

2025-2026
Sherwood Middle School
Student Handbook



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Welcome to Sherwood Middle School

Dear Sherwood Middle School Students and Families,

Welcome to Sherwood Middle School. We are excited to have you join us. Middle school is a time of amazing transitions that includes new friends, new learning, and increasing maturity. The entire Sherwood Middle School staff is committed to helping you with these transitions. We will challenge you to achieve academically and make good behavior decisions so that your experience at SMS is positive and productive. Middle school is a time of growth, discovery, and new opportunities, and we are here to support and guide you every step of the way.

In this handbook, you will find important information about our school's policies, procedures, and the expectations we have for our students. Our goal is to create a safe, respectful, and engaging learning environment where every student can thrive.

The material covered within this handbook is intended as a method of communicating to students and parents commonly used information, rules, and procedures. It is not intended to diminish or enlarge any Board policy, district handbook, administrative regulation, or collective bargaining agreement. Material contained herein may therefore be superseded by such Board policy, district handbook, administrative regulation or collective bargaining agreement. The complete district handbook can be found on the district or school website. For a complete listing of District policies, refer to the Board Policy section of the Sherwood School District website. Any information contained in this handbook is subject to unilateral revision or elimination from time to time without notice.

We are excited to see all the wonderful things you will accomplish. Remember, middle school is not just about learning from textbooks; it's also about learning about yourself and the world around you. Embrace the challenges, celebrate your successes, and make the most of every opportunity.

Go Archers! —let's make this a year to remember!



Absences

It is critical to call our attendance line at (503) 825-5510 before 8:30 am each day when a student will be absent. You may call 24 hours a day. You may do this for vacations, emergencies, appointments, as well as when your student is ill. SMS will call your home when students are absent and a parent has not called the attendance line.

Familias ahora tienen la opción de reportar una ausencia llamando a una línea telefónica dedicada en español al (503)-825-5085.

Please click here for district information regarding

- [Absences](#)
- Absences related to [Communicable Diseases](#)

Excused Absences

Oregon State Law requires students to be in school. School officials determine whether or not an absence will be excused. Absences and tardies may be excused for:

- Student illness
- Medical appointment
- Illness of an immediate family member
- Emergency
- Death of a family member
- Court summons
- Arrangements made in advance with the school and approved by administration (please fill out a pre-arranged absence form for planned vacations, available in the front office).
- Students should use Canvas to access missing work, when possible. If online access is not an option, students will be provided with missed assignments and tests upon their return and will have one additional day for every day absent to make up for missing work. Assignments may be provided in advance of a pre-arranged absence at the discretion of teachers.

All absences must be excused within 48 hours. Any absence not excused within 48 hours will remain unexcused.

Attendance

Regular attendance is critical for success in school. Here are a few key rules and procedures you should know:

Students will:

- Be responsible for regular attendance.
- To bring a note if they have to leave during the day.
- Not leave the school campus, after arriving without parent permission and checking out in the office. When you come to check out in the office, a school official will sign you out and escort you to your approved pickup.
- Bring a note when returning from an absence, unless a parent has called in the absence.
- Attend school all day in order to be able to participate in or observe any after-school activities. The only exception to this is a pre-arranged absence with administrative approval.

Caregivers will:

- Make every effort to help their student(s) get to school regularly and on time.
- Contact the school by 8:30 am if their child is going to be absent.
- Sign students out on the attendance log in the office if your student is leaving for any reason.

SMS will:

- Keep accurate attendance records.
- Work with students and parents to avoid irregular attendance.
- Send an automated call home to communicate absences when unexcused.
- Contact parents and assign detentions for students who are tardy to 5 or more classes in any given week.
- Contact parents and initiate the attendance support when there is an ongoing attendance concern.
- Withdraw student for any absence of ten (10) consecutive days.

Bicycles (including e-bikes), Scooters, Skateboards, etc.

Bicycles, scooters, and/or skateboards must be walked while on school property to ensure the safety of all students. It is the student's responsibility to lock up your bike in the bike rack. Skateboards and scooters may be secured on skateboard racks. If a student chooses not to comply with the "vehicle" expectations, a guardian may be asked to pick the "vehicle" up. The school is not liable for damaged, lost or stolen bikes, skateboards, scooters, or any accessories associated with such "vehicles."

Oregon State Law (ORS. 814.485) requires that you wear helmets when riding a bike.

Cell Phones & Personal Electronic Devices

Cell phones, wireless headphones and other personal devices (such as tablets, games, watches connecting to internet and music devices) are expected to be silenced and/or off, and stored in a safe and secure location.

- Students may use their cell phones before and after school, however when inside the building, they must be turned off and put away in a safe place (backpack or locker).
- Cell phones may not be used anywhere in the school, including hallways, classrooms, restrooms, or offices.
- Bluetooth speakers and other amplified listening devices are not allowed on the SMS campus.
- If students need to place a phone call during the day, they may request to go to the main office to use an office phone where we have two available for student use, and there is an additional phone in the counseling center for students to make more private phone calls.
- The school and its staff are not responsible for any damage to or theft of a student's cell phone or personal electronic devices.

First violation: If a student is not meeting the cell phone expectations their phone/device will be turned into the office, where it will be secured until the end of the day. Students will be reminded of the expectations and sign an acknowledgment form. *Students can retrieve their phone/device at the end of the day.* Refusal to turn the phone in to staff or office will count as both a first and second violation.

Second violation: If a student is not meeting the cell phone expectations for a second time, building staff will communicate with the parent or caregiver. The phone will be secured until the end of the day. *Students can retrieve their phone/device at the end of the day.* Refusal to turn the phone in to staff or office will count as both a second and third violation.

Third violation: If a student is not meeting the cell phone expectations for a third time, staff will contact the parent/caregiver to schedule a conference. The phone/device will be held securely until picked up by a parent/caregiver. *For students who continue to struggle to keep their phones and electronic devices away, a long term tech plan will be put in place in consultation with the family/caregiver.*

Communication

SMS publishes a weekly update that is emailed to parents registered through ParentVUE and is also posted on the district website. Updates are sent out each Friday or on the last day of school for that particular week. For Synergy information and how to obtain student information please refer to the "ParentVue" section of this handbook.

Emergency School Closure

Please [click here](#) to view District information regarding Emergency School Closures.

FlashAlert

The Sherwood School District uses an internet-based system for delivering changes in schedule, such as snow closures or late starts. Please register to have these messages delivered to you by e-mail and/or text message. [Click here](#) to go to the FlashAlert website and follow the directions to register.

Food Services

For the 2025-2026 school year, students will need to maintain a balance on their lunch account and must enter their ID number in order to purchase food. To apply for free and reduced lunch [click here](#).

Gangs

Students may not wear, possess, use, distribute, display or sell any clothing, jewelry, emblem, badge or any other such symbol evidencing gang membership or affiliation on or around school property.

Illness at School

Students who are not feeling well, and/or exhibiting any of the symptoms associated with contagious illnesses such as fevers, vomiting or extensive coughing should remain home until they are fever free for at least 24 hours. A student's safe return to the building will help keep all students healthy and safe.

From time to time students become ill while at school. Upon such an occasion, students may have their temperature taken by a staff member, and will be quarantined until a parent can be contacted and home care can be arranged. It is important that the office has up-to-date work and home phone numbers of parents and emergency contact phone numbers.

Students who are running a fever of 100 degrees or more will be sent home. Parents with questions about this policy should contact the school office or our Health Service Department at 503-825-5088.

Medication

Students may be permitted to take prescription or nonprescription medication at school when necessary. If medication is needed during school hours, an authorized, trained individual will administer it. To review the district information regarding medication at school please [click here](#).

NOTE: All medication is to be transported to and from school by the parent in the original container.

A written request for the district to administer non-prescription medication (such as cough drops, pain relievers, allergy medications, etc.) must be submitted to the school office to include:

1. The written signed instruction and permission of the parent for the administration of the medication to the student including:
 - (a) name of the student; (b) name of the medication; (c) route; (d) dosage; (e) frequency of administration; and (f) other special instruction, if any. A written request for the district to administer prescription medication must be submitted to the school office and must include:
2. The written signed permission of the parent;

3. The written instruction from the physician for the administration of the prescription medication to the student including:
(a) name of the student; (b) name of the medication; (c) route; (d) dosage; (e) frequency of administration; and (f) other special instruction, if any.
4. The prescription label will be considered to meet this requirement if it contains the information listed above.
5. It is the parent's responsibility to ensure that an adequate amount of medication is on hand at the school for the duration of the student's need to take medication;
6. It is the parent's responsibility to ensure that the school is informed in writing of any changes in medication instructions;
7. In the event a student refuses medication; the parent will be notified immediately. No attempt will be made to administer medication to a student who refuses district-administered medication.
8. Any error in administration of medication will be reported to the parent immediately and documentation made on the district's accident/incident report form. Errors include but are not limited to administering medication to the wrong student, administering the wrong medication, dose, time, route, etc.
9. Medication shall not be administered or self-medication allowed until the necessary permission form and written instructions have been submitted as required by the district.

School health forms are on the district website: under "Health Services" and "[Forms](#)."

Please contact SMS at 503-825-5500 or Health Services at 503-825-5088 with questions

Lost & Found

A lost and found rack and/or designated area will be located in the commons of the school. Valuable items will be kept in the office. Clothing items remaining in the lost and found at the conclusion of each trimester, (or as needed) may be donated. We highly recommend marking student clothes with their name. Families are welcome to look in the lost and found after school by checking-in through the office.

Parent Responsibilities

Please note: The term 'parent or parents' also includes legal guardians or persons with power of attorney to act as a parent.

Parents have the ultimate responsibility for a student's welfare. Parents need to help the student learn, exercise self-control and develop socially acceptable standards of behavior. Parents have the responsibility to set an example for the student, especially as it affects respect for law, the authority of the school, and the rights and property of others. By example, a parent can instill within the student a desire to learn, a respect for honest work and an interest in exploring various fields of knowledge.

- Parents should know and understand the expectations which govern the student's activities at school and the consequences of disobeying those expectations.
- Parents are encouraged to attend school events when possible, in order to play an active role in their child's education.
- Parents have a legal responsibility to ensure their student(s) attend school regularly (ORS 339.010-339.080).
- Parents are also responsible to ensure that a student is clean, in good health, free from communicable disease, in compliance with the requirements of Oregon's immunization law, and dressed appropriately.

Tardies

Students who arrive on campus late must check in at the main office upon their arrival. Please call the front office (503-825-5500) and/or send a note explaining the reason your student is tardy.

Deliveries

If you have an item that you would like delivered to your student, please bring it into the office. We will be delivering school related items that impact a student's education or lunch, but we will not be able to deliver items that are not directly needed for class (e.g. coffee, flowers, gifts). We are unable to accept deliveries from any food delivery services such as GrubHub, Door Dash, etc.

Morning Drop Off

The building will open each morning at 8:30 for all students. Once on campus, students are expected to enter through either the front doors or the activity entrance doors. Bike, skate, and scooter racks are located near these entrance locations.

Student Release From School

When families come to pick up their student prior to the end of the school day, families must come to the school office and sign the student out of school. Families may be required to show photo ID. No student shall be removed from school at any time before proper sign-out procedures have been followed. A student will not be released to any person without the approval of his/her parent or as otherwise provided by law. This is to safeguard our students. Your cooperation in these procedures adds to a child's safety. Please click here for District information regarding Release of Students from School. Please click here for District information regarding [Release of Students from School](#).

Legal Paperwork

Oregon Law states that both parents have equal custodial rights, unless there is a court document stating otherwise. If a legal guardian needs to deny rights to a family member, please make sure all required

legal paperwork is current, and on file in the counseling department. We will operate based on the most current paperwork we have on file.

Parent Support Organization (PSO)

Sherwood Middle School is fortunate to have an active and supportive parent group, called the [Parent Support Organization \(PSO\)](#). All interested parents are encouraged to become involved in this organization. If you'd like to receive an invitation to our next meeting, please email: president@smspsso.org.

ParentVUE

[ParentVUE](#) is a function in Synergy that allows you to check your student's grades and attendance. To access this information [click here](#). Enter your user name and password. In order to use ParentVUE you will need to create an account. Please contact the office at 503-825-5500 for the Activation Key and instructions.

Perfume & Spray Deodorant

Be respectful of others and do not bring it to school. Many people are allergic. If you are wearing perfume or cologne, make sure it's not strong enough to be distracting. Do not bring any aerosol perfumes or spray deodorants to school. Items will be confiscated if being sprayed outside of locker rooms and can be picked up after school

School Hours

Our office is open from 7:45 am to 3:45 pm. Students may enter the building at 8:30 am and will need to exit the building promptly after the bell rings.

Student Dress Code

The District Dress Code is established to promote appropriate grooming and hygiene, prevent disruption, and avoid safety hazards. The dress code applies to all schools in Sherwood Public Schools, grades PreK through 12 while on school district property and at school/district-sponsored events. The following general guidelines are designed broadly enough to allow individual expression but promote safety.

Allowable Dress & Grooming

- Students must wear shoes and clothing including both a shirt and a bottom or the equivalent (no slippers or shoes with wheels).
- Clothing must have fabric in the front, back and sides (fronts, backs and sides of the body must be adequately covered)

- Clothing must cover undergarments. Hats and other headwear must allow the face to be visible and not interfere with the line of sight to any student or staff. Hoodies must allow the student face and ears to be visible to staff.
- Clothing must be suitable for all scheduled classroom activities including physical education, science labs, wood shop, and other activities where unique hazards exist.

Non-Allowable Dress & Grooming

- Clothing may not depict, advertise, advocate or make reference to the use of alcohol, tobacco, marijuana or other controlled substances.
- Clothing may not depict, advertise or make reference to pornography, nudity or sexual acts, including innuendos.
- Clothing may not depict, advertise or make reference to vulgar language, firearms, or violence.
- Clothing may not depict Confederate flags, Nazi symbols, nooses, or hate speech targeting groups based on race, ethnicity, gender, sexual orientation, gender identity, religious affiliation, or any other protected group.
- Clothing, including gang identifiers, must not threaten the health or safety of any other student or staff. (e.g. studded collars, chains, spiked jewelry and adornments) is not permitted.
- All costumes, in addition to any masks that obscure the face, including sunglasses.
- Flags, blankets, banners or otherwise, may not be worn as an article of clothing including as a cape.
- Dress and grooming that disrupts the learning process shall not be permitted. Immodest attire may be disruptive. When immodest attire is considered disruptive, the student will be expected to alter the mode of dress.

Visitors

To ensure the safety and welfare of students all visitors must report to the office upon entering school property. Photo ID of visitors may be requested. In the absence of a photo ID, a visitor may be denied access to the district facility. Students will not be permitted to bring visitors to school, except in rare circumstances, and only with prior approval of the principal.

Academic Goals

Academic excellence at SMS is a great place. Students will have a chance to grow both mentally and socially. Students are encouraged to accept the challenges of your classes. Students should set a high standard for assignments in all of their classes and success is sure to follow. SMS staff are willing to work very hard to help you be successful.

Assignments

Timelines and due dates are an important part of learning, and at SMS, staff works diligently to grow that skill. For students to get meaningful feedback on their work to make corrections and push their thinking on the next assignment, meeting deadlines is imperative.

Late Assignments

All assignments for a unit should be completed during the current unit of study, in all classes. Once a final unit assessment has been administered, students will need to work with teachers to determine what steps must be completed for missing work to be submitted after a deadline. We have timelines set up that are in students best interests for learning and receiving feedback. Assignments will not be accepted after final trimester deadlines.

Missed Assignments:

Missing work may be submitted for feedback and scoring. After unit assessments are complete, students must work with teachers to ensure they take necessary steps to turn in missing work or make up projects/assessments that are missing. Any missing work in the gradebook will negatively impact a student's grade at the end of a trimester. If students are missing major projects, they will be ineligible to earn mastery level grades/scores.

Request for Assignments:

When students are absent or going to be absent, students or parents should check Canvas, but if assignments are not available electronically, please email teachers to request assignments. If students are going to be absent for a vacation, a limited number of assignments may be provided at the discretion of the teacher. Students must fill out a pre-arranged absence form, which is available in the front office.

Cheating, Plagiarism & Forgery

Students should complete their assignments and assessments on their own. If your students have not received permission to collaborate, a teacher does not have to give credit. Willingly giving assignments or assessments to be copied or submitting someone else's work as your own is cheating. Copying someone else's ideas or writing from the internet or a book is plagiarism. Signing the name of someone else such as a parent or guardian is forgery. The discipline process will be followed for students who engage in forgery, plagiarism or cheating.

Grades

At Sherwood Middle School, we believe:

- Grades measure current knowledge and skills while communicating a student's areas for growth to the student, family, and other stakeholders.
- Students' involvement, agency, and understanding of the assessment and grading process allow them to create and adjust their learning goals.
- Grades are a tool to help school systems identify needed interventions or extensions.

Students will earn a grade in each class they are enrolled in. Our teachers determine grades by reviewing all student-produced evidence from frequent, ongoing assessments (items in the gradebook) based on a particular skill or standard. These scores are then collected to create a body of work that the teacher uses to determine a final grade.

[Synergy Online Grading System](#)

Students have online access to grades by using the Synergy Online Grading System. At the beginning of the year, students will be given a login and password in order to access academic information for each class. Parents will also receive login information. Students and parents may access Synergy by clicking on the Synergy link on the SMS homepage. Be responsible and keep track of your own grades.

Media Center

The media center will be open before school, during lunch, and after school for checkout. Students may also check out books via [Destiny](#) or email jreilly@sherwood.k12.or.us with specific book requests or questions. Students may also request a library pass from their teacher to check out materials during class time. Once students have finished checking out, they leave the library.

P.E. Clothes

Dress Down Policy

1. All students are expected to dress down daily in appropriate athletic attire in order to participate.
2. PE attire should not be the same clothing that was worn to school.
3. All clothes must adhere to the established school dress code

What clothing meets PE requirements?

Recommended:

- Optional SMS PE gear is available to purchase through main office - \$5 shirt, \$5 shorts
If you choose not to purchase PE gear through the school, students will be required to wear:
- Athletic shoes (running or sport) or other close toed shoes that are safe for physical activity.
 - NO slip-ons, heeled shoes, Uggs, boots, slippers, sandals, Crocs, or flip-flops
 - Shoes must surround ankle for adequate protection

Helpful Suggestions:

- An Extra pair of athletic shoes for PE only (school shoes may get wet or muddy)
- An Extra Set of P.E. Clothing is highly recommended
- Extra pair of socks
- Deodorant

Reading Book

In our on-going efforts to encourage a love for reading, SMS expects students to have a reading book with you in all your classes. The only exception for this is P.E. class.

Reporting Student Progress

SMS will be using Synergy this year to keep parents up-to-date on students' progress. Parents may contact the registrar if they need an activation key to create an account.

Parent-teacher conferences and other forms of outreach are an opportunity to discuss student progress. SMS encourages parents to contact teachers between grading reports and conferences if there is a concern about student progress.

Schedule Changes and Intervention Classes

If a student demonstrates a need for academic support, they may be placed in an intervention class. These classes are taken in addition to core classes and take the place of an elective. This decision would be at the discretion of staff members and administration.

Schedule changes are generally not permitted during the middle of a Trimester. All schedule change requests must be delivered to the counseling secretary and will be reviewed by counselors and administration prior to any changes being made.

Study Skills

We will work very hard to help you improve your study skills. Here are some helpful tips:

- Have an organized binder with a divider for each subject.
- Have a designated place at home set up for school.
- Keep an organized planner up-to-date and in your binder.
- Check Canvas daily for assignments, assessments, and other learning opportunities.
- Give your best effort every day. Show your parents your assignments and ask your parents to check them.
- Keep your assignments neat at all times.
- Be Responsible and turn your assignments in on time. Don't let yourself fall behind in learning.

Tardiness

Students are expected to attend school on time each day. Being on time is an essential skill that SMS believes students must master by the time they matriculate. Being late to class also disrupts the classroom community. If a student is late to school - they should connect with the front office prior to attending their class to get a pass.

Being on time to class is equally as important as being on time to school. This is because it shows that students are engaged and feel a sense of responsibility about their own learning, the teacher, and the classroom community.

Being on time to class means:

- Students are in the correct classroom when the bell rings.
- If students are in the hall when class starts - they will be marked tardy or absent by their classroom teacher.
- Students will have 4 minutes to move between classes. Being on time and prepared is essential for success
- Students not in their assigned classroom location (regular schedule, special schedule, or Flight Time or Flex) after 10 minutes will be marked as skipping, and assigned an unexcused absence and a potential consequence.

Tardy to School

Coming to school or class late is called being tardy. Being tardy can have a negative impact on student learning and be disruptive to class. Tardy students must report to the office to pick up a tardy slip before heading to class.

Tardy Consequences

Five tardies in a week, across all classes, will result in a consequence. Tardies restart every trimester. Communication: DOS will monitor all tardies and communicate to families and teachers of the student, when consequences are implemented.

1st Offense: One lunch detention

2nd Offense: Two lunch detentions

3rd Offense: pattern continues

If tardy concerns continue, additional consequences and supports will be implemented, such as after school detention.

Student Behavior and SMS policy

Alcohol, Drugs & Tobacco

Alcohol, tobacco, and drugs are not permitted. These substances are harmful. Report any behavior or knowledge of students engaging in drug or alcohol use. Doing this could save a life. Respecting others may mean letting an adult know of a friend who might be hurting themselves.

Look-alike drugs and tobacco products are also prohibited. This includes over-the-counter and prescription medications. If you or someone you know is struggling with substance abuse, we are here to help. You can talk to your counselor or any staff member in the building. A huge sign of respect is getting help for yourself or someone you care about.

Please click here for District information regarding [Drug, Alcohol and Tobacco Prevention Program](#).

Aerosol Cans

All aerosol cans are prohibited at SMS. This includes any spray bottles of perfume, hair spray, body spray, or deodorant. The spray from aerosol containers can be harmful to your health. Sometimes people inhale it purposefully to intoxicate themselves. Others are allergic to the odors. Any perfume, body spray, or aerosolized spray can may be confiscated and held in the office until the end of the school day, at which point students may pick up their item and take it home.

Appropriate Language

Using swear words, gestures, religious, racial, or sexual slurs will not be tolerated. Be respectful of others and be thoughtful with words.

Freedom of Expression

In school, freedom of expression is balanced with the need to maintain a safe environment and one that is orderly for learning. You cannot just say, wear, or write anything you want in the name of free expression. There are some forms of expression that are not allowed. For example, slurs based on religion, race, creed, color, personal life orientation, national origin, sex, marital status, age or disability. Also verbal assaults, harassment, profanities, obscenities, or ridicule may result in disciplinary action. Be sure to read the [School District policy](#) found online to know what your rights are.

Violent, Harassing, or Biased Language

Be careful with your words. If you make statements or threats to kill or harm someone, bring a weapon or bomb to school, or commit any violent act it will be taken seriously. Making comments of this nature will result in a suspension until the school and/or police decide whether or not a real threat exists. Be responsible for what you say. If you know of a student who speaks of violence, makes threats, or seems intent on hurting someone or themselves, let an adult know right away.

Language against a protected class will not be tolerated and will result in consequences as well as comprehensive lessons related to the incident.

Arriving/Leaving School

When you arrive at SMS, the parking lots will be crowded. Students should be ready to exit your vehicle. This means having backpacks, lunch money, and other belongings ready to go. This will help keep students safe and will reduce the amount of traffic. Once students arrive on campus they must have parent permission and be signed out of the office to leave. Please check out in the front office.

After school is out, please be careful when walking through the parking lot during pickup. Both before and after school, parents must pull forward to avoid a long line blocking other traffic patterns.

Walking Home

If students are walking home, please leave campus after being dismissed from 7th period.

Assembly Behavior

Good behavior at assemblies is very important for safety and courtesy. To continue this great behavior, please follow these rules regarding assemblies:

- Sit where you are told and be seated quickly.
- Remain seated until dismissed.
- Follow the directions of all school staff.
- Be Respectful to the presenters.

Participation in assemblies is a privilege. Students who are unable to meet expectations may lose the privilege to attend assemblies.

Balloons

Balloons are not permitted in the school building due to safety reasons.

Bullying

Be respectful and treat others the way you want to be treated. Making another student feel intimidated or threatened will not be tolerated. Bullying can be physical, verbal, or even non-verbal. Bullying can also take place on the internet and via social media. This can include online gossip, falsifying an identity, stalking, posting inappropriate or derisive comments, deception or outing, and threats.

Bullying and harassment are criminal offenses in the state of Oregon. Depending on the extent of the infraction, local police officials may be called in order to issue a citation along with a referral to juvenile authorities. [The Sherwood School District Policy](#) on bullying and harassment can be found on the district website in the student section of the School Board Policy.

Bus Conduct

Proper bus conduct is crucial for student safety and the safety of others. The school district has specific rules and consequences regarding bus behavior. One rule worth noting here is that the bus driver has complete authority on the bus. The school supports the driver regarding any misbehaving on a bus. Be Respectful of the bus driver and his/her job to safely transport students and Be Responsible for your

safety and the safety of others on the bus. Failure to follow the bus rules may lead to loss of bus privileges.

Computer Use

The Sherwood School District handbook includes technology policies for students. For this handbook a few basic responsibilities are listed:

- School staff have full discretion over what games and websites are allowed while on campus.
- Websites visited must be school appropriate. Sites that promote things that are illegal, violent, or pornographic are prohibited.
- Students must not change computer default settings.
- Downloads to computers should only be made when directed to do so by a teacher.
- School computers are to be used only for school purposes.
- Notify a staff member right away if you know of inappropriate technology use.

Please click here for the District information regarding [Computer Use](#).

Display of Affection

The Sherwood School District is a professional environment, and as such is obligated to create a learning environment free from distractions to student learning. These obligations and authority include providing all students an environment free of embarrassment or discomfort because of others displaying unacceptable public displays of affection.

All SMS students are expected to refrain from unacceptable public displays of affection whether in school, on school grounds, on buses, or at any district sponsored event, on campus or elsewhere.

Unacceptable public displays of affection include, but are not limited to, any prolonged embracing and/or kissing and/or touching of a sexual nature. Unacceptable public displays of affection at school can be disruptive to the educational environment, and may violate sexual harassment laws. Students who violate this policy may be subject to disciplinary action, counseling and/or parental intervention.

End of Year Activities

All eighth grade students in good standing will be invited to participate in end of the year exercises marking the end of their middle school experience and their departure for high school. Participation in these activities is, however, a privilege and not a right. Likewise, sixth and seventh graders also need to be in good standing in respect to discipline, attendance, and/or grades to participate in year-end activities.

Fighting

Students are not allowed to fight, encourage others to fight, or be a spectator to a fight. If you see a fight about to start, be responsible and alert an adult.

There are no valid reasons for fighting. If a student feels they are getting picked on and the only option is to fight, walk away. Get away from the situation and see a teacher, counselor, or an administrator for help. Sometimes rough play or trash talk between friends can lead to fighting. For this reason, SMS doesn't allow this at school, even between friends.

Any act that encourages or promotes fighting, both online and in person; to include filming and/or posting any pictures or videos of the fight will result in consequences.

Handling Disagreements

Part of being respectful is doing what a school representative asks students to do. If you are being asked to do something that you feel is wrong, choose the right time and the right way to express your concern. This usually means asking the teacher when and where the proper time and place would be. This allows the teacher to give you his/her full attention in a private setting. The right way means keeping an open mind and not accusing or losing your temper. If you feel that you were not heard, talk to your parents, a counselor, or an administrator.

Harassment

Be kind and respectful to one another. Harassment is not acceptable and will not be tolerated.

It is NOT okay to:

- Call names.
- Push, poke, trip, or punch others.
- Block someone's movement or progress.
- Stare, glare, or give mean looks with the intent to intimidate or provoke.
- Make a threatening gesture or statement.
- Take or destroy someone's property.
- Spread rumors or lies.
- Lie to an adult with the intent to get someone else in trouble.
- Slam someone's locker door.
- Say nasty or swear words.
- Make unkind remarks about someone, their friends, or family.
- Make sexual, racial, or religious slurs.
- Make sexual or offensive gestures.

All of these are forms of harassment or bullying. The extent, number of offenses, and severity of any of these will result in anything from a warning to an expulsion. Be respectful and do not try any of these

things. If someone is harassing you, do not try to get even. Getting even will ensure that you get in trouble as well. Besides, it's not the right thing to do. Instead, try following this plan:

1. Tell them to stop.
2. Tell a school staff member and/or a parent.
3. Any time you feel in danger, you should let an adult know immediately.
4. Fill out a Bullying/Harassment form found online or in the counseling office.

Horseplay / Roughhousing

Horseplay means pushing, poking, tripping, elbowing, and other physical contact that is done in fun or as a joke with a friend. Unfortunately, the potential for injury is great. Also, we see a number of fights that begin as horseplay. If a staff member asks you to stop horseplay, don't say, "But he's my friend." Even between friends, horseplay is not allowed. SMS has a hands-off policy and repeated incidents will result in consequences per the SMS matrix.

Lockers

All students will be assigned a locker and may choose whether or not to use it. Lockers belong to the school and are loaned to students to keep their personal items, books, and lunch secure. School faculty can inspect lockers to search for items that are not allowed at school.

You may not share or exchange lockers. If you do this, you run the risk of someone damaging the locker that was assigned to you. If this happens, you will be the one facing the consequences for locker damage. If a student is seen kicking or damaging your locker, you will lose the opportunity to have a locker. This consequence can be for a day, week, or for the remainder of the school year.

Students may not bring their own lock from home and DO NOT share your locker combination. The school is not responsible for anything that is stolen from your locker. If something is missing from your locker, report it to the office, and we will do our best to help you find it.

Keep the locker clean as it will help with study skills and help students not lose assignments. Periodic locker clean-outs will take place throughout the year. If you desire to personalize the inside of your locker, only magnets or tack & stick (reusable adhesive) products are to be used. Do not use any type of tapes or attach stickers. These items are difficult to remove, and they damage the finish of the lockers.

Please click here for District information regarding [Lockers](#).

Prohibited or Restricted Items

Students may NOT bring the following items to school or on the bus:

- Drugs, alcohol, or tobacco.

- Vape pens/e-cigarettes
- Weapons of any kind.
- Fireworks or explosives.
- Walkie-talkies.
- Matches or lighters.
- Laser pointers.
- Stuffed animals, dolls, or other such items (stuffed).
- Pornography or other sexually explicit items.
- Pictures and/or clothing with drug, alcohol, or tobacco references.
- Stink bombs, sprays or pepper sprays.
- Handcuffs.
- Whiteout and/or rubber cement.
- Paint pens.

These items will be confiscated and consequences could be implemented according to the SMS behavior matrix.

Lunch/Activity Behavior

During free time after lunch, it is important for students to follow these expectations in order to retain this privilege. If weather permits and students are dismissed from your designated lunch area to attend free time outside, here are some rules to be aware of:

- Students will be required to sit and eat lunch calmly for the first 10 minutes.
- After 10 minutes of lunch, students are expected to clean their area, raise hands and will be excused for activity time once a staff member releases them.
- When staff members on duty call or whistle for equipment to be turned in, please do so promptly.
- If you are playing basketball, keep shots within half-court range.
- Be careful when running around, it's crowded. Avoid running through areas where others are playing.

Personal Items/theft

Please be careful with your things and leave unnecessary personal items at home (toys, blankets, devices, sports equipment, etc). SMS takes no responsibility or liability for lost, stolen, or damaged property. Please do not bring items of value or large amounts of money to school. Marking all of your property with a permanent marker helps such as backpacks, clothes, shoes, and school supplies.

If you take a bag or backpack to an after-school event, please keep it with you. If you leave it lying around, you may come back and find it gone or damaged. If you are found with another student's property in your possession, you will be disciplined. Thefts may be reported to the Sherwood Police Department. Be respectful of other people's property. If you take another student's school assignments and turn it in as yours, it is also considered theft.

Restroom Use

Restrooms should be used during passing time. Please follow classroom protocols for bathroom use:

- 10/10 rule. Please do not ask to use the bathroom in the first 10 minutes and last 10 minutes of the class period.
- Follow posted bathroom expectations
- Utilize the restroom closest to your classroom, use appropriate colored pass
- Teachers may or may not require you to use a signout sheet

Please respect the restroom areas. Our custodians work very hard to keep these places clean for you, so treat the restrooms with respect and pride. Vandalism should be reported to your teacher immediately and students that participate in vandalism will be held accountable via the SMS matrix.

Social Media

Access to social media sites while at school is restricted. This means that teachers may allow students to use educational social media sites such as Schoology and Edublogs, but students may not use district technology to access non-educational sites such as Instagram or Tik Tok.

We work hard to teach our students responsible digital citizenship; however, students sometimes still make irresponsible choices. Please note that neither the school nor the district will be liable for information or comments posted by students on social media websites.

Please [click here](#) for district policy regarding social media and personal electronic devices.

Telephone Use

Telephone messages from parents will be relayed to students if they are received before 3:00 p.m. If students need to call home, please use the front office student phone. Do not call or text from the classroom. Students must also ask permission before using the front office student phone.

Weapons

All weapons and look-alikes, such as squirt guns, may not be brought, possessed, used, or hidden on school property. Consequences may include suspension, expulsion, and referral to law enforcement. These weapons include, but are not limited to:

- Firearms.
- Air-Soft pellet guns/BB Guns.
- Knives of any size.
- Metal knuckles.
- Straight or blade razors.
- Explosives or fireworks.
- Noxious, irritating, or poisonous gasses.
- Drugs.

- Other items intended or used to harm, threaten, or harass people.

If you find a potentially dangerous item, do not touch it; tell the office or a teacher immediately. Please click here for additional District information regarding [Weapons](#).

SMS Discipline Matrix

The variety of discipline consequences at SMS are described here. An actual consequence for misbehavior will depend on the seriousness of the problem, severity of the problem, attempts to change the student's behavior, the student's prior discipline history, and other subjective factors like attitude. The police may also be contacted if the school believes it is appropriate. Consequences may change throughout the year as the staff and administration develop more effective strategies.

[SMS Discipline Matrix](#)