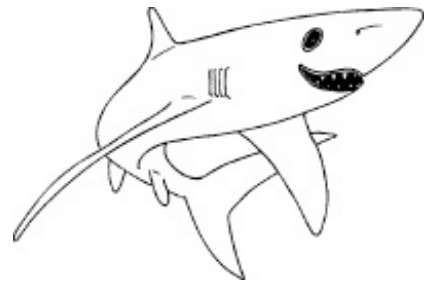

Sheridan Elementary Student and Parent Resource Guide

2009-10 School Year



Welcome to the 2009-10 School Year!

This Resource Guide has been provided to assist parents and students with information about important procedures and guidelines at Sheridan School. While the Resource Guide is not “all inclusive”, it does provide many answers to commonly asked questions, including arrival/dismissal, discipline, emergencies, home/school communication, and functions that occur throughout the school year. Please keep this Guide readily available.

Over the past few years, the District has introduced several new programs to better meet the needs of all students and staff. Of importance are the “Start on Time” Initiative; Emotional Wellness and Positive School-Wide Behavior Support; Bullying Prevention and Education; and a Local Wellness Policy with changes to food/snacks brought into schools. Details about many of these programs are explained throughout this handbook, so please familiarize yourself with the changes, even if you have been at Sheridan for many years! Also, Sheridan News, important reminders from the school, and community flyers/downloads are electronically communicated between home and school. Further details regarding electronic communication can be found in the Office Notes section of the Resource Guide.

We ask all families to review the Resource Guide with each child, sign the final page, and return to your child’s teacher by Friday, October 9th. We all work hard to teach the expectations for children in our school environment, and reinforce appropriate behavior and making good choices. Our goal is to work alongside parents to provide students the best educational services to meet individual needs.

Thank you for taking the time to read the Resource Guide! We look forward to partnering with you, the parent community, in providing a top-notch educational experience for all children at Sheridan School!

Sincerely,
Dr. Michelle Shinn
Principal

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Items marked with a bell contain information that is frequently asked!



A...B...C

Arrive Before 8 O'clock. The school day starts at 8:00 a.m. every day. *If you can't be on time, be early!* It is important for all students to be in their classroom ready to start their academic day by that time. Children who are late disrupt the classroom and miss learning opportunities. Attendance is an extremely important part of your child's education. By minimizing the instruction your child misses, you can ensure that he or she gets the most out of school. If your child arrives at school after 8:00, they need to enter through the front door and obtain a late slip before going to their classroom. Students who incur 6 or more tardies will receive a phone call from the Principal.

ABSENCES FROM SCHOOL

Illness: please call the school by 8:00 a.m. each day to inform the school secretary of your child's absence. Please indicate if your child has a fever of 100 or greater and/or a cough.

Social Absences: District 67 does not encourage social absences, however, they do occur. Please complete the ABSENCE OF THREE OR MORE DAYS Form (from the School Office) at least one week before student's absence. Parents are encouraged to contact their child's teacher regarding expectations for work completion during social absences.




ARRIVAL AND DEPARTURE PROCEDURES

Your cooperation with the following morning drop off and after school pick up procedures would be most appreciated, not only to expedite the process, but also to ensure the safety of our children. Please read these carefully so we can make arrival and departure work well for everyone.

Don't forget to complete the After-School Dismissal Information form and return to your child's teacher on the first day of school. It is important that your child's teacher know how your child will leave school in the afternoon.

MORNING ARRIVAL


 Supervision of the playground area starts at 7:45 a.m. Please do not drop children off before 7:45 a.m. Children are lined up to go into the classrooms at 7:55 a.m. (first bell). Classes begin at 8:00 a.m.

Automobile - If you drive your child to school, please drop your child off at the front entrance of Sheridan School, off Sheridan Road. Please observe the following procedures:

- ✓ Please pull past the front door to the south door, past the main entrance, to allow other cars to enter the driveway, even if there are no cars behind you.
- ✓ Please wait until you have passed the front door and are close to the south door before letting your children out of the car. If you stop before then to let your children out, the flow of traffic stops.
- ✓ Let your children know that they will be expected to go to the playground when you drop them off.
- ✓ To facilitate the drop-off procedure, it is requested that you not get out of your car - Sheridan staff members will assist your child.
- ✓ Children arriving prior to 7:55 a.m. will be routed to the playground area until the first bell.
- ✓ Please try to arrive by 7:50 so we don't have a long line of cars so close to the first bell.
- ✓ Please do not "go around" another car unless directed by staff.
- ✓ Watch for students in the crosswalk on Sheridan Road.

- ❖ Buses - Buses unload at the north end of the building, near the walk to the playground.
- ❖ Walkers - Children walking to school should go to the playground before school begins.

AFTERNOON DISMISSAL

 School is dismissed at 1:45 on Mondays, and 2:50 Tuesday-Friday. Students can leave school (1) on the bus, (2) picked up at the north-side door, or (3) walk home from school. Students must have written parent permission to walk/ride bike from school without an adult. If a change is made in transportation, it needs to be in writing, even if it is for one day. Without written notice, students will be sent home following the instructions you have given the classroom teacher. Unless a child has written permission to walk/ride a bike home, an adult will need to meet them at the double door (north side entrance). If you need to park in the front parking lot, make sure you park in a parking space. Cars should not be parked, or left unattended, along the sidewalk in front of the school or buses, or in the car pick-up line.

 There is no playground supervision after school.

- ❖ Automobile – Please read this section carefully if you plan to pick your child up after school. Procedures are in place to ensure the safety of all children.
- ❖ If you choose to pick up your child after school, PLEASE observe the following procedures:
 - ✓ All children being picked up after school will go to the Multi-Purpose Room until their ride arrives. You may pick up your child outside the north entrance of the Multi-Purpose Room, near the map. Cars will no longer be allowed to pull in and double park on the south side of the lot. Parking on Sheridan Road is illegal as well as unsafe. Cones will be placed on the north side of our lot at 1:25 p.m. on Mondays, and 2:30 p.m. Tuesday through Friday, to allow for bus arrival.
 - ✓ If you must pick up your child/children before that time, you may come to the office to sign them out. Please avoid calling the office after 2:30 to change transportation, unless it is an emergency. The office needs time to get information to classrooms, and last minutes calls close to the bell may not be picked up. Please do not leave a voice mail message if it is an emergency- please call back and speak to someone in person.
 - ✓ To avoid our traffic backing up on Sheridan Road, plan to arrive at the school by 1:55 p.m. on Mondays, and 3:05 p.m. Tuesday through Friday.
 - ✓ If your child has an after school activity that requires an immediate pickup, please try to arrive early to be near the front of the line so you can exit quickly. It is not an excuse to circumvent other procedures if you are running late.
 - ✓ All bicycles should be walked on school grounds.
 - ✓ All students will need a green transportation slip to go home with another child, either by bus, car, or another walker.

Buses – Buses begin arriving in the front parking lot at approximately 2:30. The parking lot will not be accessible from 2:30-3:05 to car traffic. If you park in a parking spot, you will be allowed to exit the lot after the buses have left. Please do not park alongside a bus, behind a bus, or anywhere painted yellow. Children will be dismissed from their classrooms by grade level. Once the buses have exited the lot, all cars may exit.

Walkers - Children walking home will proceed to the door to the Multi-Purpose Room, north door. They will be allowed to exit the door after the buses have exited.

ASSOCIATION OF PARENTS AND TEACHERS (APT)

The Association of Parents and Teachers (APT) is a group of parents who work together and with the Sheridan School staff to enhance the education and enrichment of our children, foster cooperative working relationships and promote communication within the school community. Anyone who pays annual APT dues is a member. APT dues are \$25 per family and these funds help support APT activities throughout all of the schools in the district; providing Fine Arts programs, Visiting Authors, and enhancing other school, parent and teacher activities. Payment of dues also entitles each family to a school directory for each school that your child(ren) attends. Each District 67 School has its own APT President and Board. Sheridan Board members, parents who take on a responsibility for a specific type of activity, are listed inside the Sheridan Student Directory. For more information about the Sheridan APT, please contact the Sheridan APT President, Holly Wales.

APT MEETINGS

Sheridan APT meetings are held on the third Wednesday of each month. Dates are published on their website. APT meetings are open to all parents of Sheridan School students and your attendance is welcomed and encouraged. For more information, please contact the Sheridan APT President, Holly Wales.

BUILDING AND PLAYGROUND RULES

The playground is one place where many skills can be learned and practiced. Not only can motor skills be refined, but also many responsible behaviors can be cultivated (i.e., cooperative play, good sports etiquette, self-control). These benefits are only possible if a positive and predictable structure is available. Gum is not allowed at school at any time.

The following rules have been designed to facilitate positive playground interactions and experiences. The Wellness teach and review all of the rules at the beginning of the school year with all classrooms.

❖ SWINGS - DO

- ▶ one person at a time on the swing
- ▶ sit on your bottom with your feet in front of you
- ▶ come to a stop by dragging your feet on the ground before leaving the swing
- ▶ always keep both hands on the chains of the swings while swinging

❖ SWINGS – DO NOT

- ▶ jump off the swing
- ▶ have more than one person on a swing
- ▶ twist by yourself
- ▶ twist with another swing
- ▶ swing on your stomach

❖ SWINGS – MISC.

- ▶ must count to 100 on a swing before asking the person on the swing to get off
- ▶ must count on another swing if you were just counted on
- ▶ be careful when walking by the swings so not to get kicked by someone on the swing

❖ SLIDES – DO

- ▶ one person at a time on the slide
- ▶ sit on your bottom with your feet in front of you
- ▶ wait until the person before you is off the slide before sliding down

❖ SLIDES – DO NOT

- ▶ slide down on your stomach
- ▶ twist while going down the slide
- ▶ climb back up the slide
- ▶ run back up the slide
- ▶ push others down the slide
- ▶ slide down with more than one person (a train)
- ▶ stop in the middle of sliding down for no reason

❖ MONKEY BARS – DO

- ▶ form a line on either side of the monkey bar
- ▶ one person at a time going across
- ▶ may skip one bar while traveling across

❖ MONKEY BARS – DO NOT

- ▶ sit on top of bars
- ▶ start going across until the person has jumped down and moved away from the bars
- ▶ playing chicken with others on the bars
- ▶ pulling others off of the bar

❖ SLIDER BAR – DO

- ▶ one person at a time using the slider bar
- ▶ you must be able to reach the slider bar to use it
- ▶ land on your feet if not able to make it all the way across the bar
- ▶ always keep two hands on the slider while going across
- ▶ ask someone to move the slider bar to either side so that it can be used

❖ SLIDER BAR – DO NOT

- ▶ jump off on purpose making yourself fall to the ground
- ▶ ask others (including teachers and aides) to lift you up to reach the slider bar
- ▶ climb up and across the poles in order to reach the slider bar and push it to the beginning
- ▶ push anyone who is using the slider, they must slide across on their own

❖ TETHERBALL - DO

- ▶ two players at a time
- ▶ serve the ball to begin the game by throwing the ball or hitting the ball with an open hand
- ▶ once the ball is served at the beginning of the game, the ball should not be stopped and served again
- ▶ must hit the ball with open hands
- ▶ one child hits the ball in one direction, while the other child hits the ball in the other direction
- ▶ the game is over when the rope is entirely wrapped around the tetherball pole
- ▶ the next game begins with the new person serving the ball

❖ TETHERBALL – DO NOT

- ▶ hold on to the pole at any time during the game with hands
- ▶ punch the ball
- ▶ stop the ball and reserve
- ▶ serve the ball while holding onto the rope

❖ POLE CLIMB – DO

- ▶ one person at a time climbs each pole
- ▶ shoes on to climb the pole
- ▶ ring the bell if successful at climbing to the top of the pole

❖ POLE CLIMB – DO NOT

- ▶ take off shoes and/or socks
- ▶ stand by the pole when someone is climbing
- ▶ jump off the pole

❖ FOUR SQUARE RULES

- ▶ Each square is 4 x 4
- ▶ Squares are named. #1 is pawn, #2 is Jack, #3 is Queen, and the serving square is #4 or King
- ▶ The serve must be made behind the diagonal serving line in square #4
- ▶ The serve must bounce on the ground first before leaving the square
- ▶ The serve must be made using both hands
- ▶ The server can go in front of the line once the serve has been made
- ▶ The ball can't touch any of the white lines or else the person who caused the ball to bounce on the line is out
- ▶ If a player catches the ball they must immediately allow the ball to bounce on the ground before hitting it to another player's square
- ▶ The ball is only allowed to bounce once in any square
- ▶ No one is allowed to just hold the ball
- ▶ When someone gets out, everyone else rotates allowing square #1 to open up for the new person to join the game
- ▶ "Regular" 4 square is played with no tricks. Each player simply allows the ball to bounce in their square and they then hit the ball to another square
- ▶ 4 square with tricks is played with 6 different tricks (we only allow these 6). Before the serve is made, the server must announce "tricks" or "no tricks".
 1. **Bubbles** - allows the child to hold the ball bouncing gently while deciding on what trick to do
 2. **Babies** - a very small bounce into someone else's square
 3. **Giants** - a very large bounce into someone else's square (however - the ball has to stay inside the other person's square or else the person who bounced it will be out

4. **Cherry Bomb** - the person initiating it must say verbally aloud "cherry bomb" and quick place the ball in the center of the 4 squares. Everyone quickly runs to the back corner of their own square. The lasts person to get there is out
5. **Rocket** - again the person initiating it must say it aloud verbally and quickly place the ball in the center of the 4 squares. The last person to put their hand on the ball is out
6. **Twisters** - the student twists their wrist causing a twist in the ball

MISC. RULES

- ▶ anyone can join in a game as long as the student goes on a team to keep the teams even and not one-sided
- ▶ jump ropes are used for jumping and not used as reins around other children
- ▶ two hand touch only when playing football

Inside Recess

- Follow directions of teaching assistant for allowable games and activities
- Use inside voices

Respect Others and Their Property

- Games are open to all students
- Take turns
- Choose teams fairly
- Share equipment
- Keep hands and body parts to self
- Use or touch others' property only with their permission
- Line up quietly by classroom to enter the building
- Walk in a safe manner in hallways
- Use bathrooms appropriately
- Use quiet voices in hallways

Equipment

- Soccer balls and footballs: In grass areas only. Should never be kicked at school, windows, or other students
- Rubber balls and basketballs: In concrete areas only. Hands only, no kicking
- Softballs only, no hardballs
- Jump ropes: On blacktop if not raining.
- Return all equipment before lining up to come in from recess
- Personal property, including toys, may be brought to school if approved by the classroom teacher, and if they do not create "exclusive" teams and/or interfere with general playground supervision.

Additional

- Chase games are allowed only in the grass area with the permission of the playground supervisor
- No running or tag around equipment or on play structure

Cafeteria

- Use appropriate behaviors in line
- Remove hats
- Always walk in cafeteria
- Food is eaten in the cafeteria, unless special permission is given
- Scrape tray clean without bumping it on trash can
- Use good manners and normal voices
- Keep food on trays, not on tables
- Leave your area clean
- No sharing food
- After tray is emptied, sit down, and raise hand to be excused to line up

BULLYING

The act of “bullying” can be described as the persistent, repeated and/or chronic pattern of physical, verbal, or psychological harassment and the continual harming of another person within an unequal power relationship. Bullying behaviors are often times conducted in covert and secretive ways so as to be out of the view of figures of authority. Bullying also can be viewed as any behavior that has an unreasonable effect on another student’s ability to learn during school hours.

A *bully* is someone who directs physical, verbal, or psychological aggression or harassment toward others, with the goal of gaining power over or dominating another individual. A *victim* is someone who repeatedly is exposed to aggression from peers in the form of physical attacks, verbal assaults, or psychological abuse.

According to Illinois General Assembly Public Act 92-0260 (effective 1/1/02), “The school board in consultation with the parent-teacher advisory committee and other community based organizations must include provisions in the student discipline policy to address students who have demonstrated behaviors that put them at risk for aggressive behavior, including without limitation *bullying*, as defined in the policy. These procedures must include procedures for notifying parents or legal guardians and early intervention procedures based upon available community based and district resources.”

District 67 has a statutory obligation to develop and implement a response to bullying behavior, and parental objection or disagreement with this response and subsequent intervention plan, either in whole or in part and does not relieve the school district of its responsibility to allow school personnel to exercise their authority. District 67 acknowledges that bullying behavior has a negative effect on the social and educational environment of schools, and can create a climate of fear among students. Bullying can also inhibit the ability of students to learn, and can lead to other anti-social behaviors. The act of bullying will be addressed by way of a two-pronged approach: (1) prevention and education, and (2) appropriate consequences to incidences of bullying.

If a situation involving bullying behavior is brought to the attention of a staff member, the following procedures shall be followed.

1. The individual student(s) will be interviewed by an administrator.
2. The offending student(s) will be interviewed by an administrator and the extent of their involvement will be determined.
3. Appropriate consequences will be determined and delivered in accordance with the school discipline procedures (see School Discipline section), detailed in this Resource Book.

BUSES

Sheridan School children have the opportunity to be bused to and from school. Detailed bus information packets are mailed home over the summer or are available at the Sheridan School Office. Bus passes are distributed to students during the first week of school, or upon payment of the transportation fee to the district, and must be shown when boarding the bus. Only students with bus passes may ride the bus. If your child has a bus pass, he/she may ride a bus other than his/her own if space permits and the parent completes a “Green Note”. Students without bus passes are not allowed to ride the bus for “play dates”.

BUS ROUTES

Bus routes are available from the Sheridan Office. Any questions and/or concerns regarding bus routing should be referred to the District 67 Transportation Coordinator, Maureen Quaid at (847) 615-4476.

Students and parents are encouraged to notify either Sheridan School or Maureen Quaid immediately of any safety hazards which they have observed during bus operations. Issues related to student’s behavior on the bus should be referred to the school principal.

BUS RULES

All district families receive a detailed bus information packet, mailed home over the summer or available at the Sheridan School Office. This information packet contains student behavioral rules and regulations and a "Bus Agreement Form". The student(s) and parent are to review these rules, sign the form and return the signed form to the district office.

Children should be at their stop a few minutes before the bus is to arrive and wait in an orderly manner. Regular parent supervision at the bus stop is highly recommended. A child may have bus privileges denied in case of misconduct. Any questions regarding bus rules or behavior should be referred to Allen Albus, the Deputy Superintendent of Finance at (847) 604-7404.

CONSEQUENCES FOR MINOR BUS INFRACTIONS

The driver usually begins with 3 verbal "chances" with discussions and possible seat assignments, followed, if necessary, by 1 verbal "warning."

Second warning – seat assignment, written referral sent to office and home.

Third and further warnings/referrals – suspension of student from bus riding privileges, ranging from 2 days to remainder of semester or year, depending on the number of incidents and/or severity.

CONSEQUENCES FOR MAJOR BUS INFRACTIONS

Possible immediate suspension for a period from 2 days to the remainder of the year no matter how many previous incidents.

BUS SAFETY TIPS

While waiting for the bus, the students should not stand on the main road, but should be standing well back on the shoulder of the road and completely out of the path of moving vehicles. The students should never engage in playing, pushing or scuffling while waiting for the bus. The bus driver will bring the bus to a complete stop, have the flashing red lights operating, check for oncoming traffic, and motion the students to cross the road. Never are students to cross a road when a school bus is at the stop until the driver has motioned them across the road.

The students must wait on the right in front of the bus after unloading, look up at the driver who has the responsibility to check for moving traffic, and cross the road when motioned to do so by the driver.

If a student is to leave the school by any manner other than the customary way, he/she must present a note from their parent/guardian to the school office. This includes such cases as riding on another bus, leaving the bus before their regular stop, or walking home from school. Regularly scheduled meetings such as piano lessons, Girl Scouts, etc., require only one note stating the day of the week such meetings are planned.

CELL PHONES

Maintaining an instructional environment conducive to learning is our priority, so we ask that you turn off your cell phones while in the school and while on field trips. If you need to make phone calls, we ask that you exit the building.



COMMUNICATION WITH STAFF - VOICEMAIL AND EMAIL

All members of the Sheridan staff are available to answer your questions or concerns regarding your child. Teachers have prep time during the school day that often includes scheduled activities and grade level/curricular meetings, so drop-in time is limited. Teachers can be reached via voicemail or email through which you can arrange a time to meet should the situation warrant. Most teachers do send home classroom newsletters to keep parents apprised of classroom events. Your cooperation in reading these communications can do a great deal to lessen the number of calls you need to make to answer a question.

Voicemail - Sheridan teachers check their voice mail daily and are pleased to return calls to parents. Teachers will make every effort to return the call within 48 hours. Most voicemail messages are left during

the academic day while teachers are busy, and attempts to return those calls often occur in the late afternoon when parents tend to be less available. If it will be difficult to reach you, please indicate the best time and place for the teacher to call. Please do not use voicemail in place of a dialogue with the teacher about a child or a particular situation. Concise voicemail messages are appreciated.

Email - Every staff member's email address consists of their first initial joined to their last name in lower case, followed by the extension of @lfschools.net. For example; Jane Smith's email address would be: jsmith@lfschools.net

All parents should respect District 67 Board Policy and APT Civility Guidelines when communicating via phone, voicemail, and email with staff.

CONFERENCES

Parent/Teacher conferences occur during the months of November and March. Appointment times are arranged together with the teacher for each child. These conference times are very valuable to the overall education program; therefore, parent participation is vital. Afternoon and evening sessions will be available. Teachers at Sheridan are always willing to meet with parents outside of the established conference times. Please phone the school office or leave a voicemail message with the teacher to make an appointment.

CONFIDENTIALITY

From time to time parents observe behaviors or activities that are atypical of expected school behavior. Whether you are just stopping in the building, volunteering in a classroom, chaperoning a trip, we ask that you maintain the child's and the family's dignity. Extend the same confidentiality and respect to a child in distress that you would expect for your child in a similar situation. Be assured that the professional staff is most likely aware and working with the situation.

DRESS CODE

Parents are expected to establish acceptable standards of dress for their own child. School Board Policy 7:160 states, "Student's dress and grooming must not disrupt the educational process, interfere with the maintenance of a positive teaching/learning climate, or compromise reasonable standards of health, safety, and decency. The establishment of acceptable standards of dress for school is a parental responsibility. Ensuring the health and safety of each student, and providing a proper learning environment is the responsibility of the school. Therefore, when a child's dress and grooming endanger health and safety, damage school property, or disrupt or diminish the learning process in any way, students may be directed by the Administration to modify such dress or grooming.

Students are to have a separate pair of gym shoes available every day for Wellness classes. These should be kept at school or brought everyday in your child's backpack. Please label them with your child's name.



DROPPING OFF A FORGOTTEN ITEM

Occasionally, children forget to bring an important item such as an assignment, library books, or lunch with them in the morning, or perhaps you may wish to drop off a sweater or coat for them if the day turns cold. In order to protect the integrity of the classroom instructional time, bins are placed in the front lobby marked by grade level. You may place the forgotten item (clearly marked with your child's name and class) in the appropriate bin and a staff member will take it to your child's classroom.

ELECTRONIC DEVICE USE POLICY

Cell phones, iPods, and other electronic devices are not permitted in the school setting, unless a classroom teacher has given permission during a special event. Students must secure these items in a backpack/cubby until they leave the school building. Teachers may keep the item during the school day, if it is a distraction to the learning environment, and return the item at dismissal.

EMERGENCY CONTACT INFORMATION

In the fall, all parents should update their emergency contact information at each school. It is very important, for emergency and administrative reasons, that every student maintains an up-to-date record at the school office. Notify the school immediately if you have a change of address, change of telephone (including home, work, cell, car or pagers), change of emergency contact or any special health needs. This information will help expedite the notification of parents in case of illness, injury or school closings.

EMERGENCY DRILLS

Fire drills (conducted monthly), lockdown, and tornado drills (conducted bi-annually) are held during the school year. Detailed escape plans are posted inside the door of each classroom. During these drills, all persons within the building **MUST** participate. During fire drills all persons exit the building. During disaster drills, all persons should seek safety in the hallways away from open doors.

EMERGENCY PROCEDURES

In the event of an emergency at school (fire, severe weather, etc.) the Instant Alert system will be activated. PLEASE DO NOT CALL THE SCHOOL! This will only tie up needed telephone lines. Parents will be called and informed of the status of their child, the nature of the emergency and dismissal procedures.

EMERGENCY SCHOOL CLOSING

District 67 uses the Honeywell Instant Alert system as the primary means to notify parents and staff of a school closing or late start day. It is always a parental decision to send a child to school or keep a child home based on weather conditions. The websites, TV, and radio stations listed below will also provide information on school closings or late start days for District 67, or you can check your local school's message machine or the district's main phone line: **847-234-6010**.

- Our District Website provides school closing information. In the event of a school closing you will find information on the home page in the "Emergency Information" section, located under "Quick Links" on the left side of the page.
- www.EmergencyClosings.com -Enter the district's main phone number -847-234-6010- to access the latest updates for all district schools.
- Radio Stations, WGN (720 AM), and WBBM (780 AM)
- TV Stations - CBS, ABC, NBC, Fox, WGN, and CLTV News

EMOTIONAL WELLNESS INITIATIVE

District 67 is committed to the Emotional Wellness Initiative which began in the 2006-2007 school year. The goal of the initiative is to improve the overall culture and climate and learning environment for all stakeholders through the direct teaching of character education and social/emotional learning skills. We strive to implement a sustainable and intentional approach and embed character education and social/emotional learning into all that we do. The character traits included in the Emotional Wellness Initiative are:

- ▶Teamwork: Working cooperatively to achieve a common goal.
- ▶Caring: Showing interest in the well being of yourself and others.
- ▶Honesty/Integrity: Doing what you know is right.
- ▶Respect: Valuing and showing consideration for yourself, the environment, and the community.
- ▶Responsibility: Taking ownership of thoughts, feelings, and behaviors.

More information about the Emotional Wellness Initiative and the State Wellness Guidelines can be found at <http://www.lf67.org/parents/index.html>

FIELD TRIPS

Field trips are an important part of your child's total educational experience and relate to specific units or topics of study. The District covers the cost of transportation within a fifteen-mile radius of Lake Forest. Transportation costs for all other trips are pro-rated to each student. Field Trip Permission Forms must be completed for each child before they may attend a field trip. This form grants your legal permission for your

child to attend off-campus activities.

Each grade level of teachers organizes field trips. The teachers plan, design and set requirements for trips based on details specific to the outing including time, attire, number of chaperones, and lunch arrangements. We ask that you honor their guidelines for participation. While all field trips are carefully planned for safety and instructional benefit, a parent may decide to keep their child home for other reasons by notifying the principal.



“GREEN and PINK NOTES”- TEMPORARY TRANSPORTATION CHANGE FORM or LEAVING SCHOOL EARLY

Temporary Transportation Change Forms, also known as “Green Notes”, must be completed and signed by a parent anytime a child will not be following their normal end of the school day departure. For example, “green notes” are necessary if the child is being picked up by car instead of going home by bus, or if a child is to be released to someone other than the parent. “Pink Notes” are necessary if a child is being picked up early from school for a doctor appointment. These forms are available from the school office. Completed forms should be sent to school in the morning with your child.

HEALTH REGULATIONS

There is a health office equipped for first aid treatment in each school building. There is a nurse at each school. Please remember to complete the student emergency contact form at the beginning of each school year and update it any time there is a change in information about the student. Parents are urged to notify the nurse if a child has any health problem.

Telephone the school office by the start of school if your child will be absent. Please report any communicable childhood diseases (e.g., flu, chickenpox, impetigo, “strep” throat, conjunctivitis, etc.). The school will respect the privacy of the individual child, and may notify families of exposure to infectious disease.

Physical Examination, Dental Examination, and Immunization Requirements: Illinois State law requires that all children entering kindergarten and new students entering the district, furnish evidence of a physical exam completed within one year prior to entry, recorded on the Certificate of Child Health Examination form, the health history section of the form completed, dated and signed by the parent; and immunizations completed according to the schedule of the Illinois Department of Public Health. No student will be permitted to attend school after October 14th unless they meet these health requirements.

Lead risk assessment must be completed for children 6 years of age and under. Diabetic screening must be completed for students entering Kindergarten and all new students to the district. Proof of vision examination for Kindergarten and all new students entering an Illinois school for the first time must be completed. Proof of dental examination must be completed by May 15th for all students in grades K-2.

Fever: Any time a child has a temperature of 100 degrees or above, please keep your child at home. Not only is there a possibility that your child is at greater risk of getting a superimposed infection, because the immune system is already working overtime, but your child may spread germs that will make other children sick. Children should stay home until they have been without a fever for a full 24 hours. If you have to give your child medication to keep the fever down, your child is not ready to go back to school. Please help us keep our staff and student population healthy by following this guideline.

Restricted Activities: If your child’s full participation in regular school activities (including recess and Wellness) is restricted due to illness or injury, a physician’s note is required. The physician’s note should detail the injury or condition, the limitations imposed, and the expected duration. Without a doctor’s note, students may be excused from Wellness for only one day.

Please contact the Sheridan School Nurse if you have any questions or concerns regarding these policies.

LATE START PROCEDURES

If a day is designated as a late start day (normally due to inclement weather), buses will run regular morning routes two hours later than the originally scheduled time. School will begin at 10:00 a.m. Dismissal times and afternoon bus routes and times will remain as originally scheduled. There will be no morning kindergarten on late start days. Afternoon kindergarten will remain the same. If a Late Start Day falls on a Monday, all schools will continue to follow the Continuous Improvement Initiative release schedule (1:45 p.m.).

As with any emergency day, District 67 will activate the Instant Alert system to notify all parents in the event of a school closing or late start day. Please see the EMERGENCY CLOSING OF SCHOOL section for a listing of radio and television stations that will carry District 67 closing information.

LIBRARY POLICIES/PROCEDURES

Students are allowed to check out books from the Sheridan Information Resource Center (IRC) and may keep them for 1 week. Kindergarten and 1st grade students may check out 1 book and students in grades 2-4 may check out up to 2 books. Your child may renew a book for another week. Please check with your child's classroom teacher for the day when their class is scheduled to visit the IRC.

LOST AND FOUND

Items of clothing lost at school usually find their way to the lost and found bin located in the hallway by the gym. Items lost on the bus may be found in the lost and found box located on each bus. Please check it or ask the school office to contact the Bus Company. To avoid loss of clothing and personal items, please label them with your child's name. All items remaining in the lost and found during winter and spring break, and at the end of the school year, are donated.



LUNCH PROGRAM

The lunch program begins on the first full day of school and is in operation each full day school is in session. Menus are posted on the district website. Each morning, homeroom teachers take the lunch order.

All students stay for lunch and must eat in the lunchroom (gym) under supervision. A student may purchase the lunch as listed on the menu, or bring their lunch from home. All students may purchase milk daily as a separate item.

School lunches (hot and cold selections) are provided by Quest (one milk is included). Information about purchasing lunch for your child(ren) online can be found by clicking the "mynutrikids.com" link under Important Information on the District Home Page. Lunch/milk can be purchased by credit card online at http://www.lf67.org/district/about/food_services.html

MAIL FOR SHERIDAN STAFF

Due to the sensitive nature of materials left in teacher's mail slots; it is requested that if you have mail for a Sheridan staff member, you drop it off with the school secretary. She will ensure that your mail is delivered.

MEDICATION AT SCHOOL

District 67 medication policy states that, "Parents...are responsible for administering medication to their children. Administering medication during school hours or during school-related activities is discouraged unless it is necessary for the critical health and well-being of the student."

If your child requires medication to be given at school, a parent or guardian and the prescribing physician must complete the Medication Authorization form (available in all school offices). The State of Illinois requires that an order from a licensed physician be provided for non-prescription and prescription medication. All medication must be brought to the school by a parent or guardian in the pharmacy container with the prescription label on it, or in the original non-prescription container with the name permanently affixed. The medication will be kept locked in the nurse's office. The school nurse will supervise medication administration. Delegation of medication administration is at the discretion of the school nurse.

At no time should a students store medicine in a backpack. If a student must carry emergency medication, the prescribing physician, parents, and student must complete self-administration forms. These forms must be on file in the nurse's office. Please see the nurse for more information.

NEW PARENT COFFEE

In the fall, the APT and the Sheridan Principal sponsors a New Parent Coffee. This forum allows parents of new students to Sheridan an opportunity to meet other new parents, ask questions about the APT and school policies.

OFFICE NEWS

Sheridan School News, important reminders from the school, and community flyers/events are electronically communicated between home and Sheridan School. Information is sent weekly to your email using our list serve. To sign up for the list serve, go to <http://www.lf67.org/schools/listserve.html> You may subscribe to more than one email. If you kept the same email as last year, you do not need to subscribe again. The District web site also posts important information and news for the district and school.

If you would like information included in the Sheridan News, please email the information to Dr. Shinn by Tuesday of each week. News is sent home every Friday. Information should be written exactly as you would like it to appear in Sheridan News. All district and community flyers need to be approved by the Janice Patterson at the District Office before they can be posted.

PARENT VOLUNTEERS

Almost all of our classroom teachers utilize the skills of parent volunteers throughout the year. These opportunities are coordinated by the Room Parents, who attempt to fairly distribute the openings to all interested parents. Your participation at Sheridan School is both encouraged and appreciated, to the degree that your schedule allows. The APT also utilizes parent volunteers in a variety of programs - Art Appreciation, TIME Zone, Yearbook, Special Events (All-School Halloween Party, Field Day), Bus Chaperones, Publishing and many others. Volunteer forms are distributed in the fall and in the spring.

Parents supporting academic activities both in and out of the classroom are respectfully asked to leave younger siblings at home. Parents will often trade off sitting for each other's children in order to fulfill this request. We also ask that parents respect the classroom time of teachers and students and only "pop in" if you have an appointment.

Lunch Volunteer Guidelines

Volunteers are utilized daily during the lunch hour. Volunteers should sign in and obtain a name tag before going to the lunchroom. The following guidelines should be adhered to:

- Wash hands prior to working in the lunchroom.
- Assist other students with hand washing by dispensing hand sanitizer.
- Turn off cell phones while you are assisting in the lunchroom.
- Unfortunately we cannot allow siblings in the lunchroom so please leave younger children at home, so focus can be on the students and your specific duties for the day.
- Students who need to charge milk should see the QUEST cashier.
- Assist children with condiments, silverware, straws, spilled trays, etc.
- Limit conversations with other volunteers, parents or aides so you can best assist the students.
- Monitor student behavior by moving between tables, responding to students who need assistance or have questions.
- Inform the school staff members on duty of any behavior problems that may arise.

Please attempt to find another parent to cover for you in the event that you are unable to honor your schedule time. Please notify either Catherine Yehle or Jill Marquart of this change and they may assist in finding a replacement volunteer.



PARKING

Parking is available in the spaces in front of Sheridan School and in the side parking lot. Street parking is NOT available. Please observe the NO PARKING signs on Sheridan Road and Spruce. During large-school events, please refer to parking information sent home from the Office prior to the event.



PARTIES

The classroom teacher and Room Parents assist classroom teachers in planning parties. An all-school Halloween party, sponsored by the APT, is held for Halloween.

Birthday celebrations are welcome and will be observed in your child's classroom. Please make arrangements with your child's teacher if you wish to celebrate your child's birthday at school. Parents and students are asked to celebrate with a non-food item. Food items will no longer be sent home with students to eat outside of the school day. Birthday party invitations must be distributed outside of school.



PICKING UP YOUR CHILD EARLY OR FOR AN APPOINTMENT

If you need to pick up your child early from school or your child has a mid-day appointment, please complete the Temporary Transportation Change Form (Pink Note) and send it to school in the morning with your child. Upon picking up your child, please stop in the school office, remind the school secretary that you are picking up your child and sign your child out. Please allow a few extra minutes so that the office personnel can notify your child.

POSSESSION OF WEAPONS ON SCHOOL GROUNDS

Weapons of any kind are not allowed at the school or on the school grounds, either by students or adults. Weapons include pocketknives, razors, poisons, firecrackers, and other explosives, facsimiles used with the intent to threaten or harass students, staff or parents. A student that brings a weapon or facsimile of any sort to school faces suspension and an expulsion hearing. There is mandatory reporting to the principal of any threats that are made.

POSSESSION OF ILLEGAL SUBSTANCES

Possession or use of tobacco, chew, alcohol, or unlawful drugs is prohibited. An unlawful drug is any drug not prescribed, or taken as prescribed, for the individual by a licensed medical practitioner.



RECESS POLICIES (WEATHER)

Weather permitting, students are given a 20-minute recess preceding/following the lunch period. A decision to have outside recess during cold weather depends upon the temperature and the wind-chill factor. Shorter outside recess time is scheduled on cold days. ALWAYS dress your child for outside recess (coat, snow pants, boots, mittens, hat, etc). Recess decisions are based on a National Weather Service chart that analyzes temperature and wind chill.

Students will have supervised indoor recess in the classroom on days when weather prevents outside recess. Quiet games, talking with friends, etc., are usually allowed by the person in charge in classrooms and large group locations.

All students must be on the playground during outside recess. Only students with medical excuses will be allowed to remain in the building during scheduled outside breaks.

REPORT CARDS (PROGRESS REPORTS)

Report cards are issued three times during the school year with Kindergarten only receiving two cards in the second and third trimesters. Parent/teacher conferences are scheduled following the completion of the first

and second grading periods (usually in November and March). Parents' attendance at conferences is very important. Parents may request a conference with their child's teacher at any time during the school year. Please call the school for an appointment if a conference is desired. Likewise, a teacher may sometimes find it necessary to request a conference with a parent.

RESERVING ROOMS AT SHERIDAN

If you wish to reserve a room after school hours at Sheridan, you must complete a facility request online. Mary Mercer also can be reached at 847-604-7438. Rooms cannot be reserved by calling the Sheridan office. Once a request is received, Mary will contact the school for arrangements. The only rooms available for after-school use are the gym and Multi-Purpose Room.

SCHOOL ASSIGNMENTS DURING ABSENCES

Illness: School assignments will be issued at parent's request. If your child is home for one day, it is not necessary to request homework.

Social Absences: District 67 does not encourage social absences, however, they do occur. Therefore, the following is suggested:

- ❖ Parents will complete ABSENCE OF THREE OR MORE DAYS Form (from School Office) at least one week before student's absence.
- ❖ Students will be given key assignments, decided by the teacher, to be made up in the manner that he/she decides. Students have one day for every day missed to make up the work.

We ask that parents are mindful of a teacher's time when requesting work due to social absences, especially before and after the winter and spring breaks. Please allow your child's teacher a minimum of one-week prior to your child's absence to prepare materials.

SCHOOL DISCIPLINE POLICIES AND PROCEDURES



Discipline is based upon mutual respect between adults and students. We believe that each person should be treated as an important individual in our school. It is important that no one prevent another person from learning. Sheridan has three school-wide rules of behavior that serve as the foundation for all aspects of our school program:

1. **Be Safe**
2. **Be Respectful**
3. **Be Responsible**

In addition to the "Big 3", we value honesty and integrity in all students, families, and staff.

Maintaining close contact between home and school and working together to solve problems before they become "big" will benefit your child. There may be times when you may not agree with the disciplinary actions of the school. If this happens, we recommend that you contact us immediately and make an appointment to discuss the matter. Our goal is to work with you so that misbehavior can be eliminated. Positive behavior will be encouraged and recognized throughout the day. Students may receive a "Shark Bite" for "being caught" by any staff member for following school rules, as well as classroom and recess recognition. Shark Bites will be posted around the school. Periodic school-wide recognition may be planned to celebrate positive behavior.

Staff members have developed rules for their classrooms and have established the consequences for misbehavior that compliment our school-wide rules for the cafeteria, hallways, bathroom, playground, community, bus, and before/after school. A detailed listing of expectations is located in Appendix A. All teachers teach and review the expectations throughout the year.

Parents will be notified by a classroom teacher or administrator as soon as possible when a student is having difficulty following school rules. Parents are asked to work with school staff to remedy the concern(s) at the time it occurs. In application of this discipline procedure, the principal shall have final authority to modify, adjust, and interpret the guidelines to serve the best interests of the child and/or the school. When such authority is exercised an attempt shall be made to explain such actions to the child, the parent and the affected staff.

Consequences for Irresponsible Behavior

The occurrence of irresponsible behavior can be a teaching opportunity. Corrective consequences are seen not only as a deterrent, but also as a means for teaching responsible school behavior. To be most effective when resolving problems, staff, students, and parents should work together to help students make positive changes in their behavior.

Minor Misbehavior

In the classroom, students are expected to abide by the specific rules and procedures established by the individual teachers. Most misbehavior that occurs during the year is minor in nature and will be handled by teachers. They are the most powerful change agents at school. Each teacher establishes the guidelines for his/her classroom. A one-page summary of each classroom management plan will be on file in the office for the use of parents, substitute teachers, students and other staff by the second week of school.

Possible consequences for minor misbehaviors inside the classroom or in common areas include:

- | | |
|------------------------------|-------------------|
| ✓ Verbal correction | ✓ Parent contacts |
| ✓ Goal setting and contracts | ✓ Time out |
| ✓ Time owed | ✓ Self-monitoring |
| ✓ Daily report card | ✓ Restitution |
| ✓ Loss of privileges | ✓ Counseling |

Referral Process for Minor Misbehavior

Referrals may be written by any staff member for a student who exhibits problem behavior that violates school rules of being safe, respectful, or responsible. Staff members *may* write discipline referrals for the following offenses: (1) Disrespect, (2) Disobedience, and/or (3) Inappropriate language or conduct during athletic activities, recess, or lunchroom.

Staff members *will* write discipline referrals for the following offenses: (1) Fighting and/or endangering the safety of others, (2) Offensive or threatening language, (3) Theft, and/or (4) Vandalism.

The process for referrals is as follows:

1. First written referral- Teacher writes referral, re-teaches appropriate behavior, and brainstorms replacement behavior with student as defined by classroom and school rules.
2. Second written referral- Teacher writes referral, reviews replacement behavior, applies consequence in keeping with classroom rules, and contacts parent.
3. Third written referral- Teacher writes referral and sends referral to office for Administrative review and intervention. This is considered a Major Office Referral. Consequences will include parent contact and may include (1) student conference with parent to problem solve, (2) logical consequences, (3) in-school suspension, or (4) out-of-school suspension.

Major Misbehaviors/Offenses

Most misbehavior is dealt with by discussion or mild consequences. However, students who engage major misbehaviors will be referred to the office for immediate administrative action that could include parent con-

ferences and suspension. Please refer to Appendix B for a description of major misbehaviors/offenses and consequences.

Definitions:

- Community Service: Consequence in which the student may be asked to stay after school and assist adults. The purpose of community service is to teach the student respect for adults and/or property by giving up their time to assist others.
- Detention: Given for specific misbehaviors. A student may be directed to a specific area for a specified period of time.
- Discipline: Steps school personnel engage in to insure student success in school.
- In-school suspension: Consequence in which a student is removed from the usual classroom or school activities for a specified period of time and is directed to a specific area (usually the office or other classroom).
- Restitution: Students who are assigned restitution make right the loss or damage for which they were responsible.
- Restriction: A student on restriction loses some privileges. Restriction can be up to a school day period of time and may include: 1) eating lunch in another location, 2) limitation of movement through the building, 3) loss of privileges to attend special school activities such as assemblies, 4) limitation of movement at recess time.
- Suspension: Consequence in which the student is removed from school for a specified period of time. Students who are suspended may not attend after-school activities, be present on district property without a parent, or participate in activities directed or sponsored by the district. Students who miss classes because of disciplinary action or who have been suspended from school are allowed to make up work that has been missed.
- Time-out: Time out is for a short period of time and may take place in a variety of settings, i.e., playground, office, another classroom, etc. The purpose of time-out is to break the pattern of misbehavior and give students an opportunity to demonstrate appropriate behavior before reentering the classroom or activity. During time-out, students are assigned to a specific location where they must stand (or sit) quietly and remain until given permission to move. Students are supervised during time-out.

SCHOOL TRADITIONS

The following activities are traditions you can expect to enjoy at Sheridan School:

- ← Annual APT-sponsored Halloween Party - After school hours, children return to the school dressed in costumes and play carnival-style games.
- ← Holiday Winter Concert - Spread a blanket on the floor of the gym, and join the Sheridan music teacher in singing holiday songs.
- ← Trip to Marriott Theater- An all-school event! Students and staff attend a play at the Lincolnshire Marriott during December.
- ← Spring Concert - This event highlights the Sheridan Music Program as the children of Sheridan School show off their talents
- ← Sheridan Showcase Assemblies - All Sheridan students meet on a monthly basis to recognize Safe, Respectful and Responsible behavior, and “showcase” student behavior
- ← Sharing Night - Each elementary school hosts a student sharing night in the spring. All classrooms are open for observation of student work.
- ← Field Day - In May, the Sheridan Wellness Staff organizes, with the help of parent volunteers, an afternoon of games on the grounds of Sheridan School.

Sheridan SPORTSWEAR or “Shark Wear”

A variety of T-Shirts and other sportswear items with the Sheridan mascot are made available through the APT Sportswear Coordinator several times a year. Children are encouraged to wear their sportswear on Spirit Days.



SNACKS/FOOD AT SCHOOL FUNCTIONS

Most teachers at Sheridan School allow a healthy morning snack brought from home. At any school function (parties, celebrations, meetings, etc.) healthful food options should be made available to promote student, staff, and community wellness that adhere to the District Wellness Policy. The full text of the District Wellness Policy is available on the district website as well as a Healthful Food and Beverage list. This list was created by the the District 67 Local Wellness Policy Committee to assist you in selecting healthy choices for your child's classroom snacks and celebrations. In creating this list, the Committee also took into consideration the medical needs of students with severe allergies in an effort to keep classroom spaces safe for all children. The list is not all-inclusive, and is meant only to provide parents and school staff with guidance for healthier food and beverage choices.

SPIRIT DAYS

Spirit Days at Sheridan are typically observed on the first Friday of every month. Children and staff wear their Sheridan School T-Shirt/Sweatshirt or any clothing that is red, blue, or white.

SPIRIT OF 67 FOUNDATION

The Spirit of 67 Foundation is a not-for-profit Illinois Corporation dedicated to and operated exclusively for the enrichment of District 67 students. Funds, contributed to the Foundation, have been used, among other things, to provide fine arts programs, upgrade reference materials, automate the school media center, supplied elementary level reading books to support the language arts curriculum. We encourage you to support the Spirit of 67 Foundation.

STUDENT DIRECTORY

Every fall, the APT publishes and distributes a District Student Directory to families who have paid the APT membership dues. The directory includes phone numbers and addresses for students, etc. Each family receives one directory for every school in which they have a child enrolled. Additional copies can be ordered for a nominal fee.

STUDENT SCHOOL PICTURES

Information concerning the picture program is sent home with the child in the fall before pictures are taken. Participation is voluntary. Retakes are done only in the event of a bad shot, eyes closed, blurred images, etc. Students who were absent on picture day will have their pictures taken on retake day. Pictures are guaranteed or your money back. Refunds are obtained by writing to the studio, not through the school.

SUBSTITUTE TEACHERS

Substitute teachers are educators delivering instruction of days when a teacher is ill, at a meeting, or attending a conference or workshop. Teachers leave specific instructional plans so that your child's day is productive.

VANDALISM

Our school and equipment is public property. Willfully damaging or destroying this property is cause for immediate and possible expulsion. Students are expected to correct/pay for damage before returning to class. If a student accidentally causes damage, he/she should report it to their teacher immediately, so that the damage is not misconstrued as vandalism.

VISITOR SIGN-IN

When visiting Sheridan School, either for a meeting or to volunteer in your child's classroom, you are requested to **sign in** and **wear a name tag**. The sign-in binder and name tags are located in the Sheridan Office. Please let the school secretary know where you are going.

WITHDRAWALS

The parents of any student who is withdrawing should complete an application for withdrawal. Teachers and staff will summarize the student's progress and prepare the student's file for forwarding to their next school.

YEARBOOK

The Sheridan APT coordinates a school yearbook. The cost of the yearbook is an optional fee included in the fees paid at the beginning of the school year. Yearbooks typically arrive during the last week of school. Extras are ordered and available for purchase at that time.

Appendix A

School Expectations

Area of School	Be Safe	Be Respectful	Be Responsible
Playground	<ul style="list-style-type: none"> Use equipment as taught by Wellness teachers. Climb on equipment, not trees Agree on game rules before you play No play fighting or contact sports Inform playground staff of any problems Walk on sidewalk 	<ul style="list-style-type: none"> Follow playground rules Follow directions given by playground supervisor What's on the ground stays on the ground Share, play fair, and include others 	<ul style="list-style-type: none"> Don't challenge rules Be responsible for your own actions Model good behavior Dress for the weather. No snow pants, no snow play. Line up when whistle blows Clean up all playground equipment
Cafeteria	<ul style="list-style-type: none"> Raise your hand when you need assistance. Stay in your seat until dismissed by an adult. No more than 10 students on each side of the table. 	<ul style="list-style-type: none"> Use inside voices. Eat your own lunch and keep your food in your space. Clean up after yourself. Listen to all adult directions. 	<ul style="list-style-type: none"> Get a hall/bathroom pass before leaving. Envelopes are on wall. Bring all items to cafeteria. Avoid going back for hats/gloves, lunch.
Community	<ul style="list-style-type: none"> Follow community rules Be an advocate for safety by reporting an unsafe situation to adults. 	<ul style="list-style-type: none"> Be mindful of physical and emotional needs of others Respect property Treat the community as you would treat your home Use good manners- please, thank you Be a leader and share your Sheridan rules 	<ul style="list-style-type: none"> Take care of your own belongings Take care of others that may need your help Volunteer to help others Be a positive role model
Bus	<ul style="list-style-type: none"> Stay seated Use inside voices Follow bus driver directions Keep body to self 	<ul style="list-style-type: none"> Take your seat quickly Place all trash in trash containers Follow bus driver directions No Eating Speak respectfully to driver and other students 	<ul style="list-style-type: none"> Be at the bus stop on time Take all belongings with you
Before/After School	<ul style="list-style-type: none"> Use playground equipment as taught by Wellness teachers Use sidewalks and crosswalks Wait in designated areas 	<ul style="list-style-type: none"> Go to playground until bell rings at 7:55 Enter building slowly and quietly Walk to class Enter classrooms only if a teacher is present. 	<ul style="list-style-type: none"> Take all belongings and schoolwork home. Building closes at 4:00. Arrive on time Leave on time Walk with teacher to dismissal area

<p>Hallway</p>	<ul style="list-style-type: none"> • Walk forward • Stay to the right • Carry rolling backpacks down stairs 	<ul style="list-style-type: none"> • Use quiet voice-respect the learning environment of other classrooms • Keep hands to self • Pick things up off the floor • Walk in single file line • Smile and wave as a greeting 	<ul style="list-style-type: none"> • Stay with your class • Be a role model for other students • Take a hall pass • Go directly to your destination
<p>Bathrooms</p>	<ul style="list-style-type: none"> • Keep water in sinks. • Wash hands with soap and water. • Sing "Happy Birthday" twice! • One "push" of soap 	<ul style="list-style-type: none"> • Respect other's privacy • Flush toilet • Use only the amount of paper needed 	<ul style="list-style-type: none"> • Be in your own space • Be quick • Be quiet • Return directly to class • Report any problems to an adult right away.

Appendix B

Major Misbehaviors/Offenses and Consequences

Consequences for Major Offenses

<u>Administrative Actions</u> • Administrator (or designee) will carryout Δ Administrator (or designee) will highly consider <i>The administrator or designee will consider each offense individually.</i>	Student Conference	Referral	Parent contact	Time-Out	Loss of Recess	Detention	Restitution	Confiscation of	Behavior	Restriction of	Positive Practice	Problem-Solving Plan	Community Service	Refer to Behavior	Parent Conference	In-School Suspension	Out-of-school	Recommend for	Contact law enforcement
1st Major Offense																			
Dangerous behavior, assault, fighting	•	•	•	Δ	Δ	Δ				Δ	Δ	•	Δ			•	Δ	Δ	
Harassment, bullying	•	•	•	Δ	•	Δ				•	Δ	•	Δ		Δ	Δ	Δ	Δ	
Insubordination	•	•	•	Δ	Δ	Δ					Δ	•	Δ			Δ	Δ		
Theft	•	•	•	Δ	Δ	Δ	•			Δ		•	Δ			Δ	Δ	Δ	
Vandalism	•	•	•	Δ	Δ	Δ	•	Δ		Δ		•	Δ			Δ	Δ	Δ	
Obscene language	•	•	•	Δ	Δ	Δ				Δ	Δ	•				Δ			
Repeated disruption	•	•	•	Δ	Δ	Δ			Δ	Δ	Δ	•	Δ			Δ			
2nd Major Offense																			
Dangerous behavior, assault, fighting	•	•	•	Δ	Δ	Δ			Δ	Δ	Δ	•	Δ	Δ	Δ	Δ	•	Δ	
Harassment, bullying	•	•	•	Δ	Δ	Δ				Δ	Δ	•	Δ	Δ	Δ	•	Δ	Δ	Δ
Insubordination	•	•	•	Δ	Δ	Δ					Δ	•	Δ		Δ	Δ	Δ		
Theft	•	•	•	Δ	Δ	Δ	•			Δ		•	Δ		Δ	Δ	Δ	Δ	
Vandalism	•	•	•	Δ	Δ	Δ	•	Δ		Δ		•	Δ		Δ	Δ	Δ	Δ	
Obscene language	•	•	•	Δ	Δ	Δ				Δ	Δ	•			Δ	Δ	Δ		
Repeated disruption	•	•	•	Δ	Δ	Δ			Δ	Δ	Δ	•	Δ	Δ	Δ	Δ	Δ		
3 or more Major Offenses																			
Dangerous behavior, assault, fighting	•	•	•			Δ		•	•	Δ		•	Δ	•	•		•	•	Δ
Harassment, bullying	•	•	•	Δ	Δ	Δ			•	Δ	Δ	•	Δ	•	•		•	Δ	Δ
Insubordination	•	•	•	Δ	Δ	Δ			Δ		Δ	•	Δ	Δ	•	Δ	Δ	Δ	
Theft	•	•	•	Δ	Δ	Δ	•		•	Δ		•	Δ	Δ	•	Δ	Δ	Δ	
Vandalism	•	•	•	Δ	Δ	Δ	•	Δ	•	Δ		•	Δ	Δ	•	Δ	Δ	Δ	
Obscene language	•	•	•	Δ	Δ	Δ			Δ	Δ	Δ	•		Δ	•	Δ	Δ		
Repeated disruption	•	•	•	Δ	Δ	Δ			Δ	Δ	Δ	•	Δ	Δ	•	Δ	Δ	Δ	

Thank you for taking the time to read this resource guide with your child!
The Sheridan Staff

Please sign below indicating you have read the resource guide with your parent(s). Return your signed paper to your classroom teacher and be recognized for your RESPONSIBLE Sheridan Student Behavior!

_____ *Parent(s)*

_____ *Student*

_____ *Teacher*

*Please return by **Friday, October 9th!***