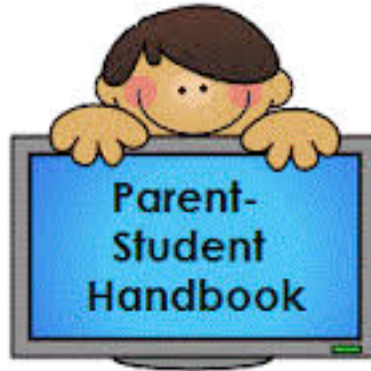


Sheridan Elementary School

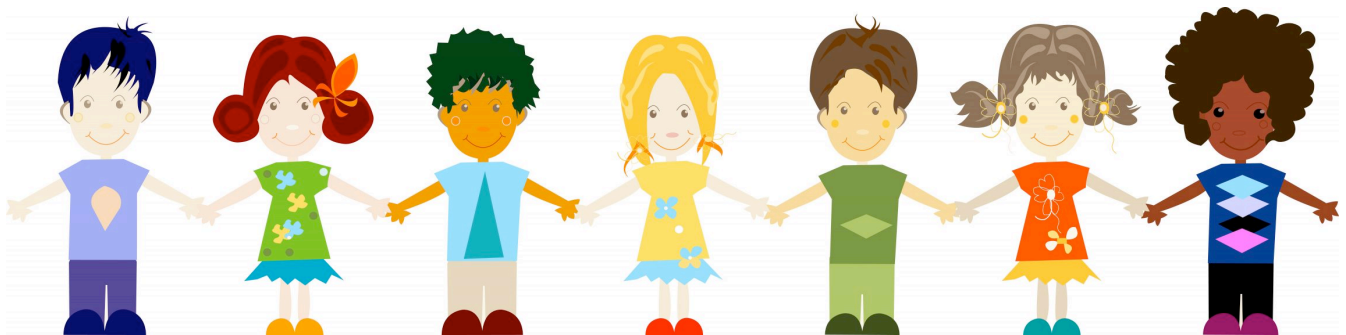


2017 - 2018

Principal, Mrs. Awilda Aguila Balbuena

Follow us on Twitter, Facebook & Instagram: @Sheridan_Tigers

***School Matters! You Matter!
Attend Today, Achieve Tomorrow
Read by 4th***



THE SCHOOL DISTRICT OF PHILADELPHIA

Philip H. Sheridan School

**800 E Ontario Street
Philadelphia, PA 19134
Office (215) 400-7160 Fax (215) 400-7161**

Ms. Awilda Aguila Balbuena, Principal
aaguila@philasd.org

Dear Parent/Guardian:

Welcome back to an exciting new school year. Each new school year brings the promise of new friendships, learning and experiences. At Philip H. Sheridan Elementary School, we desire to provide students with a safe, enjoyable and successful learning experience. We believe that parents are our partners and welcome your support in assuring that our children become the best that they can be.

This handbook will provide you with useful information regarding school procedures, programs, hours, medical information, dress code, and other important information. Please take a few moments to read and review the handbook with your child.

As a partner in you child's education, we invite you to be involved in your child's school life. Whether you work, are at home, or in school yourself, your participation in your child's education whatever form it takes, can only increase his/her level of success. Your support begins with assuring that your child attends school and arrive on time each and every day. Of utmost importance is that teachers and the office be made aware of current telephone numbers and home address changes immediately.

We welcome the opportunity to work with you to ensure that your child (ren) will have a meaningful and successful learning experience during his/her school year at Sheridan Elementary School.

Please feel free to call upon us at any time if you have questions or concerns. We look forward to seeing you and talking with you throughout this new school year.

Sincerely,

Awilda Aguila Balbuena

Principal

Follow us on Twitter, Facebook and or Instagram: @Sheridan_Tigers

Philip H. Sheridan Elementary

VISION STATEMENT

We, the teachers, staff, parents and community members, commit to working to create a culture in which our children will be safe, respected, and academically empowered to become socially conscious, productive members of society.

MISSION STATEMENTS

Students are academically empowered through exemplary team-planning that incorporates differentiated, data-driven instruction, and research-based instructional practices that align with the Common Core Standards to meet the needs of all students. In order to achieve academic excellence, the teachers and staff ensures that each child feel safe and respected in an engaging environment.

School Hours

The schoolyard gates open at 8:20. School begins at 8:30 AM for all grades. Students will meet their teachers in the schoolyard; they must be in line, on time and in uniform by 8:30AM. Dismissal time in the annex is 3:00 PM and the main building at 3:09 PM.

Attendance and Lateness

Regular attendance insures the continuity of the educational program essential for growth. **Students are considered late if they arrive after 8:30 AM and the schoolyard gates have been closed.** Breakfast is served in the classroom; therefore, it is necessary for students to arrive on time. The schoolyard gates will be closed promptly at 8:30 AM daily.

If it is necessary for your child to be absent, please send a written note to your child's teacher **within three days** of the absence, stating the reason for the absence. If the absence is due to student illness a doctor's note **MUST** be provided. It is also the responsibility of the child to make up any missed work during the absence. After three unexcused absences parents will be called. After five absences parents will be requested to attend a conference with one of the administrators. Excessive absences can result in DHS being notified if K-3 and Truancy Court for grades 4 and up.

Please be mindful that whether your child is legally or illegally absent, whether you provide a sick not or not, your child has missed school and missing school means missing-out on learning. See chart below titled, **"1 or 2 days a week doesn't seem much but.."**

If your child misses...	That equals...	Which is...	And over 13 years of schooling that's...
1 day every 2 weeks	20 days per year	4 weeks per year	Nearly 1 ½ years
1 day per week	40 days per year	8 weeks per year	Over 2 ½ years
2 days per week	80 days per year	16 weeks per year	Over 5 years
3 days per week	120 days per year (school year has 180 days)	24 weeks per year	Nearly 8 years

Emergency Dismissal

Students need to remain in school for the full day. Only in cases of **extreme** emergency should a parent request an Early Dismissal. When an emergency does arise, students must be signed out in the office. **No early dismissal will be permitted after 2:00 PM. The Principal and or Designee will determine if dismissal will be approved.** When it becomes necessary to excuse a child during the school day a parent or responsible adult listed as an Emergency Contact, 18 years of age or older, must pick up the child with proper ID. This is for the safety of your children.

Proper identification is needed of all who enter the building at all times.

Dismissal

In order to have a safe and orderly dismissal, teachers will escort students to the schoolyard where they will line up at the same spot they line up in the morning. This will ensure parents know exactly where to find their child at the end of the day.

If for some reason the parent/guardian is late, it is expected that the school be notified immediately. The teacher will escort the child to the main office where someone will call the child's home or emergency contact number.

The schoolyard gates will remain closed until 3:09 so that the schoolyard is clear for teachers to line up with their class. Parent/guardians are to become familiar with where their child lines up in the morning and at dismissal. We ask that you walk up to your child so that the teacher knows who you are and what child you are picking up. If your child is permitted to walk home alone, please send a written note to the teacher. **Schools are required to notify School Police, Philadelphia Police Department and DHS for students not picked up in a timely manner.**

Students will be dismissed from the following exits:

G St. Door

- **Rooms 101, 102, 201, 202, 211, 301, 302, 311**

Middle Fire Tower – G St. Side

- **103, 104, 203, 204, 210, 303, 304**

Middle Fire Tower – H St. Side

- **105, 106, 109, 205, 206, 305,**

H St. Side

- **108, 207, 208, 306, 307, 308, 309**

Sheridan Annex

Students at the Sheridan Annex will be dismissed at 3:00 to allow parents time to pick up siblings at the Main Building by 3:09.

Dismissal during Inclement Weather:

Students will exit through their designated exit doors. We ask that you not block the exit doors.

Inclement Weather

On rainy days or very cold days, parents are advised to send their children to school a few minutes before 8:30 AM. The gate will open each day at 8:20 and on inclement weather days, the children will be permitted to enter the building through the schoolyard at 8:20 AM. There is no supervision for students before 8:20 AM.

All students in the main building will line up outside of their classroom doors until their teacher arrives to bring them into their classrooms. Parents are also asked to make sure that children are dressed appropriately for the weather. Unless it is raining or extremely cold (below freezing) children will have recess outdoors.

In case of more severe weather conditions that may necessitate the closing of schools, please listen to KYW-1060 AM, TV alerts and either Twitter, Facebook and or Instagram @Sheridan_Tigers concerning “All Philadelphia Public Schools.” The Philadelphia snow emergency number is 100. In the event of early closing of schools, we must know where your child can go if you are not home. A form will be sent home early in the school year. **Schools are required to notify School Police, Philadelphia Police Department and DHS for students not picked up in a timely manner.**

Parking During Dismissal

Parking on the sidewalk of Thayer Street, G Street, and Ontario Street is not permitted. The sidewalk on Thayer Street must be kept clear to ensure the safety of the students exiting the schoolyard. In the event a car is parked illegally, Philadelphia Police Department will issue parking violations.