



**PRESCHOOL & ELEMENTARY**

# STUDENT HANDBOOK

## 2010-2011

*SHERIDAN HILLS CHRISTIAN SCHOOL*

*3751 Sheridan Street*

*Hollywood, Florida 33021-3688*

*(954) 966-7995 (954) 961-1359 Fax*

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**\*\* The information contained in this document is subject to revision at any time**

Dear Parents:

We at Sheridan Hills Christian School like new beginnings, and one of our favorites, a new school year, is here again. A special welcome is extended to you and your child as we share this new beginning. What a great year we anticipate!

Your child is a precious gem that God has created. We at Sheridan Hills are so pleased that we will be sharing in the development of your child. Having our Lord's guidance, it is our desire to help your child become the very best person he or she can be by growing in wisdom, and stature, and in favor with God and man. Please work with us as we strive to do this.

As we share together this year, let us pray, expect, and participate!

In Jesus' name we serve,

Sheridan Hills Christian School Staff

## **MISSION STATEMENT**

Sheridan Hills Christian School is committed to educating young people in a tradition of academic excellence founded on faith in Jesus Christ.

Our mission is to train young people to be leaders with a Christian perspective on the world. Our educational goal is to foster in children the academic achievement, spiritual development, social maturity, and physical skills necessary to glorify God. Sheridan Hills strives to provide a safe and caring learning environment where students are challenged to reach their maximum potential. Our commitment to a Christian philosophy, accelerated curriculum, quality textbooks, and professional, qualified teachers assures excellence in education. Sheridan Hills Christian School aims to provide students with a comprehensive college-preparatory education.

## **EDUCATIONAL PHILOSOPHY**

The school board, staff, and parents of Sheridan Hills Christian School believe that:

- Each student is unique, valuable, and created in God's image.
- A safe and stimulating learning environment is necessary for fostering student growth.
- Education should be God-inspired and student-centered and is a partnership among students, teachers, parents, and the broader community.
- We must challenge and provide support for students not only to reach their academic potential, but more importantly, to come to a saving knowledge of the Lord Jesus Christ.
- By providing a broad-based curriculum which emphasizes strong academics and creative expression, students will become critical thinkers.
- Education is not limited to the classroom. Mission's outreach and travel experience offer valuable learning opportunities.
- Technology and computer literacy are an integral part of education.
- Physical fitness promotes team building, self-discipline, and a healthy lifestyle.
- On leaving SHCS, our students are thoroughly prepared to meet the challenges at their next school, whether it is at the university, secondary, or primary level.
- Education which celebrates cultural diversity fosters respect among God's children.
- A well-rounded education should provide meaningful opportunities for students to become active, positive members of the community.

## **CONTACT INFORMATION**

To save you time and to serve you better, we provide this list of categories. We are glad you are a member of the Sheridan Hills Christian School family, and we want to be of service to you. Please call us when questions arise. Our telephone numbers are:

School Office	(954) 966-7995
Daycare Office	(954) 983-5938
Voice Mail	(954) 963-6068
Attendance	(954) 963-6068 ext. 410
Athletic Director	(954) 963-6068 ext. 411

School office hours are from 7:30 A.M. to 3:30 P.M. (An answering service is available other hours).  
Daycare office hours are from 7:00 A.M. to 6:00 P.M.

<u>To Inquire About:</u>	<u>Call:</u>
Curriculum (6 <sup>th</sup> through 8 <sup>th</sup> grade)	Principals
Curriculum (9 <sup>th</sup> through 12 <sup>th</sup> grade)	Guidance
Discipline	Classroom Teacher then Dean of Students
Attendance	Attendance Officer
Financial Matters	Accounts Receivable Bookkeeper
Club Room	Club Room Director
School Athletics	Athletic Director
General Information	School Office Staff

The Sheridan Hills Christian School web site may be accessed at [www.shcsnet.org](http://www.shcsnet.org). This is a full resource center for parents to collaborate with teachers and administrators. This source allows parents to:

- Stay informed of homework, projects, upcoming test dates, and attendance records in each child's classroom.
- Receive private or group messages from each child's teachers, as well as send private messages to them.
- Read important school news within seconds of its creation.
- Review the school calendar and group events.

## **DAYCARE**

The Sheridan Hills Christian School Daycare Program is an extension of Sheridan Hills Christian School and provides facilities and an atmosphere that are safe and enjoyable. If you would like to use this service, please register your child in the school office.

## **HOURS:**

Daycare is open from 7:00 A.M.-8:30 A.M. for students who need to arrive at school before normal school hours. Bring your child to the daycare building and be sure he/she is inside the building before departing. Do not leave your child unattended.

Preschool Daycare: Half Day (Noon-2:40 P.M.) or Full Day (Noon-6:00 P.M.)

Elementary Daycare: 2:40 P.M.-6:00 P.M.

FEES:

Please check with the Office of Admissions for a current fee schedule.

**Students who are not picked up by the designated time will incur an additional charge. For each ten minutes or any part of ten minutes \$6.00 will be added to your bill.**

School Holidays: On school holidays (listed on the SHCS school calendar), an additional fee of \$10.00 per day will be charged to cover the extra hours of service.

HOLIDAYS:

Early closings occur before holidays.

Extended Daycare will be **closed** all day on the following holidays:

- Labor Day
- Thanksgiving and the Friday after Thanksgiving
- Christmas Eve
- Christmas Day
- New Year's Eve
- New Year's Day
- Martin Luther King Day
- Washington's Birthday
- Good Friday
- Memorial Day
- Independence Day

Should a holiday fall on a Saturday or Sunday, the holiday will be observed on Friday or Monday.

LUNCH:

Parents must provide a bag lunch for children under the following circumstances:

- School is not in session
- There is an early-release day and the cafeteria is not open

There are no discounts for those who bring lunch during school holidays or regular days.

PERSONAL ITEMS:

All personal items should be labeled with the child's name. Due to the possibility of loss or damage, we discourage bringing personal items to daycare. Weapons, fireworks, or other dangerous items are never to be brought to daycare. Items confiscated due to a rule infraction will only be returned to the parent.

**Sheridan Hills Christian School is not responsible for the loss or theft of personal property.**

WITHDRAWAL PROCEDURE:

If for any reason a child must be withdrawn from daycare, the parent must notify the school office at least two days in advance so the withdrawal can be properly processed.

OCCASIONAL DAYCARE:

Occasional daycare is available for students in K3-5<sup>th</sup> grade. This program is very helpful for those who occasionally need to leave their child longer than the regular school hours but no more than three days a week.

## SCHOOL STANDARD

It is important that this standard exist in the context of positive living. Teachers must seek to develop and reinforce positive qualities in a child as well as correct negative ones. Qualities we desire to develop at Sheridan Hills Christian School include the following:

1. Respect for God, including His name, His Word, His creation, His material blessings, and places set aside to worship Him.  
We, therefore, will not tolerate profanity (including use of “Oh, my God” in slang), misuse of the Bible, lack of respect in chapel services, untidiness on the grounds, or the defacing of school property.
2. Self-Respect because he/she is a creation of God.  
Every student’s life is of immeasurable value, and we seek to instill in our students an awareness of their worth, their potential, and the means by which God will provide a successful life for them. This success depends on a realistic view of the student's own basic nature. The student must recognize his/her own inadequacy apart from the help of God and come to depend on the resources God has provided to make right living possible. Students will be encouraged to develop a respect for their own work and to demonstrate that respect by doing work neatly and to the best of their ability. Students will be expected to demonstrate a measure of self-control, to govern their emotional responses, and to develop an understanding of God’s way of righting injustice. Those things which would hinder the development of strong character and a healthy body are strictly forbidden. These include immorality, stubbornness, lying, cheating, stealing, unclean language or actions, smoking, alcoholic beverages, and the use of non-medical drugs. Students who participate in this type of conduct may be expelled from school.
3. Respect for Others.  
Students will be expected to respect and obey those in authority because of the position God has entrusted to them. Lack of respect and willful disobedience will be serious causes for correction. The school will do all possible to help students develop a healthy respect for their parents and civil authorities. Students are expected to show respect for all adults by standing when an adult enters the classroom and by demonstrating courtesy at all times. Students will be expected to show respect and consideration for their fellow students and to develop the qualities of forgiveness, patience, and Christian love. Students will be encouraged to develop a desire to help others and to work on purposeful friendships. Fighting and unkindness in conversation or action is unacceptable.
4. General Qualities of Respect Toward Others
  - Promptness: Students are expected to be on time to all classes and student activities.
  - Dress: Students are expected to demonstrate cleanliness, neatness, and modesty by the way in which they dress. In doing so, they also demonstrate purposefulness and respect for authority, the opinion of others, and the reputation of the school in the community. Each department has an outlined dress code which is included in this handbook.
  - Loyalty: Students are expected to demonstrate loyalty toward their country, community, school, and family.
  - Trustworthiness: Students are expected to fulfill their commitments.

- Orderliness: Students are expected to be orderly in their behavior when in groups and to contribute to the neatness of the school by proper care of school supplies and equipment and the proper management of their own possessions.

## DISCIPLINE

Parent cooperation and support of our discipline procedures will insure a safe and secure environment for all children in our school program. Daycare will follow age-appropriate and constructive disciplinary procedures. Discipline will never be humiliating or frightening for the child. If deemed necessary by the staff, a behavior report will be issued and given to the parent. Parents are expected to return the behavior report with a written response.

Sheridan Hills Christian School seeks to follow a Biblical approach to discipline. Although discipline is necessary for the school to run smoothly, it is primarily for the student's own good. It is our purpose to train our students so that they may enjoy the most meaningful life possible. To be truly successful and genuinely happy, a student must learn to relate to people properly. These people include school and civil authorities, parents, peers, and others. The Bible teaches that the quality of these relationships depends on the student's view of himself and ultimately on his relationship with God. It also teaches that the student will be held responsible for his attitudes and actions in each of these relationships. The results of wrong attitudes include confusion, frustration, guilt, bitterness, and the inability to face reality. God has not only revealed His standards for successful living, but also practical guidelines for restoring broken relationships. He makes it clear that every person is in need of such restoration. Therefore, we at Sheridan Hills give attention to such matters.

“Train a child in the way he should go, and when he is old he will not turn from it.” Proverbs 22:6 NIV Discipline results from training. God says He has given His Word in order to show us what to believe and what not to believe, how to live, and how to correct wrong living in order that we might be mature and produce good works. The absence of such training among a great number of American youth today is sadly evident. The obvious lack of responsibility, disrespect for authority, scarcity of constructive friendships, purposelessness, and unrest are noted daily. As a school, we are committed to helping students understand God's pattern for living and to assisting them in correcting deviations from that pattern of living. Under these circumstances, students may enjoy the benefits of the will of God to the extent of their own desires.

## SCHOOL/PARENT RELATIONSHIP

It must be made clear that God places the immediate responsibility for training a child upon the parents, promising to give divine guidance to those who seek it. Parental cooperation plays a strategic part in the success of training at school. The nature of parental discipline in a child's formative preschool years and the strong influence of daily training at home can be neither erased nor replaced by training at school. The school can only supplement proper home training. Though the school is directly responsible to God for its leadership in the lives of students, it remains essentially a service to parents in aiding them to fulfill their responsibilities before God. The school must give due respect to the position God has given the parents, realizing that the ultimate choices regarding the child's education are theirs.

## TRAINING

Positive training will occur throughout the school program and should manifest itself in the following ways:

1. By example
2. By verbal teaching
3. By corrective guidance following wrong behavior including:
  - A. A clear understanding of the offense by both the disciplinarian and the student
  - B. Time spent to ensure the student understands the error of the offense and its consequences (The student must understand what relationships have been damaged and how he/she will be harmed by the consequences of such behavior.)
  - C. Guidance given toward restoring broken relationships, removing guilt, and reinforcing the student's decision to change his/her behavior
  - D. A fair punishment given

### **PRESCHOOL DIVISION DISCIPLINE**

Should a child's misbehavior become disruptive to the class, the teacher may choose to put the child in a "time-out" seat and begin the use of behavior forms. These will be sent home at the end of the day and must be signed and returned the following morning. If the child continues to be disruptive with the same type of behavior, the student will be sent to the principal's office. The first office visit will consist of a conversation with the child about proper behavior in the classroom. The second visit will necessitate a call to the parent. If the child should require a third visit to the principal's office, the parent will be called to come in for a conference. Continual misbehavior may mean suspension for the child. Any child who intentionally causes physical harm to another child or teacher may be expelled (ex: biting).

### **ELEMENTARY DIVISION DISCIPLINE**

Discipline in the elementary division is based on a positive approach. Consistency in discipline and classroom structure is the aim of each teacher in the department. The tools primarily used to accomplish good behavior and responses are positive encouragement of good behavioral actions and the implementation of our merit point system. A total of 100 possible points may be earned each week by every child.

The student may earn merit points each day by:

- A. Speaking in class only after permission is granted
- B. Coming to school with completed assignments and proper materials
- C. Staying in his seat at specified times
- D. Working well independently
- E. Avoiding rude, discourteous conduct toward peers and teachers
- F. Wearing the appropriate school wardrobe
- G. Demonstrating obedience in all areas

Each child that is successful in getting 90% of the total possible merit points for a nine-week grading period and not more than one demerit will be rewarded with a merit trip, such as skating, bowling, etc.

In the case of inappropriate behavior or classroom responses, a student will be warned once that the behavior is inappropriate before alternative methods of discipline are taken. Possible actions are:

- A. Loss of merit points
- B. Detention involving additional work tasks for a specified length of time
- C. Demerit

- D. Parent-teacher conference
- E. Suspension from school
- F. Student and parent to appear before discipline committee
- G. Dismissal

Some disciplinary infractions will warrant a detention. Detention forms must be signed and returned and the detention served on the day indicated on the form. When the scheduled detention date cannot be served, the rescheduled date must be no later than one week from the originally scheduled detention date.

Listed below are actions that will warrant an immediate demerit. Please review these with your child. Demerit forms must be completed and returned signed by the parent the following day.

- Three detentions for the same offense in a nine-week period
- Neglecting three homework assignments in one week
- Profanity, cheating, lying, or stealing \*
- Disrespect, disobedience, or insubordination \*
- Fighting \*
- Destruction of school property (Student must pay for repair or replacement of destroyed property.)\*
- Throwing food in cafeteria
- Shooting items such as rubber bands or throwing objects of potential danger, such as rocks \*
- Forgery of parent's signature \*
- Five checks in one week in same category
- Deliberate physical injury to another \*

**\* Because of the more serious nature of this infraction, additional discipline may be imposed including possible suspension or expulsion.**

Accumulation of demerits will result in the following actions:

- |                |  |
|----------------|--|
| Three demerits | Parent must make an appointment with the principal or discipline committee before the child can return to class. This meeting will include the student, at least one parent, and the principal or her representative.  |
| Six demerits   | Student and parent(s) will meet with the discipline committee before the student may return to class. Corrective action will be school suspension and/or other actions deemed necessary by the faculty discipline committee, including an alternative program. |
| Nine demerits  | Student and parent(s) meet with the discipline committee; maximum corrective measure suggested by the committee would be expulsion.  |

## STUDENT RESPONSE TO CORRECTION

Once a student understands the offense, and perhaps to some degree the purpose and implications of the standard, his/her response is very important. Only the student can choose to change. If the student is repentant, steps of correction may be outlined for him/her to follow. Should the student choose to remain self-willed, the consequences of this choice must be made as clear as possible. Correction will vary according to the offense. In the classroom, a verbal rebuke from the teacher may be sufficient to correct a student's behavior. Privileges may be removed or extra work assigned. When an offense becomes serious enough to merit coming to the office, consequences will be more serious.

## PARENT RESPONSE AND FOLLOW THROUGH

In all divisions of our school, parent cooperation and support of our discipline procedures will insure the success of your child in our school structure. Each demerit form has a space provided for parent cooperation by describing the action taken at home in support of Sheridan Hills Christian School. This space needs to be completed by the parent or the form will be considered incomplete and returned. If there is a question about the administration of the demerit/referral, contact the teacher through the school office. In cases of repeated misbehavior, the parents will be notified and **expected to cooperate** with the school in administering proper discipline.

**The administration reserves the right to expel a student at any time it is felt that:**

- **We can no longer help the student**
- **The student's actions and/or attitudes are an improper influence or danger to the other members of the student body of this Christian school**
- **There are repeated instances of lack of parental cooperation**

## SCHOOL ARRIVAL AND DISMISSAL

The arrival and dismissal procedures are discussed and diagramed on maps distributed by the preschool teachers. Parents of all preschool children are asked to please read carefully and to follow these directions for safe delivery and departure of children.

### Preschool

#### **K3 and K4**

Carpool is on the north side of the school building on Raleigh Street. K3 and K4 children who are not in daycare may arrive from 8:15-8:30 A.M. K3-K4 children **must** be dropped off in carpool. Classes begin at 8:30 A.M. for K3 and K4. Carpool pick-up for K3-K4 begins at 11:50 A.M. K3 and K4 children who have not been picked up by 12:10 P.M. will be taken to daycare. The dismissal of K3-K4 children is done through carpool with parents following the same procedure as used for arrival.

#### **K5**

Carpool is on the north side of the school building on Raleigh Street. Since school begins at 8:00 A.M., students should arrive between 7:30 A.M.-7:55 A.M. The dismissal of K5 children is at 2:40 P.M. and is done through carpool with parents following the same procedure as used for arrival. K5 students who have not been picked up by 3:00 P.M. will be escorted to extended care (unless the student is going home with an older sibling at 3:10 P.M.).

To ensure maximum protection for your children while they are in our care, we ask that a written note be sent to school the morning of any day that the child is to leave with anyone other than their regular carpool driver. Otherwise, we will assume that your child is to ride home only with the regular driver.

### Elementary

Carpool is on the north side of the school building on Raleigh Street. Since school begins at 8:00 A.M., students should arrive between 7:30 A.M.-7:55 A.M. The dismissal of elementary children is at 2:40

P.M. and is done through carpool with parents following the same procedure as used for arrival. Elementary students who have not been picked up by 3:00 P.M. will be escorted to extended care (unless the student is going home with an older sibling at 3:10 P.M.).

To ensure maximum protection for your children while they are in our care, we ask that a written note be sent to school the morning of any day that the child is to leave with anyone other than their regular carpool driver. Otherwise, we will assume that your child is to ride home only with the regular driver.

### Walking or Riding a Bicycle to School

Students who walk or ride a bicycle to and from school must complete a Walker/Biker Form and return the form to the school office. By completing this permission form, Sheridan Hills Christian School is released from any responsibility once your child has left the school property. Once your child leaves the school property, he/she is not allowed to return until the next school day. Bicycles must be parked in the bicycle racks and locked. Bicycles are to be walked, not ridden, on the school property.

## ATTENDANCE

### Absence

In order to gain the most from school, your student must be regular in attendance. There will always be sound reasons to excuse a student from school, but it must be understood by parents and students alike that the fewer interruptions in the normal operations of the school, the greater the profit to the student. Parents and students are asked to make every effort to cooperate with the school in this matter. **If any student misses more than thirty (30) days of school, he or she may be required to repeat the grade or classes missed.** If a student is absent three consecutive weeks or more for illness, the family must arrange for a private tutor or a homebound teacher. Three tardies are equivalent to one day absent.

**When a student is absent or when a student will not be arriving before 9:00 A.M., the parent or guardian must notify the school attendance office at (954) 963-6068 ext. 410 stating the reason for the absence or late arrival. This procedure is required every day a student is absent. Students may receive an unexcused absence if a parent does not call by 9:00 A.M.** Before consideration will be given to granting an excused absence, the student must bring a note from a parent or guardian stating the student's name, reason for the absence, and the date(s) of the absence. Any class missed for unexcused reasons during the school day will result in a zero for the class session missed. Any illness-related absence that extends more than three (3) school days may require a doctor's excuse for re-admission. **K5 and elementary students arriving after 10:45 A.M. will be considered absent for the entire day. To be eligible to participate in athletic competitions, students must arrive by 10:45 A.M.**

**Excused absences include absences due to illness, death in the family, medical appointments, and other reasons approved in advance. For pre-approval and to secure advance assignments in a timely manner, send a written request to the attendance office at least two school days prior to the absence.**

### Tardiness

Students in K5-5<sup>th</sup> grade who arrive after the tardy bell must report to the school office and sign in. Habitual tardiness will be cause for disciplinary action. A teacher will not be available after the bell to receive students, so the parent of children in preschool through third grade must accompany the student to the office. Before consideration will be given to granting an excused tardy, the student must bring a

dated note from a parent or guardian stating the student's name and the reason for arriving late. Any class missed for unexcused reasons during the school day will result in a zero for the class session missed. For perfect attendance purposes, a student will be allowed to be tardy three times during the year, two excused and no more than one unexcused.

A student is allowed to be tardy a reasonable number of times, but when this becomes regular and excessive, the parents will be notified and disciplinary action taken. **Travel distances from home to school and habitual traffic problems are not acceptable reasons for consistent lateness to school.**

#### Prior Knowledge of Absence

Any student who will be out of school for reasons other than illness must obtain all assignments for the period of absence prior to leaving. Parents must send a written request to the attendance office giving an explanation of the reason for the absence two school days prior to the absence. If an excused absence is granted, completed work must be turned in the first day back to school. No additional time will be granted for make-up work. Missed quizzes and tests must be made up within a week of return. Should the absence extend beyond the pre-arranged length of time, a written note explaining the additional absence must be brought to the attendance office the day the student returns to school.

#### Early Dismissal

When it becomes necessary for the parent to take a student out of class for doctor's appointments or other reasons during the day, release of the student must be made through the school office. Early dismissal will be granted for the same reasons allowable for excused absences. You are encouraged to schedule appointments with your doctor or dentist before or after school hours. However, when emergency demands, the appointment should be made as early or as late in the day as possible.

**Early dismissal can be obtained only through a written note. Please do not call the office requesting early dismissal unless absolutely necessary, as it is disrupting to a smooth-running class to have students leaving without prior notice.** The student will present the note to the teacher. When it is time for the student to be dismissed, the teacher will send the student and the note to the office. The student will give the note to the receptionist. Students are to be signed out and picked up in the school office by a parent or person authorized by the parent. When the student returns to school, a note must be turned in to the school office. If the reason for the absence was a medical appointment, the student must provide a note from the doctor.

#### Make-Up Work Policy

**If any student is absent one or more days, it is the student's responsibility to find out all assignments missed during the absence. If an absence is extended to three or more days, a parent may call the school office before 7:45 A.M. the third morning, and assignments will be ready in the school office at 3:00 P.M. Students are responsible to contact the teachers for scheduling of make-up tests or quizzes. Each subject teacher will have a folder of all make-up tests dated as of the day of return. There is a two day time limit to make up missed work including test and quizzes. However, if a student is absent on a test date and was present on the day prior to the test, the student must take the test on the day of return. Each incomplete test will be recorded as a zero.**

#### Contagious Diseases

After illness due to a contagious disease, the returning student must have a written statement from a medical doctor indicating the condition is no longer contagious.

Withdrawal Procedures

If for any reason you must withdraw your child from school or day care, you must notify the director of admissions and the bookkeeper at least two days in advance so that the withdrawal can be properly processed. Please refer to the terms of your payment agreement at the time of withdrawal.

**SCHOLARSHIP, CITIZENSHIP, AND GRADING SCALES**

Scholarship and citizenship are both very important at Sheridan Hills Christian School. We work in a positive way to develop both areas to their greatest potential in each individual student.

**PRESCHOOL GRADING**

The grading key is as follows:

- O Outstanding
- S Satisfactory at this time. Child understands the concepts which have been presented to date.
- P Progress has been shown. Your child and the teacher have been working on this skill or concept. Although the child has not reached the level the teacher desires, some improvement has been reached to date. Consistent grades of “P” throughout the year will indicate the child's achievement must be reviewed before promotion to the next level.
- N All children grow and develop at their own rates. We recognize that a child may need more time to achieve a certain skill level, or to understand a certain concept that has been presented. Many of the other children in the class may have achieved this, but the teacher will continue to work with the child who needs more time to develop. Consistent grades of “N” throughout the year will indicate the child’s achievement must be reviewed before promotion to the next level.
- This dash indicates that the skill or concept has not been tested in this area.

**ELEMENTARY GRADING**

Scholastic				Liberal Studies /Citizenship	
A	96-100	C	74-76	1	Excellent
A-	90-95	C-	70-73	2	Good
B+	87-89	D+	67-69	3	Fair
B	84-86	D	64-66	4	Poor
B-	80-83	D-	60-63	S	Satisfactory
C+	77-79	F	59 and below	N	Needs Improvement
				U	Unsatisfactory

Recognition is given in the elementary division for high scholastic achievement. **High Honors** are awarded to those whose major subject grades are no lower than “A”. **Merit Roll** is achieved with major subject grades no lower than “B”.

**Citizenship** honor roll status is achieved with ratings of all one's and two's in the citizenship grading section. A student will not be eligible for the citizenship honor roll if more than fifty merit points are lost during the quarter, or if the student is repeatedly deficient in one or more merit point categories.

Elementary grades are reported this way:

- Interim reports are sent home on a Tuesday in the middle of the quarter.
- Report cards are sent home on the Tuesday following the end of the quarter.
- Both of these reports are to be signed by the parent and returned the day after they are sent home.

### **DRESS CODE**

We believe that the most effective learning takes place in an atmosphere of cooperation and pleasing appearance, and that dress for school should be different than that for after-school activities. Students should wear clothing which contributes to their own health and safety as well as that of others. They should dress in a way that encourages polite behavior, and a clean, tidy appearance.

In keeping with this philosophy, the following guidelines shall be followed:

### **PRESCHOOL DRESS CODE**

Girls:

- Hair clean and neat
- Dresses and skirts at modest lengths (with shorts underneath for playground)
- May wear pants, shorts and tops, or sundresses (not backless)
- May NOT wear bare midriffs
- May NOT wear sandals, flip flops, thongs, boots, high-wedged or high-heeled shoes, but must wear shoes at all times (rubber-soled shoes required in gym)

Boys:

- Hair clean, combed, and properly trimmed above the collar (no ponytails)
- May wear jeans or shorts in good taste
- Must wear shoes at all times (rubber-soled shoes required in gym)
- NO flip flops, thongs, or boots allowed
- Must not wear see-through mesh shirts or screen print shirts that are in poor taste
- No earrings

### **ELEMENTARY DRESS CODE**

Except on special occasions, students in grades 1-5 are to wear only the school-approved wardrobe purchased at Sunshine School Uniforms. Approved P.E. uniforms and SHCS sweatshirts are provided through the school. All shirts, skorts, pants, shorts, sweaters, and jackets must have a SHCS logo. Jumpers and skirts do not need the logo. Sunshine School Uniforms is located at 11550 State Road 84, Ft. Lauderdale, FL 33325 and can be contacted at (954) 382-0951 or [www.sunshineuniforms.com](http://www.sunshineuniforms.com).

Shirts and blouses are to be buttoned and tucked in. Hemlines of skirts and jumpers are to be a modest length (which is to the top of the knee) and should be purchased with a deep hem to allow for growth during the year. All wardrobe items must have a finished hem and may not be split at seams or ragged. Any shorts or slacks with belt loops must be worn with a belt. Items such as sunglasses, hats, head scarves, and accessories of a faddish nature (i.e. earrings on boys or body piercing jewelry of any kind on boys or girls) are not to be worn. Sweaters or jackets may be worn as long as they are the school colors: red, black, or white. No emblems or writing of any kind is permissible. School jackets and sweatshirts

purchased through Sunshine School Uniforms should be ordered in advance as they are not an in-stock item. Sweatshirts may also be purchased in the school office. Any other type of outerwear is not permissible. Undershirts/garments should be white or match the outer shirt. Footwear should consist of regular dress shoes, clean athletic shoes, or casual shoes appropriate to the design of the uniform. Sandals are not permitted for boys or girls, as shoes need to cover the feet for safety. Boys and girls are to wear traditional socks which match our uniform colors. Clothing may not have any logos or labels on the outside other than those put there by Sunshine School Uniforms. Clothing must be properly fitting, not tight or baggy. Boys are to have a haircut above the collar (no ponytail), and out of the eyes (above the eyebrows when pulled straight). Hair should be neat, well-groomed and not colored or styled in an unconventional manner (school administration will deem what is an unusual style). Shaved heads or designs shaved into the hair are not allowed for boys or girls. Violation of this policy will result in a suspension. Tattoos (including temporary ones) are not permissible for students. Students out of wardrobe may be refused admission to classes for that day. They may be sent home or detained in an area designated by the principal.

Except for girls who may wear pierced earrings (one per ear), preschool and K5 children are not permitted to wear jewelry. For students in grades 1-5, the amount of jewelry worn is to be limited to one ring per hand and one bracelet per hand. Girls may wear no more than two small earrings per ear and these may only be worn in the earlobes. Boys may not wear chains more than 1/4" thick and must keep the chain inside the shirt. Jewelry may not include choker-style necklaces or bracelets with studs or spikes. Body piercing jewelry, other than the earrings that are allowed for girls, is not permitted.

Students in 5<sup>th</sup> grade will dress out for physical education in the approved uniform. Each student is provided one uniform at the beginning of the school year and may purchase additional ones through the athletic office.

When participating in field trips, K5 and elementary students must wear the SHCS field trip T-shirt.

Attire for extra-curricular activities must be modest and in keeping with the philosophy of Sheridan Hills Christian School.

Any questions relative to dress code shall be evaluated by the principal.

## **GENERAL INFORMATION**

### Textbooks

Textbooks are supplied by the school. If a textbook is lost, the student will be billed the amount it cost to replace the book. Students are required to keep books protected with book covers at all times. A fine system will be implemented at the end of the school year for any damage such as tears, writing in text, and damaged bindings. The preceding policy also covers materials borrowed from the library.

### Lunch Programs

A hot lunch program is available on a daily basis. Students must purchase lunch tickets or snack tickets in order to buy lunch or have a beverage/snack in the cafeteria. Tickets will be available in the library Monday-Friday from 7:45 A.M.-8:00 A.M. Please refer to the handout received at orientation for specific lunch prices and menus. A student who forgets his/her lunch or ticket will be allowed to charge lunch. The parent will be billed at an increased rate.

### Visitation

All parents are welcome in the school. When a visit to the classroom is necessary, please come by the office first to sign in and receive a visitor's badge that must be worn on campus. **Do not go directly to**

**the classroom.** It is the desire of the administration and faculty to be of service to both parents and students. Parents, please adhere to this procedure before, during, and after school hours as well. This will allow help classes and parent conferences to continue uninterrupted and provide security for your children.

Parents, please remember that we are a Christian school with modest dress codes for teachers and students. Be sure to dress appropriately when visiting our campus or serving as a chaperone for field trips or other school activities.

#### Lost and Found

Lost and found articles will be kept in a central location in the school. Articles will be held for two weeks. **To facilitate the return of lost items, names should be placed on all personal items.**

#### Money

Money sent to school for special activities or events should be sealed in an envelope with the student's name, teacher, amount, and activity noted on the front. Since change is not readily available, money should be in the exact amount.

#### Conferences

Parents are encouraged to contact the teacher through the school office to schedule a conference. There is a conference evening scheduled for each semester. Please check the school calendar for the specific date.

#### Student Insurance

We expect the family of each student to have primary coverage for medical and accident insurance. We do not provide this coverage. Attendance at Sheridan Hills requires each student to be covered by a medical and accident plan secured by the student's family.

#### Cell Phones

From 7:45 A.M. to 3:00 P.M. cell phones must not be seen or heard. Failure to comply with this policy will result in the following actions:

- First Offense: The phone will be taken from the student and the parent will have to pick it up from the school office or daycare.
- Second Offense: The phone will be taken from the student and the parent will have to pick it up from the principal.

Failure to comply with these rules will result in an out-of-school suspension with the number of days to be determined. If you need to contact your child, please call the school office and we will make sure the student receives the message.

#### Preschool and Elementary

Each Tuesday your student will be bringing home the important papers and work he or she has accomplished in the last week. We request that you carefully review each paper with your child, noting any comments written by the teacher.

#### Security/Safety Policy

All of us need to be concerned with the security and safety of our children. When students are on the school property, our policy requires that they be supervised.

- Toddler I and Toddler II are supervised until 6:00 P.M.
- Preschool children (K3 and K4) are supervised until 12:05 P.M.
- Students in grades K5-5<sup>th</sup> grade are supervised until 3:00 P.M.

#### After-School Groups:

- Students in preschool or elementary school who are registered for Extended Care are supervised until they are picked up by their parents (before 6:00 P.M.).
- Students participating in sports or help classes will be with their leader until the activity is concluded.
- Students who are not in one of the above categories, must be picked up by 12:05 P.M. (preschool), or 3:00 P.M. (grades K5-5<sup>th</sup>). Students who are not picked up on time will be sent to Extended Care and your account will be charged according to our policy.

#### Medication

Florida state law does not allow school personnel to administer medication without explicit written instructions. Medication and instructions should be left in the school office. We will only administer medicine prescribed by a physician. A written note including name of prescription, dosage, physician's name, student's name, and the time to be given should accompany the student and the medication. All medication must come to school in the prescription bottle or container. We must log all medication administered, and this log must be available for inspection by the health department. A child who has had head lice shall not be permitted to return to school until successful treatment has occurred.

#### Policy for Communicable Disease Control

- Sheridan Hills Christian School will work cooperatively with local county and state agencies to enforce and adhere to the state health codes for prevention, control, and containment of communicable, notifiable, and other known diseases in the school.
- The administration will exclude a child who is out of compliance with the required immunization schedule.
- The administration will exclude students from school who are suspected or diagnosed with a communicable, notifiable, and other known diseases that may present a public health hazard, or whose exposure to such disease may threaten the well-being of that individual. All reportable diseases will be referred to the local health unit by the administrator. Enrollment is open to students who can properly be educated within the framework of our existing programs and procedures.
- The decision to close the school due to communicable disease outbreaks is at the discretion of the administrator.
- Since communicable, notifiable, and other diseases are a serious concern in the community, the afflicted individual may be asked to submit information to the registrar concerning the affliction.
- Diseases which may require application of this procedure include, but are not limited to:  
 AIDS – Acquired Immune Deficiency Syndrome  
 ARC – AIDS-Related Complex  
 HLTV-III/LAW – Human T-Cell Lymphadenopathy Associated Virus  
 Hepatitis B  
 Mononucleosis  
 Other diseases that may be included by the local health unit which may present potentially serious health problems for those who come in contact with the disease or the disease carrier.
- Each case will be judged on its individual merits and consequences.

### School Closing

In case of inclement weather or other local emergency, Sheridan Hills Christian School will follow the decision of the Broward County Public Schools. Please be sure to watch your local television stations and listen to your local radio stations for Broward County school closings. You may also check [www.shcsnet.org](http://www.shcsnet.org) for this information.

### Post-Storm Policy

Since public schools may remain closed for reasons that do not affect SHCS, please check with our message center through our main phone line (954-966-7995) and your local T.V. stations regarding school openings.

### Food

Due to health reasons, food and beverages (except water) are not allowed to be consumed on campus except at lunch time or special times designated by SHCS. Violation of this policy will result in an after-school detention.

**We believe this information will be helpful to you as you become acquainted with Sheridan Hills Christian School and its policies. Thank you for your help in following the guidelines contained herein.**