS: Progress Reports are distributed to students in the 5th week of each nine-week grading period (see calendar on the school's website). Parents are encouraged to monitor students' grades in PowerSchool on a regular basis.

HOMEWORK: Homework is an important activity designed to promote academic achievement, reinforce or apply a skill previously taught, and to extend activities into the home. Sherwood Middle School encourages meaningful homework assignments. Homework will be given on a regular basis throughout the school year.

ACADEMIC HONORS: Honor Roll is determined from the student's report card and is set by MSCS Board Policy.

Principal's List – As in all courses. No Ns or Us in conduct.

Distinguished Honor Roll – As and Bs in all courses. No Ns or Us in conduct.

Honor Roll – Bs in all courses. No Ns or Us in conduct.

Citizenship Honors – Es in conduct.

NATIONAL JUNIOR HONOR SOCIETY: NJHS membership is both a privilege and a responsibility. Students selected for membership are expected to uphold the following principles, which are the basis for their selection: Scholarship, Citizenship, Character, Service, and Leadership. Seventh and eighth grade students are eligible for consideration for membership. Students must have spent at least one semester in the school before being inducted into the chapter.

It is the responsibility of students and parents to bring to the school's attention any incorrect conduct and/or grades in a timely fashion. Honor Rolls and NJHS selections are not retroactive, if problems are not corrected.



Safety Nets Provided by Sherwood Middle School

Academic Tutoring – After school tutoring in math and/or ELA will be available to all students. Start dates, tutoring days, and times will be communicated with parents and students when this information is available. Contact Person: Mrs. Monix (neelytm@scsk12.org)

Grade Repair - Parents who are concerned about their student's grade are encouraged to contact the teacher and counselor at least by the 5th week of the quarter for grade repair.

PowerSchool App - Parents are highly encouraged to visit the PowerSchool App frequently to stay abreast of the student's progress in each class.

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PROHIBITED ITEMS: Some things are best left at home because they have the potential for disrupting the learning environment. *All of the following are NOT ALLOWED on school grounds at any time.*

bluetooth speakers, Ipods, radios, video games, baseball caps, speakers, playing cards, board games, dice, do-rags, wristbands, headbands, bandanas, cell phones, tablets, fanny packs, lasers, fidget spinners, metal picks, flashlights

STUDENT DISCIPLINE

One of the most important lessons that education teaches is discipline. When discipline does not appear, it undermines the whole educational structure. Discipline is the training that develops self-control, character, orderliness and efficiency. It is the key to good conduct and proper consideration for other people.

Therefore, it is the responsibility of each student to operate as a responsible citizen. Memphis-Shelby County Schools establishes the policies governing student conduct. The administration and faculty of Sherwood Middle School will uphold district policies concerning student conduct.

The **following types of behaviors** will result in consequences that range from lunch detention, assigned supervised study, in-school suspension (ISS), out-of-school suspension (OSS), or even expulsion, depending upon the severity and/or continuation of Code of Conduct violations:

- ~ Fighting, disruption or interference with curricular or extracurricular activities.
- ~ Damage or destruction of school or personal property.
- ~ Assault on school employees, students or other persons.
- ~ Possession of weapons (real or look alike).
- ~ Possession or use of narcotics, alcoholic beverages and/or other dangerous drugs.
- ~ Stealing of school or private property.
- ~ Violation of Attendance Rules and Regulations including truancy, excessive tardiness, and excessive early dismissals.
- ~ Being insubordinate or showing disrespect toward a school employee, student, and/or guest of the school.
- ~ Inappropriate display of affection while on school premises, while in the custody and control of the school, or in the course of a school related activity.
- ~ Engaging in any act which intimidates, threatens, degrades and/or disgraces a fellow student, visitor, administrator or member of the school staff by gestures, in written form, or by verbal means.
- ~ Using any form of profanity, written and/or verbal
- ~ Skipping or cutting class, which is defined as not being in the assigned place (even the cafeteria) at the appropriate time.

Inappropriate Behavior on the Bus: Students who engage in bus-related misconduct may be suspended from riding the bus to and from school. In this case, parents will be responsible for transporting students to and from school. Additional disciplinary actions may also apply when students violate the Student Code of Conduct while on the bus.

In-School Suspensions (ISS): The in-school suspension program includes a behavior management component that teaches students skills to improve their behavior and make good choices while allowing students the opportunity to complete their regular classroom assignments in an isolated environment. Refusal to cooperate with expectations in ISS may escalate consequences to OSS or expulsion.

Out-of School Suspensions (OSS): When students are suspended from school, please be aware of the following:

- Students may NOT participate in school athletic events, dances, or any other extracurricular activities.
- Students may NOT be on the school premises/bus (this is considered trespassing). Please be aware that MPD may be involved to address students who are trespassing.

- NOTE: To protect valuable instructional time, Out-of-School Suspensions will ONLY be cleared between the hours of 7:00 a.m. - 8:00 a.m. or 1:40 p.m. - 2:30 p.m. Monday through Friday. No Exceptions !!!



The ARCHER CREED

Daily, I commit to strive for excellence as I prepare to become a successful student and citizen. I will actively pursue my education by participating in each class. My citizenship is based upon self-respect and respect for others. I will continually endeavor to participate in activities that will bring honor and pride to my family, my school, and my community. I am a Sherwood Archer and will always aim for excellence.

School Expectations & Rules



Be ready.

Be responsible.

Be respectful.

IN THE HALLWAY

Ready	Responsible	Respectful
<ul style="list-style-type: none"> Walk to the right Voice Level: 0 	<ul style="list-style-type: none"> Listen for directions Stay in line 	<ul style="list-style-type: none"> Hands, feet, and objects to self Stay arms-length from the person in front of you

IN THE CAFETERIA

Ready	Responsible	Respectful
<ul style="list-style-type: none"> Voice Level: 0 (first 5 and last 5 minutes) Stay in line Know your meal code Know your lunch choice 	<ul style="list-style-type: none"> Listen for directions Get all items before sitting Stay seated Place trash in trash bin 	<ul style="list-style-type: none"> Eat only your food Hands, feet, and objects to self Leave area free of trash

AT THE LOCKERS

Ready	Responsible	Respectful
<ul style="list-style-type: none"> Follow assigned locker schedule Close locker door gently Store supplies in designated locations Voice Level: 1 	<ul style="list-style-type: none"> Use only your locker Keep locker combination to self 	<ul style="list-style-type: none"> Wait your turn Return property when finished Walk

IN THE CLASSROOM

Ready	Responsible	Respectful
SLANT <ul style="list-style-type: none"> Sit forward Listen Ask and answer questions Nod your head Track the speaker 	<ul style="list-style-type: none"> Be on time Follow directions Complete assignments Stay on task Cell phones and backpacks left in locker 	<ul style="list-style-type: none"> Keep floor free of objects/trash Hands, feet, and objects to self Raise hand to gain attention and/or to leave your seat Praise meeting expectations

GETTING ON THE BUS

Ready	Responsible	Respectful
<ul style="list-style-type: none"> Greet the driver Voice Level: 1 Listen to bus driver directions Have personal items 	<ul style="list-style-type: none"> Stay in assigned seat Keep personal belongings in lap or at feet Watch for stop 	<ul style="list-style-type: none"> Hands, feet, and objects to self Feet on floor Report problems to driver Graffiti-free

IN THE AUDITORIUM

Ready	Responsible	Respectful
<ul style="list-style-type: none"> Listen for instructions Stay in line Voice Level: 0 (entering and exiting) 	<ul style="list-style-type: none"> Line up the first time called Remain seated until your grade level is called Fold chairs when you stand Voice Level: 0 during 	<ul style="list-style-type: none"> Stay in designated area Report problems to teacher Listen to presenter

programs		
IN THE RESTROOM		
<ul style="list-style-type: none"> • Give privacy • One person per stall • Graffiti-free walls • Voice Level: 0 	<ul style="list-style-type: none"> • Use toilet or urinal • Place tissue in toilet • Flush • Wash • 2 pumps soap • 2 paper towels • Turn off water • Place trash in trash bin • Report water on the floor 	<ul style="list-style-type: none"> • Wait your turn • Hands, feet, and objects to self

CLASSROOM RULES

1. Come to class prepared with supplies and homework.
2. Raise your hand and wait for permission to speak.
3. Remain in your seat unless you have permission to do otherwise.
4. Be respectful to yourself, others, and school property.
5. Follow directions the first time given.



Definitions of Major Behaviors

If a student **chooses** to engage in a “Major Behavior” activity, he/she is **choosing** to be suspended. The school’s administrators will assign consequences ranging from a one-day suspension to an expulsion.

Fighting	At least two students mutually engaged in serious physical contact (hitting, punching, kicking, scratching, hair pulling, hitting with an object).
Gang Related Incidents	This includes possession of any visual representation of gang symbols (on notebooks, backpacks, in hair, on clothing, etc.), throwing up gang signs on campus, any type of gang initiation (10 second fights, theft, etc.).
Harassment /Discrimination	Repeated checking, name calling, or other actions, as well as, activities or statements intended to be offensive of one’s religion, race, culture, color, and disability, including sexual harassment.
Physical Assault	One student making serious physical contact upon another (hitting, punching, kicking, scratching, hair pulling, hitting with object).
Drug Possession	Drugs include alcohol, tobacco, marijuana, tobacco, pills, or drug paraphernalia (i.e. lighter, papers, etc.)
Property Damage (school)	Deliberately impairing the usefulness of school property. (Different from Vandalism).
Property Damage (others)	Deliberately impairing the usefulness of another student’s or staff member’s property.
Student/Faculty Threat	Student delivers message (verbal, written, drawn, or gestured) toward another that conveys an act of intended injury or harm.
Theft	Possession of someone else’s property (including school property and property of school staff).
Vandalism	Participating in an activity that results in substantial destruction or disfigurement of property.
Other	Could include: arson, forgery, bomb threats, false alarms, extortion, computer use violation, cursing a teacher, leaving campus, gambling, etc.

Sherwood Middle School is a fight free school !



Shelby County Board of Education STUDENT CONDUCT

6022
Issued Date: 08/26/10
Revised: 06/11/13

STUDENT CONDUCT – Student Code of Conduct (Offenses and Penalties by Category)

It is expected that all students behave in a manner that supports a safe and orderly learning environment. If behavior is disruptive to or threatens the safety of the school community, consequences shall be issued using the Memphis-Shelby County Schools Code of Conduct. Except for Category A State-Mandated Zero Tolerance Offenses, trauma-informed practices shall be implemented as practicable before issuing exclusionary consequences.

The infractions of school discipline in the Memphis-Shelby County Schools listed below are grouped into categories according to the seriousness of the offense. This list is not intended to be exclusive or all inclusive. For infractions not specifically listed below, school principals shall assign discipline in accordance with the category that appears to be comparable to the offenses specifically listed in the category. (For assistance determining the appropriate category for an offense, schools should contact the District office responsible for student discipline.)

Category A – State-Mandated Zero Tolerance Offenses

Notwithstanding another law to the contrary, a student has committed a zero-tolerance offense if the student:

1. Commits aggravated assault as defined in § 39-13-102 or commits an assault resulting in bodily injury (as defined in 39-13-101) upon any teacher, principal, administrator, school resource officer, or any other District employee
2. Is in unlawful possession of any drug, including any controlled substance, as defined in §§ 39-17-402 - 39-17-415, controlled substance analogue, as defined by § 39-17-454, or legend drug, as defined by § 53-10-101, on school property or at a school-sponsored activity
3. Brings to school or is in unauthorized possession of a firearm on school property or at a school sponsored activity, as defined in 18 U.S.C. § 921
4. Threatens mass violence on school property or at a school related activity pursuant to § 39-16-517.

Penalty for Category A Offenses

- Expulsion/Suspension for 180 days

Notification will be made to law enforcement authorities. Any modification of this penalty can only be made by the Superintendent.

Category B

1. Possession of a knife or any potentially lethal weapon, Taser, or explosive on school property or at a school-sponsored activity
2. Being under the influence of and/or evidence of drinking or possession of alcoholic beverages in school or at a school sponsored activity
3. Off campus criminal behavior that results in the student being legally charged with an offense that would be classified as a felony if the student was charged as an adult or if adjudicated delinquent for an offense that would be classified as a felony if the student was an adult, or if the students was convicted of a felony, and the student's continued presence in school poses a danger to person or property or disrupts the educational process
4. Gang activities - Activity that is threatening and/or intimidating, harassing in nature or recruiting; gang notebooks with gang pledges, codes and symbols that are used in communication such as threats and warnings and recruiting; gang related fights, and all types of violent acts; gang graffiti especially drawn on school property (bathrooms, lockers and hall walls); electronic devices such as cell phones with recognized gang text, with gang symbols, signs and language that is threatening and or intimidating
5. Being under the influence of illegal substance (without possession) or legend drugs, intentional misuse or excessive consumption/distribution of over-the-counter drugs with the intent to intoxicate and/or evidence of use or possession of drug paraphernalia, substances for huffing, any substance under guise of it being a controlled substance or prescription drug, and/or medical preparations without proper medical authorization
6. Possession, use or distribution of counterfeit money on school property or at any school sponsored activity
7. Assault upon any teacher, principal, administrator, school resource officer, or any other school employee
8. Continuous and/or severe Category C Offenses

Penalty for Category B Offenses

After implementation of restorative practices:

- *Out-of-School Suspension
- Expulsion (11-180 day)

When appropriate, notification will be made to law enforcement authorities.

Modification of this penalty can be made by the Superintendent or the Disciplinary Hearing Authority.

Category C

1. Threatening bodily harm to school personnel, including transmitting by an electronic device any communication containing a credible threat to cause bodily injury or death to a school employee and the transmission of such threat creates actual disruptive activity at the school that requires administrative intervention
2. False accusations against school personnel
3. Making a threat, including a false report, to use a bomb, dynamite, any other deadly explosive or destructive device, including chemical weapons, on school property or at a school-sponsored event
4. Smoking/use and/or the possession of tobacco or smoking hemp products, or electronic/vapor type products (e.g., e-cigarettes), or unauthorized consumption/distribution of non-prescription drugs by students while (1) in school or on school properties, (2) under school's jurisdiction during school hours, or (3) participating in a school-sponsored event
5. Gang activities - any gang related activity not specified in Category B
6. One (1) or more students initiating a physical attack on an individual student on school property or at a school-sponsored activity
7. Malicious destruction of or damage to school property, including electronic media, or the property of any person attending or assigned to the school
8. Stealing or misappropriation of school or personal property (regardless of intent to return)
9. Immoral or disreputable conduct
10. Continuous and/or severe Category D Offenses

Penalty for Category C Offenses

- In-School Suspension
- Out-of School Suspension (after implementation of restorative practices)

When appropriate, notification will be made to law enforcement authorities.

Category D

1. Open or continued defiant attitude or willful disobedience toward a member of school staff
2. Vulgar, profane, immoral/disreputable or rude remarks or non-verbal action to staff member or fellow student
3. Physical or verbal intimidation or threats to other students, including hazing
4. Threatening bodily harm to another student, including transmitting by an

electronic device any communication containing a credible threat to cause bodily injury or death to a student and the transmission of such threat creates actual disruptive activity at the school that requires administrative intervention

5. Fighting in or on school property unless, in accordance with state law, the principal recommends no disciplinary action for a student who is deemed to have acted in self-defense or defense of another

6. Possession of mace or disabling sprays

7. Inappropriate use of electronic media, including, but not limited to, all calls (land line, cellular or computer generated), instant messaging, text messaging, video/audio recording devices, iPods, MP3s or any type of electronic music or entertainment device, and cameras and camera phones

8. Sexual, racial, ethnic, or religious harassment/discrimination

9. Bullying/cyberbullying, intimidation, and harassment

10. Refusal to produce an object identified by metal detectors

11. Inciting, advising or counseling of others to engage in any acts in Categories A, B, or C using any means to send or receive spoken or written messages, including, but not limited to, notes, letters, texts, online or in-person group chats or conferencing, electronic messaging, audio messaging, video messaging, social media posts/streams, or other similar forms of communication

12. Continuous and/or severe Category E Offenses *

Penalty for Category D Offenses

- Parent/Guardian-Principal Conference
- Before/After School Detention/Saturday School
- In-School Suspension
- Out-of-School Suspension (after implementation of restorative practices)

Category E

1. Habitual and/or excessive tardiness
2. Class cutting*
3. Intentional disturbance of class, cafeteria, or school activities
4. Leaving school grounds without permission
5. Being in an unauthorized area without permission
6. Tampering with grades or report cards; Cheating; Plagiarism
7. Possession of lighters or matches
8. Possession of and access to beepers, cellular phones, or other electronic communication devices during school hours without permission of the principal or in violation to District/school policy
9. Inciting, advising or counseling others to engage in any acts in Category D using any means to send or receive spoken or written messages, including, but not

limited to, notes, letters, texts, online or in-person group chats or conferencing, electronic messaging, audio messaging, video messaging, social media posts/streams, or other similar forms of communication

10. Dress code violation, including wearing, while on school grounds during the regular school day, clothing that exposes underwear or body parts in an indecent manner that disrupts the learning environment

Penalty for Category E Offenses

- Implementation of Restorative Practices
- Parent/Guardian-Principal Conference
- Before/After School Detention/Saturday School
- In-School Suspension

* In-school or out-of-school suspension must not be used for unexcused absences from class or school. Additionally, out-of-school suspension should not be used to address tardies/early dismissals or other violations when related to class or school attendance.

Note: A teacher, principal, school employee, or school bus driver may use reasonable force in compliance with state law (T.C.A. §49-6-4107; T.C.A. §49-6-2802).

This STUDENT/PARENT HANDBOOK FOR THE SHERWOOD MIDDLE SCHOOL CAMPUS was duly approved on the 29th day of July, 2024, as attested by the following authorized members:

Sherwood Middle School, Principal

Markenston Jean-Louis
Markenston Jean-Louis