

Sheridan Elementary School



Principal, Mrs. Awilda Aguila Balbuena

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2018 - 2019

Attend Today Because You Matter!



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
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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 academic success. Your support begins with assuring that your child attends school and arrive on time each and every day. A reminder to you that as the Parent/Guardian, you are responsible to make all arrangements necessary to be in compliance with the School District of Philadelphia's Attendance Policy. 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 as a team 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 and or Instagram: [@Sheridan_Tigers](https://twitter.com/Sheridan_Tigers)

Philip H. Sheridan Elementary

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VISION STATEMENT

We, the teachers, staff, parents and community members are committed to working together in order 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

This is the first time in many years that all students will be taught in the Main Building. The Annex no longer exists. The schoolyard gates open at 8:20 AM. 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. For safety reasons, Parent/Guardians will remain in the schoolyard during morning entry and dismissal regardless of inclement weather. **Kindergarten Students will dismiss at 2:50 PM from the schoolyard. On Early Dismissal Days, Kindergarten will dismiss at 11:45 AM from the schoolyard.** Students in grades one through four will dismiss 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 note 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 teacher be notified immediately. The teacher will escort the child to the cafeteria, sign the child in and by 3:30 PM, the child will be escorted to the main office where a staff member 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.**

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. **Students in grades K – 1 will enter the building using the G. St. schoolyard door (door closest to gate), 2nd grade will enter using Fire Tower doors and grades 3 – 4 will enter the H. St. door.**

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 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.

Emergency Contact Information

Each year the school distributes a three-part parent location card which request information where parents can be located in the event of an emergency. It is very important that these forms be completed legibly and correctly. All three forms are to be completed exactly alike. If there is a change in address, phone number, emergency contact or any other information you think the school should know about, please notify either your child's teacher or the school office immediately and a new form will be issued for updates.

Parent Visitation

At Sheridan, we welcome and encourage visits by parents. The visit should be planned with teacher and have legitimate purpose and not interfere with the continuity of instructional program. Upon arrival at the school, the visitor must sign the Visitor's Register on the first floor and show proper ID. The visitor will be given instructions to go to the main office and receive a Visitor's Pass. A chaperone will be provided to escort the visitor to all locations within the building. Upon completion of the visit, the visitor shall return the Visitor's pass and enter departure time in the Visitor's Register.

No visitor shall be permitted to interrupt a staff member in the performance of duties whether that interruption is for conversation or observation. No visitor shall go directly to a classroom to deliver, or "pick-up" students. Approval for taking a student from school shall be granted only to a parent or guardian having custody unless that parent or guardian includes the person's name on the Emergency Contact Form. **Failure to respect school expectations may result in exclusion from building.**

Breakfast Program

At Sheridan all students are eligible to receive a free breakfast. Breakfast will be served in the classroom starting from 8:30 – 8:45 AM. Students are to be in school by 8:30 AM to benefit from the breakfast program.

Nutrition / Snacks

No food items other than soft pretzels and nachos will be sold during the school day on designated days only as a way to fundraise for our PBIS program. Snacks for lunch should include fruit and /or wholesome food products. Potato chips, soda, sunflower seeds, and candy items are discouraged because they are not considered healthy or wholesome snacks.

Lunch Program

The School Climate Staff formally known as noontime aides supervise our lunch program. There are 5 lunch periods, each 30 minutes followed by 15 minutes of recess. Students are expected to follow rules, be in uniform, and demonstrate respect for each other and for adults in charge while eating lunch and during lunchtime recess in the schoolyard. Students who willfully and repeatedly ignore school rules during lunchtime will be assigned a detention or lose recess privileges.

Sheridan Bee's Lunchroom Expectation:

- * **Be Responsible:** Wait patiently in line for your food; Use inside voices; Clean up all your trash; Stay seated at your assigned table.
- * **Be Respectful:** Chew with your mouth closed; Use silverware to eat your food; Follow staff directions the first time.
- * **Be Positive:** Say please and thank you; Be a buddy not a bully.
- * **Be Peaceful:** Use inside voices; Wait patiently in line for your food.
- * **Be An Active Learner:** Eat your food and drink your milk.

Lunch Periods

Regular	Early Dismissal	Inclement 30 min	Classrooms
10:00 – 10:45	10:00	10:00	305, 306, 307, 308, 309, 210
10:45 – 11:30	10:24	10:45	203, 204, 205, 302, 307
11:30 – 12:15	10:48	11:30	101, 106, 108, 206, 208
12:15 – 1:00	11:12	12:15	103, 104, 201, 102, 105, 109
1:00 – 1:45	11:36	1:00	301, 303, 311, 202, 211

School Notices

One of our ways to contact all of our parents is through flyers sent home in both English and Spanish in your child's bookbags. Please impress upon your child the importance of taking all notices home. Ultimately, it is the parent's responsibility to check your child's belongings on a daily basis. Additional ways to reach our parents are via Parent Link, Twitter and School District website.

Homework

Homework is a key part of the educational program at Sheridan. It provides students an opportunity to review material that has been taught. It reinforces basic skills, stimulates independent thinking, and develops responsibility and self-direction. Your child will receive homework Monday through Thursday for Language Arts, Reading and Math. If a child states s/he does not have homework, please call her/his teacher. Always have your child's teacher's contact information.

Grade	Approximate Time Spent on Homework Daily (except Fridays)
K & 1 st	15 Min
2 nd	30 Min
3 rd & 4 th	45 Min

Testing

Testing of your child's academic performance is ongoing through the use of teacher made tests and performance-based assessments aligned to the PA Common Core State Standards. Your child will be tested a minimum of three times a year in reading using the AIMSweb and DRA (Developmental Reading Assessment). Math assessments will be weekly using Pearson's Envision Mathematics assessments. In addition, your child (if in the 3rd and/or 4th grade) will be taking mandated assessment by the state PSSA.

If your child cannot do an assignment, please see the teacher. Parents are encouraged to take an active interest by providing a suitable place for study, making resource materials available and checking to make sure assignments are completed.

Report Card Conferences

The reporting system for pupils provides for a 10 to 15-minute individual conference with your child's teacher scheduled during a three-day period. Students will be dismissed early on these days (12:09 PM). Conferences will begin at 1:09 PM – 3:09 PM, evening conferences will begin at 4:00 - 6:00 PM.

Nurse

Our nurse is on duty five days a week this year. If a child becomes ill in school, it is the parent's responsibility to come for the child and to follow through with medical care at home. If your child has a medical condition that requires special consideration, please notify the nurse so that those who work with your child will be aware of the situation.

School District Policy dictates that **all** medications will be dispensed by the nurse in its original container. No child is to bring medication to school. An adult must bring in all medication to the nurse.

Please complete and update the Student Health Record form that will be sent home early in the year. The nurse will send home notices regarding your child's immunization records. Vision, hearing, growth, and dental checks for all the students will be made.

Counselor

We are fortunate to have three school counselors at Sheridan this year whereby two are bilingual Spanish/English speaking. Their role is to work with children, parents, staff and with community agencies around school – centered problems. Counseling is one of the services designed to help your child make good use of school experiences. Our counselors provide guidance and study skill lessons to targeted classes throughout the school year. Our counselors are here to assist you. Call the school and simply make an appointment to meet with them.

STEP Clinical Coordinator

Our Clinical Coordinator is also a Licensed Social Worker and works within the school's Mutli-Tiered System of Support framework to address the social and emotional, social service needs of students and families by addressing unmet physical, living situation, and behavioral health needs to help stabilize the child and family. Provides clinical as well as support services to students, families and school personnel to promote and support students' emotional wellness to bolster academic and social success. Serves as the link between the home, school and community.

Family & Community Engagement Office - Parent Liaison

Each Thursday, a bilingual Spanish/English Parent Liaison will be available to Sheridan Families to assist with leading and organizing parent workshops and events; Answer questions about community-based programs and resources; They will provide assistance in navigating programs and resources; Help support your child's education; and Facilitate resolutions of parent concerns.

Speech Therapist

A speech therapist conducts classes at least three days per week at Sheridan for students needing therapy. The therapist pulls children out to her office to provide speech supports and adheres to IEPs.

Dress Code / Uniform

There is an observable correlation between students' attire and their classroom behavior, attitudes and achievement. Wearing an official Sheridan uniform **daily** is mandatory. Our uniform colors are burgundy shirts/blouse and navy blue pants, dress, or skirt.

Dress Code

- (a) Students are expected to show good judgment and show respect for themselves and others in their dress and grooming.
- (b) Excessively dirty and/or torn clothing may not be worn in school.
- (c) Non-prescription sunglasses, hats, clothing that exposes armpits, a bare back or midriff, see-through clothing, and accessories with protruding metal spikes are not to be worn in school.
- (d) Shoes, boots, flat-heeled dress shoes and enclosed toe sandals and athletic shoes are permitted.

Code of Student Conduct

Sheridan school is committed to creating a safe, positive learning environment for all of our students, staff, parents and community partners. We believe that all students can learn in a safe learning environment. The School District has adopted a Code of Student Conduct. This Code establishes a zero-tolerance policy for conduct that endangers the safety of the schools and/or disrupts the educational experience for other students.

Responsibilities of Everyone

- Maintain the school climate while on campus by being Responsible, Respectful, Positive, and Peaceful.
- Be aware of and clearly communicate the expectations for students and staff.
- Motivate students to follow the expectations through positive reinforcement.

Responsibilities of Students

- Comply with school rules and climate expectations, including the Student Code of Conduct and the School Student Handbook.
- Respect authority of all school personnel and the rights of other students.
- Behave in a manner that focuses on academic success.
- Be responsible and accountable for following rules.

Responsibilities of Parents, Advocates, and Guardians

- Send your child to school everyday and on time.
- Respect and support school rules and regulations.
- Respect and support the policies of The School District of Philadelphia.
- Recognize that school personnel must enforce school rules and regulations.
- Teach your child to respect the rights of others.
- Emphasize the importance of being prepared for school and the adherence to school rules to foster academic success.

Code of Behavior

All students at Sheridan are expected to behave in an acceptable and responsible manner while at school, on field trips, on the playground, and in other school-related situations. Good behavior, courtesy, and cooperation are essential to learning.

Sheridan's School Wide Behavior Expectations

Be Respectful

Be Responsible

Be Positive

Be Peaceful

Be an Active Learner

Positive Reinforcement

At Sheridan, students who behave appropriately are recognized in various ways. The following programs have been established to nurture and encourage good behavior.

- PBIS Bee Ticket weekly drawing,
- PBIS monthly social parties
- Student of the Month Assemblies
- 100% AttenDANCE (held quarterly)
- 95% + attendance Movie & Popcorn (held quarterly)

The school staff is encouraged to relate positive feedback using:

(1) Teacher/parent phone calls (2) Interim report cards and among others, (3) School-wide behavior notification program Class DoJo

Individual teachers often develop their own methods of reinforcing acceptable behavior. Among these are individual student contracts. These contracts are mutually acceptable plans by the student, responsible adult, and teacher outlining appropriate behaviors and defining the rewards and consequences used.

Under most circumstances when students fail to observe basic and essential courtesies and school regulation, parents are notified to attend a parent-school conference to discuss the behavior and mutually seek a positive solution. At this conference, we will review the Student Code of Conduct and the student's academic record and any loss of school privileges such as but not limited to assemblies, field trips and privileges.

Corrective Strategies

We believe that it is important to involve parents in developing approaches that will encourage ongoing acceptable behavior. Another resource available to encourage correct behavior is the school counselor.

Listed below are some of the behaviors determined unacceptable:

- * Disrespect
- * Physical violence
- * Vandalism/Destruction of personal or school property, books, instruments, etc.
- * Truancy
- * Interfering with the education of others by persistent disruptive behavior
- * Verbal assault
- * Theft
- * Habitual lateness

Damage to School Property

Students who willfully cause damage to school property shall be subject to disciplinary measures and loss of school privileges which include and are not limited to assemblies, field trips and Move-Up Day until account is paid in full. Students and others who damage or deface school property may be prosecuted and punished under law. Parents and guardians of students shall be held accountable for student actions.

Cell Phone Policy

Sheridan has adopted an electronic/cellular phone policy for the school. For the purpose of establishing this policy, an electronic device is defined as any mechanical or electrical device that is capable of playing, recording, storing, or transmitting sounds, images, or data. Examples of these types of devices include, but are not limited to: iPods, computers, cameras, iPads, tablets, and Beats Headphones.

As stated in this policy, students may NOT have an electronic device/cell phone **on** in their possession while in school. Any device/phone observed being on or used anywhere in the building, at any time, will be confiscated, tagged, and housed by the Dean of Students.

For the first violation of this policy, a parent or guardian must report to the school at 3:09 PM to retrieve the device. A second violation of this policy will result in the device/phone not being returned to either student or parent until the last day of the school year. It is imperative that all electronic devices/cell phones be turned off and left in student school bags every day. Sheridan and its representatives will not assume responsibility for devices/phones that are lost, stolen, or confiscated.

Special Activities

It is important to explain what a Special Activity is and how students are included in the participation of upcoming Special Activities throughout the school year. A Special Activity includes **but is not limited to**: Field Trips, Assemblies, Field Days, Move Up Ceremony, and Dances.

Participation of the above-mentioned special activities requires the **minimum** criteria listed below:

- o 90% Attendance or better
- o 0 - 5% Lateness
- o \$ 0 of outstanding school property damage debt
- o Parents/Guardian attend Report Card Conferences
- o Follow 5 Bees of Student Conduct
- o Compliance of uniform policy

Special holidays we acknowledge at Sheridan

School Counselor's Appreciation Week 2/4/19 – 2/8/19
Administrative Professional's Day formerly known as Secretary's Day 4/24/19
School Principal's Appreciation Day 5/1/19
Teacher's Appreciation Week 5/5/19 – 5/11/19
Nurse's Appreciation Week 5/6/19 – 5/12/19

School Year Calendar 2018-2019

August 27, 2018	First Day for K – 4 Students
August 31, 2018	Early Dismissal 12:09 PM Kindergarten dismissal @ 11:45 AM
September 3, 2018	School Closed to observe Labor Day
September 10, 2018	School Closed to observe Rosh Hashanah
September 13, 2018	Back to School Night 4:00-600 PM
September 19, 2018	School Closed to observe Yom Kippur
September 27, 2018	2 nd Cup of Coffee & Annual Title I Parent Meeting 8:45-10:00 AM
October 5, 2018	Early Dismissal 12:09 PM Kindergarten dismissal @ 11:45 AM
October 8, 2018	Interim Reports send home to parents
October 11, 2018	1 st SAC Meeting (School Advisory Council) 8:45 – 9:45 AM
October 19, 2018	Fall Picture Day (Wear your very best if purchasing a package)
October 25, 2018	2 nd Cup of Coffee Parent Meeting & 2 nd SAC Meeting 8:45 – 10:00 AM
November 6, 2018	Schools Closed – Election Day Staff Development Day
November 7 – 9, 2018	Early Dismissal – 12:09 Kindergarten dismissal @ 11:45 AM Report Card Conferences
November 12, 2018	Veteran's Day Observed Administrative Offices and Schools Closed
November 22 – 23, 2018	Thanksgiving Holiday Administrative Offices and Schools Closed
December 6, 2018	Winter Title I Meeting 8:45 – 10:00 AM
December 20, 2018	2 nd Cup of Coffee & SAC Winter Meeting 8:45- 10:00 AM
December 24 – 31, 2018	Winter Recess – Schools Closed Administrative Offices Open
January 1, 2019	New Year's Day– Schools and Administrative Offices Closed
January 2, 2019	Students return to school

January 3, 2019	Student's Return to School Interim Report sent home to parents
January 18, 2019	School Closed – Staff Development Day
January 21, 2019	Dr. Martin Luther King Day Schools and Administrative Offices Closed
February 13 – 15, 2019	Early Dismissal – 12:09 Kindergarten dismissal @ 11:45 AM Report Card Conferences
February 18, 2019	President's Day Administrative Offices and Schools Closed
March 1, 2019	Early Dismissal – 12:09 Kindergarten dismissal @ 11:45 AM
March 13, 2019	Interim Reports sent home to parents
March 14, 2019	Spring SAC Meeting 8:45 – 10:00
March 21, 2019	Spring Pictures (Wear your very best if purchasing a package)
March 28, 2019	2 nd Cup of Coffee & Spring Title I Meeting 8:45 – 10:00 AM
March 29, 2019	Early Dismissal 12:09 Kindergarten dismissal @ 11:45 AM
April 12, 2019	Early Dismissal 12:09 Kindergarten dismissal @ 11:45 AM
April 15 – 17, 2019	Early Dismissal – 12:09 Kindergarten dismissal @ 11:45 AM Report Card Conferences
April 18 - 22, 2019	School Closed – Spring Recess
May 8, 2019	Interim Reports sent home to parents
May 10, 2019	Early Dismissal 12:09 Kindergarten dismissal @ 11:45 AM
May 14, 2019	(Tentative) School Closed
May 27, 2019	Memorial Day Administrative Offices and Schools Closed
June 4, 2019	Last Day for Students
June 5, 2019	Last Day for Staff Reorganization Day
Total Number of Days Scheduled Attendance 180	