

Sherman Elementary



An Innovative School focused on
Project Based Learning

Parent/Student Handbook 2022-2023

Christian Jordan, Principal
cjordan@tacoma.k12.wa.us

4415 N. 38th Street
Tacoma, WA 98407

(253) 571-5488 Telephone
(253) 571-5484 Fax

www.tacomaschools.org
sherman.tacomaschools.org

SHERMAN ELEMENTARY SCHOOL

TABLE OF CONTENTS

Mission Statement and Vision Statement	page 2
Attendance	page 2
Arrival & Dismissal	page 3
Late Start Wednesday	page 3
Family Vacations	page 5
Tardiness	page 5
Classroom Management Plan	page 5
Classroom Celebrations	page 8
Classroom Placement Requests	page 8
Emergency Procedures	page 9
Health Issues	page 10
Holidays	page 11
Laptops – Student (TPS Provided)	page 11
Lost & Found	page 12
Lunch Procedures/Schedule	page 13
Money/Fees	page 13
Parent Pickup/Schedule Changes	page 14
Parent Teacher Student Association (PTSA)	page 14
Personal Toys/Electronics	page 15
Private Transportation	page 15
Report Cards/Conferences	page 15
Support Staff	page 15
Telephone Use	page 17
Uniform Requirements	page 17
Visiting School	page 18
Volunteer Program	page 19
Website Addresses	page 19
Withdrawing Students from Sherman	page 19
School Calendar	page 20
Request to Restrict Release of Information	page 21

****COVID-19 MAY IMPACT SOME OR ALL OF THIS INFORMATION****

MISSION STATEMENT:

We, as a STEAM community, encourage critical thinking in a Project Based Learning environment to foster individual potential and respect for communities and cultures; ensuring students have the knowledge and skills to be successful in the 21st Century.

Student Values: Respect, Open Hearted, Achieving, Responsible

INITIATIVES:

- Project Based Learning and a focus on Science, Technology, Engineering, Arts, and Math (STEAM)
- Growth Mindset
- Tacoma Whole Child Initiative
- Mindfulness (Mindfulschools.org)
 - Professional Development
 - Use of ROAR values (Respect, Open Hearted, Achieving, Responsible)
- Outdoor Learning

ATTENDANCE

According to Washington State Law (Chapter 28A.2725 RCW) all school- age children are required to be enrolled and attend public school unless the superintendent approves permissible exceptions. State law requires that parents/guardians be informed annually of the school districts responsibility to enforce this compulsory attendance requirement.

When a child has 7 unexcused absences in a month, or 10 unexcused absences in year, the school district is obligated to file a truancy petition with the Pierce County Juvenile Court alleging that the child has failed to attend school, and/or that the parent has failed to cause his/her child to attend school.

The compulsory attendance laws can be found here:

<http://apps.leg.wa.gov/rcw/default.aspx?cite=28a.225&full=true>

Sherman Elementary Attendance Goals:

- Less than 5 Tardies/Less than 5 Absences in a school year.
- Arrive to school on time, don't leave early. First bell rings at 9:00 a.m., tardy bell rings at 9:05a.m. Dismissal bell rings at 3:30 p.m.

****COVID-19 MAY IMPACT SOME OR ALL OF THIS INFORMATION****

ARRIVAL AND DISMISSAL TIMES

Students are to arrive at school between 8:45 -9:00a.m. Exceptions must be pre-arranged with the office.

School is dismissed at 3:30 p.m. Parents are asked to wait near the covered play area for their children at the end of the day. Parents are asked not to enter the building, as this causes a distraction and congestion at dismissal time.

LATE START WEDNESDAY SCHEDULE

**Late Start Frequently Asked Questions
(Standardized throughout all TPS schools)**

1. What is the late-start schedule?

Tacoma Public Schools will have a one-hour late start for grades kindergarten to 12. Bell schedules vary from school to school, but the start time will be one-hour later than your school's regular daily start time. For example, if your school's regular daily start time is 9 a.m., your student will start at 10 a.m. on Wednesdays.

2. Does the change to late start Wednesdays affect all Tacoma Public Schools?

No, SOTA, SAMi, IDEA, Willie Stewart Academy and Remann Hall will not have late start Wednesdays. All other schools will have late start Wednesdays.

3. Does Preschool have late start?

No, preschool students, except Montessori, will NOT have late starts on Wednesdays. This includes HeadStart, ECAEP, Peer Inclusion, and Dual Language preschool programs. Montessori preschool students at Bryant and Geiger WILL have late starts on Wednesdays, because their full-day classes follow the regular school schedule.

4. Where can I find the bell schedule for my school?

Each school will release an updated bell schedule for the 2022-2023 school year. This information will be on each school's website and sent via email to families.

5. What will the bus schedule be on Wednesdays?

Every bus route will run on a one-hour delay Wednesdays.

7. Will there be childcare offered during late start Wednesdays?

****COVID-19 MAY IMPACT SOME OR ALL OF THIS INFORMATION****

Childcare will not be provided. We have communicated the late start Wednesdays to community partners who provide before school programs in our schools and to daycare providers in our community, so they can determine what services, if any, they will provide on Wednesdays. Please speak with your child's care provider to learn more.

8. Why are we having late starts?

The goal is improving student achievement. Through collective bargaining negotiations between the Tacoma Education Association (TEA) and Tacoma Public Schools (TPS), school calendars are now set for the next three school years. One of the goals negotiated into the new Collective Bargaining Agreement was to incorporate more professional development time for teachers in the school calendar so they can more effectively and regularly collaborate to improve instruction for students.

Additionally, families, staff and students were surveyed in 2019 and Wednesdays were indicated as the preferred day of the week for most respondents.

15 districts across the South Sound region have successfully implemented district-wide late start or early release days for teacher development. Tacoma used best practices from those districts in developing our plan.

9. How is this time used by school staff?

This time will be used as professional development and learning time for teachers and school leadership. We believe we can improve student achievement by having frequent and consistent time for teachers to meet in Professional Learning Communities (PLCs) to review and analyze data, revise teaching strategies and collaborate.

10. Can students receive additional instruction during this time?

No. Late start time will be dedicated to teacher professional development and collaboration time.

FAMILY VACATIONS

Please schedule family vacations around our school breaks when possible. Active attendance is critical to student success. If they miss a large amount of school time, they will miss critical discussions which cannot be recovered. Your

****COVID-19 MAY IMPACT SOME OR ALL OF THIS INFORMATION****

understanding and support in scheduling your vacation time is appreciated. The district allows 5 days of excused family vacation time per year. **If your child has a planned absence of more than one day, you need to fill out the Planned Absence Form found on our school website at www.shermantigers.com under the Quick Links or you may request one from the office.**

ATTENDANCE MESSAGE LINE

Please call our office each time your child is absent or going to be tardy. The main office number is 253-571-5488. Please call before 8:45 A.M. the day of the absence.

TARDINESS

Tardiness may result in loss of valuable learning time and is a disturbance to the class. Students whose bus arrives late need to check in at the office, they will not be considered tardy. **If students are tardy, a parent needs to accompany them into the school and sign them in at the office.**

Students who enter their classroom after the 9:05 A.M. bell will be considered tardy and will be sent to the office for a tardy slip. Excused tardies could include medical/dental appointments, significant illness, and/or counseling sessions.

Students will be allowed three (3) unexcused tardies per trimester. A warning notice will be sent home after the 3rd tardy.

CLASSROOM MANAGEMENT PLAN

Each teacher develops and maintains a discipline plan for their classroom that is sent home with children at the beginning of the school year. It is the teacher's responsibility to manage discipline concerns within the classroom. If a student creates a serious problem, the teacher may consult with the principal, counselor, parent, or other school staff. Student behavior and expectations are clearly defined. Students are taught acceptable conduct standards and are assisted toward self-discipline.

BELIEFS

- Students are responsible for their choices.
- All students can behave appropriately when they know and are taught what is expected of them.

****COVID-19 MAY IMPACT SOME OR ALL OF THIS
INFORMATION****

- When structure, teaching of desired behaviors, supervision, positive interaction, and immediate correction occur, students have the greatest potential to behave appropriately.
- Communication between teacher, parent, and office is essential.

SCHOOL-WIDE STUDENT EXPECTATIONS:



Sherman STEAM Elementary
R.O.A.R.

RESPECTFUL

Hallway:

- Voice Level 0
- Walking Feet



Cafeteria:

- Voice Level 2
- Use Kind Words



Hallway:

- Be Polite
- Think of Others

Cafeteria:

- Use Manners
- Invite others to Sit

ACHIEVING

Hallway:

- Be an Example
- Listen to Adults
- Walk with a Purpose

Cafeteria:

- Eat Your Lunch
- Follow Directions
- Listen to Adults



RESPONSIBLE



Hallway:

- Keep Hands & Feet to Yourself
- Be a Self-Manager

Cafeteria:

- Clean Up After Yourself
- Walking Feet

****COVID-19 MAY IMPACT SOME OR ALL OF THIS INFORMATION****

Discipline for misbehavior is differentiated to be appropriate for the situation. Sherman's procedures comply with Student's Rights and Responsibilities and delineated by Tacoma School District Policy and Washington State Administrative Code.

- Classroom consequences will be determined by the teacher and may include using a check system, playground restriction, parent contact and referral to the Principal.
- Bus and playground misbehavior consequences may begin with a warning, time-out, or referral to classroom teacher and/or Principal.
- Consequences for more serious or chronic misconduct may include restriction from non-academic activities, parent-school conference, in-house suspension, service work, or suspension.
- Student misbehavior and consequences may be recorded on a Sherman Discipline Referral Form.

CLASSROOM CELEBRATIONS

BIRTHDAY & OTHER CELEBRATIONS: At Sherman our main emphasis is on learning. For birthdays we ask you to refrain from bringing / sending / asking about parties / cake, etc. in the classroom as having a birthday party for every student minimizes the instructional time we have with our classes. Alternatively, you may send a goodie bag for each student in the class that can be passed out at the end of the school day.

District Policy 6700 states: *For school parties, schools shall encourage parents and teachers to offer no more than one food or beverage that does not meet or exceed the nutrition standards for foods sold individually. Use of non-food rewards is strongly encouraged. When food is used as a reward it must meet or exceed nutrition standards. All food and beverage fund-raising projects are encouraged to meet nutrition standards and if sold and consumed during the school day, shall meet or exceed nutrition standards.*

CLASSROOM PLACEMENT REQUESTS

Students are placed in classrooms based on student needs. Every attempt is made to create diverse classrooms to help each student realize his/her full potential. Teacher requests are not accepted. Classroom placements are finalized by the principal and reviewed by the teachers.

****COVID-19 MAY IMPACT SOME OR ALL OF THIS
INFORMATION****

EMERGENCY PROCEDURES

Sherman has developed, trained and practiced emergency procedures to ensure we are prepared for any emergency that may arise. We have identified specialized teams (Emergency Operation Center, First Aid, Search and Rescue, Office and Custodial) that would swing into action in the event of a fire, earthquake, windstorm, bomb threat, building intruder, etc. If you would like to review our detailed plan, contact the building principal.

Ensuring the safety of our students is a top priority here at Sherman Elementary, all gates to the playground will be locked during school hours. We also kindly request that there be no animals on campus, except registered service animals.

EMERGENCY SCHOOL CLOSURE

Snow, heat, water and power emergencies occasionally create a need to close our schools. Notification is via popular radio stations, listed below. All student records should be kept up-to-date with emergency contact information. We may not be able to notify parents by phone of a closure, so be sure your child knows what to do should a closure occur after he/she has arrived at school. Should emergency routes or time changes become necessary announcements will be made over these radio stations starting at approximately 5:30 A.M.

AM STATIONS/FM STATIONS

KIRO 710	KMPS 1300	KLSY 92.5	KEZX 98.9
KING 1090	KITZ 1400	KMPS 94	KMGI 108
KOMO 1000	KIXI 880	KPLU 88	KBSG 97.3
KVI 570	KTAC 850	KUBE 93	KRPM 106.1
KJR 950	KJUN 1450	KZOK 102.5	KPLZ 101.5
KCIS 630	KLSY 1540	KCMS 105.3	

When following our Emergency Schedule, buses will operate according to decisions made each day. All co-curricular events, i.e., athletics, field trips, and concerts, will be cancelled regardless of whether they are scheduled for before school, during school, after school, or in the evening. **In the event that school delays or closures are announced in the morning, please listen to your radio or television.** Each year, the district sends out Emergency School Procedures. Please be sure to discuss this information with your child to determine the emergency procedures for your family.

****COVID-19 MAY IMPACT SOME OR ALL OF THIS INFORMATION****

Parents and students are requested not to call the radio stations, the school, or the transportation center since phone lines are needed for operational purposes.

Students will only be released to adults that the parents/guardians authorize on the student's emergency forms.

HEALTH ISSUES

COVID-19

For detailed COVID information and procedures from Tacoma School District, please follow this link: [COVID-19 Health and Safety Tracking - Tacoma Public Schools \(tacomaschools.org\)](https://www.tacomaschools.org/departments/health/covid-19)
<https://www.tacomaschools.org/departments/health/covid-19>

ILLNESS

Please send a note to your child's teacher explaining an absence upon his/her return to school. For everyone's protection, it is advised that children with a fever remain at home for 24 hours after the temperature has returned to normal without the aid of medication. Children should also remain home if there are signs of nausea, vomiting, diarrhea, heavy nasal discharge, skin rashes, pink eye, or other symptoms of a communicable disease, including lice. Every child will be expected to participate in all school activities, including P.E. and recess.

MEDICATION

Every effort should be made to schedule doses of medication outside of school hours. Washington State Law requires that medication given at school must have the permission of the parent and of the health care provider. These forms (Physician's Order for Medication at School) are available from the school or health care provider's office. **We cannot administer any type of medicine at school unless this form has been completed by the child's physician and we have the form on file in our office. A NOTE WITH THE PARENT'S SIGNATURE IS NOT ACCEPTABLE.** This includes all medications/ointments: i.e., lip balm, Vaseline, aspirin, Advil, Tylenol, salves, decongestants, antihistamines, cough syrup, cough drops, etc.

Medication must be sent in the original container with the pharmacy label. Most pharmacies will gladly give you an additional container for school if you ask.

****COVID-19 MAY IMPACT SOME OR ALL OF THIS INFORMATION****

Medications should be brought to school by the parent and not sent with the child. Medications must be kept in the office to ensure safe storage and correct administration. **Medications should be picked up at the end of the school year.** New medication forms need to be updated at the beginning of each school year.

INJURY OR ILLNESS AT SCHOOL

A certified school nurse, Health Technician, or office staff will assist children who are ill or injured. If minor first aid or a few minutes of rest is not enough to help your child return to class, we will call you to pick up your child. If we are unable to reach you, we will call the person you have designated as the emergency contact person.

HOLIDAYS

There are some traditional holidays, i.e., Halloween and Valentine's Day, that are observed with parties or festivities at school. Please contact your child's teacher and explore alternate activities.

LAPTOPS – STUDENT

Approval of Prop. 2 by voters in 2022 allowed access to technology and up-to-date learning for every K-12 student. This technology included the district providing laptops for every K-12 student and staff member to use at school and at home.

For additional information and a quick FAQ on the Student Laptops, please refer to the district website: [Student Laptop FAQ's - Tacoma Public Schools \(tacomaschools.org\)](https://www.tacomaschools.org/student-laptops-faq)

The student's laptop is a vital learning tool and is for educational purposes only. Students are required to accept the following responsibilities:

As a TPS student, I will:

- Comply with [TPS Acceptance and Liability guidelines and the Acceptable Use for Digital Resources policy and regulation 6973R](#)
- Use the equipment for educational purposes only.
- Abide by district policies and federal/state laws, including copyright laws.
- Use good behavior; using district technology for political, personal, or private gain, individual business, or commercial advantage is prohibited.
- Use digital resources in a legal, moral, and ethical manner.

****COVID-19 MAY IMPACT SOME OR ALL OF THIS INFORMATION****

- Not use digital resources for illegal purposes to harass, intimidate, or bully or to access or possess obscene pornographic or other inappropriate materials.
- Never share or swap laptops with another student. Keep your password CONFIDENTIAL.
- Not mark the laptop in any way with markers, stickers, etc.
- Not remove Tacoma Public Schools labels or asset tags.
- Not insert foreign objects into openings of the laptop.
- Not eat or drink near the laptop.
- Bring the laptop to school fully charged with power cords daily.

If the laptop is stolen, lost, or vandalized, students must immediately report the incident to their school administrator. The Purchasing department will review all reports and determine a replacement cost. Using optional insurance may cover all or some of the replacement costs; however, you must purchase the insurance when you receive the laptop.

On School Property:

1. Report the loss/theft to the main office/principal, who will follow *District Loss Reporting Procedures*.

Off School Property:

1. File a police report.
2. Report the incident to your principal or school administrator. Provide a copy of the police report.

Students may be required to pay a fee if their laptop is intentionally damaged, stolen, or lost. The cost is based on the age of the computer and the specific repairs required.

LOST AND FOUND

Our school has a lost and found rack available during school hours throughout the year except during summer closure. It is located near the cafeteria. Parents are invited to claim their children's lost articles at their convenience. A helpful reminder for parents is to see that their children's possessions are labeled with name and phone number (i.e., sports equipment, lunches, and clothing) to ensure

****COVID-19 MAY IMPACT SOME OR ALL OF THIS INFORMATION****

proper identification. Unclaimed items will be donated each winter break & at the end of the school year.

LUNCH PROCEDURES

Students may bring a lunch from home or purchase one from school. School breakfasts & lunches are free of charge for the 2022-2023 school year.

MONEY

Tacoma Public Schools has implemented a new online payment system starting in the 2021-2022 school year. All student charges (supply fees, field trips, fees, etc.) can be paid through your MySchool Bucks account. You can access your MySchool Bucks account through the TPS FamilyApp. You can also pay in the office with a check, credit card or exact cash.



Easy Set-Up Instructions:

- FROM THE FAMILY APP, YOU WILL SEE A LINK TO MYSCHOOLBUCKS AT THE BOTTOM OF THE PAGE.
- FOLLOW THE LINK TO THE MYSCHOOLBUCKS WEBSITE.
- THE FAMILY APP WILL AUTOMATICALLY LOG YOU IN AND LINK YOU TO YOUR CHILD'S ACCOUNT.
- FOLLOW THE PROMPTS TO SET UP YOUR PAYMENT INFORMATION.
- ADD SCHOOL PRODUCTS OR INVOICES TO YOUR CART.
- CHECK OUT USING YOUR CREDIT/DEBIT CARD OR ELECTRONIC CHECK!

<https://family.tpsapps.org/>

****COVID-19 MAY IMPACT SOME OR ALL OF THIS INFORMATION****

PARENT PICKUP AND SCHEDULE CHANGES

If you plan on picking up your child during school, we request that you do the following:

1. Send a note with your child regarding the parent pick-up time.
2. During school hours, sign your child out in the office when you arrive at school. Office personnel will call your child out of class.
3. If you need to make changes to your child's regular pick-up routine, please send a note to the teacher indicating the changes.

For the safety of all children, no child may be picked up from the playground during school hours. Students are not permitted to leave the school grounds during school hours without permission from the office. Again, the office personnel will retrieve your child for you during school hours.

In cases of early dismissal, students will be called to the office once a guardian has signed out the student in the office. The office staff will not call a child out of class for dismissal without guardian being present.

Messages received after 3:15 P.M. cannot be guaranteed to reach your child before dismissal time. Late calls, such as team practice changes or cancellations, cannot be assured of reaching the students.

PARENT/TEACHER/STUDENT ASSOCIATION (PTSA)

Members of the PTSA are parents or guardians of children who attend Sherman Elementary, teachers, students and interested community members. Our purpose is to benefit the students and the school.

The PTSA provides volunteer help for the school, serves as liaison between the school, the parents and the community, and raises funds to help provide beneficial materials or services to the students and/or school.

Our elected officers run the PTSA. The president presides over the monthly meetings from September through June. The PTSA communicates with its membership through their Facebook page, webpage and bulletin board located in the main entry.

****COVID-19 MAY IMPACT SOME OR ALL OF THIS INFORMATION****

PERSONAL PLAY THINGS AND CELL PHONES

Students are not allowed to sell, trade, or give personal items to other students. Students are to leave all personal play things at home. If your child brings personal property to school (e.g., cell phone, balls, toys, electronic devices, cards, etc.) he/she does so at his/her own risk. Cell phones and personal play things often get lost or broken. Due to student rights and responsibilities laws, Sherman personnel will not become involved in any disputes or searches regarding missing personal property. Please leave toys, balls, and electronic devices at home. If cell phones are brought to school, they are not to be used on school property or on school buses. They will be taken away from students if they are seen at school.

PRIVATE TRANSPORTATION

If you provide for your child's transportation, please keep in mind the intense traffic situation that often develops in the neighborhood before and after school. Parents are asked to meet their child behind the school by the covered play area. Please do not block other vehicles or enter the bus loading area. Please drive slowly and safely on streets around our school.

REPORT CARDS & CONFERENCES

Frequent and regular communication between parents and teachers leads to student success. Please use your child's teacher's email or phone to stay in contact. Monday folders, class dojo media, classroom newsletters, and webpages contain information to keep you informed. The reporting process is one part of an effective communication system. We encourage an ongoing exchange of information between home and school.

SUPPORT STAFF

COUNSELOR

Karen Jaskar – kjaskar@tacoma.k12.wa.us

The counselor consults with teachers, parents, administrators, and other professionals about resources, programs, and individual and family issues. Also, the counselor sees students individually, in small groups, or as a whole classroom.

SCHOOL NURSE

Penny Fox - pfox@tacoma.k12.wa.us

A certified school nurse is assigned to Sherman for 1-1/2 days per week. Otherwise, office staff or the Health Clerk will assist children who are ill or injured. During the school year all students are screened for vision and hearing.

****COVID-19 MAY IMPACT SOME OR ALL OF THIS INFORMATION****

Also, 5th grade students are checked for scoliosis (curvature of the spine). After these screenings, parents are contacted if the results warrant further professional testing. Please see the “HEALTH” section for more health-related information.

OCCUPATIONAL THERAPIST

Heather Juan – hjuan@tacoma.k12.wa.us

The Occupational Therapist (O.T.) is concerned with a child’s motor coordination skills and how these skills impact the child’s educational development within the classroom. The role of the O.T. is to screen, evaluate, and provide occupational therapy services to those children who demonstrate a significant delay in sensory skills, including gross, fine and/or visual-perceptual motor skills. Children must qualify for special education to receive O.T. services. The O.T. is also a member of the Student Review Team.

PSYCHOLOGIST

Allison Chappell -

The primary function of the School Psychologist is to provide consultation and assessment services for students with learning difficulties, adjustment problems, or behavioral disorders. Assessment results not only help determine program needs, but also yield valuable diagnostic (prescriptive) information about a child’s unique learning style. Consultation services are provided to both parents and teachers regarding appropriate placement, curriculum modifications, and behavioral management strategies for the classroom and at home. The School Psychologist is an appropriate contact person for parents who have concerns regarding their child’s school performance.

SPEECH THERAPIST

T.B.D. -

The Speech and Language Pathologist (SLP) is concerned with a child’s communication skills and how these skills impact the child’s educational development within the classroom. The role of the SLP is to screen, evaluate, and provide speech/language therapy to children, preschool through high school, who show disordered communication in articulation, language, voice or fluency areas. In addition, the SLP consults with teachers and parents to help them provide for the child with communication differences and facilitate development of correct skills within the classroom and at home.

****COVID-19 MAY IMPACT SOME OR ALL OF THIS INFORMATION****

LEARNING RESOURCE CENTER (LRC) & LEARNING ASSISTANCE PROGRAM (LAP)

Sherman has one special education certified teacher who oversees the special education programs and Individual Education Program (IEP) plans for children qualified for special education services. Some students are provided supplementary and alternative academic programs in the school's Learning Assistance Program.

TELEPHONE USE

Since the demand on the school telephone is so great, we limit student calls. Generally, students may use the telephone only if there is some compelling reason to do so. We do not grant permission for students to make after-school arrangements. We ask that these be made at home prior to coming to school.

UNIFORM REQUIREMENTS

Sherman Uniform Dress Standards reflect pride and unity, to demonstrate that school is a place to study and learn. Our Sherman Uniform Dress Standards support student safety and promote a focused, orderly school climate. Standards are also designed to provide a "business-like" atmosphere, to help students develop the lifelong habit of dressing appropriately for the workplace.

Grooming: Hair color/fake tattoos, etc. are allowed unless they are a distraction or disturb classroom learning.

Sherman students are required to wear uniform clothing Monday - Thursday (except for special ASB events – e.g. crazy hair day, etc.). *EVERY Friday is designated as a free-dress day.*

All clothing must be neat in appearance, in good repair, and worn appropriately.

SHIRTS

- A. Colors: plain, solid in ANY color
- B. T-shirts or Polo style
- C. Sherman Sprit-Wear and/or Club Shirts (e.g. - ASB, Glee Club, Young Ambassadors, etc.)
- D. No logos are acceptable on shirts- *except Sherman Elementary School logo tops purchased from school.*

****COVID-19 MAY IMPACT SOME OR ALL OF THIS INFORMATION****

JEANS, KHAKIS, LEGGINGS, SHORTS, SKIRTS, SKORTS, JUMPERS, AND CAPRIS are all acceptable.

The length of short skirts, skorts, and shorts must pass the fingertip length test (with arms down at the sides, the bottom of the garment must be at/or below the fingertips).

SWEATSHIRTS/SWEATERS/VESTS

- A. Plain, solid in any color
- B. No logos, except Sherman Wear

SHOES

- A. Shoes should be appropriate for all school activities including recess & P.E. – no flip-flops, no heels, no shoes without a back strap or slipper-like footwear allowed.

Sherman Spirit Wear can be ordered at most school events through the PTSA. Please contact the PTSA via their Facebook Page (Sherman Elementary PTSA, Tacoma, WA) or website (www.shermanptsa.com) if you have any questions.

NOTE: the administration and staff reserve the right to determine the suitability of questionable styles or accessories. Parents will be notified via email of uniform violations and students may be required to correct uniform violation before attending class.

Please refer to School Board Policy No. 3224 if you have more questions regarding Student Uniforms and Student Dress Codes.

VISITING SCHOOL

We encourage parents to visit Sherman Elementary. Please arrange classroom visits with the teacher ahead of time. All visitors are required to sign in at the office and obtain a visitor badge.

Visitation by students who are not enrolled at Sherman can be disruptive in the classroom. If there is a compelling reason to visit, please contact the principal to see what arrangements may be made.

****COVID-19 MAY IMPACT SOME OR ALL OF THIS
INFORMATION****

VOLUNTEER PROGRAM

Sherman Elementary welcomes all volunteers and hopes to expand our volunteer program in the future. If you would like to volunteer, please contact your child's teacher or the office secretary. **Volunteers must fill out a district volunteer form, provide a legal form of identification, and provide proof of COVID-19 vaccination each school year.** All volunteers must complete a Washington State Background Review before volunteering in our school. **If you plan on volunteering for a field trip or in a classroom be sure to turn in your Volunteer form a minimum of three weeks before the field trip to allow for processing time.** It is vital to our students' success that all parents and extended family members join us in helping our students reach and exceed learning standards and grade level benchmarks. Know that you are a welcomed and valued member of our school.

WEBSITE ADDRESS

Please visit our website (www.shermantigers.com), found on the TPS main webpage! Essential information can also be found on the district website at www.tacoma.k12.wa.us. You can also find school information on our Facebook page: Sherman Elementary School.

WITHDRAWING STUDENTS FROM SHERMAN

If you will be withdrawing your child from Sherman to attend another school, we request five school days' notice to prepare check out forms for you and your child. Please contact us when you know you will be moving, we will prepare the necessary papers for you. Please understand that it takes time to check in all materials and document academic levels of achievement. Thank you for helping us make your transition to another school as positive as possible.

****COVID-19 MAY IMPACT SOME OR ALL OF THIS INFORMATION****

SCHOOL CALENDAR FOR 2022-2023

The school calendar can be found on the Tacoma Public Schools website at:

[Calendar - Tacoma Public Schools \(tacomaschools.org\)](https://www.tacomaschools.org)

Tacoma Public Schools

2022-23 School Year Student Calendar – Updated 6/16/22

1 st – 2 nd	No school
5 th	Labor Day Holiday
6 th – 7 th	No school
8 th	First Student Day
13 th	Kindergarten Start Date
14 th	Late Starts Begin
17	student days

SEPTEMBER 22						
S	M	T	W	Th	F	S
				N	N	3
4	H	N	N	SS	9	10
11	12	KS	LS	15	16	17
18	19	20	LS	22	23	24
25	26	27	LS	29	30	

7 th	Data Day (no school)
12 th	Elementary Conferences *Early release grades K-5 No late start for elementary students. Late start for high school students; 2-hour late start for middle school students.
13 th -14 th	All Grades Conferences Early Release grades K-12
20	student days

OCTOBER 22						
S	M	T	W	Th	F	S
						1
2	3	4	LS	6	N	8
9	10	11	LS	E	E	15
16	17	18	LS	20	21	22
23	24	25	LS	27	28	29
30	31					

11 th	Veterans' Day Holiday
23 rd , 24 th , 25 th	Thanksgiving Break
18	student days

NOVEMBER 22						
S	M	T	W	Th	F	S
		1	LS	3	4	5
6	7	8	LS	10	H	12
13	14	15	LS	17	18	19
20	21	22	N	H	H	26
27	28	29	LS			

5 th	Elementary Trimester Break *No school for elementary students only
6 th	2 nd trimester begins
Dec 19 – Dec 30	Winter Break/ No school
11 days	– Elementary students
12 days	– Secondary students

DECEMBER 22						
S	M	T	W	Th	F	S
				1	2	3
4	*5	6	LS	8	9	10
11	12	13	LS	15	16	17
18	N	N	N	N	H	24
25	H	N	N	N	H	31

2 nd	New Year's Day holiday (observed)
3 rd	School resumes
16 th	Martin Luther King Jr. Day
20	student days

JANUARY 23						
S	M	T	W	Th	F	S
1	H	3	LS	5	6	7
8	9	10	LS	12	13	14
15	H	17	LS	19	20	21
22	23	24	LS	26	27	28
29	30	31				

3 rd	Secondary Semester Break *No school for secondary students only
6 th	2 nd semester begins
17 th	Data Day (no school)
20 th	Presidents' Day Holiday
18 days	– Elementary students
17 days	– Secondary students

FEBRUARY 23						
S	M	T	W	Th	F	S
			LS	2	*3	4
5	6	7	LS	9	10	11
12	13	14	LS	16	N	18
19	H	21	LS	23	24	25
26	27	28				

16 th – 17 th	All grades conferences Early Release for all students
20 th	3 rd trimester begins
23	student days

MARCH 23						
S	M	T	W	Th	F	S
			LS	2	3	4
5	6	7	LS	9	10	11
12	13	14	LS	E	E	18
19	20	21	LS	23	24	25
26	27	28	LS	30	31	

3 rd – 7 th	Spring Break
15	student days

APRIL 23						
S	M	T	W	Th	F	S
						1
2	N	N	N	N	N	8
9	10	11	LS	13	14	15
16	17	18	LS	20	21	22
23	24	25	LS	27	28	29
30						

26 th	Snow make-up day
29 th	Memorial Day Holiday
21	student days

MAY 23						
S	M	T	W	Th	F	S
	1	2	LS	4	5	6
7	8	9	LS	11	12	13
14	15	16	LS	18	19	20
21	22	23	LS	25	S	27
28	H	30	LS			

19 th	Juneteenth holiday (observed)
22 nd	Last Day of School/ Early Release
23 rd , 26 th	Snow make-up days, if needed
15	student days

JUNE 23						
S	M	T	W	Th	F	S
				1	2	3
4	5	6	LS	8	9	10
11	12	13	LS	15	16	17
18	H	20	21	E	S	24
25	S	27	28	29	30	

N = Non-School Day H = Holiday (no school) SS = School Starts KS = Kindergarten Start Date

L = Late Start Day E = Early Release S = Snow Make-Up Day

All calendars subject to change

****COVID-19 MAY IMPACT SOME OR ALL OF THIS INFORMATION****

We frequently post pictures of activities on twitter (#shermanSTEAM), the school Facebook page (Sherman Elementary School) or the PTSA Facebook page (Sherman Tigers PTSA, Tacoma WA). Please complete & return this form if you do **NOT** want your child's picture included.

Request to Restrict Release of Information Form

X



Parent Request to Restrict Release of Information and Access to the Internet

Complete this form and return it to your school if you do NOT want:

- The district to share photos, videos or public information about your child, or
- Information about your child released to military recruiters, or
- Your child to have access to the Internet at school.

Also complete this form if you want your child's school and the district to keep you up to date on your child's education with automated calls to your cell phone.

FOR GRADES 6 to 12 ONLY:

Please enforce the following restrictions on release of information for my child.* Complete this portion every school year. Tacoma Public Schools highlights the great work and accomplishments of students throughout our schools and district. The student stories can include a wide-range of information, photos and video. By checking the box below, you can prevent the following public information from being shared: student's name, address, date and place of birth, photographs (including yearbooks), digital and video recordings, post-high school career plans, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, types of awards and degrees received, and the most recent school attended.

☐ Do not release the information about my child described above.

☐ Do not release my child's name, address or telephone number to military recruiters.

FOR GRADES PRESCHOOL to 5 ONLY:

Please follow my preferences for photography and videos of my child. This portion does NOT need to be completed every school year.

I give permission to Tacoma Public Schools to photograph (including yearbook) or record video of my child for school district publications, newspaper or television for the duration of the time they are a student. ☐ Yes ☐ No

FOR ALL STUDENTS:

Please enforce the following restrictions on access to the internet for my child. Complete this portion every school year.
☐ Do not provide my child access to the internet at school. (Access to the internet is described in "Use of District Technology Resources" section in this handbook.)

Please follow my preferences for communications to my cell phone.* This portion does NOT need to be completed every school year.

I give permission to Tacoma Public Schools to send automated communications to my cell phone.

☐ Yes Cell Phone # _____ ☐ No

Student Name: _____

School: _____ Grade: _____

Student's Address: _____

Parent/Guardian Name (please print): _____

Parent Guardian Signature*: _____

**Students who are 18 years of age sign their own request form.*

Student Signature**: _____

***Students may sign to opt out of release of information to military recruiters.*

Date: _____ Daytime phone number: _____

RETURN THIS FORM TO YOUR SCHOOL OFFICE

Distribution: File original in student folder, after updating proper field in student database.

41 | Request to Restrict Release of Information Form