

Sherwood Forest Elementary School



Family Handbook
2023-2024

*Welcome
to
Sherwood Forest
Elementary School*

Website: wsfcs.k12.nc.us
Select Sherwood Forest from the Select a School
drop down box

Sherwood Forest Elementary School
1055 Yorkshire Road
Winston-Salem, NC 27106
Jacob Lowther, Principal
Tom Klean, Assistant Principal

Office – 336 774-4646
Fax – 743 255-3983

School Hours

7:50	Enter building/report to classroom
7:55.....	Breakfast
8:20	School Day Begins
10:20-1:50	Assigned lunch periods
2:40	Dismiss Kindergarten, 1 st grade Car riders and older siblings
2:45	Dismiss 2-3 car riders, Imprints and grades 1-2 bus riders
2:50	Dismiss Walkers, 4 th and 5 th car riders and grades 3-5 bus riders



Students must be in their classrooms no later than 8:20 a.m. Students eating breakfast at school or those arriving early may enter the building after 7:50 a.m. There is no supervision for students before 7:50 a.m. If before or after school care is needed, please refer to page 11.

Arriving on time and moving quickly and quietly to the classroom will allow students to begin the day with classmates and know what the class plans to do each day. **If a student arrives after 8:20, the student must go to the office and sign in. Otherwise, the student will be counted absent for the day.**

Since instruction begins promptly at 8:20, excessive lates will result in a letter from the principal. Students who arrive late miss important teacher instructions and disrupt the class. We want everyone to have a good start each day.

Tardy Students

After 8:20, parents will come into the front office vestibule to check in their child. On the computer, click the check in tab, student tardy (not student returning), type in students name and the tardy slip will print out. Students will take the tardy slip to the teacher.

Arrival/Dismissal

K, 2nd and EC student Car Rider area will be in the old bus/teacher parking lot. We will load and unload students from the sidewalk in front of the 2nd Grade Pod by the old bus lot (Back Car rider Area)

1st, 3rd, 4th and 5th grade student car riders will dismiss in front of the office (Front Car rider Area)

Families will drop off/pick up at the area with the youngest sibling. (Example- Kindergartener and 4th grade siblings-they would be picked up in the Back Area because Kindergarten would be the youngest sibling)

Car rider families will be assigned a 3-digit family number. We will give each family a large car rider tag with the number and each student's name. Please practice the number with your student.

Car rider Arrival-

Students are not allowed to exit cars until they reach the unloading area. Students should exit at the right side of the car. There will be one line for the drop off area at the front and back car rider areas. Parents/drivers please remain in the car. We will start arrival at 7:50 with tardies starting at 8:20 or once there are no more cars in line (we will be understanding). Please do not line up before 7:45. Families may drop off at either area in the mornings.

Car rider dismissal:

We will start dismissal at 2:40 for K and 1st students and their older siblings. Car rider dismissal for 2nd-3rd is at 2:45 and 4th and 5th grade is at 2:50. Drivers of older students should not start lining up prior to 2:45. We will ask parents to either park or get back in line if it isn't your child's dismissal time. Please have the salmon-colored car rider tag with 3-digit number on dashboard or hanging and visible. Please remove that tag once the car has all children, so we know the car is ready to exit. Drivers, please slowly pull up to the designated area for pick up and turn off your car engine once you pass the crosswalk areas. Students will load in this area only. We will use two loading lines in the front and the back. Once all cars are loaded (driver remove car rider tag from dash) and look for directions to exit. The next set of cars will be directed to move forward in the loading area.

Bus riders, van riders, express bus students and walkers

Buses and students in the walk zone will arrive and dismiss at the small circle drive (old walker's entrance) Only students in the walk zone (half mile from school and ineligible to receive bus transportation) are permitted to be walkers. Walking should only be from the house.

Walker Arrival

Walkers are only students that live within a half mile from the school and cannot receive bus transportation. Walkers should utilize the crosswalks in the neighborhood and the traffic guards to safely cross Yorkshire. At this time, both traffic guards will be at the entrance and exit for car riders. They will stop traffic when needed to allow students to safely cross. We do our best to provide crossing guards, but they are also shared with other schools. Walkers should use the steps in front of the walker area. For arrival, **it is required for students to be escorted to the steps across from Doncaster by a parent for safety.** A staff member will monitor the area at the top of the steps for bus traffic and walkers.

Walker dismissal

Walkers for dismissal (2:50) will be escorted by staff down the steps to the crosswalk at Doncaster/Yorkshire. Traffic will be stopped so walkers can safely cross. Families waiting for walkers should do so on the opposite side of Yorkshire. Families should walk directly home.

Bus rider dismissal

Students will load the bus and sit in their assigned seat. Bus location can be tracked using the Here Comes the Bus app.

Van riders

Students that are Van riders will arrive and dismiss with bus riders.

Absences

The teachers and staff miss students when they are sick! We would prefer the google form on our website to be completed explaining the absence but if no access to the website, a written note can be sent in. The excuse should include the reason for the absence. The student gives the written excuse to the teacher upon entering the classroom. Valid reasons for excused absences are:

- illness or injury
- quarantine or COVID related absence
- death in the immediate family
- medical or dental appointments (note from doctor's office is required)
- court or administrative proceedings
- religious observance
- educational opportunity, with prior approval and application completed (5 days maximum)
- local school board policy
- absence related to deployment activities
- natural disaster (eg. House fire, hurricane, tornado)

Though we want students to be at school, please keep them at home if they have had a fever within the last 24 hours and are contagious. If a student has symptoms of Covid-19, please contact the office and do not send the child to school.

- If a student is out for three or more days in a row, parents should call the school office to inform us of the absence. Attendance at school must be at least half the day to be counted present. Leaving before 11:35 a.m. or arriving after 11:35 a.m. counts as an absence.
- Be sure to check with the teacher(s) to find out what can be done to make-up work. We will do our best to help you catch up so you can continue to soar! Please call by 7:30 a.m. if you want to pick up assignments after school in the office for sick students.
- Family trips **should be** scheduled around vacation days in the school calendar. See



our school calendar on the back cover. Attendance is key for student success in school. Only five (5) educational opportunity days will be excused for a school year, with application completed and with prior approval. Annual trips to the same location may not be deemed educational.

Chronic Absenteeism

1. "Student Chronic Absentee" is a student who is enrolled in a North Carolina public school for at least 10 school days at any time during the school year, and whose total number of

- absences is equal to or greater than 10 percent of the total number of days that such student has been enrolled at such school during such school year.
2. Class attendance and participation are critical elements of the educational process. Any absences, whether excused or unexcused, can have a detrimental impact on a student's academic achievement and success later in life. Regular attendance must be prioritized within each school, each family, and encouraged and supported throughout the community. School administrators and school teams shall monitor and analyze attendance data to develop and implement strategies and interventions for reducing chronic absenteeism. Such strategies should involve engaging students and parents/guardians, recognizing good and improved attendance, providing early outreach to families of students missing school, and identifying and addressing barriers to attendance. Strategies and interventions may include both in-school interventions and community-based interventions.
 3. After three (3) unexcused absences in the school year, the principal or his/her designee shall notify the parent, guardian, or custodian that these absences are unlawful. This can be either written, oral or electronic notification. The principal shall send a written notice by mail to the parent, guardian, or custodian when a child has six (6) unexcused absences. After ten (10) accumulated unexcused absences in a school year, the principal shall review any report or investigation prepared by the school social worker/student assistance program in accordance with G.S. 115C-381.
 4. Excused and unexcused absences that are equal to 10 % or more of the school year are considered excessive. Students who exceed 10% or more days during the year will be referred to the school-based team. In reviewing the excessive absences for a student participating in a school's virtual academy, the schoolbased team will consider appropriate interventions to improve the student's attendance including determining the best educational setting for the student (for example, in person or virtual). The principal shall have the authority to waive the school-based team decisions regarding excessive absences.

According to state law, parents may be prosecuted under the Compulsory Attendance Law if the absences cannot be justified. According to school law policy, ten unexcused absences will result in a letter to the District Attorney (NC General Statutes 115C-378). There is no substitute for the uninterrupted personal contact between teachers and students in the classroom environment where learning experiences are carefully planned by the teachers. Even though students may make up some of the class work missed because of absences, they may never be able to replace the educational, cultural and social contacts which they would have experienced through face-to-face instruction and class participation. Students with good attendance generally achieve higher levels of learning than those with poor attendance. Board of Education Policy #5110

Early Departures

Any student who needs to leave school early must be signed-out in the office by a parent, guardian, or parent-designated adult. If a child must leave during the day, the parent must be sure to:

1. Write a note telling what time the student will be picked up.
2. The child gives the note to the teacher.
3. The parent(s) come to the office to pick the student up. The office calls the classroom when the parent arrives.

Remember...a student must be in attendance for half the day to be counted present. We recommend you pick your child up prior to 2:30 pm. If after 2:30 pm, families

will need to wait for dismissal. **If someone other than the parent picks up the child, please state the person's name in the note to your child's teacher. Please keep early departures to a minimum. They disrupt the class and the instructional day.**

School Board Policy #6112 prohibits the early release of students from school for private lessons, tutoring/other similar instruction, or the convenience of the family. Valid reasons for excused tardies and early departures:

- illness or injury
- death in immediate family
- medical or dental appointment (a note from the doctor's office is required)
- court proceeding
- religious observance

Dismissal Reminder:

You will need to be prompt when picking up your child. After 3:15, you will need to come to the office to pick up your child. If you need after-school care, please call Imprints at 722-6296 or any other after-school program you choose. If you are late, a child care fee of \$10 can be charged based on Board of Education Policy 3250.2.

If a conference is needed with a teacher, **please call or write** a note asking for an appointment. After dismissal, teachers convene for planning, meetings, and staff workshops. If we know a conference is planned ahead of time, we can adjust our schedules and be more prepared to discuss your child's progress.

Bus Safety

If your child rides the bus he/she needs to be at the bus stop a few minutes before the bus is scheduled to arrive. Students need to wait in a safe location. When departing the bus, remember to move away quickly and DO NOT return to the bus. The driver cannot see you if you are too close to the bus. Walk around the front of the stop arm to cross the street. **K, 1st grade, and EC students will not be allowed to leave the bus without an escort or 4th or 5th grade sibling. If no adult/escort is available at the bus stop the child will be taken to the next school on the route and the parents will be contacted to pick up from that school.** After repeated violations of policy 3541, student's bus privileges will be revoked. Please download "Here comes the Bus" app to track bus location.



Imprints

Students who stay after school in the Imprints program will be picked up and dropped off at the back door of the cafeteria. Parents must sign out students from Imprints staff members. See page 11 for Imprints details.

Transportation changes

We designate each child a bus rider, a car rider, a walker, or Imprints the first day of school and record this information. We ask that you do not change after-school transportation for the first 10 days of school. After the first 10 days, if you need to change the way your child goes home, you must send in a note with your child to the teacher stating what changes are needed. The note must include the date, teacher's name, child's full name and bus number, if applicable. The office will record any changes. **If a note is not received, the student will be required to leave school in the usual way.** Email or text messages to the teacher are not acceptable means of communication for ride changes. Please anticipate and plan for these changes so the required note can be sent to the teacher. Telephone calls to the office can result in not being able to get information to the teacher on time. ***If necessary, please call the office by 11:00 to make ride changes for that day. If it is an emergency, we can take rider changes up until 2:00 pm.*** Your child's safety is our foremost concern.

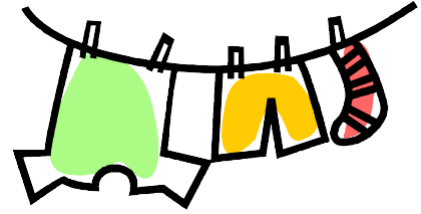
Early Dismissals and Delays Due to Weather Conditions:

- ◆ Announcements regarding closing will be broadcast over radio, TV, phone calls, social media and WS/FCS website. Please check with media for timely information. When the school system announces that school will close early due to weather conditions, students will be dismissed at the announced closing times.
- ◆ If school is delayed 2 hours, students are not allowed to enter the building until 9:50.
- ◆ In the event of a tornado warning during dismissal, students will not be released. We encourage parents to come inside the building for safety.



Moving

When you are moving **within the zone**, you can stay at Sherwood Forest. You must provide proof of residency to the office. Please notify the office two weeks in advance if you need a bus stop change. If you are moving **outside the zone**, you can stay at Sherwood Forest if you can provide transportation and maintain good grades, behavior, and attendance. If you are moving outside of Forsyth County, please notify the office of the last date that you will be at school. Your new school will request your records from us once you have registered. ***Please update your address with the office so that you will receive mail from the school and/or the school system.



Dress Code

Board of Education Policy #5131

Dress and Appearance

- ◆ Students are expected to adhere to standards of dress and appearance that are compatible with an effective learning environment when attending school. If a dress or lack of cleanliness is detrimental to his or her health or safety, the principal may require the student and the student's parents or guardians to take appropriate action to remedy this situation. In addition, if a student's dress or appearance is so unusual, inappropriate or lacking in cleanliness that it clearly and substantially disrupts class or learning activities, the student may be required to change his or her dress or appearance. Examples of prohibited dress or appearance include, but are not limited to, those listed below.
 - a. Clothing that contains advertisements for tobacco, alcohol or drugs; pictures or graphics of nudity; words that are profane, lewd, vulgar, or indecent;
 - b. Halter or bare midriff tops;
 - c. Spaghetti straps or tank tops;
 - d. Strapless shirts or tube tops;
 - e. Bare feet;
 - f. Short shorts or short skirts;
 - g. Pants, slacks or jeans that sag below the waist;
 - h. Hats, caps, or bandanas (unless the headwear is worn based on a sincerely held religious belief or practice)
 - i. Underclothes worn as outerwear;
 - j. Provocative, revealing attire; and
 - k. Any symbols, styles or attire frequently associated with gangs, intimidation, violence or violent groups about which students at a particular school have been notified as described in 5131.4.

**** Special attention should be paid to footwear for recess and Physical Education. To help promote a healthy learning environment we ask that children wear sneakers which either tie or have velcro fasteners. Flip flops, crocs, sandals, boots and high heels are inappropriate for physical activity and if worn will affect the students Physical Education grade. ****



Bookbags

Please note: Rolling bookbags are not permitted. They pose a safety problem for others in the hallways. Most students use a bookbag to transport books and assignments. In elementary school, students should not take home more than 2 or 3 books for homework.

Cell phones/Smart Watches/Portable Communication Devices

Cell phones, Smart Watches, or Portable Communication Devices may not be used or seen during the school day. Although we discourage students from bringing a cell phone, smart watches, or portable communication devices, if it is necessary to have, it must be stored in the bookbag during the school day.

Lost and Found

Please label your child's belongings. When an item is found that is labeled, the office will return it to the child's classroom. When items are not labeled, they can be found in the lost and found closet in the office hallway. Encourage your child to look for lost items early. At the end of each month, all lost and found items are donated to charity.

Visitors

All visitors need to sign-in at the office for a scheduled conference or meeting. Families are not permitted to walk students to the classroom for safety purposes.

Conferences and classroom observations

To ensure proper communication please make an appointment with the teacher for conferences and classroom observations. When scheduling an observation please let the teacher know the subject area you would like to observe. Teachers will schedule conferences around meetings and instructional time that will be mutually convenient for parents. When possible, we will continue to use Zoom meetings with parents.

Volunteers

We encourage volunteering at Sherwood Forest Elementary School. Please go to the PTA website to sign up to be an approved volunteer and always wear your volunteer name badge.

Party Policy/Balloons/Flowers

Each class is **permitted two parties per year**. These are to be scheduled with the classroom teacher and room parent chairperson.

Birthdays may be recognized, with the teacher's permission, with refreshments at lunch.

(Example: cupcake or cookies. Please provide store bought treats because of food allergies).

Please notify the teacher of your plans to bring treats. Invitations may be passed out at school if every child in the classroom is invited. **Balloons or flowers may not be sent to the school.**

Health Room/ Medication

Students who take prescription or over the counter medication at school must bring a note from a physician, the prescription bottle or original packaging, indicating dosage and time for medication. Permission to dispense medication forms can be picked up in the office. School employees cannot give any medication without written permission from a doctor. (Policy #5141) **A new medication form must be filled out each year.**

Safety

Commitment to Discipline for Learning

Approximately 780 students and staff make up our family at Sherwood Forest.

Please be considerate of others as you go from one area of the building to another the building will be locked at all times. Treat each other with kindness and compassion.

Students are working, studying, and learning throughout the building. Always remember that we are SOARing Eagles – and always want to...**Show Others Appreciation and Respect.**

SOARing at Sherwood Forest

What are student **responsibilities** at school?



AS A STUDENT, YOU ARE RESPONSIBLE FOR:

- ☺ Showing respect and cooperating with all adults in the school;
- ☺ Coming to class on time, prepared to work;
- ☺ Respecting the rights of others to learn without distraction and disruption;
- ☺ Showing respect for people and property by not using profanity, stealing, or vandalizing;
- ☺ Practicing safety by not running, pushing, or fighting on campus;
- ☺ Completing all assignments to the best of your ability; and
- ☺ Spending time at home daily on schoolwork.

If you are having difficulty soaring, your teacher will follow the procedures outlined in our school discipline plan.

Discipline Plan

If a student chooses to break a classroom rule, the following consequences apply:

1. Non-verbal Warnings
2. Verbal Warnings
3. Time-out
4. Parent Contact
5. Office referral

When misbehavior results in an office trip, the student will talk with the assistant principal or principal. The teacher writes a discipline slip, explaining the infraction. One copy is filed in the office, one is sent to parents, and one copy is returned to the teacher. The following strategies may be used:

- a note home to parents
- a phone call to parents
- develop a behavior plan or contract
- assignment to “time-out”
- community service
- assignment to in-school suspension
- a conference with parents
- suspension from school/parent conference

Note to parents: Students have a right to be accorded certain due process procedures before being disciplined for acts of misconduct. Simply stated, these procedures include the right to be told what the rules are, to be told what rule has been violated, and to be given the opportunity to present their version of the facts. (Policy #5131)

Safety Patrol

At the end of each year, rising fifth graders are chosen to be safety patrols during the first quarter of the coming year. At the end of each quarter, another group is chosen to participate. Each classroom teacher recommends students.

Students qualify based on the following criteria:

1. **ATTITUDE** – A student must have all S’s for Satisfactory in Behavior and Work Habits on his or her report card – each nine weeks.
2. **ATTENDANCE** – A student must be present forty-two of the forty-five days each nine weeks. Absences must be excused.
3. **ACADEMICS** – A student must be making satisfactory progress – A’s, B’s and C’s.



Snacks

We have many varied schedules at Sherwood Forest. Some teachers choose a brief time for snacks, while others may not need a snack time. All snack decisions are at the discretion of the teacher.

Enjoyable lunch periods

We want everyone to enjoy a relaxing time with friends at lunch. Help us remind students of appropriate inside voices. During normal times, we can have as many as 150 students sharing the cafeteria at the same time. Consequently, students must be aware of excessive noise. Students may save their loud voices for recess outdoors. Moreover, help us encourage students to dispose of lunch trash appropriately at the end of lunch.

Lunchroom expectations:

1. I will eat quietly, using a low talking voice, the first 10 minutes of lunch.
2. I will use table manners.
3. I will respect my classmates.
4. I will help keep our cafeteria clean

Breakfast & Lunch Prices:

2023-2024 Lunch Prices are as follows:

Breakfast: \$2.00

Lunch: \$2.90

Reduced Meal Plan: \$.40

Free and Reduced Lunch forms can be obtained from the WSFCS website under Child Nutrition.

Please send your student easy to open lunch items and plastic forks or spoons. Fruit cans and tough drink containers are difficult to open. No soft drinks, please. Student lunches may not be heated in the microwave.

If students bring lunch money it should be kept in a pocket or change purse at all times. Never leave money on a table, in your desk, in a cubby, or on a cafeteria tray. Students should always have their money with them.

Due to limited space, parents will be allowed to eat in the cafeteria with the student on their birthday or half birthday.

Food delivery should only be for emergencies and approved by an administrator.

Prepaid Meal Plan Encouraged

We encourage students and parents to participate in the pre-paid meal plan as an alternative to the purchasing of meals daily in order to reduce the incidence of students forgetting or losing their lunch money. Parents can pre-pay the cafeteria cashier or pay at **myschoolbucks.com**. You are encouraged to set up an account at myschoolbucks.com to check account balances, make payments, and view cafeteria purchases.

Please encourage students who buy lunch to remember straws, ketchup, forks and napkins, etc., as they go through the line. We rely on your help in promoting student responsibility.

Charging Meals

Our cafeteria cash registers are computerized. Students enter their ID number as they receive their meal. If meals have been prepaid, the computer will automatically deduct from the balance each day. The cafeteria staff will inform your child when it is time to place more money in your child's account. When your child has had several meals without paying, you will receive a phone call or letter from the school. Please keep money on your child's account or they will start receiving a voucher lunch which consists of 2 vegetables, bread and milk for 50¢.

Imprints Before & After School Program

Imprints Before & After School Program is an important enrichment for those enrolled. Parents who are interested in this program should contact Imprints (336-722-6296) to decide for participation in the program. Drop-in services are also available. Imprints times are 6:30 am – 7:50 am and 2:50pm – 6:00pm.

Homework Responsibility

We all know the value of homework in helping our students practice skills for success. Students must practice responsibility by remembering books and notebooks they will need. Students should double check homework assignments before dismissal. For security, classrooms are locked at 3:15 p.m. after teachers leave. **They will not be unlocked after that time, so students must remember all books needed for homework.**

The amount of time needed to complete homework will vary day to day. School system guidelines suggest up to 30 minutes of homework in grades K-2, 30 to 45 minutes in grades 3-4, and up to 75 minutes in Grade 5. Policy #AR6154



Communication Plan

Communication between teachers and parents is key for the academic success of all students. Sherwood Forest sends information home Tuesday Take-Home Envelopes.

Also available are REMIND notifications that you can get by email or text and e-blast notifications from the PTA. Sign up information for both is given at Open House.

Grades K-5

PowerSchool is the student record database for NC public schools as of July 2013. Information will be sent home to Kindergarten parents during the school year regarding parent access to PowerSchool. Report cards will be sent home at the end of each quarter.

School Wide Rules

We:

- ✓ Come to school prepared to learn
- ✓ Keep hands, feet and objects to ourselves
- ✓ Walk and talk quietly throughout the building.

We follow the WSFCS Code of Character, conduct, and Support.
<https://www.wsfcs.k12.nc.us/Page/122112>

Sherwood Forest Business Partners

Chick-fil-A

Biscuitville

Krispy Kreme

Texas Roadhouse

Carrabbas Italian Grill

Hungry Howie's

Target

Publix

Marco's Pizza

Winston-Salem Dash

Burke Street Pizza

Harris Teeter

Lowe's Foods

Dewey's Bakery

Subway @ Mt. Tabor Place

Page's Screen Printing

Imprints

Village Tavern

SkateHaven

BoBo's Grill

*Please turn to the next page, sign and return to your child's homeroom teacher.

I have read the Family Handbook and reviewed it with my Sherwood Forest student.

Student's Name: _____

Parent Signature: _____

Date: _____

*Please return this page to your child's homeroom teacher.

