

Parent-Student Handbook

2023-2024

HOME OF THE EAGLES

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

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

Board of Trustees

President: April Nitsos
 V-President: Jason Price
 Clerk: Marjorie Proffitt
 Member: Criste Freymond
 Member: George Dykstra

District Office Administration

Superintendent: Kerry Callahan
 Assistant Superintendent of Educational Services: Scott Pickett
 Assist. Super. of Business and Operations: Audrey Kilpatrick
 Assistant Superintendent of Personnel Services: Cliff McGraw

<p>Carlin C. Coppin (K-5) 150 East 12th Street Lincoln, CA 95648 Julie Stern, Principal 916-645-6390</p>	<p>Foskett Ranch Elementary (K-5) 1561 Joiner Park Way Lincoln, CA 95648 Gina Pasquini, Principal 916-434-5255</p>	<p>Scott Leaman Elementary School (K-5) 1200 Brentford Circle, Lincoln, CA 95648 Jack Gout, Principal 916-409-2401</p>
<p>Creekside Oaks (K-5) (Dual Lang.) 2030 First Street Lincoln, CA 95648 Bruce Hamilton, Principal 916-645-6380</p>	<p>Lincoln Crossing (K-5) 635 Groveland Lane Lincoln, CA 95648 Denise Parnell, Principal 916-434-5292</p>	<p>Sheridan Elementary School (K-5) 4730 H Street Sheridan, CA 95681 April Rennie, Principal 530-633-2591</p>
<p>Glen Edwards Middle (6-8) 204 L Street Lincoln, CA 95648 Ana Castillo, Principal 916-645-6370</p>	<p>Lincoln High School (9-12) 1081 7th Street Lincoln, CA 95648 Jennifer Hladun, Principal 916-645-6360</p>	<p>Twelve Bridges Elem. School (K-5) 2450 Eastridge Dr. Lincoln, CA 95648 Will Middleton, Principal 916-434-5220</p>
<p>First Street School (K-5) 1400 First Street Lincoln, CA 95648 Lyndsay Reynolds, Principal 916-645-6330</p>	<p>Phoenix High School 870 J Street Lincoln, CA 95648 Chuck Whitecotton, Principal 916-645-6395</p>	<p>Twelve Bridges Middle School (6-8) 770 Westview Dr. Lincoln, CA 95648 Randy Woods, Principal 916-434-5270</p>
<p>Twelve Bridges High School 2360 Fieldstone Dr. Lincoln, Ca. 95648 Heather Pierce, Principal 916-409-2631</p>	<p>Atlas Learning Academy 870 J Street Lincoln, CA 95648 Chuck Whitecotton, Principal 916-645-6395</p>	<p>District Maintenance Office 2701 Nicolaus Rd Lincoln, CA 95648 916-434-5000 916-645-5170</p>

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SHERIDAN ELEMENTARY SCHOOL

Administration

April Rennie.....Principal

Office Staff

AnnSecretary

Nordby.....

Amy Kuehl.....Health Clerk

Haylie Virrueta.....Office Clerk

Teachers

Brenda James.....Kindergarten/1st Grade

Gabriella Sisk.....2nd /3rd Grade

Patrick Stelma.....4th / 5thGrade

Jennifer Karp..... Science

Michelle ClarkSpeech

Dora Enos.....Music

Support Staff

Cristina Cisernos.....Food Service

Alfredo Baltazar.....Custodian

Ginna Nelson.....Campus/Cafeteria Supervisor

Amy Kuehl.....Instructional Aide

Maribel Vergara.....Instructional Aide/Librarian

Kelley Gordon.....SES Nurse

Sheridan Parent Teacher Club

President.....Collean Saenz

Vice President.....Amy Crabtree

Secretary.....Amy Kuehl

Treasurer.....Sara Ladeas

Donation/Fundraising Coordinator.....TBD

Mission: *Provide a safe, productive learning environment by empowering students with the knowledge, skills, and mindset for future success.*

General Information

School Hours

Breakfast served from 7:25am - 7:45am

Regular Schedule Grades K-5 7:50 - 2:15

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

Minimum Days 7:50 AM – 12:05

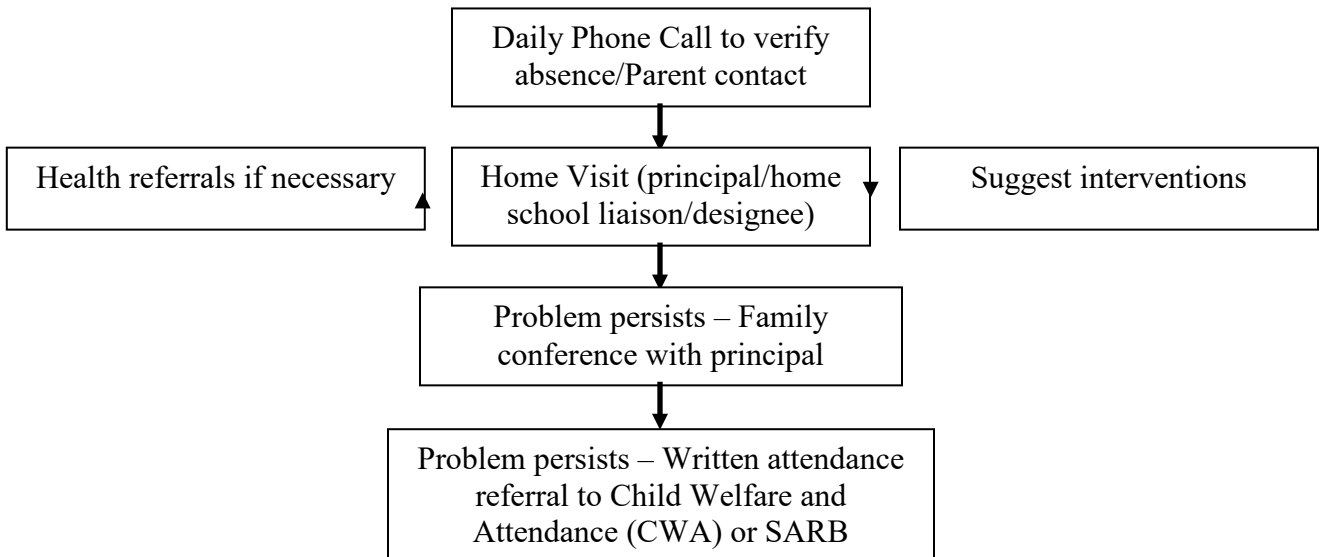
Office Hours 7:00 AM - 3:30 PM

Attendance

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:

ACCEPTABLE REASONS FOR EXCUSED STUDENT ABSENCES:

- Personal illness
 - Exclusion for medical reasons (not to exceed 5 school days)
 - 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)
 - 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.



School Attendance Review Board (SARB) letters will start to be issued when a student reaches 3 unexcused absences.

Arrivals/Departures

1. We provide for student supervision **beginning at 7:25 a.m.** Do not drop off your son or daughter before 7:25 a.m. If your child walks or rides a bike, instruct him/her **not** to arrive before 7:25 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

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 and show proof of identification.
5. Requests for homework due to an impending absence should be made one full day ahead of time.

Passes

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

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/SCOOTER RIDERS SHOULD LEAVE THE SCHOOL GROUNDS AND GO DIRECTLY HOME.

Dress Code

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. Spirit Days will be on Fridays. It is suggested that students wear our school t-shirts.

- Students may wear hats outside only.
- Students must wear shoes at all times. Shoes must be safe and appropriate for P.E. and outside activities. Heels must be low and all shoes must have backs or back straps on them. Flip-flops are not permitted.
- Clothing that exposes the midsection or underclothing is not allowed.
- Shoulder straps must be at least two inches in thickness. No spaghetti straps are allowed.

- Clothing and jewelry shall be free of writing, pictures, or any other insignia which are crude, vulgar, profane or sexually suggestive or that advocates racial, ethnic, religious prejudice, or use of drugs and/or alcohol. (Western Placer Unified Board Policy AR5132).
- Pants are to be worn above the hip point and need to stay up without a belt. The pant length must be above the ground.
- Skirts and shorts should be no shorter than mid-thigh.

Bicycles/Scooters

1. Bicycles and scooters may be ridden to and from school with the understanding that they be maintained and operated in a safe manner.
2. Students must walk bikes/scooters 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, scooters 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, scooter, 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

Students may use the office phone only for emergency purposes. Calling home about 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.

Cell Phones/Smart Watches/Other Electronic Communication Tools

While we discourage student possession of cell phones and other electronic communication tools on campus, we understand that parents may wish for their children to carry a cell phone, smart watch, or other electronic communication tool to be used going to and from school. Students who bring a cell phone or Smart Watch to school must keep them in the OFF position while on campus and store it safely in their backpack. The school is not responsible for any lost or stolen electronics. If students have their phone, smart watch, or other electronic communication tool out of their backpack during the school day, the following procedures will be followed:

- 1st Occurrence: Student will be asked to return their device to their backpack, and the incident will be logged in Educlimber.
- 2nd Occurrence: The device will be placed in the office for the student to pick up after school, the incident will be logged Educlimber and staff will contact the parent.

- 3rd Occurrence: The device will be placed in the office for a parent to pick up after school, the incident will be logged in Educlimber and staff will contact the parent.
- 4th and further Occurrences: The device will be placed in the office for a parent to pick up after school, the incident will be logged in Educlimber, and a parent meeting will be scheduled for each future occurrence.

*Students using devices for medical purposes are exempt.

Health Services

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

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 Hold!, Secure!, Lockdown!, Evacuate!, and Shelter! during the school year. Western Placer Unified follows the Standard Response Protocol (SRP) plan in the event of an emergency.



INFORMATION FOR PARENTS AND GUARDIANS

Our school has adopted The "I Love U Guys" Foundation's Standard Response Protocol (SRP). Students and staff will be training, practicing, and drilling the protocol.

COMMON LANGUAGE

The Standard Response Protocol (SRP) is based on an all-hazards approach as opposed to individual scenarios. Like the Incident Command System (ICS), SRP utilizes clear common language while allowing for flexibility in protocol.

The premise is simple - there are five specific actions that can be performed during an incident. When communicating these, the action is labeled with a "Term of Art" and is then followed by a "Directive." Execution of the action is performed by active participants, including students, staff, teachers and first responders. The SRP is based on the following actions: Hold, Secure, Lockdown, Evacuate, and Shelter.

HOLD

"In Your Classroom or Area"

Students are trained to:

- Clear the hallways and remain in their area or room until the "All Clear" is announced
- Do business as usual

Adults and staff are trained to:

- Close and lock the door
- Account for students and adults
- Do business as usual



SECURE

"Get Inside. Lock outside doors"

Students are trained to:

- Return to inside of building
- Do business as usual

Adults and staff are trained to:

- Bring everyone indoors
- Lock the outside doors
- Increase situational awareness
- Account for students and adults
- Do business as usual



LOCKDOWN

"Locks, Lights, Out of Sight"

Students are trained to:

- Move away from sight
- Maintain silence
- Do not open the door

Adults and staff are trained to:

- Recover students from hallway if possible
- Lock the classroom door
- Turn out the lights
- Move away from sight
- Maintain silence
- Do not open the door
- Prepare to evade or defend



EVACUATE

"To a Location"

Students are trained to:

- Leave stuff behind if required to
- If possible, bring their phone
- Follow instructions

Adults and staff are trained to:

- Bring roll sheet and Go Bag (unless instructed not to bring anything with them, dependent on reason for evacuation.)
- Lead students to Evacuation location
- Account for students and adults
- Report injuries or problems using Red Card/Green Card method.



SHELTER

"State Hazard and Safety Strategy"

Hazards might include:

- Tornado
- Hazmat
- Earthquake
- Tsunami

Safety Strategies might include:

- Evacuate to shelter area
- Seal the room
- Drop, cover and hold
- Get to high ground

Students are trained in:

- Appropriate Hazards and Safety Strategies

Adults and staff are trained in:

- Appropriate Hazards and Safety Strategies
- Accounting for students and adults
- Report injuries or problems using Red Card/Green Card method.





STANDARD RESPONSE PROTOCOL

PARENT GUIDANCE

In the event of a live incident, parents may have questions about their role.

SECURE

“Get Inside. Lock outside doors”



Secure is called when there is something dangerous outside of the building. Students and staff are brought into the building and the outside doors will be locked. The school might display the Building is Secured poster on entry doors or nearby windows. Inside, it will be business as usual.

SHOULD PARENTS COME TO THE SCHOOL DURING A SECURE EVENT?

Probably not. Every effort is made to conduct classes as normal during a secure event. Additionally, parents may be asked to stay outside during a Secure event.

WHAT IF PARENTS NEED TO PICK UP THEIR STUDENT?

Depending on the situation, it may not be safe to release the student. As the situation evolves, Secure might change to a Monitored Entry and/or Controlled Release.

WILL PARENTS BE NOTIFIED WHEN A SCHOOL GOES INTO SECURE?

When a secure event is brief or the hazard is non-violent, like a wild animal on the playground, there may not be a need to notify parents while the Secure is in place.

With longer or more dangerous events, the school should notify parents that the school has increased their security.

LOCKDOWN

“Locks, Lights, Out of Sight”



A Lockdown is called when there is something dangerous inside of the building. Students and staff are trained to enter or remain in a room that can be locked, and maintain silence.

A Lockdown is only initiated when there is an active threat inside or very close to the building.

SHOULD PARENTS COME TO THE SCHOOL DURING A LOCKDOWN?

The natural inclination for parents is to go to the school during a Lockdown. Understandable, but perhaps problematic. If there is a threat inside the building, law enforcement will be responding. It is unlikely that parents will be granted access to the building or even the campus. If parents are already in the school, they will be instructed to Lockdown as well.

SHOULD PARENTS TEXT THEIR STUDENTS?

The school recognizes the importance of communication between parents and students during a Lockdown event. Parents should be aware though, during the initial period of a Lockdown, it may not be safe for students to text their parents. As the situation resolves, students may be asked to update their parents on a regular basis.

In some cases, students may be evacuated and transported off-site for a student-parent reunification.

WHAT ABOUT UNANNOUNCED DRILLS?

The school may conduct unscheduled drills, however it is highly discouraged to conduct one without announcing that it as a drill. That’s called an unannounced drill and can cause undue concern and stress.

Parents should recognize that the school will always inform students that it is a drill during the initial announcement.

It’s important to differentiate between a **drill** and an exercise. A drill is used to create the “Muscle Memory” associated with a practiced action. There is no simulation of an event; this is simply performing the action. An exercise simulates an actual event to test the capacity of personnel and equipment.

CAN PARENTS OBSERVE OR PARTICIPATE IN THE DRILLS?

The school welcomes parents who wish to observe or participate in drills.



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 a 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. Chromebooks are required to be charged and brought to school daily. If you choose to not use a school device, one needs to be provided from home.

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 SCHOOL/HOME

Aerosol Cans
Alcohol
Weapons
Knives
Fireworks/Poppers
Drugs/Paraphernalia
Matches/Lighters
Candy
Toys
Gum
Cell Phones

WITH PERMISSION FROM

Sports Equip
Bandanas
Electronic Games
Balloons
Skateboards
Electronic Devices

Visitors & Volunteers

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.

We encourage volunteers in the classroom and on field trips. If you are interested in serving as a volunteer, please obtain a packet from the office for more information and requirements.

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

1. Nutritious meals (breakfast and lunch) are available daily at Sheridan Elementary School. Breakfast is available from 7:25 - 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")

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.

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.

Academic Information

Report Cards and Progress Reports

1. Report cards are issued three times a year. 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

Student of the Month K-5

- ✓ Nominated by classroom teacher
- ✓ Recognizing SOAR students for that month
- ✓ Every Day Eagle for students that have perfect attendance on a weekly and monthly basis

S.O.A.R. Tickets K-5

- ✓ Awarded to students by any staff member for showing: *Safety First, Outstanding Effort, Arrive ready, or Respect Self and Others*
 - Tickets can be used by students to purchase items/privileges from their classroom store. **Tickets given out by teachers are worth one, tickets given out by substitute teachers and volunteers are worth double!**
- ✓ Tickets then go in a bucket; there will be incentives throughout the year as the bucket is filled.

Homework Policy

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 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.

Parent Conferences

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.

Behavior - PBIS

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 follow, 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 **SOAR** which stands for **Safety First, Outstanding Effort, Arrive Ready, and Respect Yourself and Others**. Below is the Behavior Matrix which shows how our Eagles will be **SOAR** students on campus, at home, and in the community.

Nondiscrimination/Harassment

District programs and activities shall be free from discrimination. The District takes these types of incidents very seriously when students make remarks (slurs) against other students, families, staff members or members of the community. A “slur” is speech, for example, epithets, threats, verbal abuse, use of profanity or derogatory comments that make reference to real or perceived ethnicity, national origin, immigrant status, religious belief, gender, sexual orientation, age, disability, political affiliation, manner of speech, or any other physical or cultural characteristics.

A “slur” also includes spreading rumors, jokes, notes, stories, drawings, pictures or gestures that make reference to the previously mentioned protected classes.

Any student who directs a slur towards any other student at school or at a school-related activity and who is reported to the school for making the slur is subject to the disciplinary action described below.

Consequences: Making slurs may result in, but is not limited to, the following:

- Phone call to parent/guardian
- Loss of school privileges
- Conference with any or all of the following: students involved, parent/guardian, administration, counselor, staff members
- Written apology
- Possible suspension for the **second** racially motivated offense

WPUSD MUST suspend AND recommend for expulsion for the following offenses:

- Possessing, selling, or furnishing a firearm 48915 (c)(1)
- Brandishing a knife at another person 48915 (c)(2)
- Selling drugs 48915 (c)(3)
- Sexual assault/battery 48915 (c)(4)
- Possession of an explosive 48915 (c)(5)

	SCHOOL RULES = S.O.A.R			
AREA/SETTING	SAFETY FIRST	OUTSTANDING EFFORT	ARRIVE READY	RESPECT SELF & OTHERS
Bathroom	<ul style="list-style-type: none"> ● Feet on the floor. ● Wash your hands. ● Flush the toilet. 	<ul style="list-style-type: none"> <input type="checkbox"/> Use the bathroom during breaks and not during class time. <input type="checkbox"/> Use “just enough” toilet paper. <input type="checkbox"/> One pump of soap. <input type="checkbox"/> Close the stall door. 	<ul style="list-style-type: none"> ● Go straight to the bathroom use the facility, and return to class. 	<ul style="list-style-type: none"> <input type="checkbox"/> Respect others privacy. <input type="checkbox"/> Respect the equipment. <input type="checkbox"/> Throw paper towels away.
Playground	<ul style="list-style-type: none"> ● Follow the apparatus rules. ● Stop playing when the bell rings. ● Walk in a straight and quiet line when lining up for class ● Play with balls on field ● Stay in designated areas. 	<ul style="list-style-type: none"> ● Discuss rules before you start a game. ● Be a good sport. ● If you are having a conflict, ask an adult to help resolve. 	<ul style="list-style-type: none"> <input type="checkbox"/> Come ready to have fun with your friends. <input type="checkbox"/> If you take out equipment, you are to put it away also <input type="checkbox"/> Use walking feet to line up. <input type="checkbox"/> Take care of restroom breaks and drinks at recess. 	<ul style="list-style-type: none"> ● Take turns. ● Include everyone in play. ● Clean up the area.
Cafeteria	<ul style="list-style-type: none"> ● Hands and feet to self and bottoms on the bench. ● Sit at assigned table. ● Eat the food provided to you. 	<ul style="list-style-type: none"> <input type="checkbox"/> Clean up after yourself. <input type="checkbox"/> Eat neatly and quickly. <input type="checkbox"/> Try the food provided to you. 	<ul style="list-style-type: none"> <input type="checkbox"/> Walk quietly to the cafeteria. <input type="checkbox"/> Have your entire cold lunch with you. <input type="checkbox"/> Be ready to put your code in. 	<ul style="list-style-type: none"> ● Wait in line quietly. ● Follow the directions of the supervisor. ● Have kind/quiet conversations.
Classroom	<ul style="list-style-type: none"> ● Use materials appropriately. ● Walk in the classroom. 	<ul style="list-style-type: none"> <input type="checkbox"/> Work cooperatively in groups. <input type="checkbox"/> Participate to the best of your ability. <input type="checkbox"/> Ask for help if you get stuck. 	<ul style="list-style-type: none"> ● Arrive to school 5 minutes before school starts. ● Come to school with homework and all materials. ● Be ready to learn. 	<ul style="list-style-type: none"> <input type="checkbox"/> Worry about yourself. <input type="checkbox"/> Be kind and helpful to your classmates. <input type="checkbox"/> Encourage others.
Library/ Computer Lab	<ul style="list-style-type: none"> ● Make sure hands are clean before using the equipment. ● Push in chairs when finished. 	<ul style="list-style-type: none"> ● Return books to the school library after one week. ● Ask questions if you get stuck. 	<ul style="list-style-type: none"> <input type="checkbox"/> Be ready with correct materials. <input type="checkbox"/> Walk quietly to the library/computer lab. 	<ul style="list-style-type: none"> <input type="checkbox"/> Follow teacher’s directions. <input type="checkbox"/> Leave area clean and organized. <input type="checkbox"/> Be gentle with materials and equipment.
Office	<ul style="list-style-type: none"> ● Use walking feet. ● If you are reporting an emergency, 	<ul style="list-style-type: none"> <input type="checkbox"/> Ask questions if you need help. <input type="checkbox"/> Wait patiently for your turn. 	<ul style="list-style-type: none"> <input type="checkbox"/> Walk quietly to the office. <input type="checkbox"/> Take care of business and return to class. 	<ul style="list-style-type: none"> <input type="checkbox"/> Use manners. <input type="checkbox"/> Use an appropriate voice level.

	<ul style="list-style-type: none"> ● Interrupt for emergencies only ● Speak calmly and clearly 			<input type="checkbox"/> Respect others privacy.
Quiet Zones	<ul style="list-style-type: none"> ● Walk in a single file line. ● Yield for others. ● Be aware of doors. 	<ul style="list-style-type: none"> ● Walking feet. 	<input type="checkbox"/> Go directly to your destination.	<input type="checkbox"/> Quiet voices.
At Home	<ul style="list-style-type: none"> ● Think before you act. ● Go straight home. ● Ask for help. 	<ul style="list-style-type: none"> ● Complete Homework. ● Check Agenda/Planner or Folder with Parents. ● Clean Backpack nightly. 	<ul style="list-style-type: none"> ● Get home on time. 	<input type="checkbox"/> Follow adults home rules. <input type="checkbox"/> Keep room or own space clean.
Community	<ul style="list-style-type: none"> ● Walk on paths and sidewalks. 	<input type="checkbox"/> Greet people from the community in a friendly manner.	<ul style="list-style-type: none"> ● Make sure you arrive on time to your non-school activities. 	<input type="checkbox"/> Pick up trash.

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.

Bell Schedule 2022-2023

Regular Day

TIME	ACTIVITY	GRADE LEVEL
7:50	School Begins	K-5 th
9:30-9:45	Recess	K-1 st
9:45-10:00	Recess	2 nd -3 rd
10:00-10:15	Recess	4 th -5 th
10:45-11:25	Recess/Lunch	K-1 st
11:05-11:45	Recess/Lunch	2 nd -3 rd
11:25-12:05	Recess/Lunch	4 th -5 th
12:25-12:45	Primary Recess	K-3 rd
2:15	Dismissal	K-5 th

Breakfast will be served daily from 7:25-7:45am

Supervised Play will be daily from 7:35-7:50am

Morning Meeting on Blacktop will begin at 7:50am

Early Release Days follow Regular Schedule except for dismissal time at 1:15pm

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 **Outstanding Effort**, 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 at school on time 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,

April Rennie
Principal Sheridan Elementary School

