

School Handbook 2024-2025

819 East Rumble Road
Modesto, CA 95350

(209) 574-5200

<https://www.sylvan.k12.ca.us/schools/sherwood/index>

LETTER FROM THE PRINCIPAL

Dear Sherwood Families and Community Members,

Welcome to the 2024-2025 school year! I am excited to join you for a new school year. It is truly a privilege to be a part of a community where parents, teachers, site staff, and students care for each other and strive to build positive relationships that support academic and social growth.

At Sherwood we believe that a child's education is fostered by the school and families working together to provide a learning experience where the students will excel. We ensure all students will reach their target by teaching and motivating students to become lifelong learners. We will teach and foster independent thinkers to promote positive leadership and growth by providing a culture of safety and respect. We are enthusiastic and committed to building positive relationships with our families and community. We believe in ALL our students and can't wait to celebrate their success!

We want every member of our Sherwood community to feel welcome and a part of this year's success. If you have any questions on how to be involved please contact our office for more information. Our office is open from 7:30-4:00. I look forward to working with each of you and your children.

Helen Chang
Principal

Table of Contents

Letter from the Principal	Page 2
Table of Contents	Page 3
Staff Roster	Page 4
School Schedule	Page 5
School Programs	Page 6
School Attendance	Page 7
Medical / Emergency Info	Page 8
School Partners	Page 9
School Discipline Plan	Page 10
Philosophy	
Rights	
Consequences	
School Rules	Page 12
Classroom Cafeteria	
Playground Bus	
Safety and Traffic Vehicle Traffic	
Nutrition Break Family Provided Lunches Bicycles	
Dress Code	Page 15
Code of Conduct	Page 16
School Recognition and Spirit	Page 17
School Calendar	Page 17

STAFF ROSTER

Helen Chang – Principal
Chrissy Wheelock - Assistant Principal

Teachers

Transitional Kindergarten

Nichole Prom - AM
Sharilyn Blom - PM

Kindergarten

Jacqueline Soares
Kathryn Tellez
Sheng Xiong

First Grade

Alice Hunt
Sally Parrott
Clarisa Ramirez

Second Grade

Gabby Delgado
Ashley Rightmire
Doug Souza

Third Grade

Angelina Bohannon
Josie Jagers
Yarithceli Mariscal
Mandy Smith

Fourth Grade

Sarah Kelly
Angelina McLain
Isaiah Oliver

Fifth Grade

Jill Aja-Yates
Melissa Michels
Samantha Perez

SH Classes

Trisha DeLosSantos - K-2
Alexandra Mayer - 3-5
Brad Brown- 3-5

Specials

Amy Carlin, Music
Kristin Wilson, Art
Michelle Askeland, Instrumental Music

Academic Support Staff

Vanessa Smith, Resource Teacher
Debbie Persons, Instructional Facilitator
Maria Winfrey, ELD Specialist

Support Staff

Nick McMillen, Head Custodian
Christine McGuire, Office Manager
Katie Wyckoff-Stewart, Staff Secretary
Victoria Silva, Library Media Assistant
Gina Mason, SLP
Brenda Cervantes-Lua, Psychologist
Audra Copley, Psychologist
Dustin Morgan, Behavior Analyst
Jennifer Schuler, RN
Merri Behrens Puhlman, School Nurse
Anthony Morino, Night Custodian

SCHEDULE

Daily Schedule

TK AM--8:15 am - 11:35 am

TK PM--10:57 am - 2:30 pm

Grades K-5--8:15 am - 2:30 pm

Students are not to come to school before 7:45 AM, as we do not have an adult on duty to supervise the children before that time. We encourage students to be on campus between 8:00 and 8:10, so they are on time and ready to learn. Students must go through the front office if arriving after 8:15 AM. Upon arrival students should drop belongings off on their class line on the playground. Students who need breakfast will report to the MPR after dropping off belongings. Students are to stay out of the hallways unless attended by an adult. All students need to report to their class line when the 8:10 bell rings.

We are a closed campus

Students in grade AM TK-5 may enter campus through the front gate. AM TK, special day and bussed students will use the gate at the MPR. Students may exit campus through the front gate or the gates on Claremont Avenue. Visitors to our campus must enter and exit through our front office, provide a valid photo ID and sign in through our Raptor system. Visitors are required to wear their badge generated through Raptor while on campus.

Minimum Days

On minimum days school will be dismissed at 1:40 PM for PM Transitional Kindergarten and grades K-5. The minimum days are listed on the back of the Sylvan School District Calendar. The first day of school will be a minimum day. Wednesday minimum days will start on August 21, 2024.

Lunch Schedule

Grades 1 & 3	11:00 - 11:45
Grades 2 & 4	11:30 - 12:15

SCHOOL PROGRAMS

Title I

Sherwood is a schoolwide Title I School, which means we receive federal funds to support student achievement. The funds are allocated based on the goals in our School Site Plan.

Breakfast and Lunch Program

All enrolled students are eligible for one breakfast and one lunch at no cost (free).

We do ask that all families fill out a school benefit form. School Benefit forms were sent to all families. If you did not receive one, please be sure to get one from the school office.

Lost and Found

Each year boxes of unclaimed clothing are donated to needy families. We do our best to return items to the children when they are marked with some identification. Please put your child's name on his/her clothing. The lost and found is located in the Multi-Purpose room.

Communication

Each Tuesday, expect your child to bring home a folder. This folder contains communication from the teacher, school, and district. Your child is expected to return the folder each week after you have signed it.

After School Program/Childcare

Various after school academic intervention programs are offered based on need and available funding. These programs generally focus on math and reading. Your child's teacher will notify you if it is recommended that they attend.

Childcare is provided through Sylvan Childcare. Registration can be found at the Sylvan District Website.

ATTENDANCE

Attendance at School

Please call the office when your child is going to be absent. Inform us of the reason and possible length of the absence as early in the day as possible. It is very helpful to have you call us with the information. All absences due to illness are excused. Please note, however, that our school district does not receive funds when a child has an absence regardless of whether or not it is due to illness.

** In case of an address or phone number change, please contact the office with the correct information as soon as possible.*

Independent Study Contracts

Contracts are available for students who must be absent due to necessities other than illness. Independent Study Contracts must be approved by the principal, and then the classroom teacher, and should be requested at least **five days prior** to the absence. By knowing of the need for a contract at least five days in advance, the teacher can assemble appropriate learning activities. Independent Study Contracts are not available at the beginning or the end of the school year. Students must be in attendance during those times. Independent study contracts cannot exceed 14 days total.

Students are required to complete all assignments equaling five hours of work per day in order to receive an "excused" absence. Incomplete work will result in an "unexcused" absence for your child. All assignments must be turned in within 3 days of returning to school.

"If you miss school, you miss out."

MEDICAL / EMERGENCY INFORMATION

Medication

A "Request for Medication" form **MUST BE COMPLETED** and filed in the school office in order for staff to administer any medication including "over the counter" drugs. A physician must complete the medication form for prescription drugs. Medications must be brought to school by the parent or guardian of the student in its original container with current information. It is not to be taken to the classroom or kept by the child.

Please contact the School Nurse if you have any questions or concerns about your child's medical needs.

Sleep

Children work hard while they are at school. If they do not get the necessary amount of sleep, it reduces their ability to do their best work. Although sleep requirements vary, most children need 10 to 12 hours of sleep nightly. A well rested child is more alert, completes better school work, and gets along better with others.

Emergency Notification

If you have any changes in your phone number or address, please let us know immediately either by telephone or send a note with your child. It is very important that we are able to get in touch with you, a relative, or friend in the event of an emergency.

SCHOOL PARTNERS

Sherwood Parent Teacher Club

The PTC generally meets the third Thursday of each month. The PTC promotes school activities and events. Watch the newsletter for notices and reminders of the meetings. Please join our PTC.

School Site Council/ELAC

Our School Site Council and ELAC plays an important role in your child's education. The council meets throughout the school year to develop and review a Single Plan for Student Achievement to ensure that our funds are spent to support our school plan.

Volunteer Policy

People who would like to volunteer at a school will need to complete the Volunteer Application in accordance with District Policy and attend a volunteer training session. This application is needed for anyone who would like to volunteer for Field Trips, Class Parties, PTC Events during the school day, and Classroom Volunteering. Applications are available [online](#).

School Concerns

When a parent feels he/she has a school concern or problem, the concerns should be addressed directly to the adult staff member involved. If the situation is not resolved, the next recourse is consulting with the assistant principal or principal. We appreciate your cooperation.

Classroom Interruptions

We recognize the value of uninterrupted learning time. Therefore, announcements are kept to a minimum. If you have an emergency only, and need to communicate with your child during the day, we will help you by attempting to give a note to your child's teacher. Teachers will receive notes at noon and after school.


SCHOOL DISCIPLINE PLAN

The School Discipline Plan outlines the rights of students and faculty, rules to be followed, and consequences for breaking the rules. We believe that in order to have a safe and orderly school environment, a student needs to be accountable for his or her actions at all times in all places.

Sherwood Elementary School recognizes that discipline includes training children to make appropriate choices in a climate of warmth and support. Our School Discipline Plan defines rules and classroom limits with incremental incentives and consequences that are consistently carried out.

Rights

- ♦ Students have a right to learn.
- ♦ Teachers have a right to teach.
- ♦ Both have a right to a safe and orderly school.

 SHERWOOD BEHAVIOR EXPECTATIONS					
	CLASSROOM	HALLWAY	PLAYGROUND	RESTROOM	CAFETERIA
Be Safe	<ul style="list-style-type: none"> We ask before leaving our seat. We use walking feet. 	<ul style="list-style-type: none"> We walk at all times We allow others to pass safely. 	<ul style="list-style-type: none"> We walk to and from the playground. We use the equipment appropriately. 	<ul style="list-style-type: none"> We use the bathroom appropriately. We wash our hands. 	<ul style="list-style-type: none"> We report all spills. We walk at all times.
Be Responsible	<ul style="list-style-type: none"> We keep our area neat. We follow directions. 	<ul style="list-style-type: none"> Stay in line We hold doors for others. We return to class promptly. 	<ul style="list-style-type: none"> We freeze when we hear 3 whistles and walk to the class line when released. We take care of equipment. We tell an adult if there is an issue. 	<ul style="list-style-type: none"> We keep the bathroom clean. We inform the staff of vandalism and inappropriate behavior. 	<ul style="list-style-type: none"> We clean up after ourselves We wait in line patiently. We keep food in the cafeteria.
Be Respectful	<ul style="list-style-type: none"> We raise your hands. We keep hands, feet to ourselves. We use kind words. We follow directions from all school staff. 	<ul style="list-style-type: none"> We use quiet voices. We use kind words. We respect our property and the property of others. We keep hands and feet to ourselves. 	<ul style="list-style-type: none"> We play fairly. We include everyone. We follow directions from all school staff. We use appropriate language. We keep hands and feet to ourselves. 	<ul style="list-style-type: none"> We practice privacy. We use quiet voices. We use paper and items in the bathroom appropriately. We keep hands and feet to ourselves. 	<ul style="list-style-type: none"> We use inside voices. We follow directions from all school staff. We wait and ask permission before getting out of our seat. We keep hands and feet to ourselves.

SCHOOL DISCIPLINE PLAN

Behavior Interventions

Our goal is to assist students in learning to be responsible for their behavior. We believe in giving students an opportunity to discuss problems and conflicts, and in helping children become “problem solvers” and “managers of conflict”. Part of the process of accepting responsibility for one’s actions is learning that there are interventions for inappropriate behavior. These interventions may include one or more of the following:

- ◆ warning
- ◆ call to parent
- ◆ time out from an activity
- ◆ referral to the principal
- ◆ sending student home
- ◆ writing about behavior & the consequences
- ◆ staff counseling
- ◆ loss of privilege
- ◆ timeout in another class
- ◆ detention
- ◆ suspension
- ◆ expulsion

Some actions may result in the immediate removal from the classroom or the campus.

As necessary to protect the health, safety and welfare of students and staff, school officials may search students, their property and/or district property under their control, and may seize illegal, unsafe and prohibited items. The Governing Board requires that discretion, good judgment and common sense be exercised in all cases of search and seizure.

SCHOOL RULES

Classroom Rules

Classroom behavior expectations and rules will be posted in each classroom. Parents will receive information from their child's teacher that will explain routines and behavior expectations.

Gum is not permitted on campus or in classrooms.

Playground Rules

1. Students are to obey all adults who work for the school.
2. Students are to walk on blacktop areas.
3. Students are to use the restrooms appropriately.
4. Students are to refrain from kicking any balls on the blacktop.
5. Soccer area for the primary playground is between the playscapes.
6. Students are to keep two hands on the bar apparatus when in use.
7. Students are to practice good sportsmanship while participating in any group activity.
8. Students will freeze when they hear the bell and walk to the designated line up spot at the sound of the whistle.
9. Toys from home are not allowed out at recess or at any other time during the school day.
10. Gymnastics tricks are prohibited at recess. This includes cartwheels, handstands, flips, etc.
11. Snacks are to be eaten at the lunch tables.
12. Quiet zones are along the building walls.
13. Students should not be between the tree and fence line.
14. No tag or running in bark area
15. No kickball basketball on the blacktop

Student Safety and Traffic Rules

Students must cross the street at designated crosswalks only. Parents please do not allow children to cross the street illegally. We ask you to help your child obey our safety patrol's directions and our traffic rules. Remember:

- ◆ No jaywalking (only cross at designated crosswalks).
- ◆ No double parking (stopping in the lane of traffic).
- ◆ No parking (leaving your car) in the white/red loading zones.
- ◆ No riding bikes, skateboards, roller shoes, or other wheeled objects on campus or in the crosswalks.

Nutrition Break

Nutrition Break takes place during the morning recess. Snacks are not allowed on the playground. We ask that students not share food with friends.

Some things to keep in mind:

- ◆ We request that the snack be healthy.
- ◆ Students are responsible for cleaning up after themselves.
- ◆ Students are to eat only in the designated “snack” areas.

Family Provided Lunches

Family provided lunches should arrive with the child at the start of school. Please avoid dropping off lunches after school starts. Fast food items and soda are highly discouraged and are not guaranteed to be delivered to your child promptly. Drinks must be in a plastic bottle with a secure lid. Food delivery services for students will not be accepted. Free hot lunches are available to all students daily.



Cafeteria Rules

1. Respect others.
2. Clean up after yourself.
3. Use a soft voice.
4. Behave appropriately while in line.
5. Avoid playing with food.
6. Food sharing is not permitted.

Bus Rules While on Campus

1. Walk to your bus line.
2. Stand quietly in your bus line until you are dismissed.
3. Cooperate with supervising adults.
4. Follow bus rules.

Pick Up Information

We ask parents to share pick up information with classroom teachers so the school site can ensure students get home safely with their trusted adult. If there will be a change in your typical routine home, please communicate with the classroom teacher the day prior, otherwise, call the front office so messages can be relayed to teachers promptly as teachers don't always check emails throughout the day.

Bicycles

Bicycles are allowed at school; however, they must be walked on school grounds and on the sidewalks in front of the school. Bicycles are to be kept in the bicycle storage area secured with a lock. Children who ride bicycles are required to wear helmets.

Cellular Telephones/Smart watches/Electronics

While we recognize the importance of cellular phones/smart watches for communication between children and their families, all electronics must remain off and inside backpacks etc. during the school day. If there is a need to contact your child during school hours, please call the office.

Balloons

To minimize distractions in the learning environment, and to protect those with latex allergies, balloons of any sort are not allowed at school. If balloons are delivered to the school site, they will be held in the office until the end of the day.

DRESS CODE

The following guidelines have been developed by students, parents, and staff to provide all parents and students with clothing suggestions that will allow students to move freely and participate in school activities. A student's attention to appearance and a student's attitude toward himself and his school are related. Good taste and good grooming are part of school learning.

1. Shoes must be worn at all times and should be appropriate for playground activities.
 - a. shoes should be appropriate for active physical exercise, have covered protective toes, secured backs, no wheels, and low heels.
 - b. no cleats
 - c. participation in our Physical Education Program requires sturdy athletic shoes.
2. Tops are to be appropriate for school wear.
 - a. Tops should have shoulder straps that are 1" thick and cover the midriff and stomach.
 - b. No fishnet shirts.
 - c. No T-shirts with inappropriate pictures or slogans.
3. Shorts are to be of reasonable length.
4. Pants are not to be excessively baggy and are to be worn at the hip or higher and must be able to stay up without the aid of a belt.
5. Hats or caps are not to be worn in the buildings.
6. Grooming should not be disruptive to the educational process or the health and safety of our students.
 - a. For health reasons, we discourage the sharing of combs and brushes.
 - b. Jewelry and other accessories are to be kept to a minimum and age appropriate.

CODE OF CONDUCT

Suspension (Pursuant to California Education Code)

The following behaviors may result in an automatic suspension from school:

- ♦ Physical injury to another person, actual or threatened
- ♦ Threatening, intimidating, or menacing another person
- ♦ Disruption of school activities or defiance of school authority
- ♦ Stealing, attempting to steal, or knowingly receiving stolen school property or private property
- ♦ Cheating
- ♦ Commission of obscene acts or engagement in habitual profanity or vulgarity
- ♦ Damage to or theft of school or private property
- ♦ Possession or sale of weapons
- ♦ Possession or sale of drugs, alcoholic beverages, or intoxicants
- ♦ Possession or use of dangerous object

Other behaviors that result in a disruption in the school environment may result in a suspension.

Students who are suspended are to remain off-campus the entire time of the suspension. The parents will need to attend a conference with the principal/assistant principal and teacher regarding the suspension.

Bullying

Sylvan Union School District believes that all students have the right to a safe and healthy school environment. The District, Schools, and Community have an obligation to promote mutual respect, tolerance, and acceptance.

SCHOOL RECOGNITION AND SPIRIT

Sherwood Elementary School is the home of the “Archers”, and was established in 1963. Students are recognized during their everyday activities by all staff members and their peers at school.

Our school colors are green and gold.

SCHOOL CALENDAR

The school calendar is available on the district website.