



Parent-Student Handbook

2025-2026

HOME OF THE EAGLES

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

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

School Hours

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

Regular Schedule Kindergarten 7:50am - 1:15pm

Regular Schedule Grades 1st-5th 7:50am - 2:15pm

Early Release Days K-5th 7:50am - 1:15pm

Minimum Days K-5th 7:50am - 12:05pm

Office Hours 7:00am - 3:30pm

Bell Schedule 2025-2026

Regular Day

TIME	ACTIVITY	GRADE LEVEL
7:50	School Begins	K-5th
9:40-9:55	Recess	K-3 rd
9:50-10:05	Recess	4 th -5 th
10:50-11:30 10:50-11:10 11:10-11:30	Lunch/Recess K/1=eat 2/3=play K/1=play 2/3=eat	K-3 rd
11:35-12:15	Lunch/Recess	4 th -5 th
12:20-12:30	Primary Recess	K-3 rd
1:15	Dismissal	K
2:15	Dismissal	1st-5 th

Attendance

Regular attendance is one of the most important factors in long term academic success. When your student is here every day, we are able to build better relationships with them, we can help them understand academic concepts that build on one another, and we can better identify areas of concern in order to provide your student with the support that they need to be successful.

Regular attendance includes arriving at school on-time, coming to school every day, and staying in school for the entire day. You can help by ensuring that your student only misses school for excused reasons. Absences from school will be excused for health reasons, attendance at funeral services for a family member, appearance in court or observation of a religious holiday or ceremony. When a student misses 18 or more days of school for any reason, they are considered to be chronically absent.

When your student does need to be absent, please be sure to notify the school as soon as possible. You can report an absence by calling the school office (530-633-2591) or by emailing our office at anordby@wpusd.org. Please be sure to indicate your student's full name, dates of absences, and the specific reason for the absence. We also encourage you to notify your student's teacher if possible.

Appointments

Please help us support your students by doing your best to minimize appointments during the school day. In the event that you need to check your student out early, consider calling ahead to the office 15 minutes early so we can have your student ready when you arrive to sign them out. Students leaving school before the end of the school day must be signed out through the front office by the parent, guardian or other adult listed on the student's emergency card. ID will be required to pick up a student.

Short Term Independent Study

While we strongly discourage Short Term Independent Study during the school year, we do understand that events may occur beyond your control that may result in your student needing to study from home for a period of time. Short Term Independent Study is used to ensure that a student is able to maintain academic progress in his/her regular classes during a short term absence of no more than 14 days due to emergencies, vacation or illness.

Requests for Short Term Independent Study must occur no fewer than five days before the student's first day of Short Term Independent Study. Short Term Independent Study work will be due the day the student returns to school.

A student requesting Short Term Independent Study must be in good academic standing, have satisfactory attendance, and (if applicable) have successfully completed work from previous participation in Short Term Independent Study. Please contact our attendance clerk for more information about how to request a Short Term Independent Study.

Withdrawals/Transfers

In order for all necessary records to be completed, families must notify the Attendance Clerk at least two days before a student withdraws from school or transfers to another school.

Students will follow their regular schedule on their last day of attendance and complete the withdrawal process. Final clearance must be made with the Attendance Clerk at the end of the school day. A forwarding address, with zip code, must be left with the clerk.

School Attendance Review Board (SARB)

The School Attendance Review Board (SARB) is triggered when there are concerns about students as it relates to their irregular attendance. These meetings are intended to find ways to support families in helping their students attend school regularly.

The Principal and Attendance Clerk will send information to the student's home if the student has excessive tardies, excused absences, or unexcused absences. The letters will be sent according to the following guidelines:

Excused for Illness	Action
5 th excused absence	Excessive Excused Absence Letter 1
10 th excused absence	Excessive Excused Absence Letter 2
14 th excused absence	Excessive Excused Absence Letter 3
15 th excused absence and each absence thereafter will require a doctor's note	No Doctor's note=unexcused absence

Unexcused Absence	Action
3 rd Unexcused Absence	Truancy Notification 1
6 th Unexcused Absence	Truancy Notification 2
9 th Unexcused Absence	Truancy Notification 3, SARB Notification

Arrivals/Departures

1. We provide student supervision beginning at 7:25 a.m. Please do not drop off your child 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 2:15 p.m. There will not be supervision in front of the school. This excludes students who attend the after school program. As soon as school is dismissed, all walkers and bicycle/scooter riders need to leave the school grounds and go directly home.

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**.

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.

Dress Code

Our Board Policy (AR5132) expects students to wear clothing that is suitable for the school activities in which they participate. Additionally, students shall not wear clothing that presents a health or safety hazard or causes a substantial disruption to the educational program. When practical, dress code concerns will be addressed with students outside of their academic instruction times.

The following guidelines shall apply to all regular school activities:

- ◆ Appropriate shoes must be worn 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, jewelry, and personal items shall be free of writing, pictures or any other insignia which is vulgar, lewd, obscene, profane or sexually suggestive or which promotes the use of alcohol, drug, tobacco or other illegal activity.
- ◆ Clothes shall be sufficient to conceal undergarments. See-through tops and bare abdomens are prohibited.

The dress code shall be modified as appropriate to accommodate a student's religious or cultural observance, health condition, or other circumstance deemed necessary by the principal or designee. In addition, the principal or designee may impose dress requirements to accommodate the needs of special school activities, physical education classes, athletic activities, and other extracurricular and cocurricular activities.

Bicycles/Scooters

According to CA law, bicycle, scooter and skateboard riders and passengers under 18 years of age must wear a fastened bicycle helmet while riding on a public road (CVC §21212). Head injuries are more complex and more difficult to heal than typical injuries - don't take the risk!

Under California Vehicle Code 407.5(a), an e-scooter is defined as:

A "motorized scooter" is any two-wheeled device that has handlebars, has either a floorboard that is designed to be stood upon when riding or a seat and footrests in place of the floorboard, and is powered by an electric motor.

The law also places clear restrictions on e-scooter operation under Vehicle Code 21235, including:

- Riders are REQUIRED to have a valid driver's license or learner's permit.
- E-scooters cannot be operated on sidewalks, except as may be necessary to enter or leave adjacent property.
- No passengers are permitted on an e-scooter.
- Riders under 18 must wear a properly fitted and fastened bicycle helmet.

Additionally, California Education Code requires schools to take responsibility for student safety during their travel to and from campus. Unfortunately, we have seen an increase in incidents involving e-scooters, some resulting in serious injuries. To address these safety concerns and ensure compliance with the law, e-scooters are not permitted on elementary school campuses.

Telephone Usage

Students may use the office phone only for emergency purposes. Calling home about forgotten homework or changing 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 tools 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 PowerSchool.
- 2nd Occurrence: The device will be placed in the office for the student to pick up after school, the incident will be logged PowerSchool 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 PowerSchool 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 PowerSchool, and a parent meeting will be scheduled for each future occurrence.

*Students using devices for medical purposes are exempt for medical monitoring purposes.

[California Education Code Section 48901.7.](#)

District Chromebooks

Each student is responsible for maintaining the condition of any textbooks, workbooks, and/or classroom materials assigned to him/her and for returning all assigned textbooks to the teacher at the end of the school year or when the child leaves the school.

Your student will be issued a District technology device (Chromebook, Hotspot, iPad, Laptop) to use only for school-related instruction and activities. Its use is conditioned upon compliance with all District Student Internet and Telecommunications Use policies. Copies of the Student Internet Use Agreement and policies can be found on our district website.

WPUSD owns the device, installed software, and other accessories and if the District technology device is used for any improper purposes, the District reserves the right to have the District technology device returned immediately and remove working access.

You are liable for the value of this device while it is in your possession. If notified by the District, you are to return the District issued technology device within 10 days or during the scheduled return window dates. A device not returned, or returned damaged, will result in the full replacement charge of the device.

WPUSD is offering a Student Chromebook Service Plan for families to purchase to cover basic repair or replacement of the student's Chromebook for the school year. Parents can enroll on our website [HERE](#)

Service Plan Option

- A District Chromebook service plan is available for \$40 per year.
- The plan is effective from the First Date of Registration to June 30 of each year. It will not cover damage prior to the purchase date.
- Plans purchased at any time during the school year will terminate June 30 of that school year.
- Plans purchased during the year will not be prorated.
- There are no refunds for students who leave the district before the effective end date of the current school year's service plan (June 30 of that school year).
- Each student must register their Chromebook device. There is no multi-device family plan.

Repair/Replacement Plan Coverage Fees

- 1st covered damage/replacement - \$0
- 2nd covered damage/replacement - \$30
- 3rd covered damage/replacement - \$40
- After 3 damages and/or replacements in one school year the parent/guardian is responsible for full price for

all damages or replacement. See charges [HERE](#).

Covered Incidentals

1. Accidental damage to frame, cracked screens, drops, liquid spills, submersion. (See repair coverage fees above). All incidents will be evaluated for deliberate abuse/neglect.
2. Accidental damage to keyboard / trackpad.(See repair coverage fees above). All incidents will be evaluated for deliberate abuse or neglect.
3. Theft, burglary, robbery, home event (with official police report) - ONE PER YEAR. Any subsequent incidents are treated as neglect and incur [full charges for damage or replacement](#).
4. Vandalism, must submit an official police report or school administrator non-student incident report. Any subsequent incidents are treated as neglect and incur [full charges for damage or replacement](#).
5. Mechanical failures, determined by IT staff, are covered even if not under a manufacturer's warranty. Does not count against Plan.

Non Covered Incidents

All incidents below will be subject to full charges as listed [HERE](#)

1. Loss of accessories, software or data, including power supply.
2. Intentional acts of damage, neglect/abuse as determined by school staff or manufacturer.
3. Corrosion, rust, or cosmetic damage.
4. Unexplained loss, mysterious disappearance or law enforcement seizure
5. Devices not returned when exiting the District, or upon promotion/graduation
6. Tampering with or any unauthorized attempts to repair the device, install software or remove the device from the WPUUSD managed domain. (Issues of this type will be referred to site administration for violation of the [Student Acceptable Use Agreement](#))

Students who do not participate in the service plan program will be charged the total cost of repairs, not to exceed the replacement value of the device as listed on the [District Issued Technology Device Agreement](#).

Repair/Replacement Fees - Not Enrolled in Chromebook Service Plan:

- Chromebook Replacement (non-returned) - \$350*
- Chromebook Replacement (returned - non-repairable or non-functioning) - \$200
- Chromebook Repair:
 - Cracked, Broken or Non-Functioning Screen - \$ 80
 - Missing Keys on Keyboard - \$25
 - Cracked Frame - if non-repairable may be charge \$200
 - Non-functioning headset adapter -\$200

Failure to return the District technology device will result in full replacement charge noted above and billed to the parent of the student and placed on student fee account until paid in full.

*Non-returned Chromebook reported as stolen must provide a police report showing Chromebook listed as item stolen to have fee waived.

Health Services

1. If your student is under 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 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).

Immunizations and Physicals

All students must have the proper immunizations to be admitted to school. If a child does not have appropriate immunizations and has started school, they will be excluded until all immunizations have been given to the child and the parents have brought proper documentation.

All children entering the first grade must have completed a doctor's physical by November of their first-grade year or within 18 months before the start of first grade. Parents must also have the WPUUSD physical form correctly filled out and turned in to the office. Students who do not receive a physical or who do not turn in proper documentation will also be excluded from school until the physical is complete and documentation is turned in.

A nurse is available on site each week and a health clerk is on site each afternoon. It is vital that current emergency card information is available in case of an emergency. More than two names and phone numbers need to appear for emergency situations. Medication may be dispensed to children by school office personnel upon the request of the parent and the child's physician. A form must be completed by the parent and physician prior to the administration of the medication. The form is available in the school office.

Please note that by law, students are not allowed to self-administer any medication, including cough drops or over-the-counter medication.

Messages/Deliveries

Families need to make arrangements with their students before they leave for school regarding appointments, supplies, and lunch.

Do not send balloons or flowers to students during school hours. Students are not allowed to have them on campus as they are a distraction. If items are delivered to campus, they will be held in the office until the end of the school day.

No food delivery companies (Uber Eats, Door Dash, etc.) are permitted to deliver food to students during school hours. If a delivery is made to the school during the school day, the food will be available for pickup at the end of the school day.

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.

Emergency Procedures

The school's emergency plan identifies 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 Protocols (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, fingerprinted, and have volunteer clearance from the district office. Siblings of students attending field trips are not allowed to attend field trips. The principal may exclude any student from the trip whose presence on the trip poses 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.

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 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. Prohibited items include, but are not limited to: aerosol cans, alcohol, weapons, knives, fireworks/poppers, drugs/paraphernalia, matches/lighters, candy, toys, gum, electronic games/devices, cell phones.

Visitors & Volunteers

Parents, family members and community members are encouraged to volunteer in our school. Below is the process for becoming a volunteer at Sheridan Elementary School:

1. Complete/update our Volunteer Information Packet (available in the office and our website).
2. Provide a copy to the office of your current T.B. test (good for 4 years).
3. Complete a LiveScan (fingerprints - take the WPUSD form to an approved location) clearance.
4. Sign the visitor sign-in sheet in the office and wear the "VISITOR" lanyard or sticker while on campus.

There are times when a volunteer may see or hear something in the classroom or on the campus regarding a student's academic progress, a discipline issue, or other matters that are sensitive and confidential. We ask volunteers to be aware that information about students should not be discussed with anyone other than the appropriate school officials. Any adult on campus without a volunteer tag will be questioned by staff and asked to obtain one at the office.

To ensure teachers are able to focus on their instructional program, we ask that parents/volunteers schedule their visits 24 hours in advance with the classroom teacher or front office. If a parent is volunteering in multiple classes or programs, we ask that parents/volunteers communicate this with our office upon arrival or that you check back into the office between visits.

Library

1. Students are scheduled to use the library weekly during the regular class day. Students may borrow one book 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 is available to all students at no cost.
2. Lunch is available to all students at no cost.
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.

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 items found 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 their 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

S.O.A.R. Tickets

- ✓ 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 schoolwork; 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 ensure 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 of your 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 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.

Area/setting	School Rules = S.O.A.R			
Expectations	Safety First	Outstanding Effort	Arrive Ready	Respect Self & Others
Bathroom	• Feet on the floor. • Wash your hands. • Flush the toilet.	• Use the bathroom during breaks and not during class time. • Use "just enough" toilet paper. • One pump of soap. • Close the stall door.	• Go straight to the bathroom use the facility, and return to class.	• Respect others privacy. • Respect the equipment. • Throw paper towels away.
Playground	• 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.	• Discuss rules before you start a game. • Be a good sport. • If you are having a conflict, ask an adult to help resolve.	• Come ready to have fun with your friends. • If you take out equipment, you are to put it away also • Use walking feet to line up. • Take care of restroom breaks and drinks at recess.	• Take turns. • Include everyone in play. • Clean up the area.
Cafeteria	• Hands and feet to self and bottoms on the bench. • Sit at assigned table. • Eat the food provided to you.	• Clean up after yourself. • Eat neatly and quickly. • Try the food provided to you.	• Walk quietly to the cafeteria. • Have your entire cold lunch with you. • Be ready to put your code in.	• Wait in line quietly. • Follow the directions of the supervisor. • Have kind/quiet conversations.
Classroom	• Use materials appropriately. • Walk in the classroom.	• Work cooperatively in groups. • Participate to the best of your ability. • Ask for help if you get stuck.	• Arrive to school 5 minutes before school starts. • Come to school with homework and all materials. • Be ready to learn.	• Worry about yourself. • Be kind and helpful to your classmates. • Encourage others.

Library/ Computer Lab	• Make sure hands are clean before using the equipment. • Push in chairs when finished.	• Return books to the school library after one week. • Ask questions if you get stuck.	• Be ready with correct materials. • Walk quietly to the library/computer lab.	• Follow teacher's directions. • Leave area clean and organized. • Be gentle with materials and equipment.
Office	• Use walking feet. • If you are reporting an emergency • Interrupt for emergencies only • Speak calmly and clearly	• Ask questions if you need help. • Wait patiently for your turn.	• Walk quietly to the office. • Take care of business and return to class.	• Use manners. • Use an appropriate voice level. • Respect others' privacy.
Quiet Zones	• Walk in a single file line. • Yield for others. • Be aware of doors.	• Walking feet.	• Go directly to your destination.	• Quiet voices.
At Home	• Think before you act. • Go straight home. • Ask for help.	• Complete Homework. • Check Agenda/Planner or Folder with Parents. • Clean Backpack nightly.	• Get home on time.	• Follow adults' home rules. • Keep room or own space clean.
Community	• Walk on paths and sidewalks.	• Greet people from the community in a friendly manner.	• Make sure you arrive on time to your non-school activities.	• 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.

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

WPUUSD 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)

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