

SHERIDAN ELEMENTARY

Important School Information for Parents

Welcome to Sheridan Elementary. We know that this will be a successful and enjoyable school year. The entire staff works hard to create a caring, rewarding and challenging school environment for all students. Our goal is to motivate your child to be a life-long learner. Please keep this information to reference throughout the year.

SCHOOL INFORMATION

School Address: 19790 Kieth Harrow Blvd.
Katy, TX 77449
School Phone: 281-856-1420
School Fax: 281-856-1461
School Hours: 8:05 a.m. - 3:20 p.m.
PM Pre K: 12:10 p.m. – 3:20 p.m.
PM Arrival 12:00 p.m.

ARRIVAL

Children are not allowed to arrive at Sheridan before 7:45 a.m. Students are unsupervised before this time. Club Rewind is available on campus for before/after school care.

CHECK IN PROCEDURES

- Only enter through the front doors
- Push button to the right of the front door
- State your name and the reason for your visit
- Walk to the front office
- Present your ID
- Wait for your visitor's sticker
- Leave your sticker at the front desk before exiting

ABSENCES

Absences will be excused for:

- ★ Illness/death in family and weather/road conditions making travel dangerous.
- ★ Students need to bring a note within 3 days, signed and dated by parent with reason for each absence. A doctor's note should be sent for more than 3 consecutive absences.
- ★ The Texas Education Code section 25:085 states that school age children must attend school no less than 160 days or 90% of the regular school term. We communicate with parents in writing when your child has accumulated excessive absences and tardies. Once a child's attendance falls below 90%, all subsequent absences will require a note from a doctor, clinic, or the student may be seen by the nurse to determine whether they have symptoms that would prevent the student from attending class.

TARDINESS

It is extremely important that each child arrives to school on time daily. Teacher's instructions begin at 8:05 a.m. Students arriving after 8:05 a.m. will be tardy. Parents must sign their child in at the front office when arriving after 8:05 a.m. Attendance is taken at 9:10 a.m. each day. Students arriving after 9:10 a.m. will be marked absent.

DRESS CODE

Students should wear comfortable clothing for their active day. Sheridan has an established dress code that includes solid colors-blue jeans, navy or khaki on the bottom and navy blue, light blue, royal blue, primary red and white on the top. Students may also wear jeans with a spirit shirt or standardized shirt on any day of the week. No logos or labels are allowed on the shirts or jeans. Socks or leggings should be worn in the following colors: solid primary red, white, navy blue, royal blue or black. Leggings can be worn under skirts or shorts. Tennis shoes or similar shoes with non-marking soles that are appropriate for PE and recess should be worn daily.

TRANSPORTATION

To request a temporary change of transportation for your child, you must send a note with the beginning and ending date of the change and a telephone number where you may be reached. All transportation changes need to be addressed to the front office. Any last minute transportation changes need to be made before 2:30 p.m. If your child has not been picked up by 2:45 p.m., he/she will be sent back to class to go home their regular way. **Last minute changes disrupt our end of day procedures and compromise the safety of your student.**

PARKING

Please park in designated parking areas only. Handicapped parking is limited to those vehicles that have handicap approval. **Emergency vehicles must have access to the front and back doors at all times.**

CAR RIDER LINE

In order for your child to be a permanent car rider, you need to complete the car rider form and receive a car rider number. We begin unloading car riders each day at 7:45 a.m. To help the line move quickly, we ask that each child get out of their vehicle once they are given the signal by the staff. Students should move to the nearest sidewalk quickly after exiting their car. During severe rain or lightning, loading/unloading will be done 2-3 cars at a time. Staff will be signaling for your child to unload/load during severe weather. Staff will not be using umbrellas and may not walk to the cars during storms with lightning and/or heavy rain.

EARLY PICK-UP

If parent/guardian requests that a student needs to leave before the end of the day, please send or fax a note before 2:30 p.m. stating:

- Student's name
- Time for student to leave
- Who is picking up student
- Telephone number where the note can be verified
- Parent's signature

Please come to the office with your I.D. to sign your child out. For their protection, students will not be allowed to wait outside the building and will only be released to their parents or persons listed on their emergency card. **All students must be picked up by 2:45 p.m. or they will be sent back to class to go home their regular way.**

DISMISSAL

Regular – Weather conditions are normal or light rain only.

Rainy Day – Raining outside with strong winds, lightning in the area; Students will be bus riders or car riders – no walkers. Parents of walkers should get in the regular car rider line.

INCLEMENT WEATHER

School cancellation due to severe weather conditions will be announced on the various local TV stations and will be posted on the home page at www.cfid.net.

EMERGENCY CARDS

Student safety is always a priority at our school. For this reason, we are very consistent with our student release policy. **Your child will not be released to anyone that is not on the emergency card.** Please be prepared to show your identification at the front desk every time you sign your child out or enter the school.

WALKERS

Please check with the front desk if you would like for your child to be a walker or biker.

A staff member will escort all of the walkers and bikers out of the building using the doors near the portable building at 3:20 p.m. Parents need to be at the star garden at this time. Students will be released to their parents. There will be no staff assistance to cross Kieth Harrow Blvd. Please cross at your own risk.

There will be no walkers during inclement weather.

During inclement weather, all walkers will be required to have an alternate form of transportation. If it is raining at 3:10 p.m. your child will be either a bus rider or car rider. If your child is a car rider during inclement weather, parents will need to get in the car rider line.

BIRTHDAYS AND SPECIAL OCCASIONS

All students have the opportunity to celebrate their birthday during the morning announcements. Parents are not allowed to distribute edible treats to share with students in the class. Due to the state's Foods of Minimal Nutritional Value (FMNV) policy you may bring a treat for your child only. Cookies or ice cream for the class are available for purchase through the cafeteria. Please contact the cafeteria manager one week prior to your child's birthday at 281-856-1433. Additionally, in an effort to be fair to all students, we do not allow the distribution of any party invitations at school.

LUNCH MONEY

When a student arrives without lunch money, they may be allowed to charge a lunch on their account. Parents should return the exact amount borrowed the next day. Please consider purchasing additional days for their account to cover instances when money is lost or forgotten. You may also add money to your child's account using the internet or telephone. Cafeteria staff will inform your child when their account is low. A red sticker will also be given to your child to remind you that it is time to send additional money for their account.

SCHOOL CAFETERIA - STUDENT MEAL PRICES:

Breakfast	\$1.00	Reduced	\$.20
Lunch	\$2.25	Reduced	\$.40

LUNCH

Lunch is the best time at school for students to have the opportunity to make friends and socialize. We ask that parents be aware of this as they plan to visit during lunch. We love to see you eating with your child, but please limit your days each week in order for your child to enjoy time with friends. **We will not have lunch visitors the first three weeks of school (until September 18th) to establish routines and procedures.** Students must be our priority and we will be focusing our attention on their safety. Lunch visitors other than a parent or guardian, must have written permission from the parent/guardian to eat lunch with your child.

LUNCH TIMES

10:30 – 11:00	1 st Grade
11:00 – 11:30	Kindergarten
11:30 – 12:00	2 nd Grade
12:00 – 12:30	5 th Grade
12:30 – 1:00	3 rd Grade
1:00 – 1:30	4 th Grade

HELPFUL HINTS

- ★ Put your child's first and last name on everything including backpack, jackets, lunch kit, etc.
- ★ Keep toys/games/electronics at home unless they are for a specific school project or requested by the teacher.
- ★ Cell phones that disturb instruction by ringing or sounding alerts will be removed from the student. Cell phones should not be used by students during school hours. There is a \$15 return policy for cell phones removed from the student.
- ★ Students are not permitted to buy or sell any items on campus.
- ★ The Code of Conduct Handbook can be viewed online at www.cfisd.net.

VISITORS AND VOLUNTEERS

Volunteers are a vital part of Sheridan Elementary. We encourage you to visit during the school day and at lunch. It is always recommended that you check with the teacher before visiting in case it is a testing day. When you arrive, please check in at the front desk with your ID and receive a Visitor's Pass. A staff member will escort you to your child's classroom.

CHANGE OF ADDRESS AND/OR PHONE NUMBER

Please keep address and phone numbers up to date at all times. You may notify us by sending a note with your child or by coming into the front office. In case of an emergency, it is vital that we are able to reach you.

CLINIC PROCEDURES

The following clinic guidelines have been set by the district:

- ★ All medication (including over the counter meds) must be brought to the clinic by the parent or guardian.
- ★ Medication cannot be sent on the bus or with the student.
- ★ A signed, written request must be completed with the nurse by parent/guardian regarding the administration of the medicine.
- ★ Medication should be in the original container and have your child's name and doctor's instructions on it.
- ★ Keep your child home if they have fever (100.0 degrees or above), diarrhea or if they are vomiting.
- ★ We recommend that you keep your child 24 hours at home without fever before returning to school.
- ★ Giving medicine, such as Tylenol or Advil to reduce the fever and then sending the child to school is not acceptable and puts your child and others at risk.

PEOPLE TO CALL FOR HELP

Sheridan Elementary 281-856-1420

Contact the classroom teacher first when you have a question regarding any classroom-related event or procedure.

<u>Principal:</u>	Gina Guidry
<u>Assistant Principals:</u>	René McIntyre Mindy Hidalgo
<u>Counselor:</u>	Lisa Nachin
<u>Instructional Specialists:</u>	Stephanie Cass Krista Dankert
<u>Data Coordinator:</u>	Jillian Solberg
<u>Nurse:</u>	Jo-Ann Colpoy
<u>Librarian:</u>	Joyce Boin
<u>Diagnostician:</u>	Taska Relerford
<u>Attendance:</u>	Maria Hottensen
<u>Cafeteria Manager:</u>	Sofia Estrada