

Sheridan Elementary School



Family Information Guide 2024-2025

Revised 6-4-24

Sheridan Mission Statement

The Sheridan School Community shares responsibility for the educational growth and well-being of all students.

School Mascot

Stallions

School Colors

Blue & White

Geary County USD #475 NOTICE OF NON-DISCRIMINATION

Geary County USD #475 does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs and/or activities and provides equal access to the Boy Scouts and other designated youth groups.

For questions or complaints based on race, color, national origin, sex or age, please contact: Executive Director of Personnel Services at
123 N. Eisenhower, Junction City, KS 66441 Telephone
785.717.4000

For questions or complaints based on disability, please contact: Executive Director of Special Education Services at
123 N. Eisenhower, Junction City, KS 66441
Telephone: 785.717.4000

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*The information included in this guide is not meant to be all inclusive regarding school procedures.
Please contact the principal if you need additional information.*

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Dear Sheridan Families

We are honored to have you join our Stallion family this year. I look forward to partnering with you throughout the year to build the best possible education foundation for your student(s).

Sheridan Elementary is a Pre-K through fifth grade school with an enrollment of approximately 260 students. In addition to the core content areas, students are exposed to various other learning opportunities through art, music, and physical education. Sheridan also offers several additional afterschool learning opportunities throughout the school year.

At Sheridan Elementary, we expect all students, staff, and parents to exhibit the Stallion Expectations that align with The Energy Bus: create a positive vision, fuel your ride with positive energy, no bullies aloud, love your passengers, and enjoy the ride. We build upon these expectations through our life skills and Second Step Curriculum.

Sheridan Elementary is proud of our caring and inviting environment for not only our students but also their families and our staff. We promote building these relationships throughout various family activities throughout the year including Turkey Bingo and music programs, just to name a few.

A huge part of our school's success has been the involvement of our community and parents. Parents are encouraged to become more involved at Sheridan by joining PTO, Site Council, volunteering within our school, or lending your expertise to various aspects of our school whether that be educational or otherwise. We encourage parents to stay up to date by following us on Facebook, reading our newsletters, signing up for their child's Class Dojo account, or enrolling in Skylert e-notifications for building and district updates.

On behalf of the Sheridan Elementary faculty and staff, I welcome you to our Stallion family and USD 475. I look forward to getting to know you and your student(s) this upcoming year. Please contact me if you have questions or concerns: stephaniekabriel@usd475.org or (785) 717-4670. Thank you in advance for all the support you will provide to collaborate with us to ensure this a successful year for your child(ren).

Sincerely,

Stephanie Kabriel, Principal

Section I—ATTENDANCE

STUDENT ARRIVAL--

Students enter the building through their designated entrances at 7:40. They either pick up breakfast or go directly to their classroom to begin a morning activity. Learning begins at 8:00. **Students arriving at or after 8:00 are tardy should enter through Door #1.** It is very important that your child arrive to school on time. The beginning of the day sets the tone for the entire school day.

STUDENT DROP OFF--

Sheridan's drop off lane location is in the front lot (Pre-K, Kindergarten and 1st grade) and the West lot (2nd-5th grades). **At no time, should a car be parked in the drop off lane. Parents who desire to park should use street parking.** Students should not be dropped off before 7:40 am.

Pre-K and Kindergarten will enter Door 2

Bus Riders & 1st Grade will enter Door 1

2nd grade will enter Door 8

3rd Grade will enter Door 6

4th & 5th Grade will enter Door 5

Doors will open at 7:40 am for students to enter (no adult entry). Students arriving at 8:00 am or after are tardy and will enter through the front office, Door 1. Please ring the bell located to the right of Door 1.

- **Parking Lot (lot in front of the school): BUS RIDERS & DROP OFF ONLY**
 - Parents and students of **Pre-K, Kindergarten and first graders** not walking to the building should **drop off** in this lot beginning at 7:40 am. Please pull ahead to the closest cone and stop. Student(s) should exit using the passenger's side. Please stay in line to exit and do not park. The goal is to not only improve drop-off convenience, but also increase safety for those students and families that walk or bike to school. Please see the map below. At dismissal, please park and meet your child at their assigned outdoor location for pick-up. The front parking lot is for bus access only at dismissal and will be closed to car traffic.

- **West Parking Lot (lot on the corner of Ash Street & Jackson Street): DROP OFF ONLY**
 - Parents and students of **second, third, fourth, and fifth graders** not walking up to the building should **drop off** in this lot beginning at 7:40 am. Please pull ahead to the closest cone and stop. Student(s) should exit using the passenger's side. Please stay in line to exit and do not park. The goal is to not only improve drop-off convenience, but also increase safety for those students and families that walk or bike to school. Please see the map below. At dismissal, please park and meet your child at their assigned outdoor location for pick-up. The parking lot will be unavailable for pick-up via car.

- **Families Walking/Biking With Students to the Front of the Building:**
 - If a family member wishes to walk their child(ren) to their assigned door, please park on the street. This same procedure will be used at dismissal. Please use crosswalks.

REMINDERS:

For the safety of all students:

- Please park in a designated parking space.
- Please do not block the driving lane when dropping off or picking up your child. Please refrain from entering the parking lots after school (bus traffic only).
- Please do not pull around cones or move them; they are there to block off the lane so children can cross safely.

STUDENT DISMISSAL--

School ends at 3:15 p.m. Please be prompt when picking up your child(ren). Teachers and staff have meetings and other obligations after school. If you need to pick your child up from school prior to 3:15 please call the office. It is important to note that when a student leaves prior to 3:15 they will be counted tardy according to District Policy.

PICKING UP STUDENTS—

- We do not have pick up lanes. Please utilize street parking and walk up to the building to meet your child.
- Do not park by yellow curbs, in lanes or in handicapped spaces (unless you have a handicap permit or tag).

PARENT GUIDELINES FOR ABSENCES, APPOINTMENTS AND TARDIES--

Sheridan Elementary staff believes that a direct correlation exists between regular school attendance and academic achievement. We believe that students must begin at an early age to develop habits of regular and punctual attendance. Parents of elementary children share with the school the responsibility for guiding students so they will develop a good attendance record. If a student is entered in Skyward as absent by the classroom teacher, an automated system called Skylert will alert parents. If a student is tardy, and the teacher has already completed attendance, you may still receive this alert. Please call the school when you receive the Skylert alert to notify the office of the reason for the absence.

We ask that parents/guardians cooperate with the school in the following manner:

- Please make every effort to see that your child arrives on time.
- When possible, medical and dental appointments should be made outside of school hours. When your child is absent, please phone the school, 785-717-4670.
- When your child returns from an appointment, please bring verification of the appointment to the office.

It is the building principal's responsibility to report chronic absenteeism/tardies and truancy according to the state attendance statute K.S.A. 72-1111. **Chronic absenteeism is when a student is absent for more than 10% of the days school has been in session. Truancy is defined as per the amended statute**

72-1113 as inexcusable absence from school for a significant part of a day either three consecutive days or five or more days in any semester.

The district defines a tardy as anytime a student is not in attendance for less than 3 hours. Students are also tardy if they are not in class at 8:00 a.m. when school begins. The only tardies that are excused are for medical/health appointments.

Students are required to come to the main door (Door #1) when they are late to school. The office will issue a pass and send the student to class. In an effort to reduce classroom disruptions, parents do not accompany the student to class. A staff member will be happy to walk the student to class if the parent requests. The parent also needs to come to the main door to pick up their child when they are leaving early. A child will be released only to the parents or emergency contacts, unless the parent has notified the school that they have granted permission for someone else to pick up their child. **All persons other than a child's parents will be required to show identification when picking up the child.** Teachers will not release a student from the classroom or playground unless office personnel have notified them.

Excused Absences-The following absences will be considered excused if notification is received from parent within 24 hours of the absence:

- Illness (The school may request verification from medical authorities in situations of excessive absences.)
- Medical appointments (The school may request verification from medical authorities in situations of excessive absences.) When your child returns from an appointment, please bring verification of the appointment to the office.
- Death in the immediate family

Inexcusable Absences-The following is not intended to be a complete list, however these are examples of absences that will be unexcused:

Any absence without the knowledge and consent of the parents
Shopping
Vacations
Babysitting

Truancy- Truancy is defined as any three (3) consecutive unexcused absences, any five (5) unexcused absences in a semester or seven (7) unexcused absences in a school year, whichever comes first. School year is defined as the period from July 1 to June 30. Students who are absent without a valid excuse for a significant part of any school day shall be considered truant.

Prior to reporting to either the Kansas Department for Children and Families (DCF) (if the student is under 13) or the county or district attorney (if the student is 13 or more years of age but less than 18 years of June 12, 2024 6 age), a letter shall be sent to the student's parent(s) or guardian notifying them that the student's failure to attend school without a valid excuse shall result in the student being reported truant.

MOVING/TRANSFERRING PRIOR TO THE END OF THE SCHOOL YEAR--

Please notify the office two weeks in advance of the scheduled move in order to provide adequate time for the processing of school records. All original records must be requested by the student's new school.

Section II—STUDENT MANAGEMENT AND CLASSROOM SAFETY

ANIMALS--

The Kansas Department of Health and Environment has defined strict guidelines pertaining to the topic of animals on school grounds. We understand that children like to bring pets for “show and tell” however; we have to abide by the guidelines. Please do not bring any type of animal on school grounds without prior approval of the principal. It is a district policy that **under no circumstances should a pet be on school grounds before or after school**.

ADMINISTRATIVE GUIDELINES EMERGENCY SAFETY INTERVENTIONS (ESI)--

Safety for students and staff is always our number one concern. There are times when a student may demonstrate physically dangerous and/or destructive behaviors. In those situations, the student, peers and school personnel are at an increased risk for injuries and the student’s behaviors may require an immediate use of Emergency Safety Interventions (ESI) by school personnel. The purpose of using ESI is to safeguard and help the student regain control so that learning may continue. In such situations, school personnel may physically restrain the student to protect them from injury, from hurting other students or adults, and from violent actions that may be destructive to property. Another intervention may be to remove a student from the scene of imminent danger or injury for a brief period of time. The purpose of this temporary removal is also to prevent students from harming themselves or others.

Emergency Safety Interventions

The board of education is committed to limiting the use of Emergency Safety Interventions (“ESI”), such as seclusion and restraint, with all students. Seclusion and restraint shall be used only when a student’s conduct necessitates the use of an emergency safety intervention as defined below. The board of education encourages all employees to utilize other behavioral management tools, including prevention techniques, de-escalation techniques, and positive behavioral intervention strategies.

The full board policy may be read at the link below: [Emergency Safety Interventions - Geary County Unified School District 475 \(usd475.org\)](https://www.usd475.org/DocumentCenter/View/10000)

SAFETY--

Entering Sheridan— A priority of Sheridan is to keep all students and staff safe. To assist in this, it is necessary for all guests to follow the procedures outlined in the Visitors to the Building section of this guide. All doors around the building are locked and visitors must enter through the front doors and bring identification.

After Hours Activities—After school activities require a safe and orderly environment. All children in attendance at after school activities need to be accompanied by a parent or responsible adult who will be accountable for their behavior. Anyone not following building procedures will not be allowed to participate.

Drug Free Schools and Community—The unlawful possession, use, distribution, and/or sale of alcoholic beverages, illicit drugs, drug paraphernalia, improper use of legal drugs, and other controlled substances by students or school employees on school premises or as a part of any school activity is prohibited. This policy is required by the 1989 amendments to the Drug Free Schools and Communities Act-P.L.102-226.

Fire/Tornado/Safety—Sheridan will hold fire drills, tornado drills, intruder drills and various other safety drills throughout the school year. Teachers will instruct students of the procedures and behavior expected during the drills.

Kansas School Safety Hotlinks—The Kansas Highway Patrol staffs a statewide school safety hotline for students and parents with knowledge of impending school violence. The information given will then be forwarded to the building administrator. The toll-free number is 1-877-626-8203.

STUDENT BEHAVIOR SUPPORT PLAN--

The Sheridan Elementary Staff are committed to high expectations for all students. We will teach and model acceptable school behavior and work to develop appropriate self-discipline in all students. Management is a process of teaching, organizing and structuring procedures and routines. In an effort to provide students with the necessary skills to help them regulate their behaviors and actions, our school behavior support plan includes the following programs:

Positive Behavior Intervention & Supports (PBIS)

USD 475 has implemented Positive Behavior Intervention and Supports (PBIS). PBIS focuses on creating and sustaining school-wide, classroom, and individual systems of support that improve educational environments for all students. Our aim is to explicitly teach behavioral expectations and then recognize the positive behavior shown by students.

By implementing PBIS, we hope to reduce school and classroom behavior disruptions and educate all students about expected behaviors. Our PBIS implementation plan includes clearly defined outcomes, research validated practices, supportive administrative systems, and information for problem solving behaviors.

All staff members at Sheridan Elementary School will establish regular, predictable, positive learning and teaching environments. The staff members will serve as positive role models to students as they teach expected school behaviors. By improving the school environment, we hope to increase learning time and promote academic, social success, and college & career readiness.

CHAMPS is a proactive and positive approach to classroom management. Geary County USD 475 utilizes this program across the district in all grades. CHAMPS is an acronym standing for C-Conversation, H-Help, A-Activity, M-Movement, P-Participation, S-Success. It is a framework designed to improve classroom behavior, establish clear classroom behavior expectations with logical and fair responses to misbehavior, motivate students to put forth their best efforts and increase academic engagement, resulting in improved test scores.

Lifeskills (Developed by Susan Kovalik)

The Lifeskills are used throughout the school, in the lunchroom, and on the playground. Each week one of the Lifeskills is designated as the "Lifeskill of the Week". During the morning announcements the Lifeskill selected is announced and explained. However, teachers may choose to teach the Lifeskills in a sequence that best integrates into their curriculum. Students can earn cards for using their Lifeskills. When a student earns five cards they may redeem the cards for a small prize. The Lifeskills: caring, common sense, cooperation, courage, curiosity, effort, flexibility, friendship, initiative, integrity, organization, patience, perseverance, problem solving, responsibility, sense of humor.

Second Step (Developed by Committee for Children)

Students are taught to reduce impulsive and aggressive behavior, which increases their level of social competence. The program addresses skills in empathy, impulse control, and anger management. The students learn through modeling, practice, and reinforcement. There is a Bully Prevention unit included with this curriculum.

VISITORS TO THE BUILDING--

In an attempt to provide security and prevent disruptions of learning, we ask **that all parents and visitors stop at the school office to sign in and pick up a visitor's badge and sign out when they leave.** This is a USD 475 policy practiced in all schools. Visitors must bring an I.D. Please press the intercom button that is located near the far-right door to speak with the office. Please look at the camera and be prepared to present identification, as all staff members may not know all parents. When the entry buzzer sounds, pull hard on the door to enter the building.

Section III—CURRICULUM, HOMEWORK, ASSESSMENT, SPECIAL PROGRAMS

CURRICULUM--

Math- iReady

Reading- Wonders

Science-FOSS

Social Studies-TCI

Social-Emotional-Second Step

RECOGNITION ASSEMBLIES--

Recognition Assemblies will be held at the end of each quarter, by grade level, to celebrate students' use of Lifeskills as well as attendance. Parents will be notified in advance as to when the celebrations will be held.

HOMEWORK GUIDELINES --

We encourage parents to have their child read at home for 20 minutes each day. Research shows that children who read daily have higher achievement in school. A daily reading homework sheet will be sent home in your child's Sheridan folder. Additional homework varies by grade level and is included in the grade level orientation packet.

PARENT INVOLVEMENT OPPORTUNITIES --

Sheridan has many opportunities for parents to be involved. Parents are welcome to assist classroom teachers by completing volunteer jobs at home, eat lunch with their student, attend PTO and Site Council meetings and volunteer at events, attend Student Recognition Assemblies at the end of each quarter, attend the Parade of Costumes in October, attend the Holiday Sing Along in December, and attend or volunteer for the Sheridan PTO Carnival in May.

PRINCIPAL/STUDENT RECOGNITION--

The following are programs/activities I have designed to help me to get to know the children better and to recognize their academic accomplishments:

- **Birthday Lunches with the Principal**—Mrs. Kabriel eats with students that have birthdays during their birthday month.
- **Read to the Principal**—Students come to Mrs. Kabriel's office to read to her. They receive a pencil and get their picture taken which is displayed in the main hallway.
- **Positive Principal Referral**—Students visit Mrs. Kabriel's office and are celebrated for demonstrating above and beyond behaviors throughout the building during the school day.

PROGRAM PROCEDURES (After Hours)--

Prior to the beginning of a program an introduction will be made to let the audience know it is time for a zero-voice level and to direct their full attention to the presentation. We ask that there be no talking during programs. Please silence all electronic devices. A safe and orderly environment must be maintained for any after school event. A responsible adult who will be accountable for the child's behavior must accompany all children in attendance. If problems arise in this regard, individuals involved may be asked to leave the program/activity.

STUDENT ACTIVITIES--

Sheridan Elementary has many opportunities for students to be involved. The following are some examples:

- Student Council (selection process, grades 3-5)—members participate in community service activities to improve our school and community.
- Colt Squad (grades 3-5)—students work on technology projects that benefit our building.
- We hope to add additional opportunities throughout the school year.

Section IV—SCHOOL GUIDELINES

BREAKFAST PROGRAM--

Breakfast is served daily. As outlined in the Geary County Elementary Schools Family Handbook, "children will eat the school breakfast if they come through the line. They cannot bring an outside breakfast to eat." **The breakfast program is scheduled from 7:40 to 7:55.**

CELL PHONES/SMART WATCHES

Parents who wish their child to bring a cell phone or smart watch for safety purposes before and after school should speak with their child's teacher. **The phone/smart watch must be turned off and in the student's book bag during school hours.** If this procedure is not followed, parents will be contacted. Your cooperation will help avoid distractions and problems with loss, theft, or damage of items for which we cannot be responsible.

CELEBRATIONS—

Classroom celebrations or building celebrations will be held for Halloween, Christmas, and Valentine's Day. In an effort to promote wellness among students, we encourage healthy snacks at celebrations, and encourage you to talk with the classroom teacher about food allergy concerns prior to bringing treats to the classroom. We are trying to limit the amount of treats at celebrations, so please do not send treats unless you have signed up or made arrangements with the teacher.

Recognition of birthdays is handled differently from classroom to classroom. Please contact your child's teacher if you wish to bring treats. It is our procedure that birthday invitations are not passed out at school, unless there is an invitation for every child in the class. This will avoid classroom disruptions and hurt feelings. Please do not send or bring flowers or balloons to your child for birthdays and holidays. We are unable to deliver them to the classroom. Please have them sent to your home.

COMMUNICATION WITH PARENTS--

- Monthly newsletter at beginning of each month posted on Facebook and our school web page Parent Orientation/Open House after school begins and Parent Teacher Conferences in fall and spring
- Reminders for special events and days when there is no school are sent through Skyward/Class Dojo
- Weekly classroom update from classrooms
- Sheridan Elementary Website—<http://sheridanelementary.usd475.org>
- Facebook—Sheridan Elementary USD 475
- Daily Folders

FIELD TRIPS—

District and school field trips are planned throughout the school year. Notification for each trip will be sent home. All students will ride the district bus to participate in the field trip. If parent chaperones are needed, parents are asked to drive their own vehicle and meet the bus at the designated location. Field trips are for Sheridan students only; parent chaperones are asked to make arrangements for other siblings.

When your child orders a sack lunch from the school for a field trip, their account will be charged. Please note that even if your child decides to bring a lunch from home, if the lunch you ordered was not cancelled at least two days prior to the trip, the **sack lunch will be charged to your child's account.**

LUNCH PROGRAM--

Children may participate in the lunch program or bring a sack lunch from home.

Sack lunches should be placed in a small lunch sack or a lunch box. **Please do not send soda.** Your child may purchase milk for \$.50 or bring juice or water. It is a district policy that the student must have money in their account to purchase the milk or bring \$.50 at the time of purchase.

- Student Breakfast: \$2.00
- Student Lunch (elementary): \$2.85

LUNCHROOM PROCEDURES--

Students benefit from having a fifteen-minute recess period prior to lunch. We have established a five-minute quiet eating time which takes place after all students are seated. The designated quiet time is implemented to encourage students to eat their lunch. We ask that all visitors participate.

OPEN DOOR POLICY--

Please feel free to visit with the building principal whenever you have questions, concerns, or you want information about a program or procedures at Sheridan. Communication is the key to a successful school year. We are very proud of our school and all the hard work that goes into making Sheridan a caring and safe environment. Parents, students, staff, and community members are a vital part of our success!

PERSONAL ITEMS/TOYS AT SCHOOL--

Students should not bring any personal items from home. The exception to this rule is Show and Tell/Star Student or a Spirit Day, in which case the teacher/school will communicate with parents/guardians. **Please do not allow students to bring toys, sports equipment (including ball caps, etc.), fidgets/regulations tools, and/or electronic devices.** If items are brought to school, the classroom teacher will request the student put it in their book bag or may take the item for safekeeping. Your cooperation will help avoid distractions and problems with loss, theft, or damage of items for which we cannot be responsible.

RECESS--

Students receive approximately 15 minutes of recess each day prior to lunch.

Procedures for using the playground are essential to student safety. Students are taught the playground procedures, procedures are posted in classrooms and reviewed regularly.

SNACKS--

One of the responsibilities of the school is to teach students proper nutrition habits. One way we can reach our goals is by requiring all snacks brought to school BE HEALTHY and meet the allergy guidelines established to protect children. Healthy snacks include fruit, vegetables, pretzels, crackers, and water. If you have questions about snack time, please contact your child's teacher. Please refer to the Allergy Information in Section V.

Section V—HEALTH SERVICES

ALLERGY INFORMATION--

Children with a serious nut allergy can have an allergic reaction by merely touching a nut-containing food or a surface with nut residue or nut oils. For the safety of our children, we are putting the following safety guidelines into effect:

- Foods containing nuts are **not allowed** in the classroom for snacks. Items not meeting guidelines will be sent home with the student.
- Foods with nuts and homemade items **may be brought in your child's lunch** as long as the item is in a closed bag or container.
- We will not complete any projects that involve nuts or nut products (ex: bird feeders).
- Students will wash their hands with soap and water to clean their hands prior to returning to the classroom after lunch if nuts/nut products are eaten. This will remove any nut oils from their hands before returning to the classroom. Similarly, if your child eats nuts/ nut products for breakfast, we would greatly appreciate your making sure that their hands are washed with soap and water before leaving for school. Water alone does not do the trick.
- Food items provided by the school will meet the allergy guidelines.

ILLNESS--

Please be sure that phone numbers and emergency contact information are up to date in case your child is ill or injured. As stated in the Geary County Elementary Schools Family Handbook: "A student may return to school when symptom free for 24 hours **without** any fever reducing medications or other medications to relieve sympto

