

# Sheridan



**Parent-Student Handbook**

**2017-2018**

**HOME OF THE EAGLES**

**Sheridan School  
4730 H Street  
Sheridan, California 95681  
530-633-2591**

**Emily Ortiz – Principal**

**WESTERN PLACER UNIFIED SCHOOL DISTRICT**  
**600 6<sup>TH</sup> Street – Suite 400**  
**Lincoln, California 95648**  
**(916-645-6350)**

**Board of Trustees**

President: Paul Carras  
 Vice President: Paul Long  
 Clerk: Brian Haley  
 Member: Damian Armitage  
 Member: Kris Wyatt

**District Office Administration**

Superintendent: Scott Leaman  
 Assistant Superintendent of Educational Services: Kerry Callahan  
 Assist. Super. of Business and Operations: Audrey Kilpatrick  
 Director of Human Services: Gabe Simon



<p><b>Carlin C. Coppin (K-5)</b>            150 East 12th Street            Lincoln, CA 95648            Shamryn Coyle, Principal            916-645-6390</p>	<p><b>Foskett Ranch Elementary (K-5)</b>            1561 Joiner Park Way            Lincoln, CA 95648            Kelly Castillo, Principal            916-434-5255</p>	<p><b>Sheridan Elementary School (K-5)</b>            4730 H Street            Sheridan, CA 95681            Emily Ortiz, Principal            530-633-2591</p>
<p><b>Creekside Oaks (K-5)</b>            2030 First Street            Lincoln, CA 95648            Reno Penders, Principal            916-645-6380</p>	<p><b>Lincoln Crossing (K-5)</b>            635 Groveland Lane            Lincoln, CA 95648            Jennifer Hladun, Principal            916-434-5292</p>	<p><b>Twelve Bridges Elem. School (K-5)</b>            2450 Eastridge Dr.            Lincoln, CA 95648            Rey Cubias, Principal            916-434-5220</p>
<p><b>Glen Edwards Middle (6-8)</b>            204 L Street            Lincoln, CA 95648            Stacey Brown, Principal            916-645-6370</p>	<p><b>Lincoln High School (9-12)</b>            1081 7<sup>th</sup> Street            Lincoln, CA 95648            Jay Berns, Principal            916-645-6360</p>	<p><b>Twelve Bridges Middle School (6-8)</b>            770 Westview Dr.            Lincoln, CA 95648            Randy Woods, Principal            916-434-5270</p>
<p><b>First Street School (K-5)</b>            1400 First Street            Lincoln, CA 95648            Ruben Ayala, Principal            916-645-6330</p>	<p><b>Phoenix High School</b>            870 J Street            Lincoln, CA 95648            Chuck Whitecotton, Principal            916-645-6395</p>	

# Table of Contents

WESTERN PLACER UNIFIED SCHOOL DISTRICT .....	2
Board of Trustees .....	2
SHERIDAN ELEMENTARY SCHOOL .....	4
Administration .....	4
Office Staff.....	4
Teachers .....	4
Support Staff .....	4
General Information.....	5
School Hours.....	5
Attendance .....	5
Arrivals/Departures.....	6
Tardiness .....	6
Appointments.....	7
Passes .....	7
Closed Campus .....	7
Bicycles.....	7
Telephone Usage.....	8
Health Services .....	8
Transportation.....	9
Textbooks.....	12
Prohibited Items .....	12
Visitors.....	12
Library.....	12
Meals.....	13
Report Cards and Progress Reports .....	13
Student Recognition.....	14
Homework Policy .....	14
Homework Responsibilities .....	14
Parent Conferences .....	15
Positive Behavior Supports.....	16
Miscellaneous .....	18
Dress Code .....	18
Bell Schedules 2017-18: .....	20
Regular Day .....	20
Early Release Days .....	20
Lunchroom Schedule .....	<b>Error! Bookmark not defined.</b>
School Rules (Addendum #1).....	21
PARENT SIGNATURE SHEET.....	22

# SHERIDAN ELEMENTARY SCHOOL

## **Administration**

Emily Ortiz.....Principal

## **Office Staff**

Karen Roberts.....Secretary

Maribel Vergara..... Clerk

## **Teachers**

Brenda James.....Kindergarten/1<sup>st</sup> Grade

Gabriella Sisk.....2<sup>nd</sup> /3<sup>rd</sup> Grade

Maggie Mechanick.....4<sup>th</sup> / 5<sup>th</sup>Grade

Jennifer Karp..... Science

Kristy Morford.....Speech

Maggie Mechanick.....Music

Emily Ortiz .....4<sup>th</sup>/5<sup>th</sup> Grade Intervention

## **Support Staff**

Ashley Anthony.....Librarian

Melody Boyd.....Food Service Lead

Darlene Wenger.....Custodian

Jacob Tryon.....Campus /Cafeteria Supervisor

Maribel Vergara .....Instructional Aide

Ashley Anthony.....Instructional Aide

Britni Virrueta..... Campus Supervisor

Tiffany McGuire .....SES Nurse

## **Sheridan Parent Teacher Club**

President.....Amy Crabtree

Vice President.....Colleen Saenz

Secretary.....Amy Kuehl

Treasurer.....Sara Ladeas

# General Information

## School Hours

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### Regular Schedule

Grades K-5                      7:50 AM - 2:15

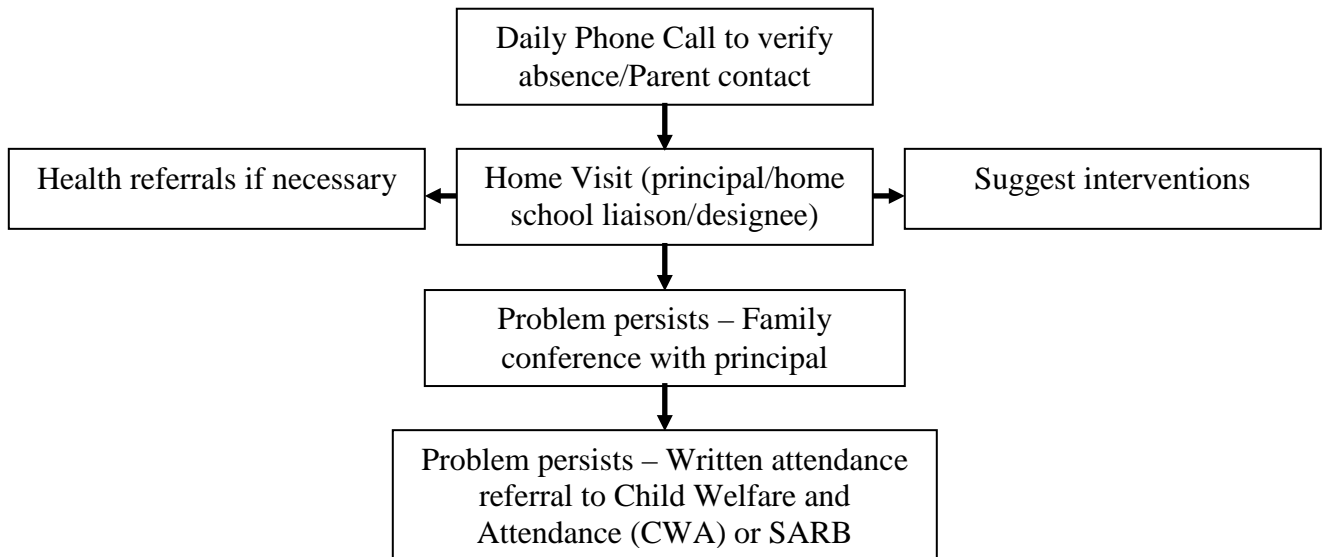
### Early Release Days 7:50 AM – 1:15 (unless otherwise noted)

Office Hours 7:00 AM - 3:30 PM

## Attendance

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1. Regular attendance is a key factor in achieving school success. Students are expected to be in school each day unless it is absolutely necessary that they be absent. When a child is absent, the school asks that the parent call first thing in the morning to notify the school of the child's absence. The school will call each student's home to verify the absence if the parent does not call the school by 9:00 AM the morning of the absence.
2. When a student is absent, the student must bring a note upon returning to school. This note must include the date(s) and reason(s) for the absence. Students must clear absences within two days after returning to school or the absence will be considered truant. Please see below for "Acceptable Reasons for Excused Student Absences." Other absences, even with parental permission, are classified by the State of California as unexcused.
3. According to the Education Code of the State of California, Sections 46010, 48205, and 46014, we must adhere to the following guidelines:
  - A. ACCEPTABLE REASONS FOR EXCUSED STUDENT ABSENCES:
    - ⇒ Personal illness
    - ⇒ Quarantine under the direction of health officer
    - ⇒ Personal medical or dental appointments
    - ⇒ Funeral service of parent, sibling, grandparent, or any relative living in the immediate household of the child (limited to one day in the state, and three days out of state)
    - ⇒ Exclusion for medical reasons (not to exceed 5 school days)
    - ⇒ Personal court appearance
4. **\*\*All absences without written or telephone excuse will be considered unexcused.\*\***
5. Students absent from school for any excused reasons shall be allowed to complete all assignments and tests missed during the absences which can be reasonably provided and shall be given credit for work satisfactorily completed.
6. Students who maximize instructional time through prompt attendance at school each day will be rewarded. Reasons to be excluded from perfect attendance include tardies, being sent from class for behavior issues, and checking out early with no doctor's note.
7. School site procedures for pupils with excessive absences



### **Arrivals/Departures**

1. We provide for student supervision **beginning at 7:20 a.m.** Do not drop off your son or daughter before 7:20 a.m. If your child walks or rides a bike, instruct him/her **not** to arrive before 7:20 a.m. Students who arrive after 7:50 a.m. are to report to the office for a tardy slip. Do not drop off your student to enter the school without the parent/guardian. A parent/Guardian ***must*** come in with the student to sign the student into school.
2. Students need to be picked up in front of the school at 2:15PM. There will not be supervision in front of the school. This excludes students who attend the after school program.

### **Tardiness**

1. If a student is late upon arrival in the morning, **the parent must check in at the office** for an admit slip. It is important to be on time to class. Tardies are excused only for doctor and dental appointment, injury, and illness. Unexcused tardies over 30 minutes will be considered truant.
2. **\*\*Per Education Code 48260: Truancy notices will be sent out for the following: student is absent from school without a valid excuse on three (3) or more days in one school year or tardy in excess of thirty (30) minutes on four (4) or more days\*\*.**

## **Appointments**

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When your child must leave school during the day....

1. Parents: Send a note explaining the reason and time that you want the student released.
2. Students: Bring the note to the office before school in order to receive an early dismissal pass. Students may **not** be off campus without a pass.
3. Appointments: If you want your child to be excused early, the office must have a note from the parent(s) stating the reason the student is leaving, the time, and the date. The student will be issued a pass to give to his/her teacher so that the student may leave class. We request that parents schedule medical appointments for non-school hours rather than remove the student from valuable class time.
4. Parent sign-out procedures: In order for a student to be released for an appointment, the parent is required to sign out the child in the office.
5. Requests for homework, due to an impending absence should be made one full day ahead of time.

## **Passes**

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All students are expected to have a pass when leaving a classroom during scheduled class time or when leaving the office. Students may be asked to show passes at any time at the request of any school employee.

## **Closed Campus**

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The Board of Trustees has established a “closed campus” throughout the District in the interest of student safety and supervision. Once students arrive on the school grounds, they must remain on campus until the end of the school day, except with proper written authorization of the parent/guardian, and permission of school authorities. Without this permission, students shall be classified as truant and subject to disciplinary action.

**AS SOON AS SCHOOL IS DISMISSED, ALL WALKERS AND BICYCLE RIDERS SHOULD LEAVE THE SCHOOL GROUNDS AND GO DIRECTLY HOME.**

## **Bicycles**

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1. Bicycles may be ridden to and from school with the understanding that they be maintained and operated in a safe manner. Helmets are required!
2. Students must walk bikes at all times while on campus.
3. A bicycle parking area is provided for the convenience of students. Bicycles must be parked in this area and must be locked separately.
4. The school is not responsible for damaged or stolen bicycles or bicycle parts. Students are to remain away from the bicycle parking area except when parking or taking their own bicycle.

## **Bicycle Helmet Requirement:**

A person under 18 years of age shall not operate a bicycle, or ride upon a bicycle as a passenger, upon a street, bikeway, or any other public bicycle path or trail unless that person is wearing a properly fitted and fastened bicycle helmet that meets bicycle helmet standards (Vehicle Code, Section 21212).

## **Telephone Usage**

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Students may use the office phone only for emergency purposes. Calling home about detention, forgotten homework, or to change personal plans after school **will not** be permitted. Parents are asked to make all arrangements regarding pick-up with their child before they get to school. Classrooms **will not** be disturbed during instructional time.

## **Health Services**

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1. If your student is under a doctor's care for any illness or injury or has any health concerns (vision, hearing, asthma, etc.), please inform the school office.
2. PE Excuses: All requests to be excused from physical education classes must be approved by the school and signed by a parent. If a student needs to be excused from PE for more than three days, a doctor's note is required.
3. The office/nurse is not authorized to give medication unless a medical slip has been filled out and written consent has been **obtained from a physician**. No over-the-counter medications for students are allowed to be kept in the office without the above consent.

**MEDICATION:** When it is necessary for a student to take medication, please administer the medication before and after school hours if at all possible. When this is not possible, **signed release** forms from the parents and the doctor must be received by the Sheridan office **before** any assistance can be given in the administration of the medication. The school does not supply any medication, including aspirin, for students unless there is a signed permission slip from the doctor. All medication needs to be kept in the office along with the medical release for (above). Students may not carry medication with them - this includes cough drops and aspirin.

4. Sick or injured students are released only to parents or people listed as emergency contacts on the Emergency Card. Please provide current names and phone numbers of people to contact in the case of an emergency. Please keep the information on the Emergency Card accurate throughout the school year. It is important to have emergency contacts that are local and available to pick up your student in an emergency (i.e. neighbors, friends).



## ***Transportation***

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1. Riding a bus is a privilege. It is a service provided to allow students safe passage to and from school. Students who do not follow bus rules, may be cited by the driver and will possibly lose bus privileges. For further information, contact the transportation department, 916-645-3646; or the district office, 916-645-6350. Board Policy on Transportation

### **WESTERN PLACER UNIFIED SCHOOL DISTRICT**

**AR 3541.1(a)**

#### **BUSINESS**

#### **Business and Non-Instructional Operations**

#### **Transportation For School-Related Trips**

The district may provide transportation for students, employees and other individuals for field trips and excursions approved according to Governing Board policy and administrative regulations.

(cf. 3541 - Transportation Routes and Services)

(cf. 6153 - School-Sponsored Trips)

The Superintendent or designee shall determine the most appropriate and cost-effective mode of transportation for each approved trip.

(cf. 3312.2 - Education Travel Program Contracts)

(cf. 3540 - Transportation)

\*\*\*\*\*

**When district transportation is provided, students may be released from using district transportation only with the advance written permission of their parent/guardian.**

School-related organizations requesting transportation shall be fully responsible for the costs of their trips unless funding has been approved by the Board.

(cf. 1230 - School Connected Organizations)

The Superintendent or designee shall ensure that the district has sufficient liability insurance when field trips or excursions involve either transportation by district vehicles or travel to and from a foreign country. When a trip to a foreign country is authorized, liability insurance shall be secured from a carrier licensed to transact insurance business in that country and documentation carried by the supervisor at all times. (*Education Code 35330*)

(cf. 3530 - Risk Management/Insurance)

#### **Transportation by Private Vehicle**

The Superintendent or designee may authorize the transportation of students by private vehicle when the vehicle is driven by an adult age 21 or older who has a good driving record and who

has registered with the district for such purposes. Drivers shall be required to possess a valid California driver's license and liability insurance of at least \$300,000.00 per occurrence.  
**TRANSPORTATION FOR SCHOOL-RELATED TRIPS (continued) AR 3541.1(b)**

*(cf. 1240 - Volunteer Assistance)*

Drivers shall receive safety and emergency instructions which shall be kept in their vehicle.

All student passengers shall provide permission slips signed by their parents/guardians. Teachers shall ensure that all drivers have a copy of each student's permission slip.

Vehicle owners, drivers and passengers shall be informed that the registered owner and his/her insurance company are responsible for any accidents or violations which may occur.

The number of passengers, including the driver, shall not exceed the capacity for which the vehicle was designed. Motor trucks may not transport more persons than can safely sit in the passenger compartment. The driver shall also ensure that manufacturer's recommendations for his/her vehicle are followed regarding the seating of children in seats equipped with airbags.

### **Passenger Restraint Systems**

All drivers and passengers shall wear seat belts in accordance with law. (*Vehicle Code 27315\_27360, 27360.5, 27363*)

1. A child who is under age 6 or under 60 pounds, unless exempted in accordance with Vehicle Code [27360](#) or [27363](#), is properly secured in a rear seat in an appropriate child passenger restraint system meeting federal safety standards
2. All other children are properly secured in either a child passenger restraint system or safety belt
3. All other passengers wear seat belts

\*\*\*Additions done by Sheridan Elementary School to make parents aware of that section.

Legal Reference:

EDUCATION CODE

[35330](#) Excursions and field trips

[35332](#) Transportation by air

[39830](#) School bus

[39830.1](#) School pupil activity bus

[39860](#) Transportation to special activities by district

[44808](#) Liability when students not on school property

VEHICLE CODE

[27315](#) Mandatory use of seat belts in private passenger vehicles

[27360-27360.5](#) Child passenger restraint systems

[27363](#) Child passenger restraint systems, exemptions

## Emergency Procedures

The school's emergency plan identifies the specific actions for an emergency situation. Students and staff practice emergency procedures such as fire drills and classroom evacuations during the school year.

### **Evacuation**

In the event that an emergency requires evacuation prior to the end of the school day, all students, staff and visitors will be notified and will evacuate to the primary location (blacktop area) or a secondary location on campus if necessary. The principal/designee will work with the classroom teachers to account for all students, staff and visitors. Bus riders will be transported home if safe to do so with families notified of the evacuation. All other students will be dismissed to their parents from a designated pick-up area. If evacuation of the school is necessary, students will be transported to Stewart Hall. Information regarding the location will be announced on KFBK 1530 AM, KCRA Channel 3, posted near the school, and announced on the school's automated recording so that parents can pick up their children.

### **Lock-Down**

In the event that an emergency requires students to remain in their classrooms with the classroom doors locked, the students, staff and visitors will be notified over the PA system. Students on the playground will be directed by staff on duty to line up where they will be taken to the nearest classroom or to the multipurpose room. Students already in the multipurpose room will remain in the multipurpose room. The principal, custodian and office personnel will ensure doors are locked. Staff will take attendance noting student's name and their teacher so that all students can be accounted for by office personnel who will contact each classroom and location of students. When it is safe to do so, the "all clear" signal will be given and normal student activities will resume.

### **Fire Drills**

Fire drills are conducted on a monthly basis. A drill begins with the fire alarm sounding and students walking with their teacher to a designated spot on the blacktop. Once all students are accounted for the "all clear" signal will be given with normal student activities resuming.

## Field Trips

Field trips are scheduled at the classroom teacher's discretion to supplement the classroom curriculum. Field trips are considered an extracurricular activity with student attendance conditional on behavior. Students are responsible for returning field trip permission slips to school whenever field trips are planned. Students who do not have written permission may not be allowed to go on the trip. Students, unless officially signed out from school (completing sign out log in the office) by their parents/guardians, need to ride the bus to and from the field trip. Parents who officially sign their children out of school during a field trip can only provide transportation to their children (not to neighbors, friends or relatives).

Parent chaperones are encouraged and, may be required on field trips. To attend as a chaperone, parents must have current TB clearance and be fingerprinted. Siblings of students attending a field trip are not allowed to attend field trips. The Principal may exclude from the trip any student whose presence on the trip would pose a safety or disciplinary risk. WPUSD Administrative Regulation 6153 (b).

## **Textbooks**

Students will be provided with all necessary textbooks. Each student is responsible for giving proper care to books in his/her charge. In the case of lost or damaged books, charges will be assessed. All textbooks must be covered at all times. Parents will be charged for lost and /or damaged books.

## **Prohibited Items**

We want to do everything possible to create a safe and orderly learning environment at Sheridan School. To accomplish this, in addition to the classroom, school and bus disciplinary programs, we prohibit certain items and activities. We have listed **some** of these for your benefit. This list **is not all inclusive**, but contains those things that have a potential for causing problems. These items will be confiscated and returned only to parents. The school is not responsible for housing or theft of the confiscated items.

### **NOT ALLOWED**

Aerosol Cans  
Alcohol  
Weapons  
Knives  
Fireworks/Poppers  
Drugs/Paraphernalia  
Matches/Lighters  
Candy

### **WITH PERMISSION FROM SCHOOL/HOME**

Toys  
Gum  
Sports Equip  
Cell Phones  
Bandanas  
Electronic Games  
Balloons  
Skateboards  
Electronic Devices

## **Visitors**

To assist the school in maintaining a safe environment, we ask all non-employee visitors to enter through the front gate of the school and to check into the office before classroom or campus visitation. Visitors will be issued a pass. Employees will question any visitor without a pass. This endeavor is designed to provide safety for students. Your cooperation and support is critical and very much appreciated.

## **Library**

1. Students are scheduled to use the library weekly during the regular class day. Students may borrow two books at a time. Students must have a pass to enter the library during school hours if not accompanied by a teacher or an aide. While in the library, students are expected to conduct themselves responsibly. Loud talking is not appropriate. Students exhibiting any unacceptable behavior will be asked to leave the library.
2. Book Damage or Loss: Students are expected to pay for excessive damage to books or for loss of books - the cost will be determined by the current replacement cost of the title(s). Students who do not meet these obligations lose further borrowing until such obligations have been met. Report Cards will be held for those students with overdue charges or lost books.

## **Meals**

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1. Nutritious meals (breakfast and lunch) are available daily at Sheridan Elementary School. Breakfast is available from 7:20 - 7:40. Breakfast can be purchased for \$1.75
2. Students may purchase lunches at a cost of \$3.00 per lunch. However, we encourage students to purchase lunch credits from the food service clerk in advance. This streamlines our bookkeeping system and reduces classroom disruption.
3. Snacks and lunches brought from home must be healthy and nutritious- no soft drinks are allowed. **Can/bottle sodas are not allowed.** Food brought from home cannot be heated at school.

### ***School Lunch/Breakfast Program***

Free and reduced price breakfast and lunch are available for those who qualify. This is a sensitive matter for many families and it is handled in a totally confidential manner. More information is available on line at:

<http://www.schoolnutritionandfitness.com/index.php?sid=1506100034367501>

### ***Cafeteria Rules/Behavior***

We expect courtesy and cleanliness in our cafeteria. We expect quiet voices and calm behavior. Student behavior in the cafeteria should be based on courtesy and cleanliness. This means that students leave the area in the condition you would like to live in. Please explain to your child appropriate restaurant behavior. Eating in the school cafeteria should be compared to the family eating out in a restaurant. The cafeteria is not the place to run and play or yell and scream. Students are expected to:

- Walk into and out of the cafeteria
- Speak quietly
- Pick up and dispose of their own trash
- Use good manners (say, "Please" and "Thank you")

## **Academic Information**

### ***Report Cards and Progress Reports***

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1. Report cards are issued two times a year. Progress reports may be sent home at each quarter. Additional progress reports may be sent home at any time of the year. Progress reports will serve as notification to parents when a student is failing or in danger of failing. This notification will be given in sufficient time for the students to improve failing grades. Report Cards are given to the students in an envelope. Parents are asked to sign and return the envelope the following day. Please keep your copy of the report card.
2. Official notices of retention are sent home five times per year.

## ***Student Recognition***

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### **Perfect Attendance** K-5

- ✓ End of trimester recognition for students with perfect attendance (no unexcused tardies or absences of any kind).

### **Student of the Month** K-5

- ✓ Nominated by classroom teacher
- ✓ Recognizing STAR students for that month

### **STAR Reader Awards** 1-5

### **Uniform Award** K-5

- ✓ Students who wear uniforms from Monday through Thursday will get a **STAR Ticket !!**

### **S.T.A.R. Tickets** K-5

- ✓ Awarded to students by any staff member for showing *Safety First, Try Your Best, Arrive ready, or Respect Self and Others*
  - Can be used by students for prizes. The more cards a student has to trade in, the greater the prize. **Blue cards given out by teachers are worth one, yellow cards given out by classified staff or other school personnel are worth double!**
- ✓ Cards that aren't drawn then go in a jug; there will be incentives throughout the year as the bucket is filled.

## ***Homework Policy***

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Homework is defined as school-related assignments which will require time and effort outside of the regular classroom. It is an important part of the instructional program that will affect the student's overall grade. When it is implemented, students develop regular study habits and self-discipline, basic to effective study and independent work; gain more information that would not be possible in the class situation alone; have more opportunity to develop a personalized, creative approach to school work; learn to budget time effectively; and take advantage of community and home learning resources.

### ***Homework Responsibilities***

1. **Student Responsibility:** It is the responsibility of the student to note and understand the homework assignment, complete it, and return it to school on the required day. Occasionally, projects may need attention over the weekend.
2. **Parent Responsibility:** It is the responsibility of the parent to set a specific time and place for doing homework. It is the parents' responsibility to monitor the student's homework. If, at any time, a parent has a concern about the school's homework policy, he/she is to contact their child's teacher.

3. **Teacher Responsibility:** Teachers will be responsible for assigning homework to students and for providing the necessary explanation and direction required to assure that the students can accomplish the work with reasonable success. The teacher will also monitor, assess, and acknowledge homework results for parents and students. Teachers will see that every parent receives a copy of their homework policy during the first month of the school year.

## **Parent Conferences**

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The following factors will help you in arranging a conference:

1. Make contact with the teacher by phoning the office and asking the secretary to leave a message for the teacher to call you. The teacher will return the call within 24 hours, Monday through Friday, unless the teacher is absent from school.
2. You may also request a conference at any point throughout the year. Your student's teacher will contact you within 24 hours barring absence.

# Positive Behavior Supports

At Sheridan Elementary School, we believe it is the basic right of each student to receive a quality education in a safe learning environment. School and classroom rules, which students are expected to learn and obey, are designed to enhance quality education, prevent disruption, and protect students. Students are responsible for their own behavior and the resulting consequences of their good or poor judgment.

**PBIS** stands for **Positive Behavior Intervention and Supports** and is a data-driven behavior plan that teaches students the behaviors we want to see on campus, at home, and in the community. Positive behaviors are reinforced and rewarded. We have adopted the acronym **STAR** which stands for **Safety First, Try Your Best, Arrive Ready and Respect Yourself and Others**. Below is the Behavior Matrix which shows how our Eagles will be **STAR** students on campus, at home, and in the community.

	<b>SCHOOL RULES= S.T.A.R</b>			
<b>AREA/SETTING</b>	<b>SAFETY FIRST</b>	<b>TRY YOUR BEST</b>	<b>ARRIVE READY</b>	<b>RESPECT SELF &amp; OTHERS</b>
<b>Bathroom</b>	<ul style="list-style-type: none"> <li>• Feet on the floor.</li> <li>• Wash your hands.</li> <li>• Flush the toilet.</li> </ul>	<ul style="list-style-type: none"> <li>• Use the bathroom during breaks and not during class time.</li> <li>• Use “just enough” toilet paper.</li> <li>• One pump of soap.</li> <li>• Close the stall door.</li> </ul>	<ul style="list-style-type: none"> <li>• Go straight to the bathroom use the facility, and return to class.</li> </ul>	<ul style="list-style-type: none"> <li>• Respect others privacy.</li> <li>• Respect the equipment.</li> <li>• Throw paper towels away.</li> </ul>
<b>Playground</b>	<ul style="list-style-type: none"> <li>• Follow the apparatus rules.</li> <li>• Stop playing when the bell rings.</li> <li>• Walk in a straight and quiet line when lining up for class</li> <li>• Play with balls on field</li> <li>• Stay in designated areas.</li> </ul>	<ul style="list-style-type: none"> <li>• Discuss rules before you start a game.</li> <li>• Be a good sport.</li> <li>• If you are having a conflict, ask an adult to help resolve.</li> </ul>	<ul style="list-style-type: none"> <li>• Come ready to have fun with your friends.</li> <li>• If you take out equipment, you are to put it away also</li> <li>• Use walking feet to line up.</li> <li>• Take care of restroom breaks and drinks at recess.</li> </ul>	<ul style="list-style-type: none"> <li>• Take turns.</li> <li>• Include everyone in play.</li> <li>• Clean up the area.</li> </ul>
<b>Cafeteria</b>	<ul style="list-style-type: none"> <li>• Hands and feet to self and bottoms on the bench.</li> <li>• Sit at assigned table.</li> <li>• Eat the food provided to you.</li> </ul>	<ul style="list-style-type: none"> <li>• Clean up after yourself.</li> <li>• Eat neatly and quickly.</li> <li>• Try the food provided to you.</li> </ul>	<ul style="list-style-type: none"> <li>• Walk quietly to the cafeteria.</li> <li>• Have your entire cold lunch with you.</li> <li>• Be ready to put your code in.</li> </ul>	<ul style="list-style-type: none"> <li>• Wait in line quietly.</li> <li>• Follow the directions of the supervisor.</li> <li>• Have kind/quiet conversations.</li> </ul>



<b>Classroom</b>	<ul style="list-style-type: none"> <li>• Use materials appropriately.</li> <li>• Walk in the classroom.</li> </ul>	<ul style="list-style-type: none"> <li>• Work cooperatively in groups.</li> <li>• Participate to the best of your ability.</li> <li>• Ask for help if you get stuck.</li> </ul>	<ul style="list-style-type: none"> <li>• Arrive to school 5 minutes before school starts.</li> <li>• Come to school with homework and all materials.</li> <li>• Be ready to learn.</li> </ul>	<ul style="list-style-type: none"> <li>• Worry about yourself.</li> <li>• Be kind and helpful to your classmates.</li> <li>• Encourage others.</li> </ul>
<b>Library/ Computer Lab</b>	<ul style="list-style-type: none"> <li>• Make sure hands are clean before using the equipment.</li> <li>• Push in chairs when finished.</li> </ul>	<ul style="list-style-type: none"> <li>• Return books to the school library after one week.</li> <li>• Ask questions if you get stuck.</li> </ul>	<ul style="list-style-type: none"> <li>• Be ready with correct materials.</li> <li>• Walk quietly to the library/computer lab.</li> </ul>	<ul style="list-style-type: none"> <li>• Follow teachers directions.</li> <li>• Leave area clean and organized.</li> <li>• Be gentle with materials and equipment.</li> </ul>
<b>Office</b>	<ul style="list-style-type: none"> <li>• Use walking feet.</li> <li>• If you are reporting an emergency,</li> <li>• Interrupt for emergencies only</li> <li>• Speak calmly and clearly</li> </ul>	<ul style="list-style-type: none"> <li>• Ask questions if you need help.</li> <li>• Wait patiently for your turn.</li> </ul>	<ul style="list-style-type: none"> <li>• Walk quietly to the office.</li> <li>• Take care of business and return to class.</li> </ul>	<ul style="list-style-type: none"> <li>• Use manners.</li> <li>• Use an appropriate voice level.</li> <li>• Respect others privacy.</li> </ul>
<b>Quiet Zones</b>	<ul style="list-style-type: none"> <li>• Walk in a single file line.</li> <li>• Yield for others.</li> <li>• Be aware of doors.</li> </ul>	<ul style="list-style-type: none"> <li>• Walking feet.</li> </ul>	<ul style="list-style-type: none"> <li>• Go directly to your destination.</li> </ul>	<ul style="list-style-type: none"> <li>• Quiet voices.</li> </ul>
<b>At Home</b>	<ul style="list-style-type: none"> <li>• Think before you act.</li> <li>• Go straight home.</li> <li>• Ask for help.</li> </ul>	<ul style="list-style-type: none"> <li>• Complete Homework.</li> <li>• Check Agenda/Planner or Folder with Parents.</li> <li>• Clean Backpack nightly.</li> </ul>	<ul style="list-style-type: none"> <li>• Get home on time.</li> </ul>	<ul style="list-style-type: none"> <li>• Follow adults home rules.</li> <li>• Keep room or own space clean.</li> </ul>
<b>Community</b>	<ul style="list-style-type: none"> <li>• Walk on paths and sidewalks.</li> </ul>	<ul style="list-style-type: none"> <li>• Greet people from the community in a friendly manner.</li> </ul>	<ul style="list-style-type: none"> <li>• Make sure you arrive on time to your non-school activities.</li> </ul>	<ul style="list-style-type: none"> <li>• Pick up trash.</li> </ul>

We expect all of our students to exhibit positive behavior which also includes following:

- ✓ Complete all assigned class work and homework
- ✓ Follow adult instructions
- ✓ Keep your hands, feet and objects to yourself
- ✓ Properly care for school and personal property
- ✓ Use only kind words toward others
- ✓ Keep dangerous items away from school
- ✓ Leave personal items or toys at home. This includes toys and trading cards (Pokemon, etc.).
- ✓ Basketballs, footballs, and handballs may be brought to school as long as they are labeled with the student's name.

## Miscellaneous

### Dress Code

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1. In our efforts to raise academic performance, Sheridan Elementary School has also set standards for appearance and dress. Students are expected to come to school dressed for the business of education. All grades K-5<sup>th</sup> are encouraged to wear our school uniform.
  
2. The school uniform consists of:
  - White, navy, or light blue shirt with a collar
  - Navy blue or khaki pants: denim is acceptable only if there are no holes, tattered edges, or adornments
  - Navy blue or khaki shorts (loose and at least mid thigh-length), skorts, skirts, jumpers of navy blue or khaki.
  - Shoes must be appropriate for daily PE activities
  - Colors for sweaters, jackets and coats are not specified, Students are to wear safe shoes and socks. Tennis shoes are recommended (no platforms). At no time are untied shoes, **bare feet** or **flip-flops** permitted. Sandals must have a back heel strap.
  - School sweatshirts and tees are allowed at any time.
  - Students who wear their school uniforms on Monday – Thursday will earn a **STAR** ticket for the **STAR** store!

### Lost & Found Items

Clothing items, money, or other found items at school are turned in to the front office. Please check with our office staff if something is missing or found. To help ensure that your child's jackets and sweatshirts get returned when misplaced, please be sure to write your child's name on them.

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## **Parent Teacher Club (PTC)**

The Parent Teacher Club (PTC) is a non-profit volunteer group that works to supplement and support Sheridan's school programs. Supporting school activities, class programs, fundraisers, and sharing time and ideas helps us provide these benefits. The PTC identifies and responds to the needs of the school community. Where appropriate, funds are provided for special projects and activities that would not otherwise be possible.

How can you help the PTC? Sign up to help with an event or volunteer in the classroom. Shop for supplies. Donate items for upcoming events. Take photographs for the yearbook. We'd love to have your assistance. Call us with your ideas as well! Attend a PTC meeting – see dates and times listed on the school web calendar.

# SHERIDAN ELEMENTARY SCHOOL

## ***Bell Schedules 2017-18:***

### ***Regular Day***

7:50	School Begins
9:30-9:45	Recess - K-5 <sup>th</sup>
11:00 - 11:40	First Lunch -K-2 <sup>nd</sup>
11:20 - 12:00	Second Lunch - 3 <sup>rd</sup> -5 <sup>th</sup>
12:40-12:55	Primary Recess - 1 <sup>st</sup> -3 <sup>rd</sup>
2:15	All Grades Dismissed

### ***Early Release Days***

Follows Regular Schedule except for dismissal time

1:15 -----K - 5<sup>th</sup> Grades Dismissed

## **School Rules (Addendum #1)**

### **Students Will:**

1. Show respect to *all* persons at *all* times.
2. Attend school *every* day and be on time.
3. Complete *all* assigned class work and homework.
4. Follow the directions of *all* adults on campus.
5. Keep hands, feet, and objects to *themselves*.
6. Care for school property and the property of others.
7. *Never* yell.
8. Keep dangerous items *away* from school.
9. *Raise hands to speak in class*.
10. Respect the right of all others to learn.
11. *Never* cause disruptions in class.

## **Playground Rules**

### **Students Will:**

1. Stay in designated areas.
2. Use equipment *correctly*.
3. Keep school grounds clean.
4. *Walk* directly to playground area. Portable classroom areas and ramps are *not* play areas.
5. *Walk* to class line when bell rings.
6. Put away all playground equipment.
7. Use the restroom and get a drink *before* you begin to play or *before* the whistle blows.
8. Use playground apparatus *safely* and follow *all* designated rules.
9. Play touch or flag football games under direct supervision *only*.
10. Kick or slam balls *only* in areas where other children are not playing.

## **Apparatus Rules:**

1. *No* running or playing tag in the apparatus box.
2. Balls and other play equipment *do not* belong in the apparatus box.
3. Proceed *one* way on bars.
4. Skipping bars is fine but *no* jumping to skip the bars.
5. *No* sitting or standing on top of any apparatus.
6. Digging is *not* allowed in the bark area.

### **Climbing Apparatus:**

1. Climb straight up and straight down
2. One person per ladder per turn

## **Swing Rules:**

1. Swing *toward* school buildings.
2. *Only* swingers allowed within the swing box.
3. A turn is **30** swings. Up and back is considered one count. Count aloud.
4. Sit or stand in front of the person swinging when counting.
5. *No* count-backs.
6. *Sit* in line for another turn.
7. Do *not* roll up swings
8. *Stop* before leaving the swing. No flipping, twisting or jumping off.
9. *No* climbing on swing bars.
10. *Sit* in swings. Standing, laying or kneeling in swings will not be permitted.

# PARENT SIGNATURE SHEET

It is the responsibility of the parents to read and understand the Sheridan Handbook to make sure their student is aware of the procedures and policies and to work with the school in maintaining and encouraging proper standards of behavior for their children. Students and parents please read this handbook and sign and date on the lines below.

We pledge to work for **Safety first**, to **Try our Best**, to **Arrive Ready** and to **Respect Self and Others** as a team, we will work together to create a positive learning environment and continually strive towards academic achievement.

## Student Pledge

- Read and agree to the expectations, policies, and procedures detailed in this handbook.
- Arrive to all classes on time and attend school regularly.
- Demonstrate respect by knowing and obeying classroom and school rules.
- Ask for help when needed.
- Complete assignments on time with high quality and accuracy.
- Share new learning and experiences with parents.

**Student Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

## Parent/Guardian Pledge

- Ensure my child arrives to school early and attends school regularly.
- Support the school in its efforts to maintain a safe and positive learning environment for all students.
- Encourage good study habits by establishing a regular schedule and study time at home.
- Attend scheduled conferences, review student work, and monitor progress reports.
- Respond to communications sent home in a timely manner.

**Parent/Guardian Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

## Principal Pledge

- Create a welcoming and safe environment for students and parents.
- Communicate the school's mission and goals to students and parents.
- Maintain a positive and safe learning environment.
- Reinforce the partnership between parents, students, and staff members.
- Maintain and foster high standards of academic achievement and behavior.

Thank you,

Emily Ortiz  
Principal Sheridan Elementary School