



Sheridan School

Association of Parents & Teachers

Parent Resource Guide

2018-2019

1360 N. Sheridan Road, Lake Forest, Illinois 60045

847-234-1160

www.sheridanapt.weebly.com

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 2018-2019 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.

Lindsay Nero
Sheridan APT President
773.936.6385
lsnero@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: Dr. Michelle Shinn (847.615.4454) mshinn@lfschools.net
- Secretary: Liz Duffy (847.234.6294) eduffy@lfschools.net
- Office Assistant: Lucy Kloss (847.234.6299) lkloss@lfschools.net

School Hours

- 8:00 AM – 2:50 PM Tuesday - Friday for full day Kindergarten and grades 1–4
- **8:00 AM – 1:45 PM Monday** for full day kindergarten and grades 1–4, *early dismissal days allow teachers to be involved in continuous education programs.*
- 8:00 AM – 11:30 AM Monday – Friday for half day kindergarten
- 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. Be sure to [sign up](#) online.
- Sheridan APT website includes important school & APT information for parents www.sheridanapt.weebly.com

- The Sheridan APT Facebook page also includes important announcements and information on our school community. [Please like our page.](#)
- 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 via [District 67's website.](#)

District 67 Directory

- District family contact information can be accessed via a printed directory (APT members receive one complimentary directory per family – additional copies are available for purchase), online, or mobile phone app.
- If you would like to be included in the print directory please enter your family information <http://www.APTdirectory67.org> You will have the option to exclude any portion of your information from either print or online directory.
- The online directory can be found through the www.myschoolanywhere.com where you will be required to register & log in.
- On your mobile device access the App Store and search for myschoolanywhere to install the application.
- Any questions please contact APTDirectory67@hotmail.com
- You do not need to be a member of the APT to be listed in the print or online directory. You **must**, however, be an APT member to **access** the online directory.

Drop off and pick up procedures:

- 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.
- A map has been provided for drop off/pick up procedures.
- 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.
- Drop off begins at 7:45 AM where students, during the warm months, will be directed to the playground. On colder days students

have the option of inside/outside (extreme temperatures students will be inside).

- 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.

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.lakeforestschoools.org/district-departments/transportation/d67-transportation>.
- SafeStop is the school bus tracking app that provides real-time updates on your student's bus as it travels to and from school.
- 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. <https://lakeforest67.revtrak.net/SD67-Transportation/#/v/Transportation-2017-18-Family-10-Pass-One-way-Package>

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](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 Activities:

- 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>
- Champions is an afterschool care program offered District wide. See their website for details. <http://www.discoverchampions.com>

School Supplies

- A list of school supplies, required by grade, can be found https://docs.google.com/document/d/1PuR_rT-auQDdMgOXkn6emMyOd2tHQdw8lXjm3FbTSQ/edit
- Families have the option, and convenience, to order required school supplies in advance. These items will be delivered directly to the student's class room if order is placed by June 8, 2018 (discounts apply, and shipping is free). Home delivery will be available if order is placed by July 15, 2018 (shipping charges apply). <https://www.schoolpak.com/catalog/sheridan-elementary>
- Please know SchoolPaks will be continue to be available until supplies run out (typically mid - July).

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.
- Student's make their lunch selection, in the homeroom, each morning.
- 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.

- The District has developed procedures for students with food allergies. Please visit https://lakeforestschoolorg.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. Kindergarten full day students pack two snacks. All other students pack one.

Association of Parents & Teachers (APT):

- District 67 APT is not a fundraising board. All fundraising is driven through the [Spirit of 67 Foundation](#).
- Annual membership fees, of \$35, are paid during registration. All APT members receive a printed District 67 directory and access to the online directory.
- There are over 60 positions on our Board that carry different roles and responsibilities. To view the various committees please see committee descriptions on the APT website. <https://sheridanapt.weebly.com/volunteering.html>
- 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. Various District wide speakers present each month on a variety of topics. APT Board meetings are open to all parents.

APT Committees

- | | |
|-------------------------------|--------------------------------|
| • Back to School Beach Bash | • Community Service |
| • Monster Bash & Winter Party | • Directory |
| • Board of Education Liaisons | • Student Parent Awareness |
| • Celebration Book Club | • Exploration Day |
| | • Fall Back to School Luncheon |

- Fine Arts & Visiting Author
- Food Service
- Kindergarten Coordinator
- Meals for our Teachers
- New Family Coordinators
- Old/New APT Board Luncheon
- Room Parent Coordinators
- School Supply Coordinators
- Sharkwear Sales
- Spirit of 67 Reps
- Staff Holiday Cookie Boxes
- Teacher Appreciation Week
- Wellness Support
- 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 and can be found on the APT website and Friday Flyers.

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 2018-2019

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 9:15 a.m. and will go no later than 11 a.m.

Wednesday, September 19

Wednesday, November 14

Wednesday, January 16

Wednesday, April 17

**District-wide APT Meeting
Wednesday, March 13, 2019
@ CROYA**

**Sheridan Old Board/New Board Luncheon
Wednesday, May 15, 2019
Time & Location TBD**

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 learn more about the District 67 APT Executive Board, visit their website at <https://lfapt67.weebly.com/meet-the-board.html>

2018-2019 APT Executive Board Officers

President

Desiree Witte

Vice President

Mary Kay Hanlon

Treasurer

Ann Kiesling

Recording Secretary

Monica Yaun

Communications Secretary

Marty Vander Velde

2018-2019 APT School Board Presidents

Cherokee

Carolyn Hutchinson

Everett

Kate Leech

Sheridan

Lindsay Nero

Deer Path

Beth Laufenberg

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. Please see the list of School Board Representatives and their contact information below:

Mike Borkowski, President

(312) 953-6181

mborkowski@lfschools.net

Robert Lemke, Vice President

(847) 224-8928

rlemke@lfschools.net

Thompson Ford

(312) 343-0216

tford@lfschools.net

Jeff Folker

(847) 482-9798

jfolker@lfschools.net

Kent Novit

(312) 332-2407

knovit@lfschools.net

Alice LeVert, Secretary

(847) 295-7272

alevert@lfschools.net

Suzanne Sands

(847) 283-0215

ssands@lfschools.net

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.