

Sherman Elementary



An Innovative School Focused on Project Based
Learning

Family/Student Handbook

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SHERMAN ELEMENTARY SCHOOL

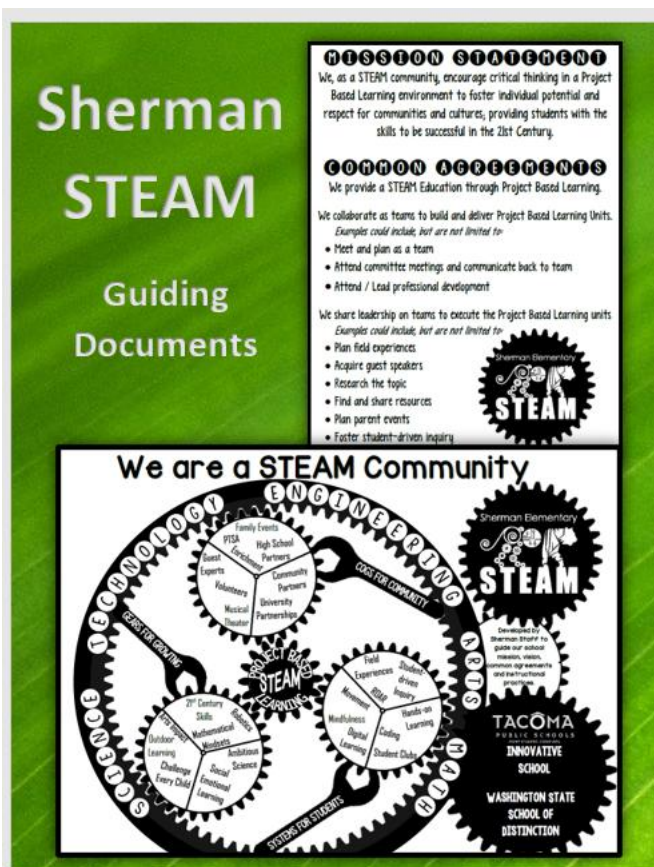
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MISSION AND VISION STATEMENT

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 and Staff Values: **Respect, Open Hearted, Achieving, Responsible**



SHERMAN ELEMENTARY INITIATIVES:

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

DRESS CODE

Allowable Dress & Grooming:

- Students must wear a shirt with pants, shorts, or a skirt, or the equivalent (leggings, dresses, etc.) and shoes.
- Closed-toe shoes are required to support the safety of students' feet. Tennis shoes are required for PE days. Closed-toe shoes are required for Makerspace activities.
- Shirts and dresses must have fabric in the front and on the sides and back.
- All shorts, skirts and dresses must be at least fingertip length.
- Hats and hoods are to be removed when in the building.
- Clothing must be suitable for all scheduled classroom activities including physical education and work within the Makerspace.
- For bathroom accidents, parents/guardians are welcome to pack a change of clothes in backpacks. Students are expected to change and clean themselves.
- Wearing Sherman Gear is always encouraged!

Non-Allowable Dress & Grooming

- Clothing may not depict, advertise, or advocate for the use of alcohol, tobacco, marijuana, or other controlled substances.
- Clothing may not depict profanity, pornography, nudity, or items of a similar nature.
- Clothing may not depict bigotry, hate speech targeting any groups based on race, ethnicity, gender, sexual orientation, gender identity, religious affiliation, or any other protected groups.
- No tails or headbands with attachments may be worn. No costumes/cosplay outfits worn at school.
- Students should not bring, share, or apply makeup, perfumes, or other personal grooming products at school, as these items can be disruptive and may cause health concerns for others.
- No cropped shirts, spaghetti straps showing bra straps.
- No sagging pants.
- No pajama bottoms unless specified during pajama spirit days.

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 Tardy occurrences/Less than 5 Absences in a school year.
- Arrive to school on time, don't leave early. First bell rings at 8:33 AM, tardy bell rings at 8:40 AM. Dismissal bell rings at 3:10 PM. Late start Wednesday, the first bell rings at 9:33 AM; tardy bell rings at 9:40 AM.

ARRIVAL AND DISMISSAL TIMES

Students are to arrive at school between 8:25 -8:40 AM. Exceptions must be pre-arranged with the office. Arrival on Late Start Wednesdays is between 9:25-9:40 AM.

School is dismissed at 3:10 PM. Parents are asked to wait near the covered play area or the field for their children at the end of the day. Parents are asked NOT to enter the building, as this causes distraction and congestion at dismissal time.

Student education is extremely important, and classroom learning occurs through dismissal time. Please avoid removing your child early when possible. If a child must be dismissed early, the student will be called to the office when a parent or guardian arrives for pick-up. Parents/guardians must sign their students out.

Parents are NOT to drop off students at the front of the school. Please pull around to the drive up, valet location on N. Cheyenne St.

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 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 with a minimum of 2 days advanced notice. School work will not be provided for students without a minimum of 2 days' notice.

ATTENDANCE MESSAGE LINE

Please enter all your students' absences through *ParentVue*. If your student is going to be tardy, send a message through *ParentVue* or call the office if you can't access *ParentVue*. **The main office number is 253-571-5488.** Please call before 8:25 AM on the day of the absence if you can't access *ParentVue* to record it.

TARDINESS

Tardiness results in loss of valuable learning time and is a disturbance to the class. Students who arrive late due to a late bus need to check in at the office; they will not be considered tardy.

If students are tardy, a parent/guardian needs to accompany them into the office and sign them in.

Students who enter the building or classroom after the 8:40 AM/9:40 AM (W) bell will be considered tardy and will be sent to the office for a tardy slip. Excused tardiness could include medical/dental appointments, significant illness, and/or counseling sessions.

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

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

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

4. What will the bus schedule be for Wednesdays?

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

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

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. Childcare options are available through Y-Care at Sherman.

6. Why are we having late starts?

The goal is to improve 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 with 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.

7. 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.

8. Can students receive additional instruction during this time?

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

PARENT/GUARDIAN 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 parent pick-up time, call the office or contact the teacher in the morning, before lunch.
2. During school hours, you must present to the office and sign your child out with office staff. Office personnel will call your child out of class at that time. (please be prepared to present ID)
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.

Office staff will not call a child out of class for dismissal until parent, guardian, or designated adult is present. Try to minimize early pick-ups, so learning isn't interrupted.

Messages from parents/guardians received after 2:35 PM cannot be guaranteed to reach your child before dismissal time.

PRIVATE TRANSPORTATION

If you provide your child with transportation, please keep in mind the intense traffic situation that often develops in the neighborhood before and after school. Beginning 2026-2027 school year we have a new drop-off zone. You may drop your student off in the bus ramp on the North Cheyenne side of the school. Do not park in the drop-off zone, this is for "drop-off and go" only.

For the safety of our students and staff, please Do NOT drop off or pick up students in front of the building on North 38th Street.

There is no change to the after school pick up process.

THERE IS NO SUPERVISION PROVIDED BEFORE 8:25/9:25AM (W). OFFICE STAFF CANNOT PROVIDE SUPERVISION FOR STUDENTS BEFORE OR AFTER SCHOOL. After school, parents are asked to meet their child behind the school by the covered play area or the field. Please do not block other vehicles or enter the bus loading area. Please drive slowly and safely on the streets around our school.

CLASSROOM MANAGEMENT

Each teacher develops and maintains an expectation/discipline plan for their classroom that is sent home with students 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, modeled, and reviewed. Students are taught acceptable conduct standards and are assisted toward self-regulation.

SHERMAN STAFF BELIEFS

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

- When structure, teaching of desired behaviors, supervision, positive interaction, and immediate correction occur, students have the greatest potential to behave appropriately.
- Relationships between students and school staff are essential to building a community and a sense of belonging.
- Regular communication between teachers, parents, and office is essential.

SCHOOL-WIDE STUDENT EXPECTATIONS



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

- Classroom consequences will be determined by the teacher and may include using a check and connect system, My Side form, playground restriction, parent contact, and referral to the principal.
- Playground misbehavior consequences may begin with a warning, think time, or referral to classroom teacher and/or principal. Bus misbehavior will

go through TPS transportation, and consequences may include suspension from the bus.

- Consequences for more serious or chronic misconduct may include restrictions from non-academic activities, parent-school conference, in-school suspension, service work, or suspension.
- Student misbehavior and consequences may be recorded on a Sherman Discipline Referral Form and in Synergy.

HOLIDAYS AND CELEBRATIONS

HOLIDAYS

Our learning community values the many cultures, traditions, and celebrations that our students and families bring to our school. Throughout the year, we seek opportunities to recognize holidays and cultural traditions in ways that create meaningful learning experiences for all students.

When exploring holidays, educators are encouraged to focus on learning, curiosity, and connection. Classroom experiences may include learning about the history, customs, stories, foods, music, art, or values associated with different celebrations. We also recognize that diversity within our school community means there is no single way to celebrate—or not celebrate—a holiday. Students and families may have different beliefs, traditions, and experiences. We strive to create an environment where every student feels respected, represented, and welcome to participate in ways that are comfortable for them.

By thoughtfully incorporating diverse perspectives into our learning experiences, we help students develop cultural awareness, appreciation, empathy, and a deeper understanding of the world around them. Our goal is to celebrate the richness of our community while ensuring that **every student has a place to belong and learn.**

BIRTHDAY CELEBRATIONS

We enjoy recognizing our students on their special days while maintaining an inclusive, safe, and equitable learning environment for all students.

To celebrate our students and bring more fun into our learning environment, we encourage families to provide a store-bought treat for the entire classroom. Please work to schedule celebrations with your classroom teacher.

To ensure that all students feel included, families are asked not to send individual treats, gifts, balloons, flowers. Party invitations must be handed out before or after school hours, not in the classroom or during the school day, to avoid learning disruption.

We recognize that families celebrate birthdays in different ways, and some students may not celebrate birthdays at all. Our goal is to make birthday acknowledgments welcoming and respectful of all students, families, cultures, and traditions.

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 from parents are not accepted. Classroom placements are finalized by the principal and reviewed by the teachers, counselors, specialists, and other support staff. Students are informed of their next year's placement on their final report card.

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. All visitors are required to sign the visitor sign-in log in the office. Visitors must wear a name badge. **No animals are allowed 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. **If school delays or closures are announced in the morning, please listen to your radio or television or check social media. If your contact information is up to date, you will receive a phone call, text and or email from TPS.** 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.

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.

SAFETY

We encourage students to walk or ride to school. Bikes and scooters must be walked while on school grounds. We encourage the wearing of helmets when on bikes, scooters and skateboards.

Gates are locked during school hours and will be unlocked in the morning at 8:20 AM/9:20 AM (W) and 3:00 PM. Staff will be outside at 8:25 AM/ 9:25 AM (W) to supervise students. Students and family members are not to be on campus before 3:00 PM. All students and family members are to remain off the field during school-related sports and events.

HEALTH ISSUES

ILLNESS

Please send a note to your child's teacher explaining an absence upon his/her return to school or fill out absence reason within *ParentVue*. 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 at 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 unless they have a doctor's note excusing them.

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: 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. 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 must be picked up at the end of the school year.** New medication forms need to be updated at the beginning of each school year. [Health Services - Tacoma Public Schools](#)

INJURY OR ILLNESS AT SCHOOL

A certified school nurse, Health Clerk 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 about your child's status and let you know if pick-up is necessary. If we are unable to reach you, we will call the person you have designated as the emergency contact person.

TECHNOLOGY

STUDENT LAPTOPS

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 \(tacomaschools.org\)](#)

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.
- 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 marking the laptop in any way with markers, stickers, etc.
- Not remove Tacoma Public Schools labels or asset tags.
- Not insert foreign objects into the openings of the laptop.
- Not eat or drink near the laptop.
- Student laptops will remain at school unless instructed by the classroom teacher.

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. 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.

On School Property:

1. Report the loss/theft to the main office/principal, who will follow *District Loss Reporting Procedures*.
2. Student laptops usage is not allowed in the morning before school starts unless supervised by parent/guardians.

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.

PERSONAL TOYS, ELECTRONICS, CELL PHONES/SMARTWATCHES

Students are not allowed to sell, trade, or give personal items to other students. Students are to leave all personal toys, electronics at home. Cell phones/smartwatches are to be off and stored from bell to bell. There are medical exceptions made for smart watches and monitors with medical documentation/504. If your child brings personal property to school, Sherman is not responsible for loss, misuse, or damage. If cell phones/smartwatches are

brought to school, they are not used during school hours. They must be placed in lockers or given to staff for safekeeping to be given back at the end of the school day. They may be taken away from students if they are seen at school. All communication regarding student health/medical or dismissal must be communicated through the office. Approved sports balls can be played with before or after school but must be stored in lockers during the school day. Due to student rights and responsibilities laws, Sherman personnel will not become involved in any disputes or searches regarding missing personal property.

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

BREAKFAST AND LUNCH

School breakfasts & lunches are currently free of charge in Tacoma Public Schools. Students may bring lunch from home or order one from school. Food is not to be shared or handled by other students.

DONATIONS AND FEES

Donations of \$30 per student at the start of each school year are requested to pay for basic classroom supplies. Classroom teachers will receive \$26, with the remaining \$4 split between specialist teachers.

Tacoma Public Schools has implemented an online payment system. All student charges (supply fees, field trips, fees, etc.) can be paid through your **MySchool Bucks account** [MySchoolBucks - Log In](#). You can access your MySchool Bucks account through **COMPASS Family App**. You can also pay in the office with a check, credit card or exact cash. Please note, TPS has implemented convenience fees for credit card payments.

Use Compass, the updated TPS Family App to take care of your student's needs

Get to know Compass, the updated TPS Family App, where families can register for before- and after-school activities, view their student's grades and attendance, find bus routes, make online payments using MySchoolBucks and more.

1. SIGN-IN TO COMPASS (THE TPS FAMILY APP)



Compass (The TPS Family App) - Tacoma Public Schools (tacomaschools.org)

**This is a GREAT TOOL for families to use for more information to stay connected to the school community!*

2. WELCOME TO THE COMPASS HOME PAGE



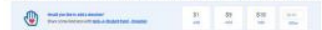
- Click the MySchoolBucks at the bottom right of the page
- Follow the link to the MySchoolBucks website
- The Family App will automatically log you in and link your student(s) account

3. WELCOME TO THE MYSCHOOLBUCKS HOME



- Review student(s) charges by clicking on student's box/name
- See individual charges per student
- Add school products or invoices to your cart
- Check out using credit/debit card or electronic check

Donation Quick Buttons will be at the bottom of the cart during check out. See #4 for more information.



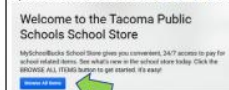
OPTIONAL DONATION FEATURE

4. DONATIONS TO THE GEIGER GENERAL FUND

i) Click on the "Store" icon:



ii) Click on the Browse All Items button



iii) Choose "General Donation to Geiger" button, click View Details and type in your donation amount. Please note the intent of your financial contribution (field trips, school supplies, assemblies, etc...)

iv) ADD TO CART AND CHECK OUT AS USUAL

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, 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

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.

OFFICE COORDINATOR

The office coordinator is responsible for budgets, fees, schedules, staff absences, field trips, building use, safety, assists with the health room and supports the principal and other staff.

OFFICE SECRETARY

The attendance clerk is responsible for enrollment, attendance, volunteer forms, safety, assists with the health room and supports the principal and other staff.

SCHOOL NURSE

A certified school nurse is assigned to Sherman for 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. 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

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

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

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 the child with communication differences and facilitate development of correct skills within the classroom and at home.

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 with supplementary and alternative academic programs in the school's Learning Assistance Program.

MULTILINGUAL INSTRUCTOR

The mission of the ML department is to provide developmentally appropriate instruction in English, maintaining respect for the student's native culture, heritage and language. The goal is to prepare multilingual students to live successfully in an English-speaking culture and in a multilingual, multicultural world.

EDUCATIONAL SUPPORT PROFESSIONALS

Sherman's ESPs work closely with teachers and office staff on academics, behavior support and supervision.

CUSTODIAL STAFF

Sherman has a chief and a night custodian to maintain the safety and upkeep of the school building and campus.

NUTRITION STAFF

Sherman has a child nutrition elementary manager and child nutrition support specialist that oversees breakfast and lunch services.

MAKERSPACE COORDINATOR

Sherman has one Makerspace coordinator/artist-in-residence funded through PTSA. The coordinator supports STEAM learning and maintains the space. Donations to the Makerspace can be made by connecting with Julie Ross. Please don't drop items off without checking with her first. jross5@tacoma.k12.wa.us

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. Parents/guardians are highly encouraged to join. Click [HOME | shermanptsa](#) for membership and event information.

The PTSA provides volunteer help for the school, serves as a liaison between the school, the parents/guardians, 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.

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's 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.

VOLUNTEER PROGRAM

Sherman Elementary welcomes all volunteers and hopes to expand our volunteer program in the future. 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. If you would like to volunteer, please contact your child's teacher or the office secretary. **Volunteers must fill out a district volunteer form and provide a legal form of identification each school year. See: [Volunteer with Tacoma Public Schools](#).** 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 two weeks before the field trip to allow for processing time.**

TELEPHONE USE

Student use of school phones is at the discretion of teachers and other staff. **If there is a health reason to contact home, families will be notified by the office staff/nurse/health room supervisor only.** We do not grant phone use permission for students to make after-school arrangements or grant permission for students to use cell phones or smartwatches during school hours. We ask that these plans be made at home prior to coming to school.

REQUEST TO RESTRICT RELEASE OF INFORMATION

We frequently post pictures of activities on the school Website, Facebook or the PTSA Facebook/Instagram pages. Please complete and return this form if you do **NOT** want your child's picture included [FERPA Form](#).

WEBSITE ADDRESS

Please visit our website at 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.

SCHOOL CALENDARS

The school calendar can be found on the Tacoma Public Schools website at: [Calendar - Tacoma Public Schools \(tacomaschools.org\)](http://Calendar-TacomaPublicSchools.tacomaschools.org)

**All calendars subject to change*

Families can now order school calendars through MySchoolBucks.

WITHDRAWING STUDENTS FROM SHERMAN

If you will be withdrawing your child from Sherman to attend another school, please let us know as soon as possible. A student will not be withdrawn from school until a records request from the new school has been received in our office. Please contact us when you know you will be moving; we will prepare the necessary papers for you. Student-assigned laptops and library books must be returned prior to leaving. Please understand that it takes time to check in all materials and document academic levels of achievement.