



**Welcome to 2016-2017
at
Sherwood Elementary!**

**We hope this handbook will serve as a reference guide
for you throughout the year, in addition to the
SBISD Elementary Student Handbook.**

**Periodically throughout the year, information will be
sent home from the school and your child's teachers.
If you need additional information or have questions,
contact your child's homeroom teacher or the
SWE office at 713-251-6900.**

Eagle Pledge



We are lifelong learners.

We are independent thinkers.

We are good citizens.

We are Sherwood Eagles!

SWE Core Beliefs

We believe that:

- Every attempt should be made to maintain the dignity of both the adult and the student.
- Students should be guided and expected to solve the problems they create without making problems for anyone else.
- Students should be guided and given the opportunity to make decisions and live with the results, whether the consequences are good or bad.
- Misbehavior should be viewed as an opportunity for individual problem solving and preparation for the real world, rather than a personal attack on the school or staff.
- There should be logical consequences between misbehavior and resulting consequences.

1700 Sherwood Forest • Houston, Texas 77043
713-251-6900 Phone
713-251-6903 Fax

The main phone line, 713-251-6900, is still the best way to communicate. Below are the numbers for faculty/staff who have a direct line that will ring during the school day.

SWE Front Office	713-251-6900
Attendance Specialist: Patricia Gubera	713-251-6900
Administrative Assistant: Carroll Harkins	713-251-6900
Nurse: Laura Moreton	713-251-6925
Counselor: Kala McKnight	713-251-6976
CIS: Monica Jerez	713-251-6962
Cafeteria Manager: Herlinda Hunnicutt	713-251-6923
Librarian: Elizabeth Meshkoff	713-251-6927
Diagnostician: Kasey Bryant	713-251-6961
Speech Therapist: Stephanie Pappas	713-251-6938

AFTER SCHOOL PROGRAMS

Tuition based enrichment programs are offered periodically through outside groups. Watch for flyers that come home with more details about these classes. We continuously investigate programs to add that will benefit our students.

AFTER SCHOOL DAYCARE

The Clay Road Family YMCA, in partnership with Spring Branch ISD, offers an after school program at Sherwood Elementary. It operates Monday – Friday from school dismissal until 6:30 pm for children Pre-Kindergarten (age 4) – 5th grade (age 12).

The Y-after school is closed on all days that the school is closed. The Clay Road Family YMCA will offer care on teacher in-service days and during Spring Branch ISD holiday breaks (Thanksgiving, Spring Break, and Christmas) at a different location.

Information for this program may be picked up at Sherwood or at the Clay Road Family YMCA. All registration and enrollment is handled at the Clay Road Family YMCA. For more information, contact the YMCA at 713-467-9622.

ART

SWE's art program is centered on the development of the individual child. Ms. Wade, the art teacher, provides unique experiences that allow the students to successfully express themselves while developing skills and concepts that are the basis of art education. Classes are held weekly for PK - 5th grade.

All students participate in Art class for at least 45 minutes weekly. Emphasis is placed on integration of Art History as well as studio time to give the students historical background along

with technical instruction.

Please contact Ms. Wade for more information.

AT – RISK

Students are considered at-risk for a variety of reasons. SWE faculty and staff are diligent in identifying at-risk students and making plans to meet each student's individual needs. Knowledge of how to provide instruction for English Speakers of other Languages (ESOL) and the Student Support Team (SSC) are a few integral components of the process. Please refer to the English Speakers of Other Languages and the SSC sections for more information. (Also see the ESOL and SSC section of the SBISD Elementary Student/Parent Handbook.)

ATTENDANCE & TARDIES

★ Homeroom teachers welcome students and begin daily warm up activities at 7:20 A.M.. Students are considered tardy if they are not in class when the 7:25 bell rings. This is a change from the previous year that will allow for two half day planning days for teachers to occur November 4th and February 17th. Please note that if your child arrives on campus after 7:25 A.M., please report with your child to the office for a tardy/admit to class slip.

Please make every effort to arrive at school on time. Your child needs to be in his/her classroom before 7:25 A.M. each day. At 7:25 a.m., the teacher begins the day's instruction. This early morning period is a crucial time for children to bond together, listen to our school announcements, and contribute to the large group discussions. It is very disruptive for the teacher and the other children to stop the routine and flow of the morning to admit the tardy child. Your child depends on you to be certain that he/she arrives on time each day.

Attendance is taken daily at 9:15 A.M. According to the Texas Education Agency (TEA) regulation, children who are not in school at this time are counted absent. If your child is unable to attend school, please contact the office by 8:30 A.M at 713-251-6900. This safety precaution enables the staff to account for all students.

Our automated system may call parents of students marked absent to confirm that the student is home with the parent. This is another safety precaution. If you get this call and you believe your child is at school, please call the school immediately.

Following an absence send a note to the teacher or Attendance Specialist stating the reason for the absence. **The note must be received within 2 school days for the student's absence to be considered excused.** Make-up work may be requested for students absent two or more days. The students have the same number of days to make up work as the number of days they were absent. If work is not made up within these days, it will be recorded as a zero.

Absences for religious holidays will be recorded and will appear on the report card but will not count against a student when determining perfect attendance.

According to state and district policy, "Spring Branch Independent School District (SBISD) schools are in session a minimum of 178 days. Elementary students must be present **90% of**

the year to be promoted. All absences, excused or unexcused, determine promotion. SBISD emphasizes that attendance is a key in the enhancement of student achievement. Parents, by law, are accountable for their child's attendance.

In accordance with the law, any student not in attendance for a minimum of 90% of the year may be considered for assignment of an alternative learning activity in addition to completing make-up assignments. A building attendance committee is responsible for this decision."

This means that if a student is absent for 18 or more days, the student is not eligible for promotion to the next grade level and a building attendance committee must meet.

BACKPACKS

Backpacks are recommended to help students carry homework, books, and correspondence to and from school. Please monitor the amount of items your child is carrying so the backpacks do not weigh more than 10% of your child's weight. If they weigh too much, help your child figure out what he/she doesn't need to carry. Backpacks should have two padded straps.

Rolling backpacks are not recommended as they are cumbersome on the bus and in the classroom as well as being hard to maneuver when walking in line. Please do not choose this type of backpack. If you have a unique circumstance and need to use a rolling backpack, please contact Mrs. Spencer.

Please note that backpacks are generally stored in our hallways along the walls on hooks for each child to free up classroom space. No valuables should be stored within the backpacks for security purposes. Please ensure that your children do not bring valuables to school with them (electronics, jewelry, etc) to prevent loss.

BICYCLE RIDERS

Students may ride bicycles to and from school. The bicycle rack is located at the bus drive entrance. Once the riders arrive on the SWE school grounds, they must walk their bikes to the rack. Students should lock their bikes to the rack to prevent theft. When leaving, students should walk their bike all the way to the street before beginning to ride.

Local legislation requires bike helmets for all children under the age of 18. **Students must wear helmets if riding bikes to and from school.**

If inclement weather would put bike riders in jeopardy (e.g., lightning), the principal or assistant principal will make an announcement on the intercom suspending bike riding that afternoon. Be sure to state an alternate plan on the transportation form in case of inclement weather.

BIRTHDAYS

SWE is pleased to celebrate the birthdays of every student and staff member on campus. Our district honors these important events, but reminds us that we are provided two opportunities for class parties: Winter and Valentine's Day. In light of this policy, SWE celebrates the birthdays of each child in two ways distinct from holding a classroom party:

- On our morning KSWE Broadcast
- In a brief celebration at the teacher's discretion whereby parents may have sent treats to be distributed to the students in their child's class (no outside attendees).

On the day of your child's birthday (or closest week day if it falls on a weekend), your child should report to the broadcast center in the library to receive their birthday pencil on air. Because of our small broadcast room, no parents will be allowed to accompany their child to the center.

Invitations may not be passed out at school unless every child in the class or every child in the grade level is invited. We are not able to release student addresses, but you are welcome to request a class count or list of first names from the classroom teacher or our attendance clerk. If you plan to celebrate your child's birthday with a food treat, you must follow these guidelines. Please take care to honor the following:

1. Notify the teacher before the day you plan to celebrate to be sure you are following procedures and the teacher may plan.
2. Treats will be given only to students in your child's class by the teacher. Treats may NOT be given to all students in the entire grade level.
3. Treats must be in individual servings – cupcakes, cookies, popsicles, etc. Please do not send cakes.
4. In an effort to ensure that teaching time is protected, it is up to the teacher as to when the treats will be distributed to their students. When bringing a food treat please understand that this is not a party. As much fun as it is to attend these sorts of things, we ask that parents do not plan to attend the celebration. We ask that parents simply send the treats and the teacher will take care of the rest. Please do not send flowers, balloons, party favors and the like, as our district policy is that we are not to deliver those items to the classroom. Parents are welcome to come and eat lunch with their student on their special day, if their schedule affords them this opportunity.

BREAKFAST

Please make sure your child eats breakfast every day – whether at home or at school. Breakfast is served to students from 7:00 a.m. to 7:15 a.m. Any student may eat breakfast at school providing that they arrive and are in line by 7:15 a.m. Student breakfast is 75¢ (regular price) or 30¢ (reduced price). In an effort to ensure a smooth start to our day, we do not grant visitors time with students during breakfast.

BOOK FAIRS

SWE will have a Book Fair on two occasions: the spring and the fall. SWE's book fair features some of the best new and currently published books. The book fair specializes in paperback books to inspire and enhance reading.

Book fairs serve as fund raisers for SWE's library. The money raised is used to buy books for the library, materials to be used with students and professional materials for teachers. The book fair would not be possible without the help and support of SWE's wonderful parent volunteers.

BUS

We really encourage students to ride the bus if they live within our zone. It is an easy and safe way to be transported. Bus riders must remain in their seat facing the front of the bus, talk with

a quiet voice, remain seated until the bus has reached a complete stop, keep hands in the bus, and show respect for the bus driver and fellow students. There are several cameras on each bus. We will be reviewing the film and riding the bus on occasion to ensure compliance to bus safety rules.

★ If you have concerns about student behavior on the bus you should first speak with the bus driver. If things are not resolved, please contact the assistant principal.

Students can ride a bus as a 'guest rider' only on special occasions. In order to be a guest on a bus the student must bring a note that includes the following:

- 1 Name of your child
- 2 Name of student your child is going home with
- 3 Address and phone number of home your student is going to
- 4 Your phone number in case of questions
- 5 Parent Signature

This note will be sent to the office and the principal will provide a permission note for the student to ride as a guest on a bus.

Bus routes are posted at the beginning of the year. If you have any questions about routes and times, please contact the Spring Branch Transportation Department at 713-251-1060 or check the SBISD website.

If you have issues or concerns about bus incidents you can contact the SBISD Transportation office at the same number. Refer to the SBISD Elementary Student/Parent Handbook for more information.

BLUE BUS PASS REQUIRED FOR PRE-KINDERGARTEN AND KINDERGARTEN STUDENTS

For added security, **parents must meet the bus** in the afternoon for all PK and Kinder students.

At the beginning of the year or upon enrollment, all parents will be given a BLUE BUS PASS with detailed instructions.

PK and Kinder students will have a special bus tag that must be worn all year long, please help us by making sure your student does not leave it at home.

PK and Kinder students will only be released to a parent or their designee after you present the blue pass at your bus drop off location. You must bring it **daily** to your stop and present it to the bus driver/assistant in order to get your child off the school bus. Students not let off the bus will be returned to school. We will then call the parent to come pick up the child at school. Bus services will be provided to families who consistently have an adult/designee present at drop off with the blue pass. Students who are returned to the school three or more times may lose their transportation privileges. Parents/designees that attempt to remove their child from the bus without a blue identification pass will forfeit riding privileges for their child for the remainder of

the school year.

Please remember this if your child is riding home with a friend or someone else will be meeting your child at the bus stop in the afternoon.

CAMPUS IMPROVEMENT TEAM (CIT)

The members of CIT include faculty, parents, business and community members. CIT advises the administration on decisions in the areas of goal setting, curriculum, budget, staffing, and organization. They will also monitor our Campus Improvement Plan.

The following are currently serving on the CIT. We need a few more folks and we recognize that things come up that cause individuals to be unable to serve from time to time. In that vein, we will be holding another CIT lottery at the start of the school year for any open spot we have allowing all parents a child to determine if they would like to participate in this important committee. The work done in CIT is critical to the development of Sherwood as a school and we need your thoughts and honest input. Please be on the lookout for a flyer to come out the second or third week of school.

If you have questions, concerns or suggestions, please contact one of the CIT members. Minutes from the CIT meetings are available in the front office after each meeting and may be available on the school website. The CIT usually meets at least 6 times each year.

★ The following are the 2016-2017 SWE CIT members:

Paul Bosin	Parent
Daphne Dolnier	Parent
Faith Boren	Parent
	Teacher Representative
Linda Savcic	Teacher Representative
	Teacher Representative
	Teacher Representative
Jessica Meyers	Community Representative
Merrie Thomas	Assistant Principal
Stefanie Spencer	Principal

The current PTA President may attend Campus Improvement Team meetings but is not a member of the team and cannot take part in voting or reaching consensus.

CAR RIDERS

All parent drop-off and pick-up will be in the circle drive of Sherwood. Please do not drop your child off or expect to pick up your child anywhere other than this circle. This measure is in place to ensure the safety of your student. Signs noting your child’s name for use in your car are provided by our front office. Extras can be purchased for \$1.00. If you have not ordered one, but would like one, please call Ms. Gubera at 713-251-6900. Please display this sign so that it is visible from the outside of your car from the time you get in line until your child is loaded in the car every day. If you believe multiple adults in your family (mom/dad/grandparents) will be picking up your child from time to time, it might be prudent to buy each driver a sign.

It is important that children are picked up on time at the 2:30 p.m. dismissal time. Faculty members have team meetings, faculty meetings and parent conferences scheduled after dismissal time and are not able to supervise students who are not picked up in a timely manner.

After the first few days of school, we are usually able to get all students safely in cars by 2:45 p.m. each day. Please plan on this form of dismissal taking a bit longer on the first few days of school, during times of road construction and during inclement weather.

The Car Rider process is as follows:

1. Doors open at 7 a.m. in the morning and dismissal from class is at 2:30 p.m. Many of our car rider drivers arrive earlier than these times. Arriving early is fine, but please be patient that we will begin greeting children no earlier than 7 a.m. and dismissing children no earlier than 2:30 p.m.
2. In the morning, our car rider line is one lane. 4-5 SWE Staff will be positioned in different places along the semi-circle to open car doors for children. Please do not allow your child to get out of the car unless someone has opened the door for them. Please pull up to the furthest person so we can get as many cars out of the intersection as possible.

Our afternoon dismissal car rider line is two lanes. Please pull up to the different zones and wait for your child to be escorted by a staff member to your car. Please pull up to the first person possible.

3. In both the morning and afternoon, please turn RIGHT when exiting Parent Circle Drive. It is a right turn only and individuals not abiding by the street signage create backups for parents within Parent Circle, those in traffic, and our buses who are en route to drop off kids and report to the middle schools.
4. **The use of cell phones is prohibited (including handheld, headphone and Bluetooth) while in Parent Circle.** No texting, reading or use of the phone is acceptable while in Parent Circle. Please help us keep kids and adults safe by avoiding use of your phone and technology at all so that we may catch your attention and your attention is 100% directed to what is occurring in the lanes and areas near your vehicle. Should this be an issue, it is possible that Mrs. Spencer will require you to report to the office to pick up your child each afternoon. The use of our Parent Circle drive is a privilege and responsibility. The safety of every human being on campus is paramount to what we do on campus and we take this responsibility seriously.
5. **Children may not be picked up or dropped off in either of our two parking lots.** The staff and bus line parking lot must remain open for staff, overflow for event parking and for buses. The front parking lot is too small for multi-point turns and children crossing either lot is a safety issue. Please help us keep everyone safe by honoring this policy and practice.

★ CELL PHONES

Students are welcome to use their iTouches or cell phones ONLY for instructional use as

teachers allow during the instructional day. Otherwise, cell phones must be turned off and stored in the child's backpack unless their backpack is stored outside the room. In classrooms where this occurs, the child may have the phone in his or her pocket as long as it is turned off and not a distraction to him or her.

Unfortunately, if a student uses his/her cell phone during an instructional time without permission from the teacher for instructional use, or the cell phone makes an audible noise, the cell phone must be confiscated and turned into the school administrator. In order for the cell phone to be returned, a parent/guardian must come to the school and pick it up. A cell phone will not be returned to a student. See SBISD Elementary Student/Parent Handbook for more information.

CHANGE OF TRANSPORTATION

For the safety and protection of our students, transportation changes will not be taken over the phone. All transportation changes must be in writing and sent with your child in the morning to your child's teacher. The note must include the date of the change, the child's name, the parent's name and a phone contact, should there be any questions.

If you plan to pick up your child before the end of the school day, this is a change of transportation. All transportation changes must be in writing and sent with your child in the morning to your child's teacher. The note must include the date of the change, the child's name, the parent's name and a phone contact, should there be any questions.

IMPORTANT ---- If you come to the office at dismissal time we will **NOT BE ABLE TO CHANGE** your child's transportation. That means, if you have an appointment shortly after school, you should pick up your child well before dismissal time. . Students may not be checked out of school during dismissal time – which begins about 2:15 p.m.

***CHECK IN/OUT PROCEDURES**

These procedures are important for safety and accountability. Please report to the office to sign your child in or out of school if it is different from the bell time. If your child arrives after the teacher is no longer on duty in the morning, please park and escort your child into school. When checking your student out, be prepared to show proper identification when picking your child up.

Students may not be checked out through the front office at dismissal time which begins about 2:15 p.m.. This is a change of end of day transportation and must be communicated in writing that morning – see the section above.

CLINIC

Our school nurse is Laura Moreton. If your child becomes ill while at school, s/he should tell the teacher and s/he will be provided a pass to go to the clinic. If medicine needs to be taken during the school day, it must be kept in the clinic and must be registered with the nurse when the student arrives on campus. Prescription medication may only be administered when a signed written request with complete dosage instructions has been received from a physician or dentist. Non-prescription medication may be administered after signed written request and dosage instructions have been received from the parent/guardian. Medicine must be in the original container or in a labeled prescription bottle.

Students should be free of fever (without fever reducing medication) for 24 hours before returning to school. Immunization requirements are handled through the clinic. Please notify the nurse of any immunizations that your child may receive during the school year in order to keep the school records up to date

The clinic emergency card is very important for your child's health. Please make sure it is current with any new or changed emergency phone numbers, work numbers or cell phone numbers. Also, any health conditions should be noted on the card as well as any daily medication your child takes. This information is important in the event of a medical emergency.

Refer to the SBISD Elementary Student/Parent Handbook for more information.

COMMUNICATION

Conferences are scheduled in the fall for all students at the end of the first nine weeks. October 20th and 21st and April 6th and 7th, are early dismissal days for scheduling fall and spring conferences. Teachers will arrange times on those days, or after, to have a conference with each child's parents. First 9 week report cards are given out at the parent conference. Optional spring conferences for students at risk of failure (being retained in the current grade) are scheduled in January and May. You, or the teacher, may schedule a conference at any time. Contact the teacher to schedule the appointment.

Report Cards are brought home by the students beginning the second nine weeks. The first nine weeks report card is distributed at the October conference. The exception to this is Pre-K and Kindergarten. The first nine weeks they have only a parent conference, without a report card. The PK and Kinder students will receive report cards the 2nd, 3rd, and 4th nine weeks.

Progress Reports are sent after the 4th week of each nine weeks to all students. Please sign and return these as soon as possible.

Correspondence including study trip, PTA, and community notices are sent home in the Monday Eagle Folders. Inside this folder you will also receive an Eagle Express, a letter from the principal. A monthly calendar is also published. Extra copies are available in the office. All are intended to keep you informed of school and PTA events, so please check this folder regularly. If you need clarification or more information, please contact the office. **We also be attaching flyers from vendors (karate, camps, etc.) onto the campus website.**

Classroom Weekly Calendars/Mini-Newsletters: Classroom teachers send home weekly newsletters that are typically one page in length containing homework, important events, due dates and reminder for parents. Please be in the habit of reviewing these weekly so you feel informed.

SWE Text Messaging System: In the event of unforeseen circumstances like a heavy storm, school closing or a downed phone line, Mrs. Spencer will send text messages to parents to keep them informed. If you are interested in receiving these messages (text messaging rates may

apply), please text @sweparents to 832-497-1007.

Eagle Express Electronic Newsletter: Approximately every two weeks, Mrs. Spencer sends an electronic newsletter by email to families who have subscribed. Within those newsletters, we have upcoming events, resources for families, community celebrations and pertinent information. If you would like to subscribe to this newsletter, please text EAGLEEXPRESS to 22828. (Text messaging rates may apply)

Website

Check out SWE's website for more information: <http://swe.springbranchisd.com/>

Sherwood Elementary/SBISD Facebook Account and @SWE_Eagles: Sherwood has both a Facebook account and a Twitter account- check them out and stay tuned in to SWE Eagle happenings!

Call Out System is used periodically to remind or inform parents. An automated system calls all families and gives a recorded message. Please be sure to inform the office if your contact information (email, phone or address) has changed.

COUNSELING SERVICES

There are four components of a school counseling program: guidance curriculum, responsive services, individual planning, and system support. Our campus counselor, once hired, will meet with small groups and conducts classroom lessons that focus on self-esteem, motivation to achieve, decision making, goal setting, problem-solving skills, interpersonal effectiveness, communication skills, cross-cultural effectiveness, and responsible behavior.

Individual school related counseling services may be requested by parents, students or teachers. Please contact Mrs. McKnight at 713-251-6976 if you need assistance at any time.

Refer to the SBISD Elementary Student/Parent Handbook for more information.

DIFFERENTIATION & RESPONSE TO INTERVENTION

You will hear teachers talk about differentiating for students. This mean that teachers use assessment data to determine the learning needs of each student. Students are put in small groups for reading and math instruction based on learning needs. Workstations and other assignments are sometimes altered depending upon the learning needs of the student. Some students are given different assignments or projects based on learning need. Teachers also differentiate by determining the level of support the child needs from the teacher to complete an assignment. Teachers can differentiate content, process and product.

Interventions are a form of differentiation. When students struggle with learning, we provide a variety of interventions. The effectiveness of the intervention is determined by the way the student responds to the intervention. This response to intervention is a determining factor for increased support through SSC, dyslexia, 504 or special education.

DISCIPLINE

SWE faculty and staff will apply the Sherwood Pledge, our Sherwood Core Beliefs, and our

Eagle Expectations as the basis for our positive discipline program. The basic principles of a positive discipline system include sharing control and thinking between adults and students, balancing natural consequences with empathy, and always maintaining a student's self-concept. By providing students choices within enforceable limits, our goal is to teach children to think for themselves and raise their level of student responsibility.

We encourage the philosophy of a learning community in which all members of the learning community encourage and support each other. Staff members will apply discipline when necessary with regard to individual situations. Students may receive an office referral which will require a parent signature. Most office referrals are made for persistent misbehavior. In cases of persistent misbehavior, parent contact will always occur as a step before an office referral is made. A teacher may need to make an automatic office referral with no parent contact for things such as physical aggression, stealing, or other such serious infractions. Please refer to the Student Code of Conduct in the SBISD Elementary Student Handbook for additional information about the district's discipline guidelines.

Our faculty and staff will be studying and learning about teaching with Love and Logic. Love and Logic is a philosophy, not a program, which focuses on relationship building and growing learners who are able to own their problems and become responsible citizens. We will be sharing information with parents throughout the year.

DISTRICT ASSESSMENTS

Periodically, students are evaluated in math, reading, writing, social studies, and science for diagnostic information. The principal, assistant principal, instructional coaches/interventionists and teachers monitor the results and work to differentiate instruction based upon the results of these assessments. Most assessments do not receive a grade and are not counted in the 9-week average for the student. The exception is Science Curriculum Based Quizzes (CBQ's). Assessments dates will be on the monthly calendar published by the school. Please contact the homeroom teacher for more information, or refer to the SBISD Elementary Student/Parent Handbook for more information.

DRESS CODE

The dress code is established to teach grooming and hygiene, promote personal responsibility, prevent disruption, and avoid safety hazards. Students should be dressed and groomed in a manner that is clean, neat, and not a hazard or distraction to themselves or others.

The district dress code outlined in the SBISD Elementary Student Handbook prohibits any clothing or grooming that in the administration's judgment may be expected to cause disruption, distraction, or interference with normal school operations. In addition, SWE has adopted the following guidelines:

UNIFORM CODE FOR SHERWOOD ATTIRE

Sherwood Eagles dress for success! Eagles always present a neat appearance with shirts tucked in and pants worn at the waist. School is our business and we dress accordingly.

<p>Shirts / Blouses <i>Camisas / Blusas</i></p>	<p>Solid Polo (no logo or decoration) <i>Tipo "Polo" (sin diseños o letras)</i></p> <p>Solid Turtle neck (no logo or decoration) <i>Cuello alto (sin logos)</i></p> <p>Shirts must be long enough to stay tucked in when raising hands. <i>Las camisas deberán ser suficiente largas de manera que al levantar las manos permanezcan dentro del pantalón.</i></p>	<p>White, Red, or Navy <i>Blanco, Rojo, Azul Marino</i></p>
<p>Pants / Shorts <i>Pantalones/Pantalones cortos</i></p> <p>Skirts / Jumpers (girls) <i>Faldas (niñas)</i></p>	<p>Solid Cotton Twill Fabric-no decoration; Standard uniform style, worn at the waist. NO jeans, stretch, spandex or sweats. <i>Gabardina/algodón tipo uniforme; estilo uniforme, usado a la cintura. NO pantalones vaqueros, elásticos, spandex o pantalones de ejercicio .</i></p> <p>Shorts/skirts/jumpers must be no shorter than 3" above the knee. <i>Pantalones cortos/faldas/vestidos deberán ser usados no mas de 3 pulgadas arriba de la rodilla.</i></p>	<p>Navy or Khaki <i>Azul Marino o caqui</i></p>
<p>Sweatshirts / Sweaters <i>Sudaderas / Sueteres</i></p> <p>Coats / Jackets <i>Abrigos o Chaquetas</i></p>	<p>Solid, no designs; may be worn indoors. <i>Sin diseños o letras; se pueden usar adentro. Adentro.</i></p> <p>Coats may be worn to and from school and for outside play, but may NOT be worn indoors. <i>Los abrigos se pueden usar de camino a la escuela/casa, pero no adentro de la escuela.</i></p>	<p>Red, White or Navy <i>Rojo, Blanco, Azul Marino</i></p> <p>Any color. <i>Cual quier color</i></p>
<p>Belts <i>Cintos</i></p> <p>Socks / Tights <i>Calcetines / Medias</i></p> <p>Shoes / Zapatos</p>	<p>Worn to fit waist. Buckle must not be oversized; plain, with no decoration. <i>A la medida de cintura. La hebilla del cinto no puede ser muy grande; debe de ser simple sin decoraciones</i></p> <p>Plain; no designs <i>Sin diseños o letras</i></p> <p>Athletic shoes REQUIRED; must be tied. <i>Se requieren zapatos deportivos; deberán estar amarados.</i></p>	<p>Brown or Black <i>Café o Negro</i></p> <p>White or navy <i>Blanco /Azul Marino</i></p> <p>Any color <i>Cual quier color</i></p>
<p>Hair / Headwear <i>Cabello/Acesorios para el cabello</i></p>	<p>Hair must be natural color. <i>El pelo debe ser color natural.</i></p> <p>Hair Bows - Red, White, or Navy <i>Moños - Rojo, Blanco, o Azul Marino</i></p> <p>NO caps, hats, bandanas, hairnets, do-rags. <i>NO gorras, bandanas, redes o trapos.</i></p>	
<p>Jewelry <i>Joyeria</i></p>	<p>One chain only may be worn and must be worn <i>inside</i> the shirt; charms no larger than a quarter. Small earrings for girls - must be smaller than a thumb-tack; hoops less than ½ inch in diameter. No earrings for boys. <i>Solo una cadena y dentro de la camiseta; dije o medallas mas pequeño que una peseta. Las niñas con aretes pequeños; arracadas chicas menos de ½ pulgada de diámetro. Los niños sin aretes.</i></p>	

***Please note that on Fridays, students are allowed to wear jeans with a school uniform shirt, college shirt, or SWE shirt. Jeans must be appropriately fitted and free from graphics or designs. Students are allowed to wear their spirit shirts any day of the week, with the appropriate bottoms (uniform Monday-Thursday, jeans on Fridays).**

If the administration determines that a student is in violation of the dress code, the student will be given the opportunity to correct the problem at school. If the problem cannot be corrected, the parent will be called to bring appropriate clothes to school. If a student has on baggy, droopy pants, a belt will be given to the student to wear.

DYSLEXIA SUPPORT

Our Dyslexia Support Teacher provides one-on-one or small group reading instruction to students who are identified as having characteristics of dyslexia. She is also available to help in the screening and identification of students who have difficulty with reading and/or writing and may have characteristics of dyslexia

EMAIL

Email is an excellent way to communicate with your child's teacher, if your communication is not urgent. Each teacher will provide you with their email address in the first few weekly grade level newsletters. Teachers will usually check email before and after school. They will often also check during their conference/planning time. Teachers have many emails during the day and may not be able to reply to all of them that day. **IMPORTANT** -- Transportation changes may not be sent via email. Please see the section on Change of Transportation.

Please give the teacher at least 2 school days to reply. Please call the teacher/school if you do not hear from the teacher within that timeframe, as sometimes messages are sent to our district spam folders or a teacher is out ill. Someone in the front office or the teacher can help you.

If you need to get a message to a teacher before the end of the school day – do not rely on email. Call and leave the message with the office staff so it can get to the teacher before the end of the day. Email addresses are accessible on our school website.

EMERGENCIES

School closings due to inclement weather are announced on the radio or TV. There is an SWE Safety Committee to handle campus emergencies. Be sure to inform the office and clinic of telephone/cell phone changes. See safety section in this handbook for more information. In case of emergencies, please follow normal checkout/in procedures.

EMERGENCY SITUATIONS

We have extensive plans and procedures in case of emergency that are reviewed on a regular basis with all faculty and staff at Sherwood. These plans cover such situations as evacuation, shelter in place – weather emergency, shelter in place – environmental emergency, lock down – no one allowed to exit the building and dangerous airborne substance inside the building. Each year we lead the students through these drills so that they will not feel anxious if an actual event occurs. Please be assured that we all know what to do to keep your child safe.

During an environmental emergency or lock down no one will be allowed to enter or leave the campus for any reason. That means that you would not be able to come and get your child. Please be assured that we are fully prepared to keep your child safe and comfortable if an event such as this occurs. If you are on campus during a drill, we expect you to participate.

Your cooperation is much appreciated.

ENGLISH SPEAKERS OF OTHER LANGUAGES (ESOL)

ESOL provides instruction for qualifying students in the most appropriate program format in accordance with guidelines from the Texas Education Agency. The TEA endorses the goal of literacy in both English and another language for qualifying students. In addition, it promotes understanding of and respect for diversity by students, parents, staff, and community. Refer to the SBISD Elementary Student/Parent Handbook for more information.

GIFTED AND TALENTED (G/T) [Advanced Academic Studies]

SWE serves children who have been identified as Gifted and Talented through the district's elementary screening procedures. Kindergarten - 2nd grade participate in the Primary Gifted Program (PGP) at SWE. Third - fifth graders participate in the SPIRAL program, and travel to Bendwood Elementary once a week. Our day for SPIRAL changes from year to year.

While all children have strengths, areas in which they can excel and areas in which they can make contributions to society, all children are not gifted and talented. Gifted and Talented is a professional term that describes a small portion of the population. GT refers to 3-5% of the population. These are people with abilities to perform well beyond their peers. Students are tested only if referred by a parent and/or teacher.

SWE G/T students are cluster grouped with a teacher who has the required 30 hours of G/T staff development in how to teach G/T students. According to SBISD procedure, up to 10 GT students in a grade level will be placed in the same class. If the group in a grade level is more than 10 students they will be split between 2 classes. The GT Program is designed to serve the special education needs of GT students. These students need services beyond what is provided in the regular program in order to develop to their full potential.

SWE's counselor facilitates the screening process for students referred for our G/T program once a school year. For additional information, please contact the SBISD G/T administrator at 713-251-1901.

Refer to the SBISD Elementary Student/Parent Handbook for more information.

HEALTH FITNESS

Health Fitness has a direct bearing on a child's physical, mental, and social well-being. **Mr. Clatt**, SWE's health fitness teacher, and **Mr. Hudson**, SWE's health fitness assistant, strive to provide our students with the essential knowledge and skills of movement, health and wellness concepts. This instruction is intended to help students make sound decisions concerning their health and physical well-being. Some favorite activities are square dancing, volleyball, and track.

Students are required to wear or bring tennis shoes to participate. If students do not have tennis shoes to wear during Health Fitness they will not be allowed to participate which may adversely affect their grade.

Please refer to the SBISD Elementary Student/Parent Handbook for an explanation of not

participating in HF due to an injury or illness. If students do not participate in HF due to an injury or accident they will also not participate in recess.

Please contact Mr.Clatt for more information.

Refer to the SBISD Elementary Student/Parent Handbook for more information.

HOMEWORK

The purpose of all types of homework is to promote high quality student learning and achievement. Homework is an out-of-classroom learning experience assigned by a teacher to enhance student learning. Homework shall be reviewed by teachers to ensure an accurate assessment of students' skills and knowledge to better direct them towards their learning goals. Homework shall target specific learning outcomes, reinforce TEKS (Texas Essential Knowledge and Skills) taught in the classroom and provide practice in specific skills.

Students shall be provided sufficient information and direction needed to complete homework independently. Homework shall be sufficient but not excessive to its intended purposes. Homework shall not be assigned as a discipline consequence.

The assignment and grading of homework shall be aligned to expectations outlined in the SBISD Grading Expectations and curriculum documents. The principal at each campus will work with faculty to develop campus homework practices that comply fully with the requirements set forth in this Policy [EIB (Local)].

[http://pol.tasb.org/Policy/Download/599?filename=EIB\(LOCAL\).pdf](http://pol.tasb.org/Policy/Download/599?filename=EIB(LOCAL).pdf)

The campus developed practices shall be clearly communicated to each student's parent/guardian and each student in writing at the beginning of the school year. Campus practices will include the roles and responsibilities stated in EIB (Local) and will be included in the campus handbook.

No homework shall be assigned to be completed over Thanksgiving, Winter Break, Spring Break and religious holy days.

Effective homework assignments:

1. Are curriculum based and meet the needs of students through differentiation.
2. Are designed to require no additional teaching outside the classroom.
3. Are clearly articulated and designed so students know what is expected of them before leaving the classroom.
4. Are engaging and relevant to student learning.
5. Do not require resources or technology to which a student may not have access.
6. Do not require parents/guardians to teach new concepts.

Additional detail regarding homework may be found in the SBISD Grading Expectations at <https://cms.springbranchisd.com/curriculuminstruction/Teaching-Learning-Home/Grading-Expectations>

Homework folders, assignment sheets or agendas help children keep track of their assignments. In the 4th and 5th grade levels, it is the child's responsibility to write the assignment in the appropriately dated space in their agendas. Homework folders, or binders, go home each night to be reviewed by both child and parent. Please help your child find the best place and time to complete the homework. These folders and homework must be brought back to school by the students each day. To promote student responsibility, we request that parents not deliver forgotten homework to the student at school. When a student has not completed and returned homework, a lower grade will be earned in 'Work Habits'.

Homework is not graded and does not affect a student's grade for the nine weeks in a particular subject. Graded work reflects a student's ability to complete a task independently. Homework is checked, not graded. If a student does not complete homework, the work habit grade will be affected.

Each grade level team has a homework policy which covers frequency, quantity and quality of homework. The policy will also address purpose, how homework is evaluated and how feedback will be given to the student. Teachers will review this policy during our Back to School nights early in the first semester as well as sending home written information. Please check with your homeroom teacher for more information and check the revised district grading expectations on the SBISD website.

Refer to the SBISD Elementary Student/Parent Handbook for more information.

LIBRARY

Sherwood has a beautiful library that stays very busy. We have a wonderful book collection as well as professional support materials and state of the art technology. The library is available to students, staff, and parents from 7:30 am until 3:30 pm. each school day. Students visit the library each week, check out books for the week and return the books the next library day, usually a week later. Students are urged to take their books home and read each night. The suggestion for the primary grades (Pre-Kindergarten, Kindergarten, First grade and Second grade) is to read to or with their parents/guardians for at least 20 minutes each night. We urge third, fourth, and fifth grade students to read independently each night. In order to minimize loss of library books, we suggest that students keep their books in their backpacks. The librarian, **Mrs. Meshkoff**, can be reached at 713-251-6927 during library hours.

The library's mission is to integrate a vibrant and relevant learning environment with access to diverse resources in a way that promotes information literacy, supports curriculum-based collaborative teaching, and endorses literature appreciation so that the SWE students become self-directed lifelong learners and viable community citizens.

LOST AND FOUND

The lost and found is located in the cafeteria. Please label all items such as sweaters, lunch kits, and jackets with your child's first and last name. Efforts are made to return items to the owner if they are clearly labeled with first and last name. Unclaimed items are donated to a charity at the end of each nine weeks. ★

MEALS

The "Point of Sale System" will continue this year. Every student will have an account with the cafeteria. Students will enter their ID number into a keypad. Money may be added to a student's account at any time.

Prices for breakfast and lunch are as follows:

<i>Breakfast</i>	Regular .75	Reduced .30	
<i>Lunch</i>	Regular 2.00	Reduced .40	Adults: \$3.50

If students forget their money, their accounts will be credited for lunch (not snacks such as chips). *Any student with a negative balance must repay the cafeteria the next day.*

You can add money to your child's account in several ways:

1. Send money in a sealed envelope marked with your child's name and lunch number.
2. Sign in, visit the cafeteria manager and add money anytime between 7:45-10:30 a.m.
3. Pay online through www.parentonline.net

★ FORGOTTEN LUNCHES – we will not be able to deliver forgotten lunches. If your child forgets to bring a lunch from home, s/he may buy a lunch from the cafeteria.

★ If you plan to bring your child a special lunch from home or a favorite restaurant – you must plan to be here to meet your child in the cafeteria at their lunch time with the lunch. We will not deliver the lunches or have a pick up table. Don't forget to come to the front office to sign in first. Every visitor on campus must have checked in at the front office and must wear a visitor badge.

Based on TEA's Foods of Minimal Nutritional Value Policy, parents may not provide food or beverage to other students during lunch time. Carbonated drinks are not allowed in the cafeteria and should not be sent in school lunches. If your child brings a lunch from home, please do not send carbonated drinks.

Parents are welcome to join their children for lunch. Please sign in at the front desk first. Parents may purchase a school lunch for \$3.50. Adults may not buy a lunch for a student and then eat that lunch. Adults must pay the adult price for a lunch. Visitors to our cafeteria may sit at the back table with their child. No other students may be invited to sit back at the visitor table beside the child who the parents or adults are visiting to allow for family time, ensure no hurt feelings on the part of other students and to protect against allergies, etc.

A variety of snacks and drinks are sold to 2nd -5th graders for an extra fee. If you do not want your child to spend money in his/her account on snack food items, please notify the cafeteria manager and she can "red flag" your child's account.

Refer to the SBISD Elementary Student/Parent Handbook for more information.

MUSIC

All students participate in music class for at least 45 minutes weekly. Emphasis is placed on active participation in music making and in special enjoyment inherent in musical activity. The

curriculum is based on a sequential and developmental program of skills and experiences designed to achieve success in musical involvement throughout life. Every effort is made to synergize music with the themes of study in the curricula of each grade.

Contact Ms. Justl, the music teacher, for more information.

SWE TV

KSWE broadcasts daily. Fifth graders may apply to be an anchor or engineer to produce the show under the direction and guidance of school staff. During the second semester, fourth graders are allowed to apply. Students and special guests are featured. You might see the camera crew out and about upon visiting the campus. KSWE-TV can be viewed by parents and guests in the library.

PARENTS IN THE BUILDING

★ All parents should enter the campus at the front of the school. All parents and visitors need to register using the V-Soft system in the front office before visiting **any area of the school anytime you are on campus**. If you had your identification scanned last year, you must do it again this year on your first visit. Please always check out of the building by returning your V-Soft sticker to our notepad. This helps us keep track of which adults are on campus in the event of an emergency.

★ You will be escorted to the front office to check in, if you are not wearing an identification badge and are on the campus. Identification badges must be worn and prominently displayed in a visible location. This includes parents eating breakfast with their children.

PARKING

Volunteer and visitor parking is available in the front parking lot. Overflow parking is in the large parking lot off Chatterton. Please do not park in any reserved or otherwise specially designated spots. Please do not park in any area that is not designated as a parking spot, including the area in the front of the school along the curb, regardless of how long your visit at SWE will be. This is not a parking area and places you and others at risk for accidents, obstructions and issues with the fire department.

PET VISITATION

It is permissible to have pets visit the classrooms with the following provisions:

Arrangements are made with the teacher AND principal in advance of the visit.

- 1 Pets must be on a very short leash or in a kennel at all times.
- 2 Students may not pet or handle the animal.
- 3 Students must remain in their seats, away from the pet.
- 4 Pets must have all current vaccinations and be registered with the City of Houston for rabies vaccinations. The teacher needs this verification ahead of time.
- 5 Pets must be taken to the classroom at a time when classes are not in the hallways transitioning from one place to another to prevent accidental contact with students.
- 6 Pets may not be brought to school during arrival or dismissal to prevent accidental contact with students.

RECESS

Recess is a daily event for all students. Playground procedures/rules are discussed with students in homerooms and health fitness to ensure safety for all. Alternative activities (e.g., board games) occur in the homerooms in case of inclement weather. Please help your child dress appropriately for the possible weather changes. For most grade levels recess is right before or after lunch. The recess period is 30 minutes, including read aloud time and travel time to and from class.

Should a student need a consequence for behavior he or she will have a structured recess. This means the student will not have use of the playground equipment or play with friends, but will have an assigned area in which he or she may play.

If your child has a doctor's note to be excused from activities in Health Fitness due to injury or illness, he/she will not be permitted to participate in physical activity at recess. Students with an excuse for not participating must still attend the Health Fitness class. Student with an excuse for not participating may not opt to go to art, music, the library or any alternate activity during Health Fitness.

On state testing days outside recess may be adjusted or eliminated. When the building is as quiet as we keep it on testing days, we can hear noise from the playground. Some students take a very long time to test, and we don't want them to rush just to be able to go out to play. As on rainy days, teachers will arrange indoor activities for play.

***RECYCLING**

We have several PAPER recycling bins on campus. Please feel free to recycle any household paper here. Please break down cardboard boxes. We accept printer ink cartridges and old cell phones. Funds from paper recycling, ink cartridges, and cell phones help benefit SWE. Your participation is appreciated.

***SAFETY**

Efforts to keep SWE a safe place for learning is a priority. No students should arrive at school or be dropped off before 7:00 am as students are not supervised until 7:00 a.m.

All visitors to the campus must enter through the front door and immediately proceed into the front office to **show picture ID and register using our V-soft system**. Visitor stickers must be worn by all non-SBISD adults while at Sherwood, including family members of faculty and staff of SWE. You will be escorted to the front office building to check in, if you are not wearing an identification badge and are on the campus. Identification badges must be worn and prominently displayed in a visible location.

All faculty and staff members and any SBISD employee on the school campus will wear an identification badge at all times.

The SWE Emergency Team is trained to carry out an emergency plan for several different scenarios. Emergency procedures are posted in each classroom. Safety drills occur at least monthly and include fire drills, lock down drills, inclement weather drills and more. Classroom

doors may be locked throughout the school day.

Re-entry into the building and classrooms are not allowed once the campus has been locked for the day, usually around 4:00 p.m. To promote student responsibility and campus security, other personnel including custodians are not authorized to unlock doors to get forgotten materials. Your assistance in support of our efforts is appreciated.

SAFETY DRILLS

A variety of safety drills will be held at least once a month throughout the year. These include unobstructed and obstructed fire drills, bus evacuation (twice a year), and shelter in place for various reasons. A detailed safety plan is available in the office.

SAFETY PATROLS

Sherwood has Safety Patrols. Students serve for nine week terms. They apply and are selected based on grades, behavior and desire to serve. Student serving the first nine weeks apply at the end of their fourth grade year. Applications will go out toward the end of each nine weeks to prepare for the next group of patrols.

Once selected, patrols must abide by the patrol guidelines – maintaining excellent grades and conduct, fulfilling their roles properly and wearing their safety patrol belts as identification. Patrols help the school in many ways. Your compliments to them for their efforts are always welcomed and appreciated. For more information about safety patrols, please contact Mrs. Moreton.

Safety patrols do help load the buses after school but ARE NOT ‘in charge’ on the bus. The bus driver is the only one who can discipline students on the bus.

***SCHOOL HOURS** PRE K - 5th 7:25 a.m. – 2:30 p.m. Office: 7:00 a.m. - 3:30 p.m.

The building opens for students at 7:00 a.m. Teachers and patrols will be on duty at 7:00 a.m. Students will proceed to the cafeteria to eat breakfast or to wait in their class lines to be dismissed to class at 7:20 a.m. It is a good practice to have your child at school by 7:20 a.m. each morning. Students that arrive by car and plan to eat breakfast need to arrive to school by 7:10 a.m..

SCHOOL INTERVENTIONISTS

We are fortunate to have a school improvement Specialist, Assael Guzman, to support instruction at SWE. He meets regularly with the teachers and administrators, builds on teachers' strengths using cognitive coaching skills, analyzes assessment data, conferences with parents, and systematically develops vertical plans across grade levels to ensure student improvement.

SELLING THINGS AT SCHOOL

Students may not sell items at school to other students or faculty members. Exceptions are Boy Scout, Girl Scout or SBISD related fundraisers.

SPECIAL EDUCATION

SWE provides a continuum of special education services from self-contained special education class to students who are completely mainstreamed.

Our excellent special education staff includes:

Louise Johnson and Kelly Schuler - Inclusion and Resource teachers

Sara Robertson- AB teacher

Kasey Bryant – Diagnostician

Stephanie Pappas - Speech Pathologist

Crystal Sanchez and Paul Lyons - Special Education Paraprofessionals

SPIRIT DAY/COLLEGE T-SHIRT DAY

Spirit Day is Friday. Students are encouraged to wear a Sherwood T-shirt or a college shirt each Friday. Spirit items are sold by the PTA throughout the year and at the school store.

STATE of TEXAS ASSESSMENT OF ACADEMIC READINESS

Each year, the Texas Education Agency (TEA) administers an assessment program called the State of Texas Assessments of Academic Readiness, or STAAR, tests. This test is significantly more rigorous than previous tests and measures a child's performance as well as academic growth.

★ The dates for the STAAR are as follows:

March 28 Grade 4 Writing, Grade 5 Math

March 29 Grade 5 Reading

May 8 Grade 3 and 4 Math, 5th Grade Math Retest

May 9 Grade 3 and 4 Reading, 5th Grade Reading Retest

May 10 Grade 5 Science

STUDENT INFORMATION

Anytime you have a change of address or phone number, please notify the attendance specialist and your child's homeroom teacher. **It is imperative for us to always have a daytime phone number in case of emergency.** We ask that you list on the student information card at least one name and phone number of someone in the immediate area, other than parents, who may be contacted to come to school in case of an accident or illness.

STUDENT SUPPORT COMMITTEE

Spring Branch ISD's campus level student intervention team is called the Student Support Committee (SSC). When a student is exhibiting signs of being at risk in any area including academics, health, or social development, placing them at risk of failure or falling behind grade level expectations, the first step is to hold a parent conference to develop a plan for success. If after the plan is implemented and success does not occur, you can contact the Assistant Principal to discuss the next plan of action.

The SSC consists of a group of knowledgeable personnel (e.g., teachers, parents, and administrators) who are familiar with the needs of the student, potential interventions, strategies for remediating student performance, or resources available to help the student. Together the team creates an action plan intended to increase student success. The team will reconvene to review and update the action plan when/if needed.

Please contact Sherwood Elementary's SSC facilitator, Merrie Thomas, or Stefanie Spencer, for more information about the SSC process.

A parent may initiate this SSC process by telling the teacher and/or an administrator of your request.

Refer to the SBISD Elementary Student/Parent Handbook for more information.

STUDY TRIPS

Each grade level plans 2 study trips throughout the year which are sponsored by our fabulous PTA. You will be notified through the permission form sent home for your signature. This form must be returned the day before the study trip. A SWE T-shirt is usually required for most trips unless specified on the permission form. Only students who return permission slips will go on the field trip. All others will remain on campus.

Our 1st - 5th grade students also participate in one fine arts study trip each year. The Spring Branch Education Foundation Arts Partners sponsors these trips. The main fund raiser for Arts Partners is the spring Running for the Arts.

All students must have a signed permission slip and medical slip at school in order to go on the trip. We will not allow students to call home the morning of the trip to remind parents or take permission slips through FAX or email on the morning of the trip. If a child is unable to attend a field trip because of no permission slip, the principal or assistant principal will have a plan for what the student will do while the grade level is gone on the study trip.

SBISD Child Nutrition Services will offer sack lunches to students attending study trips, if they select to order one. These lunches will be comprised of Peanut Butter and Jelly Sandwiches (or Cheese sandwiches in case of a nut allergy), cheese cubes, baby carrots or a whole pickle, whole fruit, and milk. Students are welcome to bring their own lunch, if they prefer.

TARDIES

Students are considered tardy when they are not in the classroom when the bell rings at 7:25 a.m. Students not in their classroom will be sent to the front office to receive a tardy slip. Being on time is a crucial part in starting the day off right. Please plan to arrive by 7:20 a.m., so your child has enough time to walk to their classroom.

Please also keep in mind that our car rider line is most congested from 7:20-7:25 due to a high volume of cars. Car riders may be dropped off as early as 7:00 a.m., when the first of our staff

arrive to campus. Tardies will not be excused in the event of traffic congestion. Please plan accordingly.

TECHNOLOGY

Students and volunteers must follow the “SBISD Student Acceptable Use Policy” found in the Elementary Student/Parent Handbook to participate in the use of technology at SWE.

All students PK – 5 have access to laptops, netbooks, iPads and itouches. Also, digital cameras and flip cameras are available for student use. We have document cameras and several projectors available for use with the laptops. SWE is wireless throughout the building. We also have ACTIVboards in each 1st - 5th grade classroom.

Efforts to integrate technology into curriculum and instruction continues to be a priority at SWE. Classroom teachers are responsible for implementing the technology plan which provides the preparation and support for students to effectively integrate technology into learning in the content areas. Our instructional coach and librarian will lend support in this area, as well.

TRANSPORTATION

The first day packet will contain a transportation form for you to complete detailing how your student will get to and from school each day – or you may have filled out this form at Meet the Teacher.

All transportation changes must be in writing and **sent with your child in the morning** to your child’s teacher. The note must include the date of the change, the child’s name, the parent’s name and a phone contact, should there be any questions. **You may also access the SBISD transportation website, insert your address and retrieve information about bus pick up and drop off times.**

Bus Route Maps will be mailed to households before school begins. They will also be posted at the school.

The phone number for SBISD transportation is 713-251-1060. For questions about arrival/departure time of buses or about bus routes please call that number or check the SBISD website.

A few weeks into the year the bus drivers will pass out bus registration forms to be signed by parents and returned to the bus driver.

Students are assigned to a bus that will take them to their home address. If your child plans to ride home with a friend on another bus, or get off at a different bus stop, you must send a dated note to his/her homeroom teacher in the morning. The student must have a transportation note signed by the principal to ride a different bus as a ‘guest rider’. (See BUS section)

For added security parents must meet the bus in the afternoon for all PK and Kinder students. At the beginning of the year and upon enrollment, all parents will be given a white bus pass with detailed instructions.

PK and Kinder students will not be let off the bus in the afternoon unless and adult with the

appropriate bus pass is at the bus stop. Students not let off the bus will be returned to school. We will then call the parent to come pick up the child at school. Please remember this if your child is going home with a friend.

If you drive a car to the campus to pick up your child, you must go through the car pool line and display the sign indicating your child's name. Please plan to arrive each day no later than 2:30 p.m. to pick your child up if he or she will be a car rider. Faculty members have team meetings, faculty meetings and parent conferences scheduled after dismissal time and are not able to supervise students who are not picked up in a timely manner.

No roller blades, heelies or skateboards are permitted on campus. Foot powered scooters may be used to travel to and from school, but must be secured on the bike racks outside of the building. Shoes that function as skates are not to be worn. Any child riding a bike to school should use the bike racks on the west end of the building to secure bikes during the day.

TRANSPORTATION --- CHANGE OF TRANSPORTATION --- DISTRICT PROCEDURE

For the safety and protection of our students, transportation changes will not be taken over the phone. All transportation changes must be in writing and sent with your child in the morning to your child's teacher. The note must include the date of the change, the child's name, the parent's name and a phone contact, should there be any questions. Transportation Changes may not be sent via email. If you plan to pick up your child before the end of the day, it is considered a change in transportation.

VISITATION

★ All visitors should enter the campus at the front of the school. All parents and visitors need to register using the V-Soft system in the front office before visiting **any area of the campus anytime you are on campus.** If you had your identification scanned last year, you must do it again this year on your first visit.

★ You will be escorted to the front office building to check in, if you are not wearing an identification badge and are on the campus. Identification badges must be worn and prominently displayed in a visible location.

Please refer to the SBISD Elementary Student/Parent Handbook for detailed instructions for visiting during the school day or at lunch.

Main Points for Visitation:

- Classroom visits must be arranged in advance with teacher and principal approval
- Length of classroom visit is determined by the principal
- Visitor may not disrupt students or teachers
- Lunch visitors may be parents/guardians, non-school aged siblings, grandparents with written permission from parents, and campus mentors.
- Parents should not stop faculty/staff in the hallways or stop by their classrooms to ask questions, give information or otherwise take their attention off of their students.

VOLUNTEERS

Opportunities to volunteer at SWE are numerous. Some areas of volunteer need include: library, study trips, carnival, take home projects for teachers, Hands-On Science, and special events. All volunteers **must** fill out a volunteer registration form online at the SBISD website and be approved by the district before working on campus **each year**.

This registration must be completed and approved every year to continue volunteering, so please go to the district website and click on 'Be a Volunteer' on the left side of the homepage. Volunteer training is offered yearly at SWE. It is important to record your time on campus in the front foyer in the volunteer log for PTA and Sherwood records. It is also important to always wear your V-Soft generated ID on campus. For more information about the volunteer registration process, please contact Ms. Gubera or Ms. Harkins in the front office.

DID YOU KNOW???

- We are the Sherwood Eagles and our colors are red and blue.
- Everyone is welcome and greatly encouraged to join PTA.
- Grades PreK – 2nd are called the primary grades.
- Grades 3rd – 5th are called the intermediate grades.
- Our normal enrollment is about 470 students making us one of the smallest elementary schools in SBISD.
- Our 5th graders have the opportunity to be safety patrols and work on our broadcast TV station, KSWE.
- We have our very own TV station, KSWE, which produces MORNING NEWS at 7:30 a.m.
- There is a lost and found in the cafeteria.
- We have a recycling center for our school by the front office that accepts phones and empty toner/printer cartridges.
- We collect Box Tops!
- Sherwood has a SPARK Park with a learning pavilion, track, lots of fun playground equipment and a picnic table. It's a great place for a birthday party or family meeting!

ACRONYMS

Confused by some of the initials you hear around school?

Here are just a few explanations:

AMI	Accelerated Mathematics Instruction – a program for students in need of assistance in mathematics
ARD	Admission, Review and Dismissal – meetings to develop Individual Education Plans for students that qualify for Special Education services
ARI	Accelerated Reading Instruction – a program for students in need of assistance in reading/writing
CCP	Consume, Critique, Produce, our writing curriculum
CIT	Campus Improvement Team
CIP	Campus Improvement Plan
COWS	Computer on Wheels (mobile lap top unit)
DRA	Developmental Reading Assessment
DST	Dyslexia Support Teacher
ELPS	English Language Proficiency Standards
ESOL	English Speakers of Other Languages
G/T	Gifted and Talented
IEP	Individual Educational Plan (for Special Education students)
LAT	Linguistically Accommodated TAKS test for recent immigrants
LPAC	Language Proficiency Assessment Committee
LSSP	Licensed Specialist in School Psychology
SWE	Sherwood Elementary
OEY	Optional Extended Year after school classes for students at risk of failing
PGP	Primary Gifted Program for K – 2 nd Grade
PTA	Parent Teacher Association
Rtl	Response to Intervention
SPIRAL	Spring Branch Program for Improving Reasoning & Accelerated Learning (3 rd -5 th also known as GT)
SSI	Student Success Initiative
SSC	Student Support Committee
STAAR	State of Texas Assessment of Academic Readiness
TEKS	Texas Essential Knowledge & Skills
TELPAS	Texas English Language Proficiency Assessment System