



SHERWOOD CHARTER SCHOOL



Student & Parent Handbook



Academic Calendar



Car Line



Uniform Policy



Volunteer Opportunities

This page intentionally left blank.

SHERWOOD CHARTER SCHOOL IS A SCHOOL OF “CHOICE”

Sherwood Charter School is a public charter school created by a group of parents looking for an alternative to educational options. A public charter school is a public school operated autonomously from the school district, but that receives public education funding. Sherwood Charter School is a 501(c)(3) nonprofit corporation that operates pursuant to a charter agreement with the Sherwood School District. A volunteer board of directors governs the Sherwood Charter School.

The cornerstone of Sherwood Charter School depends on parental involvement. Parents should be fully aware of the educational process in the classroom. Parents should make an effort to know their child’s teacher and to monitor their child’s progress and behavior through on-going dialogue with the teacher and child.

Parents must support their child’s teacher and academic goals and should be careful about expressing negative opinions to your child about something that happened at school without first talking to the responsible adult. Respect at school is impossible if there is not respect for the school and the teacher at home.

SCS is a school of choice. We have high academic and behavioral expectations. It may not be the best fit for every student or every family; this is a decision that you must make for your child and your family. We are happy to answer any questions you may have to help you make the best decision for your child’s needs.

OUR MISSION	OUR VISION	OUR VALUES
Sherwood Charter School is a K-8 school of choice, providing a rigorous academic experience through integrated curriculum and instruction. SCS maintains a nurturing environment with small class sizes and an emphasis on practical application of what is learned.	Forging highly competent, principled leaders, who are lifelong learners, empowered to live up to their potential and to make a positive impact on their community and the world.	Integrity Accountability Critical Thinking Innovation Collaborative Dynamic Learning Environment

EQUAL EDUCATIONAL OPPORTUNITY/ SPECIAL NEEDS STATEMENT

In accordance with applicable requirements under ORS Chapter 338, SCS is open to all students who apply and complete all admission and registration requirements. The admission process includes the submission of a completed pre-registration form, acceptance through the lottery, and the completion and submission of all written materials.

Pursuant to all relevant state and federal laws, including but not limited to Titles VI and VII of the Civil Rights Act of 1964, Section 504 of the Rehabilitation Act of 1973, Title IX of the Education Amendments of 1972, and the American Disabilities Act of 1990, every student of the public charter school will be given equal educational opportunities regardless of age, sex, sexual orientation, race, religion, color, national origin, disability and marital status.

Further, pursuant to Title IX, no student will be excluded from participating in, denied the benefits of, or subjected to discrimination under any educational program or activity conducted by the public charter school. The public charter school will treat its students without discrimination on the basis of sex as this pertains to course offerings, athletics, accommodations, counseling, employment assistance and extracurricular activities. The school administrator has been designated as Title IX coordinator; she will investigate complaints communicated to the public charter school alleging noncompliance with Title IX. The address and telephone number of our Title IX coordinator is: 23264 SW Main Street, Sherwood, OR; 503-925-8007.

A public charter school may not limit student admission based on ethnicity, national origin, race, religion, disability, gender, income level, proficiency in English language or athletic ability, but may limit admission to students within a given age group or grade level.

Sherwood Charter School is committed to meeting students’ special education needs, and to ensuring that students are properly served as required under applicable state and federal laws including, but not limited, to the Individuals with Disabilities Education Act (IDEA) and Section 504 of the Rehabilitation Act of 1973. Sherwood Charter School shall support the Sherwood School District’s provision of special education services to students, including the District’s provision of Individualized Education Programs (IEPs), as applicable.



Table of Contents

SCHOOL DETAILS _____ 3

- Operational Hours
- Fundraising and OneFund
- Car Line
- Attendance
- When Your Child Is Sick
- Communicable Disease Requirements
- Emergency School Closures
- Fire, Earthquake, and Other Emergency Drills
- School Policies and Safety Procedures

STUDENT INFORMATION _____ 7

- Character and Behavioral Expectations—The 3 B's
- H.E.A.R.T. Skills
- Communication and Conflict Resolution
- Getting Help/Counselor Information
- Supplies
- Uniform Policy
- Cell Phones and Personal Electronic Devices
- Electronic and Communication Systems Use
- Textbooks and Reading Books
- Lost & Found
- Procedures for Medication Administration in School

ACADEMICS _____ 13

- Grading System Online
- Statewide Assessment
- Academic Honesty
- Homework Policy
- Field Trips and Other Program Enrichment Events

DISCIPLINE & CONSEQUENCES _____ 15

- Summary of Discipline
- Mental Health Assessment
- Discipline of Others
- Student Interview by Police Officers
- Prohibited or Restricted Items
- Additional Consequences and Discipline Policies
- Offenses and Progressive Sequence of Consequences

PARENT INVOLVEMENT _____ 19

- Visitors
- Volunteers
- Parent/Teacher Conferences
- How to Communicate with the Teacher/School
- Parent Over Involvement
- Complaints
- Communicating with Students During School Hours
- Homework Guidelines for Parents
- Parties & Celebrations
- Family Directory Information
- Media Access to Students

The material contained within this handbook is intended as a method of communicating, to students and parents, information regarding general Sherwood Charter School (SCS) rules and procedures. Therefore, information contained here may be superseded by Board policy or administrative regulation. For a complete listing of Sherwood Charter School policies, please refer to the Board Policy section of the school website, or you can find a hard copy in the school office. Any information contained in this student handbook is subject to revision or elimination without notice.

SCHOOL DETAILS

OPERATIONAL HOURS

Sherwood Charter School is in session Monday-Thursday. Classes begin at 8:00 am, and the school day ends at 3:30 pm. The school office is open from 7:30 am – 4:00 pm. Students and visitors should enter and exit the building using designated doors.

ACADEMIC CALENDAR: Throughout the school year, SCS holds a variety of events, details of which can be found on the Events Calendar on the school website. The Academic Calendar (with holiday closures, staff development days, etc.) can also be found in this document (see Appendix A) or on our website. This calendar is approved annually by the Board of Directors and is released for the next school year in the spring.

FUNDRAISING AND

Currently SCS receives 80% of the state funding provided for each student to attend SCS from the Sherwood School District, with SSD keeping the remaining 20%. OneFund is a donation we ask parents to make to help cover a small portion of the 20% that SCS does not receive. As SCS is a public school, parents are not required to pay the donation, instead we only ask for your help covering the funding gap.

ONEFUND PAYMENT INFORMATION: OneFund is \$750 per student per year. Please note that donations are non-refundable. The donations will be used for budgeted items that the law allows pursuant to ORS 339.141(2); ORS 339.147; ORS 339.155(4)&(5). Annual contribution or contribution plan should be submitted to the office by the first day of school to ensure funds are immediately available in the classroom.

CAR LINE

Student transportation is dependent on parent/guardian drop off and pick up via car line. Our goal is to make car line safe for our students and staff and as efficient as possible for you. Everyone's safety depends upon the collaborative effort of all of us following the procedures carefully.

Transportation Authorization: The Transportation Authorization form provides us with the names and phone numbers of anyone who is authorized to pick up your child and is included as part of your student's registration packet. Without the name on the list, we will NOT allow students to go home. However, in an emergency, please send a note or call and we will take that as your permission. Please note anyone listed as an emergency contact will have authorization to pick up your student.

Parents of children who have permission to walk, bike, scoot, or skate from school independently without a guardian must designate so on the transportation authorization included in the yearly registration form.

CAR LINE DIRECTIONS

A detailed map of morning and afternoon car line can be found attached (see Appendix B)

Your child should have everything ready before you stop your vehicle during morning drop off. Whenever possible, children should exit or enter the car from the passenger side. If exiting or entering from the driver's side, children should cross in front of your vehicle. Drivers should remain in their cars as children exit their vehicles on their own. If they are physically unable to do so, drive to the lower lot and park—parking is prohibited in the car line route during car line hours.

Please encourage your children to move quickly and safely during car line transitions.

Car line numbers are assigned during student enrollment and should be prominently displayed on your rearview mirror during afternoon car line. It is helpful if your child knows your car line number. Please do not arrive early to car line as it creates safety concerns for students in afternoon PE classes, blocks crosswalks and causes congestion.

Be aware that cars are behind you and that you need to move up as soon as there is room - don't leave gaps of greater than 3-3 ½ feet between cars. Our goal is to prevent cars from obstructing traffic flow on Main Street; the backup of cars creates a severe traffic hazard. Stay alert and not on your phone as staff help direct you out of the parking lot with hand signals such as a thumbs-up to ask if you have all students loaded. Reply with a nod or thumbs-up, and you will be permitted to pass when it is safe to do so.

Parents arriving after car line closes will need to pick their children up from the school office. Be respectful and polite to traffic monitors; our teachers stand outside during all types of weather to protect our students.

WALKING AND BIKING/RIDING TO SCHOOL

Bikes, skates, skateboards, or scooters are not allowed to be ridden on school property at any time; you are, therefore, required to walk with them on school grounds at all times. If you are found riding any of these items on school grounds, you will receive a warning. Second offenders will have their vehicles taken from them. Parents must come to reclaim the item; it will not be returned to students. It is also your student's responsibility to lock up

their transportation equipment at the designated campus bike rack; the school is not liable for lost or stolen equipment. Oregon State Law (ORS 814.485 and ORS 814.600) requires that you wear helmets when riding a bike or skateboard when under 16 years of age.

ATTENDANCE

Oregon State Law requires students to be in school, and attendance is a part of your permanent school record. More importantly, regular attendance is critical for student success; please make it a priority in your family and make every effort to help your student get to school regularly and on time. Schedule vacations and private lessons outside of school hours.

Students must be in class from 8:00 am – 3:30 pm. Parents must contact the school prior to that school day that their child will be absent; **please send an email to secretary@sherwoodcharterschool.org with "ATTENDANCE" in the subject bar or call the office at 503-925-8007.** You may do this for vacations, emergencies, appointments, as well as illness. Doctor notes may be necessary if there is a pattern of tardiness or absences due to illness.

Tardy is defined as being late to school or class, and it is a major disruption to any classroom. Students arriving after 7:55 am must report to the office and any student arriving after 8:00 will be marked as tardy. Kindergarten – 3rd grade students will be escorted to their classroom after you sign them in at the office.

If students leave early from school, parents must notify the student's teacher and the office as they cannot leave the school building without parent permission. The student must be signed out from the office.

School officials determine whether or not an absence will be excused. Absence from school or class may be excused under the following circumstances: 1) Illness of the student; 2) Illness of an immediate family member when the student's presence at home is necessary; 3) Emergency situations that require the student's absence; 4) Medical/dental appointments- confirmation of appointments may be required; 5) Other reasons deemed appropriate by the public charter school administrator when satisfactory arrangements have been made in advance of the absence.

If a reason is not provided or excuse is not listed above the absence may result in being considered unexcused with the possibility of a consequence. You have three days to request that an absence be excused. After three days, the absence may be considered unexcused. SCS will maintain accurate attendance records. If a child has an unplanned absence and parents have not called the office, SCS will notify parent/guardians by the end of the day.

In accordance with Oregon Department of Education [ORS 581.023.006\(11\)\(c\)](https://www.ode.state.or.us/odse/023.006(11)(c).pdf), if a student is absent more than 10 consecutive school days (either excused or unexcused), the student will be withdrawn on the 11th week day, or if notified during the ten-day period that the student will be absent for more than 10 consecutive week days, the student must be withdrawn on the day following notification whichever is earlier. Please note that reenrollment is subject to class availability.

WHEN YOUR CHILD IS SICK







Do not send your children to school when they are sick. To ensure a healthy environment at SCS, please keep your child at home if they have any of the following symptoms (see ODE image).

If a child becomes ill at school, we will call the phone numbers on the emergency contact list. If needed, the child will be removed from contact with other children until picked up.

COMMUNICABLE DISEASE REQUIREMENTS

SCS's full Communicable Disease Management Plan can be found on our website: www.sherwoodcharterschool.org/resources/

For a full list of communicable diseases please see the Oregon Department of Education's Disease Specific Guidelines [here](https://www.ode.state.or.us/odse/023.006(11)(c).pdf). Included are guidelines for head lice, Influenza, Conjunctivitis (pink eye), strep throat, Hand, Foot & Mouth disease, etc. If a communicable disease is suspected at school, please note that staff may conduct screenings that could include temperature readings, spot checks for head lice, rashes, sores or lesions on exposed skin, or other visual assessments.

PLEASE KEEP STUDENTS WITH SYMPTOMS OUT OF SCHOOL	
This list is school instructions, not medical advice. Please contact your health care provider with health concerns.	
SYMPTOMS OF ILLNESS	THE STUDENT MAY RETURN AFTER... *The list below tells the shortest time to stay home. A student may need to stay home longer for some illnesses.
 Fever: temperature of 100.4°F (38°C) or greater	* Fever-free for 24 hours without taking fever-reducing medicine.
 New cough illness	* Symptoms improving for 24 hours (no cough or cough is well-controlled).
 New difficulty breathing	* Symptoms improving for 24 hours (breathing comfortably). Urgent medical care may be needed.
 Diarrhea: 3 loose or watery stools in a day OR not able to control bowel movements	* Symptom-free for 48 hours OR with orders from doctor to school nurse.
 Vomiting: one or more episode that is unexplained	* Symptom-free for 48 hours OR with orders from doctor to school nurse.
 Headache with stiff neck and fever	* Symptom-free OR with orders from doctor to school nurse. Follow fever instructions above. Urgent medical care may be needed.
Skin rash or open sores	* Symptom free , which means rash is gone OR sores are dry or can be completely covered by a bandage OR with orders from doctor to school nurse.
Red eyes with colored drainage	* Symptom-free , which means redness and drainage are gone OR with orders from doctor to school nurse.
Jaundice: new yellow color in eyes or skin	* After the school has orders from doctor or local public health authority to school nurse.
Acting differently without a reason: unusually sleepy, grumpy, or confused.	* Symptom-free , which means return to normal behavior OR with orders from doctor to school nurse.
Major health event , like an illness lasting 2 or more weeks OR a hospital stay, OR health condition requires more care than school staff can safely provide.	* After the school has orders from doctor to school nurse AND after measures are in place for the student's safety. Please work with school staff to address special health-care needs so the student may attend safely.

EMERGENCY SCHOOL CLOSURES

In case of hazardous or emergency conditions, the School administration may alter school schedules as appropriate to the particular condition. Such alterations may include school closure, delayed openings, and/ or early dismissal of students. SCS follows the school closure decisions of the Sherwood School District, so tune in to any local radio or TV station for closure information. In addition, please sign up for the Flash alert for notifications of situations that pertain only to SCS. Instructions for how to sign up can be found on the Parent Resources page on the school website: www.sherwoodcharterschool.org/resources/

FIRE, EARTHQUAKE, AND OTHER EMERGENCY DRILLS

Pursuant to ORS 336.071, instruction on fire, earthquake dangers and safety threats shall be conducted for at least 30 minutes each school month. At least one fire drill for students will be conducted each month. In addition, at least two drills on earthquakes, and at least two drills on safety threats, will be conducted for students each year. A map/diagram of the fire escape route to be followed is posted near all classroom doorways and reviewed with students. When an alarm is sounded, students must follow the direction of staff quickly, quietly and in an orderly fashion.

SCHOOL POLICIES AND SAFETY PROCEDURES

The safety of children is our top priority at Sherwood Charter School; therefore, SCS has developed school policies and safety procedures that help create a safe and respectful learning environment. Students are **responsible** for following all school policies and procedures. If you or your student have a question about the rules and policies, please refer to the complete policies list on the school website or contact the Principal.

In addition to following school safety policies, all staff will teach and reinforce outdoor and indoor student safety procedures. Students in grades K-5 will be escorted by their teacher or a staff member to all specials and class activities outside of the classroom (PE, lunch, etc.), and students in K-3 who need to leave the portables (from class, music, art, etc.) will be escorted by a student buddy or staff member.

In the event of an accident or emergency, please be sure that the office has CURRENT information regarding how parents and other emergency contacts can be reached. Students should report all accidents or injuries immediately to an adult.



This page intentionally left blank.

STUDENT INFORMATION

CHARACTER AND BEHAVIORAL EXPECTATIONS—3 BE'S

SCS believes that character development is as important to a child's education as other academic subjects. It operates with the philosophy that discipline starts with prevention. As a community, we agree that building relationships based on trust and respect is the most important part of prevention. "The 3 Be's" serve as our guide.

BE SAFE: Follow the rules for being safe inside and outside of the building, including recess times, arrival and dismissal times, cafeteria, and all common areas.

BE RESPECTFUL: Respect others, yourself and our environment.

RESPECT OTHERS: Everyone deserves to be treated with kindness and a level of respect; even someone you may not like deserves to be treated like you would want to be treated. Value the opinions and perspectives of others. Be respectful and people will respect you.

RESPECT YOURSELF: When you respect yourself, you give your best effort and are diligent in study. To move forward in your education and career, you have to do your best. Believe in yourself and strive for self-discipline, which means learning to control your behavior and emotions. Come to school prepared and ready to make positive contributions.

RESPECT OUR ENVIRONMENT: Please be responsible and take care of your own belongings, our school facility, and surrounding community. Demonstrate pride in and appreciation for the community that provides us with a fantastic place to learn.

BE RESPONSIBLE: Show integrity and strong moral character. Live your life in a way that matches what you say. Be consistent with how you treat people, including yourself. When you are responsible, you will have no problem following the other school-wide rules.

These rules permeate all that we do at SCS. Specific examples may be found in the table on the following pages. We hope the school-wide rules apply not only to what you do here at school but also help develop good habits for the rest of your life.



H.E.A.R.T. SKILLS

In addition to "The 3Be's," another component to our character development is a program known as **H.E.A.R.T. Skills**, and it encompasses the values of Honor, Empathy, Accountability, Respect and Teamwork. These values guide our conduct, choices, and actions. They are introduced in kindergarten and reinforced throughout each year at SCS. Some character development programs focus on what children are doing wrong. With HEART, the focus is on what a child is doing right. We aim to draw the best from our children—to help form their hearts as well as their minds.

COMMUNICATION AND CONFLICT RESOLUTION

CHOOSE YOUR WORDS WISELY/USE APPROPRIATE LANGUAGE

Students are responsible for what they say, so they must think before they speak. Words have the power to hurt or help. Spreading rumors, for example, is hurtful and may also be considered harassment. Students should not use words with the intent to hurt someone else. Using swear words, gestures, religious, racial, or sexual slurs as well as other hate words is not allowed. When upset with someone, cool down before you say something that can get you into trouble. Words that sound like swear words or gestures that appear unacceptable are also not allowed. If we cannot tell the difference or feel that you are simply using a "sound-a-like", it will be treated the same as profanity. Be respectful of others and yourself and learn to express yourself in a socially acceptable way, especially when you are angry.

In school, freedom of expression is balanced with the need to maintain a safe environment and one that is orderly for learning. Students cannot say, wear, or write anything they want in the name of free expression. As soon as such expression threatens another person, they will be subject to disciplinary consequences such as suspension. A threat is defined as placing another person in fear of imminent physical injury by word (written or verbal) or conduct.

RESOLVING PROBLEMS WITH OTHER STUDENTS: If you are having a problem with a fellow student, try to resolve the issue between the two of you. Conflict resolution is a valuable life skill that you will practice throughout your life. If you need help coming to a resolution, talk to your teacher or counselor; they are here to help you. If that doesn't work, talk to your parents. You may also request to talk with the Principal.

RESOLVING PROBLEMS WITH TEACHERS: If you have a concern about your teacher, ask to speak with them at a time that works for both your teacher and yourself. The next step is to speak to the Principal.

Expectations	Be Respectful	Be Responsible	Be Safe
Arrival/Dismissal	<ul style="list-style-type: none"> Use kind words and actions Follow the rules that are presented by staff Keep feet off chairs and don't touch church property No food/drink in auditorium 	<ul style="list-style-type: none"> Arrive and leave on time Sit in assigned areas Listen for car line number and quickly walk to designated areas to meet your transportation Walkers check-out with teacher on duty 	<ul style="list-style-type: none"> Use sidewalks & crosswalks Wait calmly Use quiet voices Stay seated bottom on seat and facing forward Walk bikes, scooters, etc. on school grounds
Lunch Room	<ul style="list-style-type: none"> Enter room in line with teacher Sit in designated space with grade level Allow anyone to sit next to you Use quiet voices Use kind words to everyone 	<ul style="list-style-type: none"> Raise hand to be excused to throw your trash away Raise hand and wait for teacher if you need something Clean up after yourself-check floor 	<ul style="list-style-type: none"> Walk in lunchroom Don't share food Bring your own silverware Sit in your seat until dismissed with feet on floor, bottom on chair and facing table Keep hands to yourself
Recess	<ul style="list-style-type: none"> Follow staff directions Respect equipment, use as directed, return after use Play fairly, share and take turns, include everyone Throw balls "to people" not "at them" Ask permission before chasing others or playing tag Indoor Recess: Use indoor voices, walking only 	<ul style="list-style-type: none"> Line up quickly and quietly when whistle blows Use hall/bathroom pass for leaving the area Pick up your own trash Stay within boundaries Ask permission to go outside of boundary lines to retrieve equipment 	<ul style="list-style-type: none"> Walk to/from the playground Be aware of activities/games around you No play fighting, tackling or wrestling (no weapons) No pushing or shoving What's on the ground stays on the ground Stay off fence, shed and out of bushes

Expectations	Be Respectful	Be Responsible	Be Safe
Hallways/ Passing Areas	<ul style="list-style-type: none"> Hold the door open for the person behind you Use quiet and kind voices Keep body to self Be respectful of school & church property 	<ul style="list-style-type: none"> Follow the rules that are presented by staff Keep hands and feet to self 	<ul style="list-style-type: none"> No Running Stay to the right, single file Allow others to pass When on crosswalk stay on beginning to end
Restrooms	<ul style="list-style-type: none"> Give others privacy (no peeking, no climbing) Use quiet voices Be timely, do not hang out in the bathroom 	<ul style="list-style-type: none"> Always have a bathroom pass Flush toilet after use; keep the area clean Use 1-3 paper towels; place used towels in trash can 	<ul style="list-style-type: none"> Wash hands using soap Keep water in the sink Notify an adult of problems Return to room promptly
Common Areas	<ul style="list-style-type: none"> Use kind words and actions Wait for your turn Clean up after self Follow the rules that are presented by staff 	<ul style="list-style-type: none"> Remind others to follow school rules Take proper care of all personal belongings, school equipment, and church property Be honest 	<ul style="list-style-type: none"> Walk facing forward Keep hands, feet, and objects to self Get adult help for accidents and spills Use all equipment and materials appropriately
Special Events/ Assemblies	<ul style="list-style-type: none"> Use audience manners Enter and exit quietly in a single file line Sit on bottom where you are assigned Do not talk unless asked to participate 	<ul style="list-style-type: none"> Follow directions Remind others to follow directions Get permission to use the restroom 	<ul style="list-style-type: none"> Carry chairs properly if asked to do so Respect personal space

GETTING HELP/COUNSELOR INFORMATION

Our school counselor is available to help you and your parents with social problems, academic concerns, and personal/family problems. Information shared with a counselor is confidential. Counselors, however, are required by law to report any concerns they have regarding your safety or the safety of others. Parents may contact the office to get the counselor's email address.

SUPPLIES

Students are responsible for bringing appropriate supplies to school and should be responsible for the care of those items. Cubbies, desks and lockers are the property of the school and are provided for the convenience of students. School staff has the authority to conduct searches of school property, students, and personal property of students (including backpacks and school supplies), based upon reasonable suspicion, and to seize unauthorized, illegal or unsafe materials. School and personal supplies should be kept free of prohibited items.

Students have the RIGHT to be present, whenever reasonable, when his or her property or school property in use by such student is being searched. There may be occasions, however, when school officials believe it is in the best interest of the safety of the students or the general welfare of the school to conduct a search in a student's absence.

Students have the RESPONSIBILITY to cooperate with school staff, including the school resource officer, during all searches.

Not to bring upon school premises, dangerous weapons (or lookalikes), unlawful drugs or other prohibited substances or items, constituting a potential threat to the health or safety of any person; a student will not store contraband in a cubby, desk or locker.

Each student will maintain their cubby, desk and locker in sanitary manner.

SUPPLY LISTS: Elementary and middle school supply lists are updated annually and can be found on the Parent Resources page on the website (www.sherwoodcharterschool.org/resources/). If there is a financial hardship with obtaining school supplies, please contact the school office.

BACKPACK GUIDELINES: Backpacks are a student's responsibility. Please remember that anything in your backpack is susceptible to theft, so do not bring toys, expensive items and large amounts of cash to school. SCS takes no responsibility for lost or stolen items. Report any missing item to your teacher, and we will do our best to help you find it. 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.

LUNCHES/SNACKS: SCS is unable to provide hot lunch services at this time. Each student must bring an adequate, healthy snack and lunch from home each day and a water bottle (soda and candy are not allowed). Students should follow all lunch expectations and directions from supervising staff. If you break a rule, you may be removed to a separate eating area. If you engage in unsafe behavior, you may be asked to eat alone.

UNIFORM POLICY

Students at SCS are required to follow the Uniform Policy (see Appendix C). The school also has a Uniform Exchange Program available, contact office.

CELL PHONES AND PERSONAL ELECTRONIC DEVICES

Our electronic device rule is simple: "Off and away." SCS requires cell phones to be silenced or turned off and away from 7:40 am – 3:30 pm. They are not to be seen in the building at any time. You may use electronic devices before school and after school. During school hours, cell phones will be kept in backpacks. Cell phones may be confiscated if students are seen with one in the building during the school day. No other personal electronic devices are permitted unless directed by the teacher.

For further information, see the School's full Personal Electronic Devices and Social Media policy, found on the school's website.

ELECTRONIC COMMUNICATION SYSTEMS USE

Students may be permitted to use the school's electronic communications system only for educational purposes consistent with the school's mission or goals. The school's electronic communications system meets the following federal Children's Internet Protection Act requirements:

- Technology protection measures have been installed and are in continuous operation to protect against internet access by both adults and students to visual depictions that are obscene, child pornography or with respect to the use of the computers by students, harmful to students;
- Educating minors about appropriate online behaviors, including cyberbullying awareness and response, and interacting with other individuals on social networking sites and in chat rooms;
- The online activities of students are monitored. Students do not have a reasonable expectation of privacy when using the school's

electronic communication systems;

- Access by students to inappropriate matter on the Internet and World Wide Web is denied;
- Procedures are in place to help ensure the safety and security of students when using e-mail, chat rooms and other forms of direct electronic communications;
- Unauthorized access, including so-called “hacking” and other unlawful activities by students online is prohibited;
- Unauthorized disclosure, use and dissemination of personal information regarding students is prohibited;
- Measures designed to restrict students’ access to harmful materials have been installed.

The school retains ownership and control of its computers, hardware, software and data at all times. All communications and stored information transmitted, received or contained in the school’s information system are the school’s property and are to be used for authorized purposes only. Use of district equipment or software for unauthorized purposes is strictly prohibited.

To maintain system integrity, monitor network etiquette and ensure that those authorized to use the school’s system are in compliance with Board policy, administrative regulations and law, school administrators may routinely review user files and communications. Files and other information, including e-mail, sent or received, generated or stored on school servers are not private and may be subject to monitoring. By using the school’s system, individuals consent to have that use monitored by authorized school personnel. The school reserves the right to access and disclose, as appropriate, all information and data contained on school computers and district-owned e-mail system.

Students using the network in any way other than intended, including behavior which threatens equipment or other students, may lose technology privileges. If school devices are damaged by the actions of a student, a fee may be charged to replace the device.

TEXTBOOKS AND READING BOOKS

Textbooks and workbooks are used in many classes here at SCS. Please do not write on or in the textbooks for any reason; any writing is considered vandalism. Loss of any school material will result in student being responsible for replacement cost.

Students should have a reading book with them at all times (except PE) to read when they have completed class assignments; it should be appropriate for reading level and content.

LOST & FOUND

The lost-and-found cabinet is located downstairs of the main building. Lost-and-found items will be “cleared” periodically and donated to a charity organization, be sure to check often. We highly recommend labeling all personal property with a permanent marker to help us return it to you if found; this includes backpacks, water bottles, clothes, shoes, personal calculators, school supplies, and sports equipment.

PROCEDURES FOR MEDICATION ADMINISTRATION IN SCHOOL

Parents are encouraged to administer medication to their children before and/or after school hours. Medications may be given at school only by trained staff and under the criteria outlined below:

A completed Authorization for Medication Administration form must be completed by the parent for each medication on file. Medication will not be administered if this document has not been received.

Parents are responsible for bringing the medication to the school office (medication cannot be transported by the student) in the original pharmacy container.

PRESCRIPTION MEDICATION Requires written instruction from a physician (the prescription label meets this requirement). Any changes (in instructions, dosage or frequency) must also be per a physician written order.

NON-PRESCRIPTION/OTC MEDICATIONS are limited to eyes, nose and cough drops, cough suppressants, analgesics, decongestants, antihistamines, topical antibiotics, anti-inflammatories and antacids that do not require written or oral instructions from a physician. All non-prescription medication must be commercially prepared and non-alcohol based, necessary for student to remain in school and must be in the original container or packaging with manufacturer’s recommended dosage schedule included.

Staff may give medication within the 30-minute ‘window’ before or after the prescribed time and verbal requests to change medication amounts, frequency, or administration times cannot be accepted. Medication also cannot be dispensed at alternate times to accommodate a missed dose at home or early releases from school. School may only administer medications following the manufacturer’s recommendations or with a written doctor’s note stating otherwise.

This page intentionally left blank.

ACADEMICS

GRADING SYSTEM ONLINE

Parents have online access to their student's grades using ParentVue, the Synergy Grades Online Grading System. At the beginning of the year, new families will be given an activation code to access the online grading system. Middle School students are encouraged to keep track of their own grades. For an overview of the current curriculum, please see the Academics page on the school website.

STATEWIDE ASSESSMENT

The school is accountable for delivering a quality education in a safe, nurturing, learning environment. Benchmark Testing by the State of Oregon in grades 3 through 8 is mandatory. Student progress will also be measured using assessments required by the Sherwood School District. The teacher will collect work samples and provide on-going evaluation in each content area. Because of the increased Oregon graduation requirements that require students to demonstrate proficiency in reading, writing, and math, the Sherwood School District has established growth targets for every student for each test of the Oregon Statewide Assessment System ([OSAS](#)). These growth targets are based on the amount of growth a student must show each year to remain on target to meet Oregon Diploma Requirements and may be greater than the minimum score required to meet the State benchmark.

ACADEMIC HONESTY

Students must complete their own assignments; otherwise, their actions may be considered "cheating" and they will face consequences. Copying another person's assignments requires teacher permission; if they have not received this permission, a teacher does not have to give credit. Plagiarism also includes copying content from the Internet and submitting it as your own work. Students who willingly give their assignments to be copied is considered cheating. Those who take someone else's assignments and put their name on it will face consequences for theft.

The consequence for cheating is typically handled by each teacher. Repeat offenders will receive disciplinary action. Any student who turns in work that has been copied from a source (and not cited) will receive no credit for the assignment. Parents will be informed. A second instance of plagiarism will result in loss of privileges and further consequences. Further, the office staff verifies parent signatures; students who forge a parent's signature will face disciplinary consequences.

HOMEWORK POLICY

Homework is an integral part of your education at SCS. It is intended to reinforce and extend learning begun in the classroom, and it builds skills that require mastery and allows students more time to demonstrate learning. SCS students may have homework each evening, as well as work to complete on Fridays. Homework may also include assignments not completed during class time or assignments not completed correctly.

Homework Guidelines for Students: Students should strive to do their best and will be responsible for keeping track of all homework assignments. Students should understand assignments clearly before leaving class, bring home needed materials to complete assignments, turn in assignments on time, and manage time wisely for long-term projects. If students are struggling with homework, reach out to their teacher.

Students are expected to make up assignments when they are absent. They will be given one additional day for each number of school days that they missed. (If absent one day, student gets one extra day.) It is up to the parent to make arrangements for the student to complete missed assignments. Please notify the teacher that you need make-up assignments. Assignments will be ready to pick up at the office as soon as possible. With a one-day absence, students will get the work they missed when they return. Check teachers' websites for this information also.

If a student is suspended from school, they will not be given additional days to make up assignments. If a student is assigned a longer suspension and assignments are provided for them, they must be completed upon return; otherwise they will be considered late. This information will be made clear to the student upon being suspended.

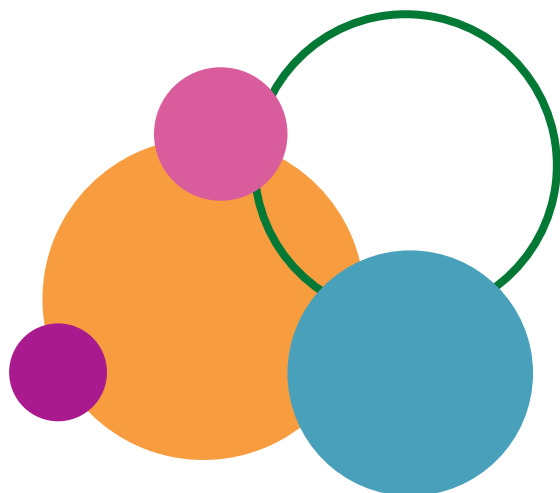
Middle School Students: When you return to school, it is *your responsibility* to request missing assignments from your teachers.

FIELD TRIPS AND OTHER PROGRAM ENRICHMENT EVENTS

Field trips are offered at SCS as a program enrichment experience supported by annual OneFund contributions. General field trip permission is given by the parent/guardian in the yearly registration paperwork. Throughout the year, teachers will communicate information to families about upcoming field trips, including location, date, proper attire and items to bring. Students will be transported to and from field trips by foot and/or on school coordinated buses. Proper bus conduct is crucial for student safety. We rely on the bus driver to safely transport students; for this reason, the bus driver has complete authority on the bus. The school supports the driver regarding any student misbehavior on a bus.

On field trip days, students should arrive on time in order to leave with their class. If students will be absent or will arrive after their class plans to depart, please notify the office in advance. Independent parent/guardian transportation to and from field trip sites is not allowed, unless a documented medical condition is on file with the school office. Students leaving early from school after attending a field trip should check out with their teacher as well as sign out at the office. If the field trip should return during non-school hours, students should check out with their teacher before leaving school property.

Additional program enrichment events, including in class presentations, middle school dances, and family events may be offered throughout the school year. Students and families are expected to uphold SCS's behavioral standards during all events. For student only events during non-school hours, students are expected to check in when arriving and check out with a staff member before leaving school property.



DISCIPLINE & CONSEQUENCES

SUMMARY OF DISCIPLINE

The staff at SCS strives to create a safe and positive learning environment where students feel accepted and valued by their peers and the staff. Student behavior plays a large role in creating the type of school environment that we desire. Our discipline system is designed to support your child's educational rights by directing students to make responsible decisions about appropriate behavior.

These policies and procedures are designed to protect the safety, rights and responsibilities of students, parents and employees. These apply to student conduct which occurs while a student is:

1. On school premises before, during, or after normal school hours.
2. At a school-sponsored event before, during, or after normal school hours, including field trips and school-sponsored tours and activities in another city, state or country.
3. Traveling to and from school or a school-sponsored event.
4. On school premises at any other time when the school is being used for a school-sponsored event.
5. Off school premises when such conduct involves threats or harm to students, staff and/or school or district property.

The variety of discipline consequences at SCS 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.**

For minor behavior infractions, all teachers, staff and administration follow the following discipline protocol. **Minor Infractions include:** being out of seat without permission; interrupting; arguing/defiance/uncooperative behavior; minor safety issues; being disrespectful to peers/teachers; and profanity.

Gentle Reminder: The words "Gentle Reminder" are used to calmly bring to the group and the student's attention that they are breaking rules. This is to inform them that they are taking away from the learning of others.

Verbal Warning: If the behavior continues, a warning will be given. It will be given specifically to one child and directly stated.

Processing Form: If the student's misbehavior continues, the child will be processed. Processing involves the student being moved to another area to take a moment to reflect on their misbehavior while filling out an age-appropriate problem-solving form. During this time students are asked to think about their behavior. The teacher, staff member, or administrator giving the process will add their explanation of the situation to the processing form prior to sending it home for a parent signature.

Parents: Parents are sent an email that indicates a process form was filled out. The form needs to be returned with a parent signature the following school day. Parents are encouraged to discuss the form and process with their child.

Listed below are examples of infractions that may result in one or all of the discipline steps. Steps in the discipline protocol may be skipped due to the severity of the misbehavior or prior disciplinary actions. These exceptions will be made at the teacher's or Principal's discretion. Parents will be notified in a timely fashion of any behavior leading to immediate process, detention, suspension, or expulsion.

Classroom Consequences: The teachers at SCS dedicate their time and talents to your student's education. When the student's behavior makes it difficult to provide good instruction, they will find themselves facing consequences. Individual teachers handle most disruptions. Here are some of the things that teachers may do:

- Change where they sit.
- Contact parents/guardians by phone, note, or email.
- Arrange a meeting with the student, parents/guardians, and administration.
- Remove student from class activities or assemblies
- Have a student report to their room for lunch.
- Refer them to the Principal's office.
- Have student write an apology: Students are often required to write or offer a verbal apology to students, staff, substitute teachers, or others they have offended. Those with Integrity are willing to say they are sorry.
- Take away free time before school, passing time, lunch time, or time after school. All of these are a form of detention. You will be given specific instructions as to when and where you are to report if you lose some of your free time.

Major infractions result in an automatic office referral and are handled by the Principal. These infractions are not limited to on-school property or school hours. Major Infractions include: Threatening, fighting or harming another person; vandalizing anyone else's property; bullying or harassment; a pattern of continual classroom minor infractions; any illegal act; and unexcused absences. The student may be referred to a school counselor, the Principal, or Threat Assessment Team.

Restitution: Damaging someone else's property may result in restitution. This means paying for damaged or ruined property. This also includes the school's property as well, like desks, books, walls, and chairs.

The full text of Sherwood Charter School's Policies and Procedures on Discipline can be found in the school office and on the School's website.

MENTAL HEALTH ASSESSMENT

When a student makes threats of harm or violence, an investigation is done before the student is allowed back to school. One of the pieces of that investigation may be a mental health assessment. This tool allows us to have a professional psychologist or health related person give an evaluation to determine whether it is safe to allow the student to return to school.

DISCIPLINE OF OTHERS

Staff members have the responsibility to take action when they see a student breaking a rule or creating an unsafe environment. Many times, students feel the need to stand-up for their friends. Students should not interfere with another student's discipline. If they feel their friend is being wrongly accused, they should wait for the appropriate time and place to state their concern. Making fun of a student who is receiving a disciplinary consequence is disrespectful and may result in a consequence of its own.

When students receive disciplinary consequences, we only talk about them. It is not up to the student to tell us what should happen, and **we cannot tell the student what will happen to others**. We only work on their behavior, and that should be their only concern. The same **respect and confidentiality** is provided to the student as well when talking to other students.

STUDENT INTERVIEW BY POLICE OFFICERS

Should law enforcement officials find it necessary to question students during the school day or during periods of extracurricular activities; the Principal or designee will be present when possible. An effort will be made to notify the parent of the situation.

Parents are advised that in suspected child abuse cases, the Children's Services Division, Services to Children and Families and/or law enforcement officials may exclude district personnel from the investigation procedures and may prohibit district personnel from contacting parents.

PROHIBITED OR RESTRICTED ITEMS

Students may NOT bring the following items to school; these items are prohibited:

- Aerosol Cans: The spray from aerosol containers can be harmful to your health or cause allergic reactions in others. This includes any spray bottles of perfume, hair spray, or deodorant (like Axe). If you are wearing perfume or cologne, make sure it's not distracting.
- Drugs, alcohol, or tobacco
- Fireworks, explosives, matches, or lighters
- Gum: If you repeatedly chew gum, it will be considered defiance.
- Laser pointers
- Pictures with drug, alcohol, or tobacco references
- Pornography or other sexually explicit items
- Stink bombs or pepper sprays
- Walkie-talkies
- Weapons of any kind or lookalikes or handcuffs
- Whiteout and/or rubber cement

ADDITIONAL CONSEQUENCES AND DISCIPLINE POLICIES

For more details on consequences and discipline, please see the full policies here: <http://policy.osba.org/shwdcht/index.asp>. These include:

- SUSPENSION—JGD
- EXPULSION—JGE
- CORPORAL PUNISHMENT POLICY—JGA
- DISCIPLINE OF STUDENTS WITH DISABILITIES—JGDA/JGEA, JGDA/JGEA-AR
- TOBACCO, ALCOHOL & DRUGS- JFCG/JFCH/JFCI
- WEAPONS—JFCJ
- BULLYING & HARASSMENT—JFCF
- VIOLENT LANGUAGE—JFCM

OFFENSES AND PROGRESSIVE SEQUENCE OF CONSEQUENCES

OFFENSE	PROGRESSIVE SEQUENCE OF CONSEQUENCES Any level of consequences may be administered for any offense taking into consideration the age of and the past behavior of the student.
Assault, Physical – To intentionally, knowingly, or recklessly cause physical injury and/or cause substantial pain to another person (i.e. fighting).	A student who physically assaults another person will not be returned to the classroom until their assigned consequence has been completed. Contact with parent. Suspension for up to 10 school days.
Aggressive Behavior – Physical behaviors directed toward another person, including, but not limited to, kicking, hitting, biting, shoving, tripping, slapping, or attempting to injure.	Restitution Referral to law enforcement Continuing suspension and recommendation for expulsion. Evaluation (mental health, counseling) at parent's expense.
Threat – To place another person in fear of imminent physical injury by word (written or verbal) or conduct.	
Harassment/Intimidation/Bullying/Menacing/Cyber-bullying/Teen Dating Violence – These acts will not be tolerated. Students may report concerns by completing a confidential student report form located in school office. Parents, guardians, and community members may file a complaint by meeting with the school principal or by the procedure for resolving formal complaints. A person may make an anonymous report directly to the school principal. All reports will be investigated by the school administrator. A person may request a review of the actions taken by staff, but such review will not disclose confidential student discipline information. Students whose behavior is found to be in violation of this policy will be subject to disciplinary actions. Reprisal or retaliation against any person acting in good faith in a complaint process is a violation of school policy. A student found to have falsely accused another as a means of reprisal, retaliation, harassment, intimidation, bullying, cyberbullying or menacing, shall be disciplined. Sexual Harassment – Unwelcome sexual advances, requests for sexual favors, and other verbal, written or physical conduct of a sexual nature that unreasonably interferes with a person's education and/or a person's participation in school activities, or that creates an intimidating, hostile or offensive school-related environment.	Contact with parent. In-school suspension. Suspension for up to 10 school days. Referral to law enforcement. Conference with parent prior to return of student to school. Continuing suspension with recommendation for expulsion. Evaluation at parent's expense.
Insubordinate Behavior – These behaviors include but are not limited to: disobeying or defying the authority of school personnel; verbal, physical, and/or profane or rude behaviors; disrupting any classroom, school or district-sponsored activity; behavior that constitutes a safety risk to the student or others and/or multiple referrals for insubordinate behaviors.	Removal from classroom or any district activity. Contact and conference with parent. Detention, in-school suspension. Suspension for up to 10 school days. Continuing suspension and a recommendation for expulsion.
Weapons – Possessing, transmitting, selling, or in any way displaying any weapon, device, instrument, material or substance, firearm, illegal explosive, or other implement, which could reasonably be considered or used as a weapon, or attempted to be used as a weapon, or threatened to be used as a weapon, or is readily capable of causing death or serious physical injury and/or which is of no reasonable or educational use to the student.	Confiscation of item related to offense. Contact and conference with parent. Referral to law enforcement authority. Continuing suspension with recommendation for expulsion. Suspension for up to 10 school days
Look-alike Weapons - Possessing, transmitting, selling, or in any way displaying any device, instrument, material or substance, or other implement, which could reasonably be considered a weapon, as defined in policy and/or which is of no reasonable or educational use to the student.	Confiscation of item related to offense. Contact and conference with parent. In-school suspension. Suspension for up to 10 school days. Referral to law enforcement. Continuing suspension with recommendation for expulsion.
Alcohol and Other Drugs – Possessing, buying, selling, distributing, or possession with the intent to sell, use of, or being under the influence of an alcoholic beverage; inhalants, including solvents and other dangerous substances; or of any other drug as defined by but not limited to, the Uniform Controlled Substance Act (ORS 475.005), including look-alikes being represented as being a controlled substance and/or misuse of prescription or non-prescription drugs.	Confiscation of item related to offense. Contact and conference with parent. Referral to law enforcement authority. Suspension, in or out of school, for up to 10 days. Continuing suspension with recommendation for expulsion. Referral to IEP Team, if special education student. A referral to community resources and/or cessation programs designed to help the student overcome alcohol or unlawful drug use, the cost to be borne by parents.
Misuse of Computer Network and Internet – Any misuse or use of any network and/or Internet system to threaten damage to district property or personnel or in any way sabotages or modifies school programs, the school's computer network or Internet system.	Contact with parent. Suspension or revocation of system privileges for minimum of 30 calendar days. In-school suspension. Suspension for up to 10 school days. Permanent revocation of system privileges. Referral to law enforcement. Continuing suspension and recommendation for expulsion.
Property Damage/Vandalism and Theft – The willful or malicious destruction or defacement of public or private property. Vandalism includes the abuse of any school property, including items such as textbooks, desks, computers, and other school equipment or materials. Vandalism to school property constitutes criminal conduct under the laws of the State of Oregon.	Restitution to SCS for damage incurred. (This may include payment and/or community service.) Students and their parents/guardians will be held financially responsible for any materials lost or willfully damaged. Suspension, expulsion, or other appropriate discipline. Referral to law enforcement officers for investigation and civil action.

This page intentionally left blank.

PARENT INVOLVEMENT

VISITORS

All visitors to school must sign in at the school office and wear a visitor badge while on campus. Please note that doors will be locked during the school day and you must request entry at the main school entrance. If a grandparent or other family member wants to eat lunch or pick up a student, the parent needs to contact the school office and indicate their approval. Students are not allowed to bring friends, relatives, or former students to visit.

VOLUNTEERS

There are many opportunities to volunteer at SCS (see Appendix D), such as school field trips, safety committee, events, classroom imagineers, school library or other special projects. Watch for upcoming volunteer announcements, email your student's teacher or office with ways you are interested in getting involved. Volunteers should be 18 years of age or older.

While on campus it is your responsibility to help maintain a positive culture at SCS by modeling the H.E.A.R.T. Skills (Honor, empathy, accountability, Respect, Teamwork) by staying engaged with students/staff and the assigned activity without distraction from your cell phone, other personal device or by spending time "catching up" with other parents or volunteers.

By signing up to volunteer you should understand that you have been authorized by the Principal or the Principal's designee to act as a school volunteer under the direction of the school's administrators and teachers. To make volunteering a successful experience for both you and the teacher, you must be able to fulfill the volunteer responsibilities to the best of your ability and abide by all applicable SCS volunteer protocols as outlined below:

- Pursuant to ORS 326.607, you must pass a background check each school year in order to volunteer which is available on the parent resource page of the school website. You may not serve as a volunteer while background check results are pending. Wait for notification of your volunteer approval from the school office.
- Volunteers should always have an appointment 24 hours prior to volunteering, should park in an area that does not interfere with car line and must sign in and out daily at the office. Once signed in, you should check in to the classroom with minimal disruption and wait until the teacher can talk to you about the tasks they would like you to perform. If you are unable to volunteer at the agreed upon time, please notify the office so the teacher can adjust plans, if necessary.

AS A VOLUNTEER, I UNDERSTAND & AGREE...

- to wear a SCS volunteer badge so that students and staff recognize me as a trusted adult.
- to make student safety a top priority and to promptly inform the teacher about unsafe conditions or conduct that may come to my attention.
- that failure to maintain the confidentiality of all school and student information, along with any education records to which I may be given access, may disqualify me from further service as a community volunteer at Sherwood Charter School. This includes sharing with a student how they did on a test, or discussing with parents how any student is performing in the classroom.
- that I should only use the adult single-stall bathrooms which are available upstairs for adult use IN THE MAIN BUILDING. While in the portables, parents may use the individual bathrooms when available.
- that I will not put myself in a one-on-one environment with a student without teacher instruction.
- that some students work well with their parents; others struggle to be productive with their own parent as helper. The teacher will assign a volunteer to work with their own child only if they deem it productive. This varies from student to student and decision will be made on an individual basis.
- that I do not have permission and should not take photos or videos of students.
- that alternate arrangements should be made for childcare of non SCS students and I cannot bring them with me while volunteering.
- that if I do not understand a task, I will wait to ask for clarification when the teacher is not directly working with students. If I disagree with a grading procedure or an instructional practice, I will NOT state that in the classroom. I will instead, request a time that works for both you and the teacher to talk privately after school hours.

PARENT/TEACHER CONFERENCES

Parent/Teacher conferences are an opportunity to discuss student progress. We encourage parents to contact teachers between grading reports and conferences if there is a concern about student progress. Parent/Teacher Conferences may be scheduled for the 1st and 2nd grading periods to provide better understanding and cooperation between the teacher and the parents. Parents will be given ample time to sign up for their conferences. Attending at least one conference per year is strongly recommended.

Come prepared to conferences. Make a list in advance of what you want to discuss. Let the teacher know you have some questions and be specific: give concrete details that paint an objective picture of a problem. This way you can collaborate with the teacher on solutions during your allotted meeting time.

HOW TO COMMUNICATE WITH THE TEACHER/SCHOOL

The success of Sherwood Charter School will be due in part to positive, open communication between parents, teachers, and students. To maintain this positive learning environment, we need to work together to communicate successes and concerns in a responsible and respectful manner. This can be done in writing, by scheduling a conference, or by phone. **IT IS BEST TO BEGIN THE COMMUNICATION PROCESS VIA EMAIL, REQUESTING A MEETING.** When concerns arise on the part of parents or staff members, deal with these concerns as soon as is reasonably possible **AND REQUEST A MEETING VIA EMAIL** by contacting the person involved first.

Discussions about problems or issues will take place during non-class time and in a confidential setting. Complex issues will require an appointment and an agenda, so time and thought can be focused on positive solutions. Staff will address students, other staff, and parents in a professional manner. All reciprocal correspondence and communications will be respectful and relayed in a businesslike and cooperative manner.

SUGGESTIONS FOR COMMUNICATING WITH TEACHERS

These suggestions will help to achieve effective communication with your child's teachers for their ultimate success in school:

Find the right time to speak to the teacher.

The best approach to communicate with a teacher is to first contact them via email to arrange a time during the school week to discuss a situation. The best time to have non-conference meetings is after daily pickup at the end of the school day though the teacher may suggest other times as are possible. Mornings before school and during pickup are not a good time for such discussions unless agreed upon in advance.

Understand effective ways to communicate

Email is the most effective way to communicate with teachers as handwritten notes can be lost. Email between parents and teachers will be timely, courteous, and respectful. Be mindful how you communicate over email as tone can be misconstrued. Staff will reply to email during school hours; the teacher's day ends at 4 pm. Emails received after 4 pm may be responded to on the next school day between the hours of 7:30 am and 4:00 pm. If you send an email during a different time frame, your email will be responded to the next day. Our teachers will strive to reply within 24 hours when an email is sent during the week. Emails on weekends will be read and responded to on Monday (or the first day back).

Be brief for faster response time

If you want a quick response, keep your correspondence brief. A short paragraph will get the fastest response. If more conversation is needed, please find a time to discuss the situation. Be specific about the issue and ask for guidance. For example, you might say, "Lucy's been having trouble with math homework recently; she struggled for 30 minutes and then stopped. Can we speak on the phone for a few minutes at your convenience about how to help?"

Discuss what matters most.

Your teacher wants to know about how best to teach your child, so share what your child loves to learn about as well as any struggles they may have. This way, you can look at the whole picture of your child together. If you have a report card to review, use it to brainstorm together how you can both support your child's learning, instead of dissecting each grade. Ask how your child functions in the classroom. Do they make friends? How do they resolve conflicts?"

Accept your differences with your teacher.

Every teacher is different and has a different teaching style. Recognize that your teacher may have different educational philosophies and different communication and teaching styles from you, but that doesn't make them a bad teacher. Some teachers will be older and seasoned veterans, others will be younger and more idealistic.

Ask what you can do to help.

When discussing a problem your child may have, ask the teacher for specific ways you can help at home. Ask them to define what your role should be in the problem-solving partnership.

PARENT OVER INVOLVEMENT

"Parent over involvement," is difficult to precisely define or quantify. The board wants to encourage all families to engage with the school in a positive manner and welcomes the volunteer efforts of parents and guardians when those efforts are helpful to teachers, staff, and the school generally.

Some examples of positive school involvement include:

- Volunteering to chaperone for your child's class field trip, participating while being attentive to the needs of the kids in class while quietly helping the teacher manage the outing.

- After being invited, helping in the classroom or with classroom projects and/or helping in the school office

- Volunteering with the PAC for school-wide events like Teacher Appreciation Week, Sherwood Community Friends Church appreciation and the semi-annual Scholastic Book Fair

- Volunteering at monthly, ongoing school events like the recent SCS Carnival or the Celebration of Learning

These types of volunteerism are positive as they are focused on supporting the good work of the teacher, the student, and more generally the school, for the betterment of the community.

Negative parent over involvement occurs in instances where parents' or guardians' conduct toward teachers, staff and even other families is overly critical, disruptive and adversely impacts the learning environment and the school community generally. Such involvement may be well-intentioned, nevertheless, the effect of such conduct can create a hostile and threatening environment for SCS teachers, staff and families. The board takes seriously its obligation to fully address these concerns and will take action to stop such conduct.

Some examples of negative parent over involvement include:

- Parents arriving unannounced to 'conference' about a student, versus making an appointment in advance after classroom hours

- Entering the classroom and observing instruction unannounced and then afterward critiquing instructors publically

- Acting without teacher consultation, rather than first obtaining their opinion when it is warranted

- Discounting teachers' and staffs' authority and not treating them as professionals

- Spreading gossip, rumor and innuendo about the school or staff while volunteering in the school/classroom or to the community at large

- The use of Social Media and message board to discredit the school or the school's staff

The handbook clearly establishes guidelines and approaches that each parent, student and teacher should strive to follow and agreed to when joining the SCS family.

The school community will strive to employ and exemplify the H.E.A.R.T. (Honor, Empathy, Accountability, Respect and Teamwork) skills throughout SCS to establish a school culture that supports efforts of families, teachers and staff to work in harmony for the betterment of the school community.

COMPLAINTS

Complaints are handled and resolved as close to their origin as possible. The board advises the public that the proper channeling of complaints involving instruction, discipline, or learning materials is as follows:

- Teacher

- Principal

- Team meeting with Teacher and Principal

Please note that these types of problems are not escalated to the board level.

Please refer to SCS policy KL-AR (Public Complaint Procedure) for clarification at the URL: <http://policy.osba.org/shwdcht/index.asp>

Any individual who disrupts school/office operations, threatens the health and safety of students or staff, willfully causes property damage, uses loud and/or offensive language, harasses staff with frequent and abusive emails, or who has otherwise established a continued pattern of unauthorized entry on school property, will be directed to leave school property promptly by the Principal. If any member of the public uses obscenities or speaks in a demanding, loud, insulting and/or demeaning manner, the Principal or staff member will admonish the speaker to communicate civilly. If corrective action is not taken by the abusing party, the employee will verbally notify the abusing party that their participation in the meeting, conference or phone conversation is terminated and, if the meeting or conference is on school premises, the offending person will be directed to leave promptly. If an individual refuses to leave upon request, the Principal may notify law enforcement officials.

COMMUNICATING WITH STUDENTS DURING SCHOOL HOURS

Telephone messages from parents will be relayed to students if they are received before 3:00 pm. If students need to call home, they must ask permission to use the phone in the office. Calls from the classroom are not permitted.

Once students arrive at school, they must put away their cell phones. If you need to get a message to your child, please email or call the office. Remember that each time we deliver a message to a classroom it disrupts instruction. Help us create a focused, productive learning environment by making arrangements for transportation, appointments and other non-emergent issues prior to the start of the school day.

HOMEWORK GUIDELINES FOR PARENTS

Check your child's assignment notebook regularly. Provide a place and time for your child to complete assignments successfully with limited interruptions. Actively supervise the completion of homework; assist, but do not complete assignments for your child. Help your child understand time management with long-term assignments. Contact the teacher with questions concerning homework.

Families should plan trips outside of the school year. If your child is absent or going to be absent, the first step is to check the teachers' websites for assignments. If a student is absent due to a vacation, assignments will be provided at the discretion of the teacher.

PARTIES & CELEBRATIONS

Students may have occasional classroom celebrations such as harvest parties, winter parties, and H.E.A.R.T. Week events. Additional parties may be held if they relate to the curriculum. In some instances, store bought food may be served during class celebrations, in which case families will be notified in advance. If the parent/guardian would not like their student to receive provided food items or would like to provide an alternative snack for their student, they should contact the school office. Parent/guardians should not provide snacks for the entire classroom (including food items for birthday celebrations) unless approved by the Principal.

Note: If your child is having a party at home, printed invitations can be distributed in school only if **ALL** students in the classroom are invited.

FAMILY DIRECTORY INFORMATION

Each year SCS publishes a Family Directory. Families have the option of completing a form if they would like to have their contact information listed in the school directory. This form will list only the contact information that you want published. This directory is for school-related communications only. Social-related communications are acceptable; business related solicitations are NOT permitted.

MEDIA ACCESS TO STUDENTS

The Board recognizes the important role the media serves in reporting information about the district's programs, services, and activities. Therefore, the district will make every reasonable effort to provide media access to students. Building administrators shall be authorized to grant permission and set parameters for media access to students in their respective schools. All media representatives must check in at the school office when entering school grounds during regular school hours.

The media may interview and photograph students involved in instructional programs and school activities, including athletic events. Such media access shall not disrupt the school programs in any unreasonable way and shall comply with Board policies and district goals. Media representatives are required to gain prior approval from the building administrator or designee before accessing students involved in newsworthy events or instructional programs and activities not attended by the general public.

Information obtained by media representatives directly from students does not require parent approval before publication. Parents who do not want their student interviewed or photographed by the media must indicate this to the school. They should also direct their student accordingly. Parents will be advised of this policy at the time of the student's registration and each fall in the Student/Parent Handbook.

2023-2024 Academic Calendar



SHERWOOD
CHARTER SCHOOL

JULY

S	M	T	W	T	F	S
						1
2	3	4 _H	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

AUGUST

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21 _X	22 _{SD}	23 _{SD}	24 _{SD}	25 _{SD}	26
27	28 _{SD}	29 _{SD}	30 _{SD}	31 _{MG}		

SEPTEMBER

S	M	T	W	T	F	S
					1 _{SD}	2
3	4 _H	5 _{KG/6H}	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

OCTOBER

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

NOVEMBER

S	M	T	W	T	F	S
			1 _C	2 _C	3	4
5	6	7	8	9	10 _H	11
12	13	14	15	16	17	18
19	20	21	22	23 _H	24	25
26	27	28	29	30 _{MEM}		

DECEMBER

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25 _H	26	27	28	29	30
31						

JANUARY

S	M	T	W	T	F	S
	1 _H	2 _{SD}	3	4	5	6
7	8	9	10	11	12	13
14	15 _H	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

FEBRUARY

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19 _{H*}	20	21	22	23	24
25	26	27	28	29		

MARCH

S	M	T	W	T	F	S
					1	2
3	4	5	6	7 _{MEM}	8 _C	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

APRIL

S	M	T	W	T	F	S
	1 _{SD*}	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

MAY

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27 _H	28	29	30	31	

JUNE

S	M	T	W	T	F	S
						1
2	3	4	5 _{MEM}	6	7	8
9	10*	11*	12*	13*	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

SYMBOL KEY

- Non-Student Days
- First and Last Day for Students
- Staff Development/Teacher Work Day
- Conferences (All Grades)
- Holiday
- Meet and Greet Event
- Teachers Report Back
- △ End of Trimester

*Possible school closure make up day

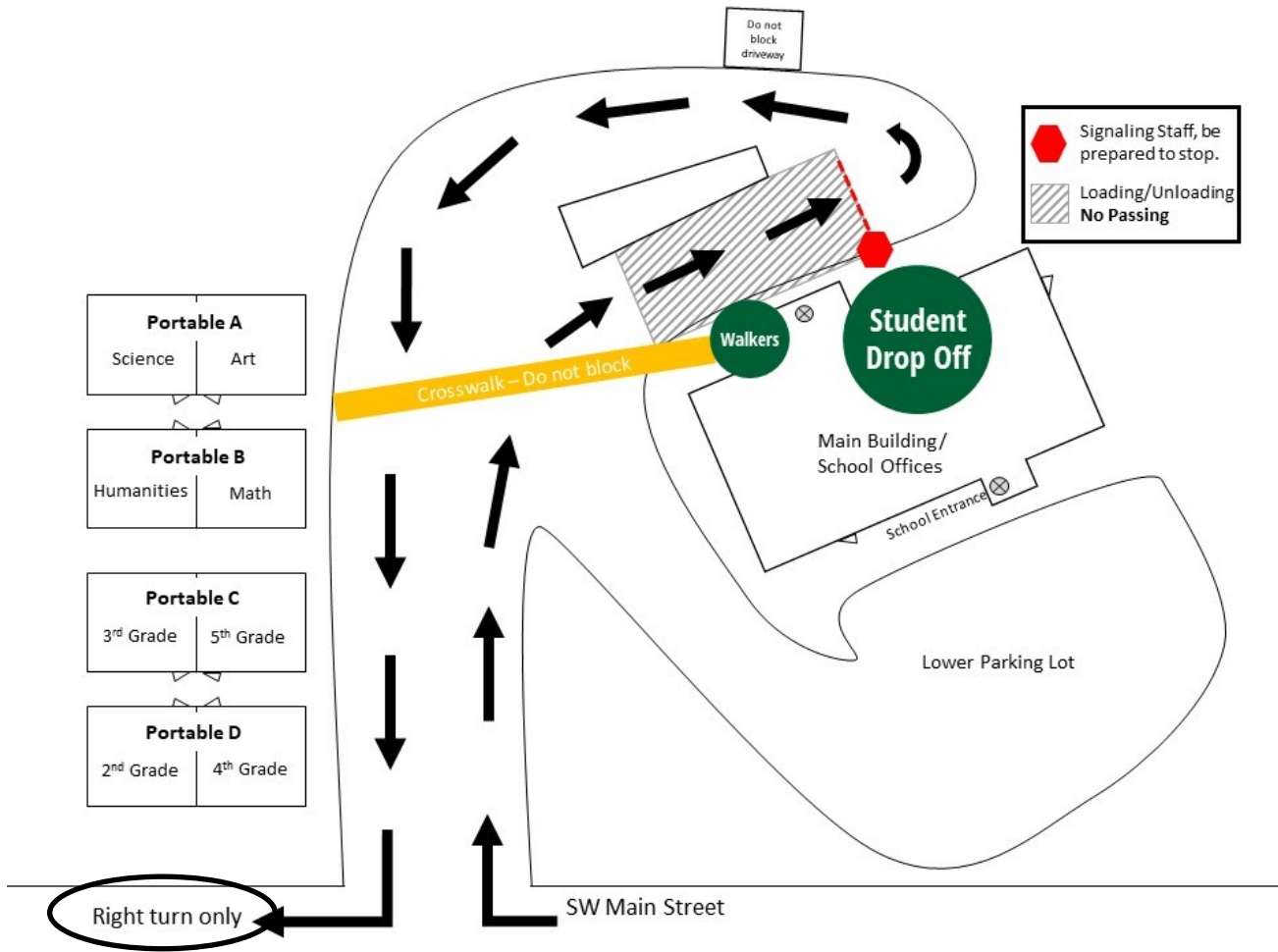
HOLIDAYS AND BREAKS

- Labor Day..... September 4th
- Veteran's Day November 10th
- Thanksgiving Break.....November 20th –23rd
- Winter Break..... December 18th—28th
- New Year's DayJanuary 1st
- Martin Luther King Jr. Day.....January 15th
- President's Day*.....February 19th
- Spring Break..... March 25th—28th
- Memorial Day..... May 27th

- Teachers Report.....August 21st
- Meet and Greet EventAugust 31st
- First Day for Students
- KG and 6th Grade Only 1/2 day..... September 5th
- All Grades K-8..... September 6th
- Statewide In-Service..... October 13th
- 1st Trimester ends..... November 30th
- 2nd Trimester ends..... March 7th
- 3rd Trimester ends..... June 5th
- Last Day for Students
- MS Only..... June 5th
- Elementary Only 1/2 day June 6th

This page intentionally left blank.

Morning Car Line—Drop Off



SCS Morning Car Line

Car Line Hours: 7:40-7:55 am

Do not drop off your student before 7:40 am. If arriving after 7:55 am, an adult must check their student in at the office.

There is NO PASSING at any time.

Cars should remain in a single file line. All students will be dropped off at the main building.

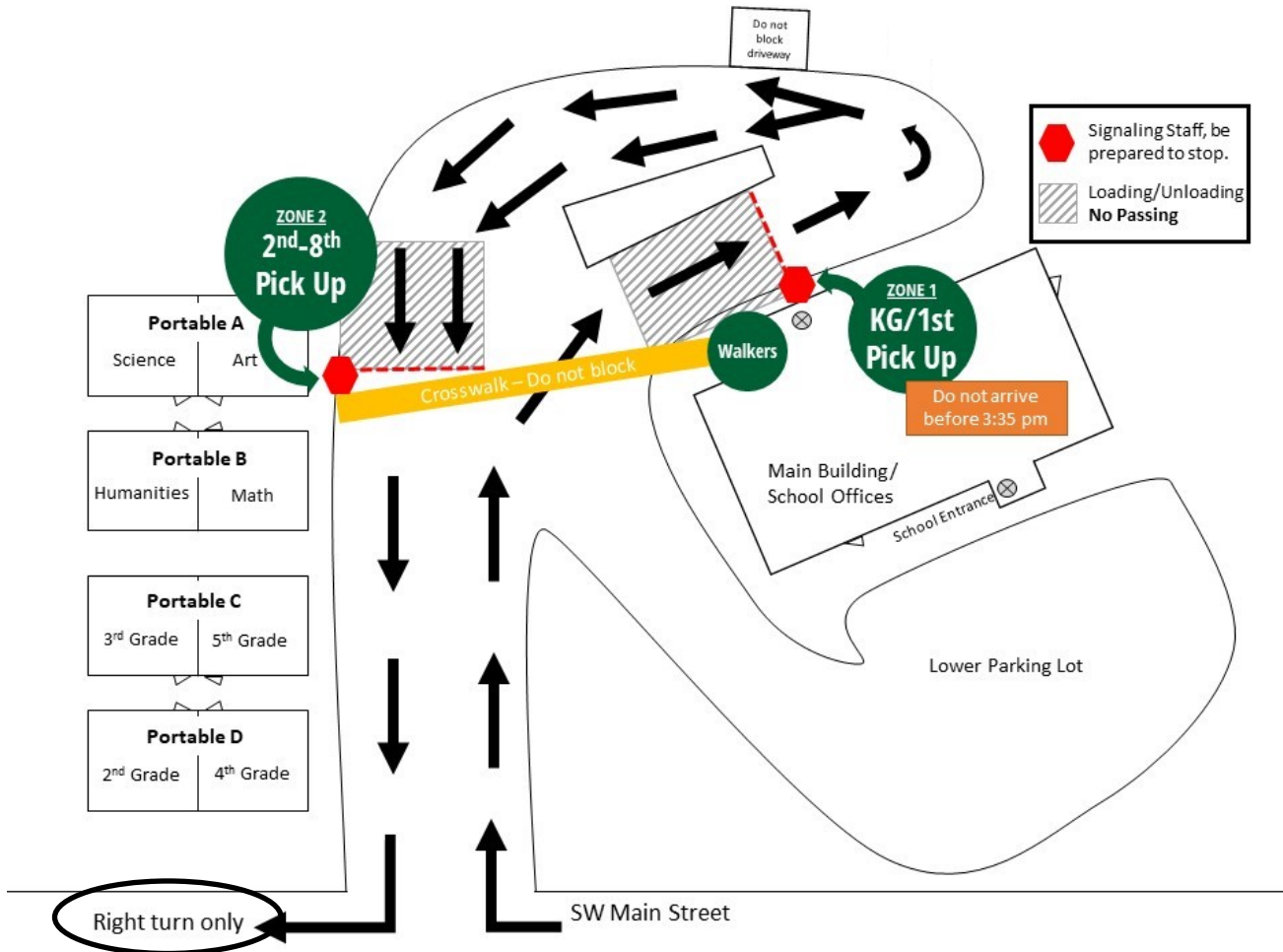
Walkers should arrive at the main building overhang.

Main Street Traffic

Traffic out of the parking lot should always turn right onto Main Street. Please avoid blocking Main St. during car line hours for through traffic.

Please communicate your transportation mode for pick up to your student before dropping off in the morning and avoid any changes that would need to be communicated to your student during the day to limit disruptions. Thank you!

Afternoon Car Line—Pick Up



SCS Afternoon Car Line

Car Line Hours: 3:30-3:50 pm

Do not arrive earlier than 3:22 pm to pick up your student and please arrive on time. You must have your car line hanger to pick up your student. To assist with traffic, families with kinder or 1st grade students should arrive after 3:35 pm. This allows more cars to flood the car line loop and helps keep traffic off Main St.

There is NO PASSING at any time

Cars should remain in a single file line until past the horseshoe, then form 2 lanes. Students in Kinder and 1st grade will be picked up in zone 1. All other grades will be picked up in zone 2 by the portables. All cars should turn right out of the parking lot when leaving.

Hand Signals

In addition to the obvious hand signals, the person directing traffic may show you a thumbs-up sign, which is to ask you if you have all children loaded. If yes, reply with a nod or thumbs-up and wait to be directed to leave.

Walkers

Independent walkers will check out in the classroom before leaving campus. If picking up a walker, please check in with the staff member at the main building overhang and have your car line number ready.

Main Street Traffic

Traffic out of the parking lot should always turn right onto Main Street. Please avoid blocking Main St. during car line hours for passing traffic.

Sherwood Charter School established the uniform policy to present and maintain an educational environment conducive to learning. A uniform wardrobe helps students develop a healthy pride in their school, a sense of belonging and builds community. Just as athletic team uniforms promote unity and spirit, so does a school wardrobe. Our Uniform Policy also promotes a productive instructional environment as appropriate clothing minimizes classroom distractions, sets the tone for a proper work attitude, and helps students direct their attention to learning. A prescribed student wardrobe also helps eliminate “label competition” among students, externally equalizing all students and improving self-image for some. Student safety is also improved when clothing is uniform as it distinguishes visitors to the campus.

While it is the responsibility of the Sherwood Charter School to determine the uniform code; parents and students share the responsibility for proper dress and grooming. You may purchase your uniforms at any stores where styles and colors fit within the uniform code guidelines. If you are in doubt as to whether or not your purchase meets the uniform description code, please bring it to the office before removing the price tags, so we may confirm your choice. The following guidelines apply while students are at school and at school functions.

Uniform Guidelines

All clothing must be clean and in good condition and be free of logos or embellishments of any kind (except authorized school logo). Please write your child's name on inside clothing labels so that lost articles may be returned to their owners. Please check lost-and-found regularly as lost items will be periodically donated.

1. Tops and Dresses:

- a. Polos, sweatshirts, sweaters, vests, and polo style dresses must be worn in the approved color, length and style for the students grade level as outlined below:

- i. **ELEMENTARY GRADES (K – 5th)** - Approved colors are: light blue, navy blue, hunter green, pale pink, and white.



- ii. **MIDDLE SCHOOL STUDENTS (6th, 7th & 8th)** – May wear any solid color.

- b. Polo shirts and dresses can have long or short sleeves free of sleeve embellishments, and polos must be absent of any pockets.
- c. The bottom of the shirt must be below pant line when arms are fully extended over the head and long enough to be tucked in. No torso, chest, or cleavage is to show even when arms are lifted or student is bent over. Underwear should not be seen at any time; this includes jogging bras and camisoles with and without lace.
- d. **Sweaters and Sweatshirts:** Sweaters, sweater vests, sweater pullovers and sweatshirts with a polo worn under them are permitted in the classroom in the approved colors.

2. Bottoms:

- a. Pants, shorts, skirts, skorts, jumpers and capris must be solid color navy blue or tan and be cotton twill or thin wale corduroy style.
- b. Skirts, jumpers and capris meet code if their length is between mid-calf and no shorter than 3 inches above the knees. Shorts and skorts must be no shorter than mid-thigh.
- c. **Leggings:** Leggings may only be worn under skirts, dresses, or jumpers that follow the above length and color guidelines; they are not to be worn alone. Leggings are form-fitting, knit stretch pants.
- d. Bottoms should not be cargo or carpenter-style, athletic or yoga pants, and should not have side stripes and piping.

3. Footwear, Outerwear and Accessories:

a. Footwear:

- i. Shoes should be closed toed and must be worn with socks or tights in one of the approved colors. Students should only wear shoes that can be tied or fastened independently.
- ii. Socks may be any style (knee high, anklets, dressy, or athletic).
- iii. Logos or embellishments such as glitter, sequins, and sparkles may be worn on shoes. Heels should be 1 1/2 inch or less in height.

b. Outerwear:

- i. Any outerwear, such as coat, fleece, or jacket, may be worn outside of the classroom, but only outerwear that meets the uniform guidelines may be worn inside the classroom. If outerwear doesn't meet the uniform guidelines, students must remove the outerwear prior to entering classrooms.



c. **Accessories:**

- i. Jewelry: Small jewelry accents such as necklaces and earrings are allowed, so long as there are no unsafe edges. One set of earrings in ears is acceptable; other visible piercings need to be removed, including tongue, nose, and eyebrows. The administrator or staff member may request removal of any jewelry considered to be unsafe or inappropriate.
- ii. Students may wear classic style (horseshoe shaped) headbands in any of the approved colors, combination of approved colors, or hair-colored headbands and can include glitter, sequins, bows or sparkles. Bandanas as headbands are allowed, folded to no more than 4" wide in generic colors and patterns.
- iii. Sunglasses, hoods, or hats may not be worn in the building or during PE.

4. **Grooming:**

- a. Students are expected to present a neat, clean, and well-groomed appearance.
- b. **Hair:** Hair must be clean, neatly combed, and must not interfere with eyesight. Single-color hair highlights and dyed tips (no more than 3 inches and less than half the hair length) are permitted.
- c. **Make-up and Nails:** Make-up is not allowed for students in kindergarten through 5th grade. Students in grades six, seven and eight may wear any light/soft color of make-up and eyeliner with a thin application. If the make-up is determined to be excessive by administration, the student will be asked to remove it. Nail polish in any color is permitted in grades Kindergarten through 8th. Artificial nails are not permitted.

5. **PE (Physical Education) Days:**

- a. Regular school uniform code applies for PE days. Please have your child bring extra uniform clothes that they can change into if they tend to get very dirty during recess or PE. **Middle school** students may change into PE clothes for PE class, however, they must change out of PE clothes after PE class unless that is the last class of the day. Please refer to the PE teacher's policy for dressing down.
- b. Tennis shoes **must** be worn for PE.
- c. Shorts or leggings must be worn under skirts, jumpers, or dresses on PE days.
- d. Students will not be allowed to participate in PE if they are not dressed properly. Failure to comply will affect PE grade.

6. **Field Trip Days:**

- a. Unless otherwise notified, uniform attire is to be worn on every field trip. Some field trips may require alternative attire to align with the field trip activity and will be communicated in advance.

General Non-Uniform/Free Dress Day Guidelines

1. **Free Dress Days:** Free dress days are the last Thursday of each month for all students. Additionally, class parties or school spirit days may be non-uniform days at the discretion of the administrator. Students still must comply with other general guidelines.
2. **Middle School Only - Denim Thursdays:** Every Thursday is "Denim Thursday" for students in 6th, 7th, and 8th grades. They may wear denim (bottoms) on Thursdays with their polo shirt on top.
3. Common-sense guidelines apply on "Free Dress" and "Denim Thursday," such as no torn-out jeans, no clothes with inappropriate graphic or logos, or anything that promotes violence, drugs, alcohol, tobacco, sex, racism or gang affiliation, no costume items, etc. Prohibited articles of clothing include but are not limited to:
 - a. Pajamas, yoga pants, sweatpants, and joggers (except on "Pajama Day")
 - b. Trench coats or capes
 - c. Tank tops and spaghetti or thin strap tops
 - d. Bare midriff, or see-through clothing
 - e. Form-fitting pants cannot be worn alone and must follow uniform guidelines as described in section 1(b)(iii) of the uniform policy.
4. It is imperative that student attire does not contribute to a hostile or intimidating atmosphere for any student, and that dress code enforcement does not reinforce or increase marginalization or oppression of any group based on race, sex, gender, identity, religion, ethnicity, or cultural observance. Any such clothing items are not allowed, and students inappropriately dressed on free dress day will be asked to change. Parents will be contacted and asked to bring a change of clothes.
5. If in doubt as to whether an item is appropriate, send back-up clothing in the event your child is asked to change. Younger students are also encouraged to bring a change of clothes in their backpacks in case of accidents.

Consequences for Dress Code Infractions

The uniform code is upheld because of the cooperation of students, parents, and staff. When a student is out of uniform, the parent will be notified and given the opportunity to return to the school with uniform clothing. Meanwhile the student will wear whatever the office has on hand or wait in the office until their parent arrives. Students will also be given a uniform reminder which specifies consequences for any additional uniform infractions.

Sherwood Charter School welcomes and appreciates our volunteers. To volunteer at the school or chaperone on fieldtrips, please complete the steps below.

How to get started:

- Become interested in volunteering!
- Pursuant to ORS 326.607, you must pass a background check in order to volunteer. A [criminal background](#) check is required each school year and is available on the parent resource page of the school website. You may not serve as a volunteer while background check results are pending.
- Wait for notification of your volunteer approval from the school office.
- Complete the [Volunteer Agreement](#).
- Watch for upcoming volunteer announcements, email your student's teacher or office with ways you are interested in getting involved.

Please Note: Volunteers need to sign in and out daily; be trained by staff; and come by appointment only.

Ways to be involved:

Field Trips

Get out with students on various field trips throughout the year. Volunteers attending field trips will be assigned a group of students to chaperone.

Safety Committee

The Safety Committee meets once a month and is always looking for fresh perspectives.

Events

Sign up to help at one of the many fun events throughout the year. You could help by cheering students on at the Cougar Run, running a carnival game at the Harvest Festival, chaperoning a student dance, or contributing to the Heart to Heart Auction. There will also be opportunities to assist with event set up/clean up.

Classroom Imaginer

Get submersed in the classroom by becoming a classroom imaginer. Follow the teachers vision to make curriculum come alive in the classroom through creative decoration and classroom activities.

School Library

Did you know the Zobrist library is solely operated by parent volunteers? Become a trained volunteer and come during the school day to check out books to students during their library class time.

Special Projects

There are often special projects such as campus garbage pick up, playground clean up and other campus upkeep.

 **We H.E.A.R.T. SCS Volunteers!** 

The enthusiasm our volunteers bring and the time they dedicate to make our school great is exceptional!

We appreciate and thank you!