

**Sheridan Elementary
Student & Parent Handbook**



Home of the Tigers!

**5317 McKinley Avenue
Tacoma, Washington 98404
253-571-5900**

Welcome to Sheridan!

Welcome to Sheridan! We are excited to have your family as part of our school community.

At Sheridan, we believe every student can learn, grow, and succeed. We value strong partnerships with families and know that students do their best when home and schoolwork together. Your support, involvement, and communication are important to us.

Our goal is to provide a safe, welcoming, and inclusive environment where every child feels respected, supported, and challenged to reach their full potential. We look forward to helping our students develop the academic, social, and emotional skills they need for success.

Thank you for trusting us with your child's education. Together, we can make this a wonderful year of learning and growth.

Go Tigers! 🐅

Vision

Sheridan Elementary provides a system of collaborative support resulting in academic, social, and emotional success for every student, every day.

Mission

Sheridan Elementary students will transition to middle school with confidence and compassion, enriched by diversity, equipped to collaborate, create, think critically, and communicate effectively.

Contact

Principal

Christina Nunn, 253-571-5939

Assistant Principal

Ronel Balatbat, 253-571-5974

Office Coordinator

Marie Reardon, 253-571-5940

Office Secretary

Lisa Campos, 253-571-5989

Office Secretary

Deb Llewellyn, 253-571-5941

Daily Schedule

Monday, Tuesday, Thursday, and Friday

- School starts at 9 a.m.
- School ends at 3:30 p.m.

Wednesdays (Late Start)

- School starts at 10 a.m.
- School ends at 3:30 p.m.

Lunch & Recess Schedule

Grade	Lunch	Recess
TK	11:40	12:10 pm
K	11:00	11:25
1	11:25	11:00
2	11:55	12:20 pm
3	12:20 pm	11:55
4	12:50 pm	1:15 pm
5	1:15 pm	12:50 pm

Campus and Playground Hours

Student supervision begins at **8:45 a.m.** Students should not arrive on campus before this time unless they are participating in a school-sponsored program with adult supervision. If a student arrives before 8:45 a.m., they must remain with a parent or guardian until supervision begins.

The playground is closed to the public before and during the school day. After school, students may not remain on the playground without parent or guardian supervision. The playground opens to the community after **4:00 p.m.**

Two-Hour Late Starts!

If school starts two hours late, half-day programs are cancelled.

Snow Days

The decision to close schools is made by the Superintendent as early as possible, usually around 5:30 a.m. Tune in to KOMO 1000 AM/KIRO 710 AM/KMPS 94.1 FM/ or KLAY 1480 FM for school closure announcements.

If you hear the announcement that “schools will operate on a regular schedule, but with limited bus transportation” it means:

- District yellow buses and contracted buses will run only on snow routes.
- House-to-house transportation for disabled students is canceled.
- Head Start is canceled.
- School starting times will be announced.
- If school arrival time is delayed, breakfast may not be served.

Attendance

Reporting an Absence

If your child will be absent, please call the school office at **253-571-5900** or report the absence through **ParentVUE**.

Attendance Expectations

Regular attendance is important for student success. Students are expected to attend school every day and arrive on time. Parents and guardians are responsible for ensuring their child attends school and for providing a reason when an absence occurs.

Absences may be excused for reasons such as:

- Illness or medical appointments
- Religious observances
- Court appearances
- Family emergencies
- School-approved activities
- Pre-approved family travel or events

The principal determines whether an absence is excused or unexcused.

If a student has repeated unexcused absences, the school will work with the family to develop a plan to improve attendance and follow state and district attendance requirements.

Tardiness

Students are expected to arrive on time each day. Arriving late disrupts learning for both the student and the classroom.

Students arriving after **9:00 a.m.** must be accompanied by a parent or guardian to check in at the office. If a student has multiple unexcused tardies, school staff will contact the family to provide support and develop a plan to improve punctuality.

Early Dismissals

Whenever possible, please schedule medical appointments and other activities outside of school hours. Students leaving school before the end of the school day must be signed out through the office by a parent, guardian, or authorized emergency contact. A valid photo ID may be requested.

To ensure student safety and minimize disruptions to classroom instruction, **early checkouts will not be permitted after 3:00 p.m. except in emergency situations.** Please plan accordingly and notify the office if your child needs to leave school early.

Transportation & Student Travel

Arrival

Campus opens	8:45 am
Regular start time	9:00 am
Wednesday start time	10:00 am

Arrival Procedures

For the safety of all students, please use the **back of the school** for student drop-off before school.

The **front of the school is reserved for buses until 9:00 a.m.** and must remain clear during bus arrival. Beginning at **9:00 a.m.**, **any student arriving late must be accompanied by a parent or guardian to the main office. Parents must park their vehicle and sign their student in at the office before the student proceeds to class.**

To help keep everyone safe:

- Use marked crosswalks when crossing streets.
- Follow all crossing guard directions.
- Drive slowly and watch for students and families walking to school.
- Students may not play on the playground before school starts.

Thank you for helping us maintain a safe and orderly arrival process each morning.

Dismissal

Student release	3:30 PM
Campus closes	4:00 PM

Dismissal Procedures

Students must be picked up promptly at the end of the school day. For safety reasons, students may not remain on campus or play on school grounds after dismissal unless supervised by a parent or guardian.

If your child's dismissal plans change, please notify the office as soon as possible. Students who are picked up early may need to wait in the office until a parent or guardian arrives.

To minimize disruptions to classroom instruction and ensure a safe dismissal process, **early student checkouts and changes to dismissal plans will not be accommodated after 3:00 p.m., except in emergency situations.**

Walking to School

Students should use designated crosswalks and always follow crossing guard directions. Families are encouraged to discuss safe walking habits with their children.

Bicycle Safety

Students riding bicycles to school must wear a helmet, walk their bikes while on campus, and secure them at the bike rack. Bicycles are not permitted in the bus loading zone.

Bus Transportation

Students who ride the bus are expected to help create a safe, respectful, and positive environment for everyone. Sheridan Tigers should follow the bus driver's directions, remain seated, keep their hands, feet, and belongings to themselves, use appropriate voice levels, and treat others with kindness and respect. Following bus expectations helps ensure that all students arrive at school and home safely each day. Students who do not follow bus expectations may receive consequences from the bus driver, school staff, or transportation department, including the loss of bus riding privileges. If you have any questions regarding transportation, call First Student at 253-272-7750.

Campus Access & Family Partnerships

At Sheridan, we believe that strong partnerships between families and school staff help students succeed. We are committed to creating a welcoming environment where all families feel connected, informed, and supported.

During the school day, Sheridan operates as a closed and secure campus. All visitors/volunteers must check in at the office, and exterior doors remain secure to help ensure student safety.

Volunteers

Volunteers play a significant role in our school community. We welcome family and community volunteers and encourage those interested to contact the school office to learn about volunteer opportunities and requirements.

To minimize disruptions to instruction and ensure classroom activities are appropriately planned, volunteers and visitors who wish to visit a classroom must plan with the teacher at least 24 hours in advance. All volunteers and visitors must check in at the office and follow school visitor procedures upon arrival.

Communication

We encourage families to contact the school office with questions, concerns, or to schedule a meeting with a teacher, counselor, or administrator. Scheduling an appointment helps ensure staff are available to meet with you.

ParentVUE is a valuable tool for staying connected to your child's education. Families can use ParentVUE to monitor attendance, view grades, update contact information, report absences, and communicate directly with teachers and school staff. We encourage families to check ParentVUE regularly as a valuable source of two-way communication between home and school.

Families receive regular SchoolMessenger email, text, and phone updates with important school information, upcoming events, and ways to support student success at home.

Parent-Teacher Conferences

Parent-teacher conferences are held twice each year for students in grades Preschool-5. Kindergarten families also participate in a conference at the beginning of the school year as part of the WA KIDS process. We encourage all families to attend and partner with us in supporting student growth.

Campus Safety

Emergency Preparedness

To help keep students and staff safe, Sheridan conducts regular **fire, earthquake, shelter-in-place, and lockdown drills** throughout the school year. Teachers review safety procedures with students and guide them during all drills and emergencies.

In the event of an emergency, we follow established safety procedures and may keep students at school until it is safe to reunite them with their families. Communication systems may be limited during an emergency, so families should monitor official emergency alerts and local news for updates.

Common Emergency Terms

- **Earthquake:** Students and staff follow "Drop, Cover, and Hold On" procedures.
- **Fire:** Students and staff evacuate to designated safe locations.
- **Lockdown:** Building access is restricted and students remain secure in classrooms.
- **Modified Lockdown:** Exterior doors are locked while school operations continue.
- **Shelter in Place:** Students and staff remain inside the building while normal school activities continue.

Health Services

Health Room Support

Sheridan's health services team includes a school nurse and health room staff who support students' health and wellness. Please ensure the school always has current emergency contact information on file.

When to Keep Your Child Home

If your child is sick and unable to participate in the school day, please keep them home. Students who have a fever or have been vomiting should remain home for at least 24 hours after symptoms have been resolved.

Illness or Injury at School

If a student becomes ill or is injured during the school day, the school will contact a parent, guardian, or emergency contact. In the event of a serious emergency, school staff will seek appropriate medical assistance.

Participation in School Activities

Students attending school should be healthy enough to participate in all parts of the school day, including recess, physical education, and outdoor activities. Please send your child dressed for the weather.

Medication at School

All medications must be stored in the health room and administered according to district procedures. A completed medication authorization form signed by both a healthcare provider and parent/guardian is required before medication can be given at school. Medication must be provided in its original container.

Washington State law requires students to meet school immunization requirements or have an approved exemption on file. Students may not attend school until required documentation has been submitted. Please contact the school office if you have questions about immunization requirements.

Counseling and Student Support

Sheridan's school counselor supports students' academic, social, and emotional well-being. Counselors work with students, families, and staff to help students navigate challenges, build positive relationships, develop coping skills, and achieve success in school. The counseling program also provides preventative support and promotes a safe, healthy, and inclusive school environment. Families with questions or concerns are encouraged to contact the school office.

Positive Behavior Supports

At Sheridan, we use **Positive Behavioral Interventions and Supports (PBIS)** to create a safe, respectful, and supportive learning environment. We teach, model, and reinforce positive behaviors so all students can be successful at school.

Our Tiger Expectations are:

- **Show Respect**
- **Make Good Decisions**
- **Solve Problems**

Students are recognized for demonstrating these expectations through positive feedback and Tiger awards. Families play a key role by discussing and reinforcing these expectations at home.

When behavior concerns arise, school staff work with students and families to provide support and teach appropriate skills. If concerns become ongoing or significantly impact learning, a plan for student success may be developed in partnership with the family. Consequences are applied consistently and in accordance with district policies.

Schoolwide Voice Levels

- **Level 0:** Silent
- **Level 1:** Whisper
- **Level 2:** Partner Voices
- **Level 3:** Presentation Voices
- **Level 4:** Outdoor Voices

Playground Expectations

At Sheridan, we want recess to be a safe, fun, and inclusive time for all students. Students are expected to follow our Tiger Expectations: **Show Respect, Make Good Decisions, and Solve Problems** while playing and interacting with others.

To help keep everyone safe:

- Use playground equipment as intended and follow staff directions.
- Take turns, include others, and play fairly.
- Keep hands, feet, and objects to yourself.

- Stay in designated play areas and remain within playground boundaries.
- Throwing rocks, sticks, dirt, snow, or other objects is not permitted.
- Follow game-specific rules and use equipment safely.
- Recess equipment should remain at school; personal toys and sports equipment should stay at home.

School staff supervise recess and help students resolve conflicts, practice problem-solving skills, and make positive choices. When concerns arise, staff will work with students to reinforce expectations and support safe, respectful behavior.

Playground Activity Expectations

Swings

- One student per swing.
- Remain seated and swing forward only.
- Wait your turn and stop the swing before exiting.

Basketball

- Play in designated areas only.
- Follow grade-level game rules.
- Use good sportsmanship and no aggressive play.

Four Square / Two Square

- Follow game rules.
- Respect referee decisions and take turns fairly.

Jump Ropes

- Use safely and in designated areas.
- Keep ropes away from playground structures.

Climbing Bars

- One direction at a time.
- One student crossing at a time.

Play Structure ("Big Toy")

- Use equipment as intended.
- No chasing, tag, or rough play.
- Use slides feet first and keep hands to yourself.

Tetherball

- Follow official game rules.
- Do not touch the rope or pole.

Spinner

- Hold on securely.
- Wait your turn and stay clear while others are using it.

Kickball

- Teams should be balanced.
- Demonstrate good sportsmanship.

Soccer

- Follow game rules and play safely.
- Use respectful language and teamwork.

Football

- Catching and throwing only.
- No tackle or contact games.

Personal Technology & Toys

To support a safe and focused learning environment, cell phones, smart watches, earbuds, and other personal electronic devices must be turned off and stored during the school day. Inappropriate use of technology, including taking photos, recording others, texting, gaming, or accessing social media, is not permitted. Toys, trading cards, and other non-school items should remain at home unless approved by a teacher. Items that disrupt learning may be held in the office and returned according to school procedures. Sheridan Elementary is not responsible for lost, damaged, or stolen personal items brought to school.

Lost and Found

Please label your child's coats, backpacks, lunch boxes, and other personal belongings with their name. Lost items are placed in the school's Lost and Found area for students to check during the school day. Families are encouraged to check the Lost and Found regularly for missing items. Unclaimed items are donated **monthly** throughout the school year.

Student Responsibility for School Property

Students are responsible for the care of school materials, including textbooks, library books, and other school-issued items. Families may be charged for items that are lost, damaged, or not returned. We encourage students to take pride in caring for school property and developing responsible habits. If fees are incurred, families should contact the school office to discuss payment arrangements.

School-Sponsored Field Trips

Field trips provide valuable opportunities for students to extend their learning beyond the classroom. A signed parent or guardian permission form is required for all field trips.

Parents and guardians who wish to volunteer as chaperones must complete district volunteer requirements in advance. Chaperones are selected by the classroom teacher based on the needs of the trip. Siblings may not attend field trips.

Students picked up directly from a field trip must be signed out by a parent or guardian. To ensure the safety of all participants, students may be excluded from field trips due to behavior or safety concerns.

Thank you for partnering with Sheridan Elementary. Together, families and staff help create a safe, welcoming, and supportive environment where every student can learn, grow, and thrive. We appreciate your trust, involvement, and commitment to our school community. Thank you for being part of the Sheridan Tiger family. Go Tigers! 🐅

Sheridan Student, Parent, and Teacher Compact

At Sheridan Elementary, we believe that students are most successful when families, staff, and students work together. This compact outlines our shared commitment to supporting student learning, growth, and success.

Staff Commitment

Sheridan staff will:

- Provide a safe, welcoming, and inclusive learning environment.
- Maintain high expectations for student learning and behavior.
- Communicate regularly with families about student progress.
- Respect and support the unique strengths and needs of each student.
- Partner with families to help every child succeed.

Student Commitment

Sheridan students will:

- Follow school and classroom expectations.
- Come to school on time and get ready to learn.
- Show respect to themselves, others, and their school.
- Do their best and take responsibility for their actions.
- Practice reading and learning at home.

Family Commitment

Families will:

- Support regular attendance and punctuality.
- Encourage learning and reading at home.
- Communicate with school staff and stay informed about their child's progress.
- Participate in conferences and school events when possible.
- Support a safe, respectful, and positive school environment.

By working together, we can ensure that every Sheridan student has the opportunity to learn, grow, and thrive.

Student Signature: _____ Date: _____

Parent Signature: _____ Date: _____

Teacher Signature: _____ Date: _____