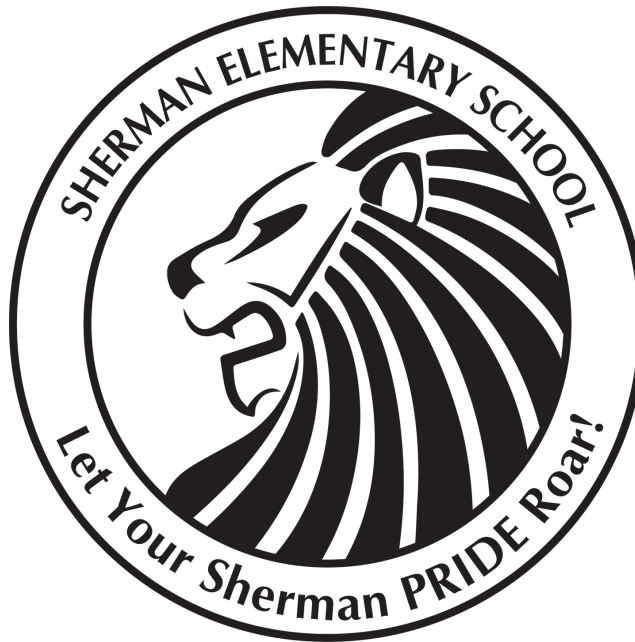


Emma E. Sherman Elementary School

2026-2027 Family Handbook

50 Authors Avenue

Henrietta, New York 14467



School Hours

9:20 a.m. – 3:35 p.m

Important Telephone Numbers

Main Office	359-5490
Principal	359-5498
Assistant Principal	359-5510
Nurse	359-5504
Attendance Line	359-5501
Main Office Fax	359-5493

Updated 8/14/26

TABLE OF CONTENTS

Principal's Message

Heading	Page
A Message from the Principal	3

General School Information

Heading	Page
Parking	4
Student Drop-Off	4
Student Pick-Up (before dismissal)	4
Student Pick-Up (at dismissal)	4
Bus Passes	4
Lost & Found	4
Volunteers and School Security	4
Classroom Visitors	5
School Closings	5
Emergency Information (Confidential Information Form - Blue Cards)	5
Early School Closings	5
Delayed Start to School	5
Students Walking or Bicycling to School	5
School-Home Communication-Principal	5
School-Home Communication-ParentSquare App	5

Programs & Services

Heading	Page
Art	6
Music	6
Music Ensembles	6
Physical Education	6
Library & Technology	6
Electronic Devices	7
Chromebooks	7
After-School Activities and After-School Detention	7
Response to Intervention (RtI) and Academic Intervention and Support (AIS)	7
MTSS & SST	8
Instructional Support Team (IST)	9
English as a New Language (ENL)	9
Speech/Language	9
Special Education Referral Process and the CSE	9
Individualized Education Program (IEP)	10
Special Education Programs	10
School Counselor	10
Social Worker	11
School Psychologist	12
Crisis Intervention Plan	12
School Improvement Planning	13
Attendance Team	13

General Classroom Information

Heading	Page
Parent-Teacher Conferences	13
Progress Reports	13
Classroom Supplies	13
Library Books	13
Homework Philosophy	13
Celebrations in Schools	14
Student Recognitions	15

Elementary Health Services

Heading	Page
School Health Office Staff	15
Confidentiality	15
Mandated Physical Examinations	15
Immunizations	15
Mandated Screenings	16
Dental Certificates	16
Emergency Care Plans	16
Medications	17
Absences & Tardiness	17
Injuries/Illness/Allergies	18
Physical Education Excuses	18
Child Health Plus	18

General Cafeteria Information

Heading	Page
School Breakfast/Lunch	19
Food Service	19
Free and Reduced Price Meal Program	19
Prepaid Meals	19
My Payment Plus - Rush-Henrietta's Automated Prepayment System Information	19
Student Accounts	20

School-Wide Expectations

Heading	Page
Student Dress	20
Social-Emotional Learning (SEL)	20
Pride Prints	20
Rush-Henrietta Code of Conduct	21
Sherman SEL/PBIS Matrix	22
The Sherman "Big 3 Pledge"	23

Parent Teacher Organization

Heading	Page
A Message from the Sherman Parent Teacher Organization	23

District Information

Heading	Page
Rush-Henrietta Central School District	24

A Message from the Principal

Dear Sherman Families,

Welcome to Sherman Elementary School! I am thrilled to welcome you to the 2026-2027 school year. Whether you are joining our school community for the first time or returning for another year, we are excited to partner with you in making this a successful and memorable year for your child.

At Sherman, our mission is to inspire a love of learning while ensuring every student feels safe, supported, and valued. We believe all children have unique strengths and limitless potential, and we are committed to helping each student grow academically, socially, and emotionally. Through engaging instruction, meaningful relationships, and high expectations, we strive to provide every child with the opportunities they need to thrive.

A strong partnership between school and home is essential to student success. We encourage open communication and invite you to be an active part of your child's educational journey. Together, we can create a positive learning environment where every student feels a sense of belonging and is empowered to reach their fullest potential.

This handbook has been designed to answer many of your questions and serve as a helpful resource throughout the school year. Inside, you will find information about our school procedures, programs, expectations, and the many opportunities available to our students and families.

Thank you for entrusting us with your child's education. We look forward to an amazing year filled with learning, growth, and the magic of discovery. Welcome to the Sherman family!

Sincerely,

Courtney Betancourt

GENERAL SCHOOL INFORMATION

Parking

Please park in designated parking areas only. The bus circle, located in front, is reserved for school buses. Cars are only allowed to park in the designated areas (inside portion of the circle) during school hours when buses are not loading and unloading.

Student Drop-Off

All cars will unload students at the side entrance, and students will enter through the front door. A staff member will be at the door to greet children. Students should not arrive at school more than 5 minutes before the start of the day, as no one is available to supervise children before then. Students who arrive late to school (after 9:20 am) report to the front door to check in at the Main Office.

Student Pick-Up (before dismissal)

Any time that a parent, guardian, or designee will be picking up a student during the school day, fill out the ["Sherman Early Pick-Up/Dismissal Form"](#) (no later than **12 noon**) or call the Main Office at 359-5490 (no later than 2 pm) on the day the change is needed. We regret that we are unable to process same-day requests after 2 pm. Emergencies may be accommodated with principal review/approval. When you arrive, walk to the Main Entrance with your identification (ID).

Student Pick-up (at dismissal)

Any time that a parent, guardian, or designee will be picking up a student at the normal dismissal time, please complete the ["Sherman Early Pick-Up/Dismissal Form"](#) (no later than **12:00 p.m.**) or call the Main Office at **(585) 359-5490** (no later than **2:00 p.m.**) on the day the change is needed. We regret that we are unable to process same-day dismissal changes after 2:00 p.m. Emergencies may be accommodated with the principal's review and approval.

When you arrive, please line up in the side parking lot and follow the cones directing the student pick-up line. **For the safety of all students and to keep traffic moving efficiently, parents and guardians should remain in their vehicles and should not park and walk to the student pick-up door.** Student Fast Passes will be provided to families who consistently utilize parent pick-up. Please be prepared to show identification if you do not have a Fast Pass.

To ensure a safe and timely dismissal for all students, any student who has not been picked up by 3:45 p.m. and is eligible for district transportation will be dismissed to their assigned school bus to be transported home.

Bus Passes

In the case of an emergency, and your child needs to go to a different destination after school, a written note is required. The note should include the name, address, and telephone number of the person responsible for your child. All bus change requests for daycare or split custody must be received on the Wednesday of the week before the change unless there is an unforeseeable emergency. The Main Office will evaluate all such cases and communicate directly with parents. In September, no bus change requests will be issued during the first week of school. Bus passes will not be issued for "play dates".

Lost & Found

Areas for lost and found items can be found in the cafeteria. This area should be checked periodically by anyone who has lost something. Items lost on the school bus may be found at the bus garage.

Volunteers and School Security

We welcome and encourage all volunteers. Those who would like information on volunteering may call the school's main office. When coming into the school, all volunteers must enter through the main entrance, check in at the main office, and secure a visitor pass. Entry must be

through the front doors during school hours. If you are interested in volunteering, please complete the form at the bottom of this page ([RH Volunteer Opportunities](#)) and return it to the Sherman Main Office.

Classroom Visitors

You are welcome to visit our school. To ensure a pleasant visit, please follow these steps: contact your child's teacher to discuss your desire to visit and the purpose of your visit in advance, sign in with our main office upon your arrival, and receive and wear a visitor's pass/badge. Your child's teacher will work with you to determine the best time for a classroom visit so as not to interfere with the instructional program in the classroom. No visitations during lunch.

School Closings

When district schools must be closed for any reason, families will receive an automated robocall. In addition, such closings will be announced on local radio stations and television channels 8, 9, 10, and 13. A "Parent Alert" will also be posted on the district website, www.rhnet.org. Please do not call the school office for information regarding emergency closings. When schools are closed, all adult education and school functions for the evening are canceled.

Emergency Information (Confidential Information Form - Blue Cards)

Confidential Information/Blue Cards will be distributed at the beginning of the school year and need to be returned to the school ASAP so that we have the most accurate contact information. It is important to keep the school office aware of current phone numbers so that you can receive communication from the Main and Health Office, from classroom teachers, and receive district and school automated robocalls.

Early School Closings

If an emergency forces a closing during the school day, your child will be sent to the place you identified on the Confidential Information Form (the "Blue Card"). Please make sure this form is kept up-to-date. Parents should discuss the emergency plan with their children so that the students will know where to go and what to do if they arrive home during the day and no adult is there for them. Also, the neighbor or relative who is named in an emergency plan should be made aware of the arrangement. We are **NOT** able to individually call every parent during an emergency closing, but we will attempt to reach parents using the district's automated phone messaging system.

Delayed Start to School

In the event of a delayed start to school, students will begin school 2 hours after 9:20 or at the set time provided by the district. Students cannot be dropped off earlier than the set time. Buses will arrive 2 hours/set time after their normal arrival time. Ensembles will be canceled on delayed start days.

Students Walking or Bicycling to School

Parents or guardians of students who walk or ride their bikes to school must call the Main Office to let us know that their child has permission to do so. All bike riders must have a bike lock and a helmet.

School-Home Communication-Principal

We believe school-home communication is vital to your child's success in school. Your child's teacher will be in touch with you during the first two weeks of school to determine your preferred mode of communication. The School Principal will send out an electronic newsletter (E-News) on a weekly basis through email. The email that is listed in our SchoolTool system will be the email address used for this communication.

School-Home Communication-ParentSquare App

Rush-Henrietta will use ParentSquare districtwide as a classroom communication tool. If you're not already familiar with ParentSquare, it makes it easy to stay involved with your child's learning with messages and updates from your teachers and schools sent directly to your

phone or online account. ParentSquare is free to use, and you'll be able to get and send messages on any device—even a simple text message from your phone! ParentSquare automatically translates messages into your preferred language. [Here is a video demo](#) to see how ParentSquare works.

PROGRAMS AND SERVICES

Art

- **Class Schedule** Students in grades 4 through 6 go to art class for 50 minutes once every 4 school days (alternating by semester with technology).
- **What Students Learn** In art class, students learn how to make art and use different tools safely. Every year, students practice using:
 - **Lines and Shapes**
 - **Colors and Textures**
 - **Space and Design**
- **Why Art is Important** Our art program helps students:
 - Use their imagination and think creatively.
 - Solve problems on their own.
 - See how art connects to history, daily life, and other school subjects.

Music

- **Class Schedule** Students in grades 4 through 6 attend music class for 50 minutes once every 4 school days.
- **What Students Learn** The main goal of music class is to teach students how to read, understand, and make music. In class, students practice:
 - **Reading Music:** Learning notes and rhythms step-by-step.
 - **Making Music:** Singing on pitch and playing musical instruments.
 - **Movement:** Moving to music and learning rhythm.
 - **Listening:** Understanding parts of a song, such as the melody, pattern, and harmony.
- **Field Trip** In 5th grade, students go on a field trip to watch a live concert performed by the Rochester Philharmonic Orchestra.

Music Ensembles

- **Morning Music Groups** Students can choose to join Chorus, Band, or Orchestra.
 - When: Before school from 8:10 AM to 9:10 AM.
 - Transportation: The school provides an early bus for these students. If you drive your child, doors open at 8:00 AM.
 - Note: Joining a music group is optional.
- **Instrumental Music Lessons** Students who play an instrument will have small group lessons during the school day.
 - Lesson times change each week so students do not miss the same class every time.
 - Students must complete any schoolwork they miss during their lesson.

Physical Education

- **Schedule:** Students have PE for 50 minutes twice every 4 school days.
- **What to Wear:** Students **must** wear sneakers and clothing that is easy to move in on PE days.

Library & Technology

- **School Library** Our Library Specialist helps students find books, use technology, and learn how to do research safely.
- **Technology Class (Grades 4–6)** Starting in the 2026–2027 school year, 4th, 5th, and 6th graders will take a Technology class.
 - Students will switch between **Art** and **Technology** throughout the school year.
 - In Technology class, students learn how to use computers responsibly, solve problems, and practice online safety.

Electronic Devices

Cell phones, smartwatches, handheld games, and music players are not allowed to be used during the school day or on the school bus.

- **Why?** These items distract students from learning and can cause safety issues during emergencies.
- **Rule:** If a child brings a device to school, it must stay turned off and inside their backpack.
- **If Used at School:** Staff will take the device away. A parent or guardian must come to the school to pick it up.
- **Important:** We strongly recommend leaving these items at home. The school is not responsible for lost, stolen, or broken personal property.

Chromebooks:

Students in grades 4 through 6 may bring their school Chromebook laptop home. At the start of the year, teachers will show students how to:

- Use the internet safely and responsibly.
- Care for and carry their Chromebook properly.
- Organize their Google Drive files and set up printing.

After-School Activities and After-School Detention

- ★ **Days & Times:** Tuesdays and Thursdays from 3:40 PM to 4:20 PM.
- ★ **Start Date:** Activities begin in late October or November.
- ★ **Transportation:** A late bus is provided to take students home.

- **After School Detention:**
 - Students may be assigned after school detention as a consequence. This will be staffed by a teacher, and includes restorative conversations and making a plan for what to do next time.
- **After School Activities:**
 - **What activities are available?**
 - Students can join different school activities and clubs throughout the year. These may include:
 - **Student Council:** Student leaders who help plan school events.
 - **Safety Patrol:** Student volunteers who help keep the school safe.
 - **Peer Mentoring:** Students helping other students.
 - **After-School Clubs:** Fun activities after regular school hours.

Response to Intervention (RtI) and Academic Intervention and Support (AIS)

- **What is it?** Some students need extra help in Reading or Math. AIS is the program that gives these students extra support.

- **How does it work?** A team of specialist teachers works with your child's classroom teacher. Your child may work in a small group or one-on-one with a teacher. This extra practice happens during the school day to help your child succeed in their regular classroom.
- **How do we decide who gets help?** We look at several things, including:
 - Ongoing benchmarking assessments in reading and math
 - Classwork shared by classroom teachers
 - Parent recommendations
 - Recommendations from your child's classroom teacher.

MTSS & SST

- **MTSS (Multi-Tiered System of Supports):** The overall system our school uses to give every student the exact support they need—whether they need extra help, emotional support, or advanced learning.
- **SST (Student Support Team):** A small group of teachers and staff who meet to find the best ways to help a specific student who is struggling or needs extra support.

Instructional Support Team (IST)

- **What is the IST?** The IST is a team of school staff that helps all students succeed. They focus on your child's strengths while finding solutions for their needs.
- **How does the team help?** The IST creates plans for students who need extra help with:
 - **Learning:** Reading, math, or other subjects.
 - **Behaviors and Emotions:** Making friends, managing feelings, or staying focused.
 - **Advanced Learning:** Extra challenges for students who are performing ahead of their grade level.
 - The team checks on your child's progress all year long to make sure the plan is working.
- **Family Involvement**
 - You are a very important part of this process! Communication will be ongoing and consistent. If you have any concerns, please contact your child's teacher.

English as a New Language (ENL)

- **What is the ENL program?**
 - ENL is a state-required program for students who are learning English. It helps students improve their listening, speaking, reading, and writing skills.
- **How does it work?**
 - **Testing:** The school tests new students to see if they need English support.
 - **Support:** A certified ENL teacher works with students in small groups.
 - **Classroom Setup:** The ENL teacher may help your child inside their regular classroom (**push-in**) or work with them in a separate room (**pull-out**).
- **How long do students stay in ENL?**
 - Students take a state English test (NYSESLAT) every spring. Their test scores show when they are ready to leave the program.

Speech/Language

- **What are Speech and Language Services?** Speech therapists help students who need support with communication. This includes help with:
 - **Speaking clearly:** Saying sounds correctly.
 - **Understanding words:** Following directions and understanding lessons.
 - **Using words:** Expressing thoughts, ideas, and feelings.
 - **Voice and Stuttering:** Speaking smoothly and using a healthy voice.
- **How does a student get help?**
 - The school tests students to see if they need speech support. The **Committee on Special Education (CSE)** decides if a child qualifies for services.
- **How do speech therapists work with students?**
 - **Small Groups or One-on-One:** Students meet with the therapist on a regular schedule.
 - **In the Classroom:** The therapist may work with your child inside their regular classroom or help the classroom teacher design lessons that support communication.
- **Goal:** The goal of the speech program is to help your child communicate clearly so they can succeed in school.

Special Education Referral Process and the CSE

- If a student needs more help than the regular classroom can provide, the Student Support Team (SST) refers them to the **Committee on Special Education (CSE)**.
- The CSE decides if a student qualifies for special education. They recommend the best learning plan and services for the child.
 - **Parent Rights:**
 - **Notice:** The school will invite you in advance before any CSE meeting.
 - **Participation:** You have the right to attend the meeting and share your views.
 - **Sharing Information:** You can share information in writing, bring an outside specialist, or ask a school staff member to speak for you.
 - **Appeals:** You have the right to disagree and appeal any decision made by the CSE.

Individualized Education Program (IEP)

- If a student qualifies for special education, the school creates an **Individualized Education Program (IEP)**.
 - The IEP is a written plan made by the school case manager and the parents.
 - The plan lists the specific support and goals for the student.
 - The team reviews and updates the IEP every year.

Special Education Programs

- Special education teachers help students with disabilities succeed. The school always tries to teach students in the regular classroom as much as possible.
- Services may include:
 - **Consultant Teacher (CT):** A special education teacher works with your child in or outside the regular classroom.
 - **Integrated Co-Taught (ICoT):** A regular teacher and a special education teacher teach the class together.
 - **Self-Contained Classes:** Smaller classes for students who need more individual help.
 - **Other Services:** If needed, the school can arrange specialized school programs or learning at home.

School Counselor

Every school has a school counselor to help students learn, grow, and feel supported at school.

- **How Counselors Help Students in the Classroom**
 - The counselor visits classrooms to teach important life skills, including:
 - **Learning & Goals:** How to stay organized, manage time, and set goals for the future.
 - **Problem-Solving & Feelings:** How to handle stress, solve problems, and understand their feelings.
 - **Strengths & Future Careers:** Helping students find what they are good at and think about future jobs.
- **Other Ways Counselors Support Students and Families**
 - **School Transitions:** Helping students adjust when moving to a new grade or a new school building.
 - **Individual and Group Support:** Meeting with students one-on-one or in small groups to offer extra support. The counselor works closely with the school social worker and school psychologist.
 - **Help for Families:** Working with parents and connecting families to outside community support or counseling when needed.

- **504 Plans:** Working with the school psychologist to create and manage 504 Plans (support plans for students with medical or learning needs). The counselor will contact parents for permission, set up meetings, and handle all paperwork.

Social Worker

Every school has a social worker to connect the school, families, and the community.

- **Connecting Families to Help**
 - The school social worker helps students and families get the resources they need. They support students when personal, health, or family challenges make it hard to focus on school.
- **Teaching Life and Social Skills**
 - The social worker helps students learn how to:
 - **Get along with others:** Solve conflicts, make peace, and solve problems.
 - **Make healthy choices:** Build positive habits and behaviors.
 - **Manage feelings and changes:** Understand themselves and handle big life changes.
- **Counseling and Crisis Support**
 - **Counseling:** Provides one-on-one and small group counseling alongside the school counselor and school psychologist.
 - **Crisis Support:** Helps students and staff during difficult times, such as illness, loss, trauma, or emergency situations.
 - **Safety Reviews:** Works with the school mental health team to check student safety when serious threats or self-harm concerns arise.
- **Working with Parents and Outside Services**
 - Connects families to community support services outside of school when extra help is needed.
 - Completes required background reports, student progress updates, and official school documentation (including Medicaid paperwork for counseling services).

School Psychologist

Every school has a school psychologist to help students with learning, behavior, and mental health.

- **Testing and Evaluation (Assessment)**
 - **Student Testing:** Tests students in reading, math, behavior, and social skills to find out how they learn best.
 - **Safety Reviews:** Checks on student safety if there are serious threats or self-harm concerns.
- **Classroom & Behavior Support (Intervention)**
 - **Helping Teachers:** Helps teachers build plans to support students who struggle with learning, behavior, or managing their feelings.
 - **Behavior Plans:** Creates positive behavior plans for students who need extra help focusing or following classroom rules.
 - **Emergency Support:** Helps calm students down during emotional crises to keep everyone safe.
- **Counseling**
 - **Individual and Group Sessions:** Meets with students one-on-one or in small groups to help with feelings or behaviors that get in the way of learning.
 - **Crisis Help:** Helps students deal with difficult events like loss, serious illness, or trauma.
- **Meetings and Support Plans (Collaboration)**
 - **Special Education Meetings:** Leads Committee on Special Education (CSE) meetings, helps write Individualized Education Programs (IEPs), and makes sure parents know their legal rights.
 - **504 Plans:** Works with the school counselor to create 504 Plans for students with medical or learning needs. They handle the meeting schedules, paperwork, and parent permission forms.

Crisis Intervention Plan

The school district has a **Trauma, Illness, and Grief (TIG) Team** to help our school community during difficult times.

- **When is this plan used?**
 - This plan is used if a death, serious illness, or emergency affects our students, staff, or school family.
- **How does the plan help?**
 - **Clear Information:** The school will share accurate news and updates with parents, students, and staff.
 - **Emotional Support:** School counselors, social workers, and psychologists will provide support to anyone who needs help during or after a crisis.

School Improvement Planning

- **What is the School Improvement Team?**
 - Our school has a planning team made up of school staff, parents, and community members. At Sherman Elementary, this group is part of our **Instructional Leadership Team**.
- **What does the team do?**
 - The team meets 4 to 5 times a year. Together, they create and update plans to help all students succeed in school.
- **How to Learn More**
 - If you want to view the school improvement plan or learn more about the team, please contact the school main office.

Attendance Team

- **What does the Attendance Team do?**
 - The attendance team tracks student absences (days missed) and tardies (arriving late). Our goal is to help every child come to school on time every day so they can learn and do their best.
- **How the Team Works with Families**
 - If the team notices your child is missing school or arriving late often, we will contact you. We will work together with you to solve any problems and make sure your child arrives on time for the school day.

GENERAL CLASSROOM INFORMATION

Parent-Teacher Conferences

These conferences are scheduled twice a year by appointment. The first will take place in the fall, and the second is available in the spring if desired. Sign-up for the fall conferences takes place at Sherman's Parent Information Night. At those meetings, parents will receive a progress report regarding their child. Please consult your school calendar for these important dates. Additional conferences may be arranged at other times during the year if the parties concerned feel it necessary.

Progress Reports

Grades 4-6 receive progress reports electronically at the end of each quarter. Click here to access [SchoolTool User Guides](#) for more information on how to access SchoolTool.

Classroom Supplies

The supply lists for each Rush-Henrietta school and grade level can be found on our Sherman website, <https://sherman.rhnet.org/for-families/sherman-supply-list>.

Library Books

Lost library books must be paid for. If the book is found within thirty days of a payment, a refund will be issued. It is school policy to retain a student's report card until lost materials are either found or paid for.

Homework Philosophy

Homework is an instructional strategy that provides students with an opportunity to deepen their understanding and skills relative to learning standards and classroom instruction. At the elementary level, homework should help children develop good study habits, foster positive attitudes toward school, and communicate to students and families that learning takes place both inside and outside school. Homework is one form of communication for families to know the skills and processes their children are learning. Both home and school play important roles in encouraging students to complete homework. Purposeful and differentiated homework supports mastery of the learning

standards and promotes individual student achievement. Students are more likely to benefit from homework that is relevant to them and at their appropriate instructional level. Students should receive constructive and specific feedback on homework to inform them of their progress. Homework is one form of student work that guides teachers' instruction.

The district's homework philosophy helps guide teachers' decisions regarding the amount and type of homework. The amount of homework varies according to grade level, student ability, and subject matter. Students at all grade levels are expected to engage in reading activities each evening.

Celebrations in Schools (directly from BOE Policy 4821)

School activities that relate to holidays and seasonal observances shall have a clear instructional purpose aligned with the district's learning standards and curriculum.

Commemoration of special days and events shall emphasize cultural, historical, and artistic values. Such activities shall respect the variety of religious affiliations and beliefs existing within the school community and shall observe constitutional requirements that public school districts avoid practices that promote or discourage any specific religion.

Should celebrations involve the exchange of cards or gifts, the classroom teacher shall ensure that the activity is inclusive of all students.

Should celebrations involve student costumes, those costumes shall have relevance to the instructional purpose of the activity.

No celebration or observance shall explicitly or implicitly impose any expense or medical danger upon a student as a condition of their participation.

A student may be excused from school celebrations or observances if their parent/guardian files a request with the building principal. The request must give assurance that instruction on the learning standard(s) involved will be given at home. In this case, please email the principal.

Student Recognitions

We are always looking for opportunities to get to know and celebrate students on an individual basis. This gives them a chance to share their interests and uniqueness with classmates. Traditionally, this occurs on a student's birthday, but it could also happen on a holiday or as part of the classroom culture (ie. student of the week, etc..).

Due to allergies, safety concerns with sharing food, and classroom interruptions, we will not be allowing teachers to celebrate students with food. Instead, we suggest the following:

- Family member or special person participates in a read aloud in class or through Google Meet
- Celebration circle
- Students write cards or make a craft
- Sing the student a special song
- Small gift to pass out to class

*Delivery of items for students is not allowed (balloons, flowers, etc.)

ELEMENTARY HEALTH SERVICES

School Health Office Staff

Every school has both a school nurse, who is a registered professional nurse, and a health office aide. The nurse coordinates healthcare in the school setting; answers routine medical questions for parents, staff, and children; gives immediate first aid; and provides medical care according to the medical regimen prescribed by the student's health provider. In addition, the nurse coordinates mandated physical examination requirements and teaches the NYS health curriculum. The health office aide monitors attendance and assists the nurse with a variety of responsibilities.

Confidentiality

The district adheres to the Family Educational Rights and Privacy Act (FERPA). Private health care providers must follow other laws called the Health Insurance Portability and Accountability Act (HIPAA). In instances where the school needs to communicate with primary health care providers, the parent will need to complete the required form(s) from their health care provider for school officials to be able to exchange information with them. Please be advised that confidential medical information will be shared with district personnel who need to know. This may include understanding the impact a medical condition may have on a child within the classroom setting and/or how to recognize and potentially manage significant medical concerns until medical help arrives. If you have any questions, please contact your school nurse teacher.

Mandated Physical Examinations

New York State law requires parents or guardians to provide a certificate of physical examination for all new students and students in grades kindergarten, 1, 3, 5, 7, 9, and 11, and for those students participating in sports, requiring special education services, or seeking work permits.

To ensure continuity of care, the Board of Education recommends that all examinations be done by your own physician, physician's assistant, or nurse practitioner. If you require but cannot afford health insurance to secure private health care for your child, please contact the school nurse for confidential assistance in applying for Child Health Plus. A physical exam is valid for 12 months through the last day of the month in which the exam was conducted. This exam is valid for an entire school year for new entrants and mandated exams. In the rare event that a certificate of private examination is not provided, a physical examination may be conducted in the school by a scheduled appointment. A parent has the right to be in attendance at these examinations and/or to review history questions that may be asked of your child. Please make prior arrangements with the school nurse or teacher.

Immunizations

On June 13, 2019, Governor Andrew M. Cuomo signed legislation removing non-medical exemptions from school vaccination requirements for school-age children. This means that religious exemptions for immunizations are no longer valid for current or incoming students. Therefore, every child must obtain the required immunizations to attend school.

It is important to note that your child will not be permitted to attend school in September without the required immunizations.

The required immunizations can be obtained from either your family health care provider or the Monroe County Health Department located at 111 Westfall Road, Rochester, NY 14620. They may be reached by phone for hours of operation at 585-753-5150. The exact date each immunization was given must be included in the record. The chart detailing the required immunizations may be accessed at rhnet.org/immunizations.

Your immunization records, along with required proof of scheduled follow-up appointments, must be submitted to your school's main office by September 1. If you have questions or concerns about immunizations, please contact your healthcare provider.

Mandated Screenings

The New York State Education Department requires specific screening exams to be done on children of certain ages or grades. The New York State Department of Health (DOH) also requires that your primary health care provider report and that the school district collect information on your child's Body Mass Index (BMI) and Weight Status Category (WSC). Any information requested by the DOH regarding BMI or WSC will **not** identify your child. However, if you do not wish to have your child's unidentified assessment included on the survey, please advise the SNT.

The following screening evaluations are conducted by the SNT, who will advise you of any concerns:

1. Distance visual acuity for all new entrants and children in grades K, 1, 2, 3, 5, 7, and 10, or at any time deemed essential.
2. Near visual acuity for all new entrants within six months of entrance.
3. Color perception for all new entrants within six months of entrance.
4. Hearing acuity for all new entrants and those in grades K, 1, 3, 5, 7, 10, and at any other time deemed essential.
5. Scoliosis (curvature of the spine) for students in grades 5-9 annually.

Dental Certificates

The Board of Education recognizes the importance of good oral hygiene for all children. The board recommends that your child have regular periodic complete dental examinations by your private dentist, ideally every six months, but at least upon entrance to school and again in grades K, 2, 4, 7, and 10. If you wish to provide a certificate of dental examination for inclusion in your child's permanent health record, which is saved until your child is 27 years old, please submit or have your dentist submit the completed certificate to your SNT.

Emergency Care Plans

Any child with a severe or life-threatening medical condition that may require adult intervention and oversight during the school day, i.e., diabetes, poorly controlled seizures, severe respiratory problems, or anaphylaxis secondary to food or insect allergy, will have an emergency care plan created by the SNT in cooperation with the parent and their primary health care provider. These plans are updated annually. The purpose of these documents is to provide straightforward and simple training and instructions to non-medical personnel acting in a supervisory role to keep your child as safe as possible until medical assistance arrives. If you believe your child needs an emergency care plan, please be sure to bring the SNT medical documentation from your physician as soon as possible before the start of school, so they can work with you to develop a safe plan for your child. Please be advised that you are encouraged to attend field trips with your child if they have a special medical need for medication or management and a registered nurse is not available.

Medications

Medications will be dispensed in school only with written permission from the student's physician and parents. This also applies to non-prescription drugs such as aspirin, cold remedies, or cough drops, etc. These rules are necessary to comply with New York State law. Parents/guardians must personally bring medicine to school. Students may not bring in medications. Pharmacies will supply duplicate containers upon request.

Absences & Tardiness

You must call each day that your child will be absent from or late for school. The 24-hour Attendance Line number is **359-5501**. The answering service is for parents only. Please give the following information when calling the Attendance Line:

- Your name and a phone number where you can be reached
- Your child's name and their teacher's name
- The date and the reason for the absence or tardiness

A written excuse, including the date(s) and the reason for the absence or tardiness, is still required even after the Attendance Line has been called. Those excuses should be given to the classroom teacher on the first day that the child returns to school.

When late, a parent must accompany a student to the main office, and sign in as late. The student will sign in with the main office and report to their classroom. Please notify the classroom teacher in advance if your child will be late due to an appointment.

A student's repeated illegal tardiness, and/or absences will be reviewed by the attendance team and discussed with the parent in writing, in a phone call, or personal conference.

Injuries/ Illness/ Allergies

If your child is injured or becomes ill during school hours, the school nurse will notify you. The school provides first aid only for injuries or acute illness that occur during school hours. In an extreme emergency, the Henrietta Ambulance will be called and the school nurse will contact you.

****Please note:** It is very important that the Confidential Information Form (the "Blue Card"), referred to in the General School Information section of this handbook, be updated whenever information changes. Without correct and current information, it may be extremely difficult to get in touch with you in the event of an emergency. New home phone numbers or addresses, new work situations and numbers, or new after-school care providers are all examples of the types of information we need to give your child the best care possible. Please keep the main office current with changes and updates.

Please alert the health office of any allergies your child may have, especially of any potentially life-threatening allergies.

Physical Education Excuses

All students are expected to participate in P.E. classes. All physical education excuses must be submitted in writing to the SNT. A physician's request must be submitted if the student is to be excused for more than one day. Students excused from physical education may not participate in playground activities.

Child Health Plus

Child Health Plus is New York State's medical insurance program that serves uninsured children under age 19 in families whose household income exceeds Medicaid income eligibility. The insurance is provided free or at a low cost. Coverage includes well-child check-ups, immunizations, prescriptions, doctor's visits, x-rays and lab work, outpatient mental health, inpatient hospital care, emergency medical care, and other services. The application is a simple one-page form requiring proof of the child's age, household income, and residency. For information or assistance, contact your SNT or, in the Rochester area, call 1-800-698-4KIDS (4543).

GENERAL CAFETERIA INFORMATION

School Breakfast/Lunch

Nutritious breakfast and lunch are served every day in school. Consult your monthly menu for specific information. Milk, fresh fruit, juice, and snacks may be purchased by those who bring a meal from home. For the 2026-2027 school year, breakfast and lunch are free of charge for all students.

Food Service

All student breakfast and lunches are *free* of charge for students. Ice cream and other snacks can be purchased separately.

Free and Reduced Price Meal Program

All student breakfast and lunches are *free* of charge for students. Ice cream and other treats can be purchased separately.

Families should still complete the Free and Reduced Application.

If you meet eligibility guidelines, you are encouraged to still submit the application. Not only is much of the aid our district receives from NY based on the percent of students with applications on file, but there are direct benefits to you:

- Application must be on file to qualify for waivers for instrument rental and exam/application fees in junior high and high school.
 - The Federal B-EBT Food Benefit cards provided to families during the pandemic were based on applications such as these. If a current application is not on file, any future benefits may be impacted.
1. Applications will be mailed to all families by mid-August. The Free and Reduced Application and information will also be available on the R-H website, <https://www.rhnet.org/departments/food-services/freereduced-meals>.
 2. A new application must be submitted every year, and must be submitted by October 2, 2026.
 3. It takes 10 days for applications to be approved, so get them in early.
 4. Eligibility is determined by federal guidelines.
 5. You will be notified in writing regarding your approval.
 6. Some applications are verified for correct income information.
 7. Call 359-5388 if you have any questions.

Prepaid Meals

This is a great way to avoid losing or forgetting money. As meals are free, this is for extra snacks, treats, etc.

You can prepay by:

1. Sending a check payable to Rush-Henrietta Food Service Department,
2. Sending cash to school with your child,
3. You may use your credit card or e-check by calling 866-727-3053 or logging on to www.mypaymentsplus.com.
4. If you have more than one child IN THE SAME SCHOOL, you may send one check. Include the names and amounts for each child on the memo line of the check. The check must be made out to Rush-Henrietta Food Service.
5. If you have students in different schools, please send the check to the Rush-Henrietta Food Service office, 1133 Lehigh Station Rd., Henrietta, NY 14467. Include the names and amounts for each child on the memo line of the check.
6. If your check is returned for insufficient funds or the account is closed, a \$20 check fee will be charged by the Food Service office, and your checks will not be accepted in the future.

My Payment Plus - Rush-Henrietta's Automated Prepayment System Information

To get started, simply visit www.mypaymentsplus.com or call 866-727-3053 and register your child. You will need your child's student ID number to register. The convenience fee is 4.75% of your total transaction; if your total transaction is \$100 or more, this fee is waived. You do not need to make a credit card transaction if you just want to check your child's balance or purchases. Among the many benefits:

- 24/7 access to the system
- Review your child's purchases
- No more lost meal money
- Low account balance email notification
- Money deposited in meal pay arrives in your child's account in a matter of minutes

Student Accounts:

- All cafeteria cash registers are computerized
- I.D. numbers are needed for all purchases, breakfast, lunch, and a la cart
- All students have an account, which is accessed with their student I.D. #. Students in Grades 4-12 punch in their numbers on keypads
- The system provides complete confidentiality

SCHOOL-WIDE EXPECTATIONS

STUDENT DRESS

Children are expected to have clothing and footwear that support a safe and focused learning environment. Students and their parents have the primary responsibility for acceptable student dress and appearance. See the Code of Conduct for student dress expectations (<https://www.rhnet.org/parents/code-of-conduct>.)

SOCIAL-EMOTIONAL LEARNING (SEL)

In grades K-12, Rush-Henrietta uses a framework that aligns Social-Emotional Learning (SEL), Positive Behavioral Interventions and Supports (PBIS), and Restorative Practices. This alignment allows for a range of strategies and approaches to be used to build community within our schools and support students in developing competencies for lifelong success and well-being.

The five SEL competencies include:

- **Self-Awareness** (Understanding one's emotions, personal goals, and values, assessing one's strengths and weaknesses)
- **Self-Management** (Skills in regulating emotions and behaviors, managing stress, and persevering through challenges)
- **Social Awareness** (Ability to understand the perspectives of others, demonstrate empathy, and understand social norms)
- **Relationship Skills** (Ability to communicate clearly, engage in active listening, cooperate with others, resolve conflicts, and resist negative social pressure)
- **Responsible Decision-Making** (Ability to understand the consequences of actions, and to make constructive choices taking the health and well-being of self and others into consideration)

The expected behaviors, known as PBIS traits, are: **Be Respectful, Be Responsible, Be Ready to Learn, Be Caring, and Be Trustworthy.** A behavioral matrix has been created that provides clear guidelines as to what these SEL competencies and PBIS behaviors look like in various school settings. Focus on these skills is embedded throughout the school day, with opportunities for students to be recognized and acknowledged for demonstrating these competencies and behaviors within school.

At Sherman, we take pride in recognizing students for positive behaviors. Using our behavioral matrix, we teach our Sherman pride to students and recognize them through our Pride Prints (described below). We have a school-wide system we use to recognize students. School staff members recognize and acknowledge students in their daily work with students in other ways too. We also teach our Sherman students **"The Sherman Big 3": Be Polite, Be Your Best Self, and Be Positive.**

Pride Prints

Students have the opportunity to earn "Pride Print" tickets for demonstrating Sherman PRIDE behaviors. Pride Prints will be connected to the Sherman PRIDE Matrix so there will be a different focus/theme each month (ex. Respectful, Responsible, Trustworthy... etc.). There will be

two ongoing themes for the entire year; “All the Time” and “Digital Citizenship.” All adults will have access to these tickets to distribute to students in all matrix settings. Teachers can then use these tickets as they see fit for rewards in their classrooms. At times there may be opportunities for school-wide rewards for these acknowledgement tickets.

Rush-Henrietta Code of Conduct

The Rush-Henrietta Code of Conduct articulates the expectations of our school district community. It is updated each year, and can be found on the RH District website at <https://www.rhnet.org/parents/code-of-conduct>.

Sherman SEL/PBIS Matrix



Sherman Elementary School "Let Your Sherman PRIDE Roar!"



SEL/PBIS Matrix	Classroom	Hallway	Cafeteria	Bathroom	Playground	Assembly	Bus	Digital Citizenship
Self-Awareness Be Ready to Learn	- I will be an active listener. - I will stay focused and participate in my learning. - I will have a positive attitude. - I will be prepared. - I will self-regulate to the green (calm) zone.	- I will listen and follow adult directions. - I will return to class promptly. - I will stay together with my class.	- I will listen to the cafeteria monitors. - I will line up promptly when my teacher arrives.	- I will re-enter the classroom quietly. - I will use the bathroom at appropriate times.	- I will line up quickly when staff signals. - I will wear clothing and footwear appropriate to the activity.	- I will watch and participate. - I will stay focused. - I will remain seated.	- I will take all my belongings. - I will be on time for pickup. - I will be ready to get off the bus at my stop.	- I will use my Chromebook to engage appropriately in my learning. - I will bring my fully-charged Chromebook and headphones to school every day.
Self-Management Be Trustworthy	- I will keep others' information private. - I will tell the truth and own my mistakes. - I will be where I am supposed to be. - I will return anything I borrow in the same condition I received it.	- I will return to class promptly. - I will walk directly to my destination. - I will report problems to an adult.	- I will take the lunch that I ordered. - I will use my student ID number for items at the register. - I will place all food on top of my tray.	I will promptly go to and from my destination.	- I will play fairly. - I will follow playground rules. - I will tell the truth.	I will stay in my designated area.	- I will be honest and truthful. - I will admit mistakes. - I will report problems to the driver/monitor. - I will bring approved equipment and instruments on the bus. - I will keep toys at home.	- I will use all communications for school-related purposes only. - I will visit appropriate websites that promote learning. - I will follow copyright laws and remember to cite any sources I use.
Relationship Skills Be Caring	- I will celebrate my peers. - I will use polite and kind words. - I will help others and allow others to help me. - I will work cooperatively. - I will share my story and listen to the stories of others.	- I will assist others in need. - I will hold the door for the person directly behind me. - I will admire others' work with my eyes only.	- I will use polite and kind words. - I will accept and help others. - I will celebrate my peers. - I will respect people's food choices. - I will share my story and listen to the stories of others.	- I will use polite and kind words. - I will speak about appropriate topics. - I will use appropriate tone and volume of voice. - I will keep the bathroom clean.	- I will include and invite others. - I will use polite and kind words. - I will take turns. - I will share equipment.	I will show positive support.	- I will use polite and kind words. - I will celebrate my peers. - I will have appropriate conversations. - I will follow seating procedures.	- I will use polite and kind words while using technology. - I will be safe with words and actions. - I will leave a positive digital footprint.
Social Awareness Be Respectful	- I will follow directions. - I will respect the personal space of others. - I will listen to the ideas and opinions of others. - I will wait my turn.	- I will walk quietly. - I will respect the personal space of others. - I will greet others with a silent wave.	- I will use appropriate language. - I will speak about appropriate topics. - I will use appropriate tone and volume of voice. - I will use manners. - I will touch my food only. - I will respect the personal space of others.	- I will respect the personal space of others. - I will respect the privacy of others.	- I will be a good sport. - I will use appropriate language. - I will respect the personal space of others. - I will wait my turn.	- I will be respectful of all performers and audience members. - I will respect the personal space of others.	- I will keep the aisle clear. - I will keep food and drinks in my bag. - I will sit and stay in the seat I am assigned. - I will follow safety rules and directions. - I will listen to the bus driver and monitor at all times.	- I will communicate in positive ways. - I will follow the Chromebook modes (Tech, Reverse, Courtesy). - I will respect myself and others when using technology.
Responsible Decision-Making Be Responsible	- I will follow directions. - I will do my best work. - I will persevere through difficult and challenging tasks. - I will use materials safely and as intended.	- I will walk on the right side of the hall. - I will walk directly to my destination. - I will look forward. - I will be on time.	- I will clean my hands before and after eating. - I will eat my food only. - I will keep my table and my area clean.	- I will use classroom sign-out procedures. - I will use facilities appropriately. - I will wash hands. - I will report unsafe and inappropriate behaviors to an adult.	- I will be visible to staff. - I will play safely. - I will report any injury to staff. - I will use materials safely and as intended. - I will collect equipment brought outside.	- I will be an active listener. - I will applaud appropriately. - I will use the bathroom and water fountain prior to the assembly.	- I will keep my body and objects inside the bus. - I will keep my hands and feet to myself. - I will keep the bus clean and in good condition.	- I will keep my user names and passwords safe. - I will store, carry, and protect my Chromebook. - I will report unsafe and inappropriate digital behaviors to an adult.



Social Emotional Learning Grades 4-6



The Sherman “Big 3 Pledge”:

I pledge to never give up, to be polite,
and to love myself and others. I will
always put in the effort. I will listen,
show respect, and be kind every day.
Together, we will discover the magic of
learning!

A Message from the Sherman Parent Teacher Organization

Welcome!

The Sherman PTO is a group of interested parents and staff members. The group meets once a month on Tuesdays at 6:00 p.m. online through Google Meet. PTO meetings are set to keep you informed of current school business, district-wide decisions, and standard updates surrounding your child's education and safety issues. The meetings also provide parents with a forum to share ideas.

We are always looking for ways to improve existing programs and to create new opportunities for our children. If you are wondering about how to get involved in your child's education, please join us at Sherman. Together we can make an outstanding team!

The officers for the 2026-2027 school year are as follows:

President: Heather Perry

Vice President: Brittany Freeman

Treasurer: Heather Lancett

Secretary: Carmen Highland

If you have any questions on how to get involved, reach out to us via email at rhshermanpto@gmail.com. Also, don't forget to follow our 'Sherman PTO' page on Facebook to stay up to date on PTO events. We look forward to working with you this year.

The Sherman PTO

RUSH-HENRIETTA Central School District

Superintendent: Dr. Barbara Mullen

2034 Lehigh Station Road

Henrietta, New York 14467

Phone: (585) 359-5000

Fax: (585) 359-5045

www.rhnet.org

2026-2027 Board of Education Members:

Scott M. Adair, President

Shiloh Arthmann, Vice President

Mai Abdullah, Board Member

Suzanne Bennett, Board Member

Laura P. Borate, Board Member

Kimberly DeLardge, Board Member

Who to Contact in Rush-Henrietta

For questions or concerns, please follow this chart for the appropriate contacts for each area.
If you have followed the chain of command and still aren't satisfied, please contact the superintendent.*

