SHERWOOD SCHOOL



STUDENT HANDBOOK

2025-2026

Our Vision is a community where all children feel loved, respected, and encouraged to develop to their fullest potential.

Our Mission is to provide a high-quality education in a safe, respectful, and inclusive environment that builds a foundation for lifelong learning.

To maintain a safe and happy learning environment, the following code of conduct has been adopted at Sherwood School.

A WORD TO STUDENTS:

Rules do these things:

- They tell people what they can do
- They tell people what they can't do
- They make it possible for people to live and work together without too much trouble.

The rules must be fair. They must be the same for everyone. That is what this booklet is about.

STUDENT RESPONSIBILITIES

What are "responsibilities?"

Things that people should do without being told to do them are called "responsibilities."

Here are your responsibilities:

1. DO NOT KEEP OTHERS FROM LEARNING.

Parents send their children to school to learn. If you keep others from learning by bothering them, you have taken something from them that is important.

2. COME TO SCHOOL UNLESS YOU ARE SICK OR EXCUSED.

In California, there is a law that says you must go to school unless you are sick or have a medical excuse.

3. BE ON TIME FOR SCHOOL AND CLASSES.

If you are late for school in the morning, you miss things you need to know. The teacher has to stop what they are doing to help you get started. This keeps your teacher from helping all the students. This is true if you are late after recess and lunch, too. You must check in at the office if you are late.

4. FINISH YOUR SCHOOL WORK.

Learning how to read or learning math is like learning to play the piano or ride a bicycle. If you don't practice, you will never be very good at it. Some things have to be done over before they are learned. You have to keep trying even if it is hard.

Some of the work you are given at school can be done in class. Sometimes you will have to do some work at home. You should do all the work given to you.

5. TAKE CARE OF SCHOOL PROPERTY.

The parents of every child in school have helped to pay for everything in your school. The buildings, the books, everything belongs to all the people in the Willits Unified School District. This means you are sharing the things you are using at school. If these things are destroyed, it means students must go without them or the parents must spend more money to replace them. If something belongs to everyone, everyone must help to take care of it.

6. HELP MAKE SCHOOL A GOOD PLACE TO BE.

When you think about it, a school is a place where good things happen to people. They make new friends, they are treated with respect, and they learn new things that will help them for the rest of their lives.

7. RESPECT ALL OF THE STUDENT PERSONNEL.

The adults at school are here to make the school a good place. They help by making it safe for you to play by helping you keep our school a clean and neat place to be. They will never ask you to do anything which will hurt you or anyone else. You should always listen and be respectful to them.

8. COME TO SCHOOL IN SUITABLE CLOTHING.

Wear clothes that are clean, comfortable and appropriate for different kinds of weather and school activities. (I.e.- flip-flop sandals are not safe or appropriate to wear at school). Clothing that disrupts the learning or threatens the safety of the school environment is prohibited.

STUDENT RIGHTS

A "right" is something that belongs to you and cannot be taken away by anyone. You, your classmates, and your teachers have the same rights.

Here are some of your important rights:

1. YOU HAVE A RIGHT TO BE YOURSELF AT SCHOOL.

This means you should not be treated unfairly because of your gender, or your race, whether you are tall or short, have blond or black hair, or because it takes you a little longer to get the right answer.

2. YOU HAVE THE RIGHT TO BE RESPECTED AND TREATED WITH KINDNESS AT SCHOOL.

This means that others should not laugh at you, make fun of you, or hurt your feelings. No one is to embarrass you in front of the class.

3. YOU HAVE THE RIGHT TO LEARN ABOUT YOURSELF AT SCHOOL.

This means you may talk about your ideas and feelings if it does not take away the rights of others.

4. YOU HAVE A RIGHT TO BE SAFE AT SCHOOL.

This means no one should make you afraid to come to school. They should not hurt you, harass you, or threaten to hurt you.

5. YOU HAVE A RIGHT TO TELL YOUR SIDE OF A PROBLEM.

This means that if you feel that you have been treated unfairly you may appeal to your teacher or principal so that you have a chance to tell your side of the story.

IMPORTANT RULES AND WHAT HAPPENS IF THEY ARE BROKEN

Listed below are some of the important rules everyone needs to know. It is also important to know what happens if the rules are broken. Under each rule, you will find out what happens the first time the rule is broken and what happens if it continues to be broken.

1. SCHOOL ATTENDANCE

What this means: You must attend school every day unless you are ill, have a dental or doctor's appointment, or are absent due to a death in the family. If you are absent for any other reason, you are unexcused. You must bring a written excuse if you have been absent.

If the rule is broken:

1. Your teacher will talk to you about why you were absent.
2. The school will call your parents to verify your absence.

* If your parents know ahead of time that you will be absent from school, they may request a **Modified Independent Study** contract for the number of days you will miss school. There is a maximum of 15 Independent Study days that a student may take per school year.

2. CARE OF SCHOOL PROPERTY

What this means: You are expected to take care of things the school lets you use. If you damage, lose, or destroy something on purpose, you have broken this rule.

If this rule is broken:

1. You will be asked by the teacher to talk about what you have done.
2. Your parents will be told,
3. You will be expected to pay for the loss or damage,

If this rule continues to be broken:

1. You will be asked by the teacher to talk about what you have done.
2. You will have to pay for the damage.
3. You will be suspended (sent home) from school for a duration determined by the principal.

3. DISOBEDIENCE

What this means: Refusing to do what you are told. While you are at school, in the classroom, and on the playground, you are expected to treat the people who work at the school with respect and follow their directions.

If this rule is broken:

1. Unless it is a very serious problem, your teacher will talk to you and may talk to your parents.

If this rule continues to be broken:

1. Your parents will have to come to school for a meeting with you, your teacher, and the principal.
2. If you continue to be disobedient after this meeting, you will lose your privilege to be in school and be sent home for a duration determined by the principal.

4. FIGHTING/BULLYING

What this means: Fighting and bullying on the school grounds is **not** allowed.

If the rule is broken:

1. In most cases, the first time the students involved will be talked to by their teacher or the principal. The incident will be documented. The parents of all students involved will be told.
2. In some cases, the persons responsible for starting or continuing a fight may be sent home for a duration determined by the principal.

3. If you continue to fight or bully after these things have been done, you may be excluded from attending Sherwood School (Expelled).

5. PROFANITY

What this means: Swear words are not to be used at school.

If this rule is broken:

1. The incident will be recorded in the office and a letter will be sent home to be signed and returned to school.
2. If you continue to use profanity after this has been done, a meeting will be held with your family and the principal.

6. UNSAFE BEHAVIOR

What this means: Causing harm to yourself or to others.

If this rule is broken:

1. The incident will be documented and a phone call will be made to the parent/guardian.
2. If this rule continues to be broken, you will be suspended for a duration determined by the principal.

7. SCHOOL WORK

What this means:

1. If your teacher says you are to do your own work on a test or an assignment, copying from other students is not allowed.
2. When your teacher says an assignment is to be handed in at a certain time, you are expected to meet the deadline.

If this rule is broken:

1. The teacher will talk with you.
2. If your work is not your own, it will not be accepted and you will receive no credit for the test or the assignment.
3. You may, if your assignments are not on time, be kept in during recess or asked to make up your work at home.

If this rule continues to be broken:

1. Your parents will have to come to school for a meeting with you, your teacher, and the principal.

THINGS YOU DON'T BRING TO SCHOOL WITHOUT PERMISSION

There are some things that you must not bring to school because they are dangerous to you and others. There are other things that interfere with the rights of others to learn.

Some of these things are, without special permission: ***weapons of any kind, including play weapons. knives, pocket knives. Laser pointers, matches, lighters, or flammable materials. *Tobacco, *alcohol, medications, or drugs. Pets, skateboards, bicycles, roller blades, or shoe skates. Electronic toys, candy, or gum.**

If this rule is broken:

1. The item will be taken from you by your teacher and returned after school if it is not a danger to you or others.
2. Dangerous items will be returned only to your parents.

If this rule continues to be broken:

1. Your parents will have to come to school for a meeting with you and your teacher.

* These items are automatic suspensions.

STUDENT PHONE CALLS/ CELL PHONES

Student use of the telephone is allowed only with the permission of school personnel. Students may not use the telephone to make arrangements for after-school; this must be done with the parent before coming to school. Cell phones must remain off and in the student's backpack. We strongly recommend they not be brought to school. If parents wish their child to have a cell phone/ electronic watch on campus, please be aware that cell phones/ e-watches must be off and stored in the child's backpack so as not to disrupt learning. Cell phones/ e-watches are not allowed to be taken out during recess or lunch, and should never be loaned to another student. If a student receives a warning from a teacher or staff member to put their phone away in their backpack and they fail to do so, their phone will be confiscated until the end of the day, and their parent will be contacted.

REQUIREMENTS FOR EFFECTIVE PERFORMANCE IN THE CLASSROOM

1. Remain attentive- stay on task.
   As soon as the bell rings, go to your class. At dismissal time, remain in their seat until dismissed by the teacher.
2. Remain courteous in the classroom.
   Treat others as you would be treated. Do not interrupt while others are speaking. Raise your hand to be recognized.
3. Make positive contributions to the class.
   Come to class prepared. Respect other's opinions.
4. Participate actively in class.
   Come to class prepared.
   Follow through with class activities.
   Be a helper, not a hurter.
   Be an active listener.
   Ask for help if you need it.
5. Complete assignments on time.
6. Follow directions.
   Know what you're supposed to do before you start, Try to understand directions the first time they're given.

LUNCH CONDUCT

1. Students should wash their hands before eating.
2. Students will communicate in a soft voice and keep their hands and feet to themselves at all times.
3. Students are not allowed to share their food with others.
4. Students will remain seated at their tables for 15 minutes until they are dismissed by a staff member.
5. Students will be expected to clean up after themselves and to sort their waste properly.

CONFLICT RESOLUTION

Before a child comes to an adult to report a problem, the following things should have been tried by the student to solve the problem independently:

1. Talk it over- listen
2. Walk away
3. Say- "I'm sorry"
4. Do something else
5. Take turns
6. Share
7. Ignore it
8. Ask for help

If there is a serious problem whereby a student is getting hurt, the student must, of course, come immediately to the supervising person. It should be explained to the student that the difference between tattling and warning is the fact that a student who tattles tries to get another person in trouble.

YARD RULES

1. No throwing or kicking balls around the buildings or play structure.
2. No roughhousing.
3. No playing behind the school.

4. No playing in water or mud puddles.
5. No climbing trees, fences, or buildings.
6. Students must remain on school grounds during school hours,
7. No running in the classrooms or on the walkways.
8. Keep the bathroom clean. Do not play in the bathroom.
9. Don't play in the parking lot or around parked cars,
10. Try not to lose the balls over the fences.
11. Snacks are to be eaten before students play and must be eaten sitting down.
12. When recess is over and the bell sounds, go to your classroom immediately.
13. Nothing may be thrown except balls (keep gravel, rocks, wood chips, and sticks on the ground).
14. No littering.
15. Students are responsible for items they bring from home. Don't leave money or valuables in your desk. Give it to your teacher for safekeeping.
16. Play fairly. Include everyone.
17. Horizontal Bars:
    a. No "Cherry drops."
18. Swings:
    a. No bailing out.
    b. Take turns 40 counts (round trip)
    c. Sit correctly.
    d. Only one person on a swing.
    e. Only one swing per person (not two or more).
    f. No waiting on or by the swing posts.
    g. Swing straight.
19. Play structure:
    a. No running or tag.
    b. One at a time on the pole and slide.
    c. Don't block the way of others on the slide.
    d. No pushing.

20. Balance Beam:
    a. Keep a safe distance from each other.
    b. No pushing or running.
21. Tetherball:

a. Hit the ball with one hand.
b. No touching the rope.
c. No holds/ holding the ball.
d. Do not hit the ball more than once at any time (bubbling)
e. Do not pick your own rules before or during a game (picksies)
e. No grabbing the rope between your fingers to throw the ball (bottle caps).
f. No climbing the pole.
g. No switching direction during play (scorpions).
h. No staying in as long as you want (King's court).
I. No weathering the ball without the other person touching it (blackout).
j. Do not hang on the tetherball rope.

22. Gaga Ball:
a. The ball must NOT be drop-kicked.
b. Follow the rules of the game (see your teacher for a copy of the rules).

Students who do not follow yard rules will first be given a warning. If the behavior continues, they will have to spend time at recess on the bench.

BUS RULES

1. Be respectful to and follow the directions of the bus driver.
2. Keep all parts of the body completely inside the bus.
3. Use quiet voices. Screaming or unnecessary noise will not be tolerated. Drivers must be able to hear emergency vehicles.
4. Remain seated at all times. Serious injury can result if a sudden stop must be made and a child is not seated.
5. Profanity or inappropriate behavior is forbidden.
6. No eating or drinking on the bus.
7. Form an orderly line at the bus stop. Enter the bus only when instructed to do so by the driver. Get on and off one at at time.
8. Far forward and keep your feet on the floor in front of your seat.
9. Keep books, lunch boxes, and personal possessions out of the aisle.

10. Leave the emergency door and the bus controls alone unless there is an emergency.

11. Never throw objects inside the bus or out the window.

12. No animals of any kind (rodents, reptiles, insects).

13. No large objects, skateboards, balls, bats, marbles, balloons, or glass objects or containers.

14. No cleats (or spiked footwear).

15. Students must use a regular designated bus stop.

16. Be on time. Arrive 5-10 minutes before the scheduled departure time.

Changes in a child's plan for going home cannot be honored without a note signed by a parent or guardian or a call to the school. Please contact the site secretary if there is a change in your child's transportation. If you need to call the school to update transportation plans, please do so in the morning.

Students who are suspended from the bus will not only be unable to ride it to and from school, but will also be unable to ride a bus for a field trip.

PARENT/ GUARDIAN DROP OFF

Students may not be on campus unattended before 8:15 am. At 8:15 am, students may go to the playground until school begins.

PARENT/ GUARDIAN PUCK-UP OF CHILDREN

To ensure the safety of students, only parents, guardians, or designated people may pick up students. Designated people must be verified by a note and must be on the emergency card.

SHERWOOD SCHOOL IS A NUT-FREE CAMPUS

Please do not bring snacks or lunches with nuts in them. There are students on campus with life-threatening nut allergies. We appreciate your cooperation.

HEAD LICE

If live lice are found in a student's hair they will be sent home. A teacher or staff member will have to check your hair to OK your return.

VISITATION POLICY

Everyone coming on the campus **must** check in at the Office (School House).

Volunteers are an important part of the educational program at Sherwood School. Volunteers are welcome in the classrooms, office, playground, lunch area, and at school activities and assemblies. Volunteers must be fingerprinted and have their fingerprints on file with the district office. FOSSI will reimburse all fingerprinting costs. Volunteers must sign in at the office. Teachers often welcome volunteer help at home with prepping art projects and cutting materials, etc. Please contact your child's teacher if you are interested.

*** Parents, guardians, and family members are welcome to attend school events without fingerprinting clearance.**

Sherwood Bell Schedule 2025/26

Parking Lot open	8:15 a.m.
School begins	8:30 a.m.
K-5 Brunch/Recess	9:30- 10:00 a.m.
K-5 Lunch/Recess	12 p.m. - 12:30 p.m.
School Dismissal (M,W, TH,F)	2:30 pm

Early Dismissal (Tuesday) 1:30 pm

I have read the 2025/26 conduct code and discussed it with my child.

_____

Parent or Guardian's Signature

I have discussed the conduct code with my parent/ guardian and I agree to follow school rules.

_____

Student's Signature

