



Sheridan School

Association of Parents & Teachers

Parent Resource Guide

2021-2022

1360 N. Sheridan Road, Lake Forest, Illinois 60045

847-234-1160

www.lf67.org

Lake Forest School District 67 Association of Parents and Teachers

Mission Statement

The mission of the Lake Forest School District 67 Association of Parents and Teachers is to foster cooperative working relationships, promote communication with the school community and to enhance the education and enrichment of our children. Membership in the APT supports the children, parents, teachers, administrators and support staff.

The APT embraces our responsibility to promote respect and inclusion for all parties as cornerstones of these relationships. Our purpose is to establish a close-working relationship among the home, school and community so that all may cooperate effectively.

We support, through organization and volunteer help, those activities that offer direct educational enrichment for our children as well as those that add to the positive culture and climate of our schools. A few of the many activities include: Celebration Book Club, Community Service, Fine Arts Presentation, Parent Awareness Programs and Special Events.

We take responsibility to be informed about District 67 issues. We work to communicate to our membership through various means, and to keep them apprised of all matters occurring in the District.

From the Sheridan School APT President

Welcome to the 2021-2022 school year at Sheridan School!

Our school is the heart of our community for our children. It is the place where their growth and development is nurtured on a daily basis by our talented, dedicated, and loving teachers and staff. One of the many strengths of our school community is our APT.

Regardless of how much time you have available you can support our school by making a contribution to the work of the APT. The first step is **membership**. Our goal is for 100% of Sheridan families to join the APT this year!

Of course, membership is just the first step. There are countless ways to participate in doing the work of the APT and we welcome all parents to get involved. Our meetings are open to everyone in our community and I am happy to speak with anyone about how you might wish to help us out.

The educational experience of our children is greatly enhanced and enriched when we, as parents, take an active role in supporting the important work of our teachers. Please get involved in helping us continue to make Sheridan School a wonderful place for our children to learn and grow together.

Heidi Clifton

Sheridan APT President

414.975.8979

heidivclifton@gmail.com

Sheridan School Contact Information

- 1360 North Sheridan Road, Lake Forest IL 60045
- <https://www.lakeforestschools.org/schools/sheridan>
- 847.234.1160 (use # to contact office staff and report absences)
- Office hours at 7:30 AM – 4:00 PM
- Principal: Ms. Susan Milsk (847.615.4454) smilsk@lfschools.net
- Secretary: Liz Duffy (847.234.6294) eduffy@lfschools.net
- Office Assistant: Mary Kay Hanlon (847.234.6299) mhanlon@lfschools.net
- Nurse: Charlene Fritz-Brennan (847.615.4479)

School Hours

- **8:00 AM – 2:50 PM Tuesday - Friday**
- **8:00 AM – 1:45 PM Monday** *early dismissal days allow teachers to be involved in continuous education programming*
- 8:00 AM – 11:00 AM for all classes when half day attendance is indicated on the District 67 calendar.

Absences

- If your child is going to be absent, please contact the school office within one hour after the start of the school day.

School Communication

- District 67 website www.lakeforestschools.org contains district wide news and information. You can find the district calendar, lunch menus, educational resources, staff contact information and additional information. A link to Sheridan School can also be found on this site.
- Sheridan website includes specific information pertaining to Sheridan <https://www.lakeforestschools.org/schools/sheridan>
- Every Friday a weekly newsletter is distributed via email by the school. The Friday Flyer includes details about the week and important information for the upcoming weeks. Volunteer opportunities and sign - ups are often included in the Friday Flyer.
- The Sheridan APT Facebook page & Instagram (@sheridanapt67) account also includes important announcements and information on our school community. Please like our page: <https://www.facebook.com/sheridanapt>
- Families will be notified of weather delays and any school emergencies via BrightArrow Notification System. Contact information families provide during registration will be the # on file. If you would like to add additional #s you can update through the BrightArrow website here: <https://www.lakeforestschools.org/about-us/district-67/school-closings>

Morning Arrival Drop Off Procedure:

- Important procedures are in place for AM/PM car riders for the safety of our students and staff. It is important these procedures are strictly followed.
- The beginning of the school year each family receives a Sheridan Shark name card that should be placed in the driver's side front window upon pickup.
- Supervision begins at 7:40am. **Please do not drop students off before 7:40.**
- We are making a change this year, due to our learnings and unexpected successes last year. We found that students benefited in many ways from coming directly into the building in the morning, rather than playing on the playground first thing. Students will enter through their doors and move directly to classrooms for indoor socializing and play. We have added additional outside time by grade level on most days to compliment this.

- Students will enter through grade level doors:
 - Kindergarten ~ front doors
 - 1st/2nd grade ~ south doors (Door B)
 - 3rd/4th grade ~ north doors (Door D)
 - The school day begins at 8:00am. Arrival after 8:00 is considered a tardy and will require a parent to sign the student in for the day.
 - Use 2 lanes as you enter the lot. Staff will be available to assist students out of the cars. Please do not get out of your car.
 - Adhere to the speed limit and look for walkers in the crosswalk and along sidewalks. There will be someone to assist students crossing Sheridan Road before and after school.
 - **Cell phone use is not permitted at any time on school property while driving.**
- If students arrive after 8:00 AM they will be considered tardy and will need to be checked in at the office upon their arrival.
- Walkers are released from the side north door of the building. A crossing guard is present in the AM/PM for students crossing Sheridan Road.

Afternoon Dismissal Pick Up Procedure:

- Students must have written parent permission to walk/ride a bike home from school.
- ALL changes in transportation must be made in writing, including play dates. No verbal changes will be accepted.
- There is no playground supervision after school.
- All students picked up via car will go to the assigned locations after school. Students will be called to exit the front door when their ride arrives.
- All cars must enter the parking lot turning left off Spruce. It is illegal to enter the lot via a right turn off Spruce, so please enter traveling westbound. Please do not line up before 2:50 as buses need to enter the lot and we are sensitive to our neighbors. Cars that arrive before 2:50 may be asked to move.
- Stopped/parked cars are not permitted at any time on Sheridan Road. You will be asked by staff to move if you are stopped on Sheridan Road waiting for the car line to move. You can avoid being asked to move by arriving after 2:50.
- Students walking home/riding bikes will be released from the north doors after the buses leave.
- Please avoid calling the office after 12:00 to make transportation changes, unless it is an emergency.

Bus Riders

- Families have the opportunity to register for bus service during online registration. There is an additional fee for this service.
- If you choose not to elect bus service, during initial registration, it can always be added at a later date.
- Please visit <https://www.lakeforestschools.org/district-departments/transportation/d67-transportation>.
- For students that occasionally ride the bus, for playdates, a ten-ride bus pass is available for purchase. The pass must be attached to student's "green note."
- Each student can purchase one ten-ride each year. These passes never expire.

Green Notes

- Transportation change forms (aka green note due to the paper it is printed on) are required for any time there is a change in your child's regular transportation plan to/from school. If they are staying after school for an activity, going to another child's home, planning on picking your child up early, getting picked up by anyone that is not listed as a primary adult for pick up, etc.
- Forms are available in the office or can be accessed from the District or school website http://www.lakeforestschoools.org/uploaded/Lake_Forest_Schools/610_2012.pdf

Shark Folder

- Each student receives a folder that is used for daily correspondence between school and home. Items such as homework, green notes, permission slips, notes to teachers, school reminders, order forms etc, will be placed in the folder.

After School Care & Activities:

- Champions is an afterschool care program offered District wide. For participating Sheridan students, the program is offered year round (both after-school and summer options). For more details on costs and to register for the after school program please see their website for details. <http://www.discoverchampions.com>
- Brainstormers are after school enrichment programs sponsored by the District. There are many programs ranging from art, dance, chess, musicals, technology, math programs, summer classes, August warm-up, and various other topics of interest.
- Additional information and registration can be found <https://lakeforest67.revtrak.net/Brainstormers-Menu>

School Supplies

- A list of school supplies, required by grade, can be found on the district website here: <https://docs.google.com/document/d/11F12lp5dPCldt9snE2mwzVnBKuWSyrSQLJ28bWwK1-4/edit?fbclid=IwAR3QkfCqwdorivzEVe7qOHNBFc4kliWKigR5Qgm3n4AO11fSHVVvi2M3jnc>

Lunch Program/Snacks

- Quest Food Services provides lunch to all schools in our District. They work to provide healthy options through two lunch offerings each day, veggie & fruit bar, organic milk and water.
- Students can either bring their own lunch or purchase a lunch at school.
- Students, who bring lunch from home, have the option of purchasing veggie & fruit bar a-la-carte and/or to purchase milk/water.
- The first Friday, of each month, is Frozen Treat Day. Students may choose one, of two, frozen treats for \$1.00.
- Monthly lunch calendars can be found on the District, school and APT websites here: <https://www.lakeforestschoools.org/district-departments/food-services/district-67-food-services>
- The District has developed procedures for students with food allergies. Please visit https://lakeforestschooolsorg.finalseite.com/uploaded/Lake_Forest_Schools/District_67/Health_Services/D67FoodAllergyPolicy2.pdf for additional information regarding the Districts policies.
- Students may pack lunches with allergens but they may not be brought into the classrooms.
- The District and Quest provide our families with a convenient, easy and secure online prepayment system to deposit money into your child's lunch account. This system also allows parents to view their child's account balance.
- An account can be created through the website www.myschoolbucks.com
- Student's must pack an allergen free snack daily.

Association of Parents & Teachers (APT):

- District 67 APT is not a fundraising board. All fundraising is driven through the Spirit of 67 Foundation (more info on the Spirit of 67 on last page).
- Annual membership fees, of \$35, are paid during registration. All APT members receive a printed District 67 directory and access to the online directory.
- If you'd like to purchase an APT Membership, please visit:
<https://lakeforest67.revtrak.net/SF/Elementary/APT-Membership/>
- There are over 60 positions on our Board that carry different roles and responsibilities.
- The Board is slated mid-spring and anyone and everyone is welcome!
- APT Board meetings are held on the 3rd Wednesday for the months of September, November, January & April. We also offer up district wide speakers twice a year. APT Board meetings are open to all parents.

APT Committees

Back to School Bash	Social Emotional Learning	Fine Arts	Old/New APT Luncheon	Spirit of 67 Liaison
Fall/Winter Party	Exploration Day	Food Service	Parent Resource Coordinator	Staff Holiday Cookie Boxes
BOE Liaison	Back to School Luncheon	Kindergarten Coordinator	Room Parent Coordinator	Staff Appreciation Week
Community Service	Visiting Author	Meals for Teachers	School Supply	Wellness Support
Directory	Visiting Scientist	New Family	Spirit Wear Coordinator	Yearbook

School Wide Volunteers

- There are many opportunities, big and small, to get involved in our school.
- These opportunities range from helping at all school parties, supporting dinner for our teachers during conferences, baking cookies for staff holiday cookie boxes, etc. We are thankful for anytime you can provide.
- Sign-ups for these opportunities are typically coordinated on-line or please reach out to Heidi Clifton at heidivclifton@gmail.com.

Classroom Volunteers

- During curriculum night, and various other times throughout the year, Room Parents will have sign ups available. These can range from in class parties, field trips, special class projects, etc. Please contact your Room Parents with any questions.

Grade Level Coffees & Parent Evening Social Events

- Each grade hosts a coffee and parent party at the beginning of the year. Families volunteer to open their home to other parents in their class for these events. It is a great way to meet other parents and have a social morning or night out.

Sheridan APT Meeting Schedule 2021-2022

We encourage all parents to attend APT Board Meetings to learn about our community at large, District 67, Sheridan School & the work of the Sheridan APT. Regular meetings are held in the Sheridan IRC (library). Meetings will begin promptly at 9:00 a.m. and will go no later than 10:30 am.

Wednesday, September 15, 2021

Wednesday, November 17, 2021

Wednesday, January 19, 2022

Wednesday, April 20, 2022

District-wide APT Meeting - Wednesday, March 9, 2022 @ CROYA

How is the District 67 APT Organized?

Each District 67 School has its own APT President and Board. Board members are parents who take on responsibility for a specific type of activity, as outlined in this guide. The Local School APT Boards are coordinated by the APT Executive Board, which is comprised of parents from all District 67 Schools. To find out more about the board, please visit: <https://www.lakeforestschools.org/about-us/d67-parent-organizations/apt-executive-board>

2021-2022 APT Executive Board Officers	
President	Megan Engelberg
Vice President	Lindsay Nero
Treasurer	Amanda Lamberti
Communications Secretary	Lana Raines
Recording Secretary	Lacy Fidler
2021-2022 Building Presidents	
Deerpath	Monica Yuan
Cherokee	Amy Keisling
Everett	Holly Klug
Sheridan	Heidi Clifton

Parent Questions, Concerns or Inquiries

District 67 values open and direct communication with parents. Parents are encouraged to address their questions or concerns to the person or office most directly involved in the matter's resolution. If you have a classroom concern, please start with the teacher and go from there. For a listing of appropriate offices and phone numbers in order to direct other inquiries, please refer to the 'Parental Questions, Concerns or Inquiries' section in The District Parent-Teacher

Handbook, posted online (www.lf67.org Quick Links, Downloads/Forms). A District-wide staff directory is also available on the website.

Another way to have your voice heard is through our APT Board of Education Liaisons. They meet with the Superintendent 3-4 times throughout the year and are happy to bring discussion topics or questions from our parents to those meetings. Please consider utilizing this avenue for communication.

District 67 School Board Representatives

Parents may contact Board of Education Members to answer questions or clarify issues. BOE Members periodically attend APT meetings as guest speakers during the course of the school year. To get more information on the Board of Education of District 67, please go to: <https://www.lakeforestschoools.org/board-of-ed/district-67-boe>

What is the Spirit of 67 Foundation?

The Spirit of 67 Foundation was founded in 1985 and is the only organization authorized to raise funds for Lake Forest School District 67. The mission of the Spirit is to raise funds to provide enriching, educational and cultural experiences for our students that might not otherwise be provided by our District. These funds are then awarded as grants to purchase curricular enhancements used by all students across all four District 67 schools.

The Spirit seeks to have 100% family participation. They ask each District 67 family to become a member by making a donation once a year rather than participating in numerous fundraising activities throughout the year. They also hold a few major fundraising events each year and seek support from local businesses and other community members as well.

For more information about the Spirit of 67 Foundation please speak with a Spirit Specialist at your school or visit: www.spiritof67foundation.org.

District 67 APT & Spirit of 67 Foundation

Different organizations working together to enhance educational experiences for our children

Please **join** the APT and **donate** to the Spirit each year!

