Start of School Year Guide & FAQs

Welcome to a new school year! Below are answers to frequently asked questions to help you feel prepared and confident as we begin the year together.

Partnering Through Positive Communication at MSA
At Mark Sheridan Academy, we value strong partnerships with families and are committed to supporting each student's success. To ensure clear and respectful communication, please keep the following in mind:

School Communication Hours:

Administration:	7:15 AM – 4:00 PM
Main Office:	7:15 AM - 3:00 PM
Sheridan Staff:	7:30 AM – 2:30 PM

Pause Before Reaching Out: Unless it's an emergency, we encourage a 24-hour wait time before emailing a concern. This allows time for reflection and promotes thoughtful, solution-focused dialogue.
Start with the Source: Concerns are most effectively resolved when addressed early and directly with the staff member closest to the issue.
Best Methods for Resolution: In-person meetings, phone calls, or virtual conversations are preferred for resolving concerns, as they allow for clearer communication and deeper understanding.
Response Time: We will do our best to respond promptly, but please allow up to 48 business hours for a reply.
Respectful Partnership: All concerns will be addressed with care and consideration, guided by mutual respect, our commitment to your child's well-being, and the mission of MSA.

Please take the time to review the important information below. Please continue to check your email for more updates and our new website at https://sheridan.cps.edu/

Classroom Placement & Teacher Assignments: *How can I find out who my child's teacher is and the room number?* Classroom assignments will be posted via the parent portal by August 1. Classroom placement information will also be provided at orientation.

Medical Forms & Requirements: *What medical forms are required?*
Immunization Records must be up to date for All students. Any students out of medical compliance may be removed from school after October 15, 2026.

	PhysIcal	Dental	Vision
New to CPS	X	X	
Kindergarten	X		X
Second		X	
Sixth	X	X	

Forms are available at cps.edu and will also be available at orientations.

Promotion Requirements: *What are the promotion policies?*
Students in **2nd, 5th, and 8th** grades must meet promotion criteria based on:

- Academic performance in reading and math
- Attendance
- Standardized test scores

Handbooks & School Policies: *Where can I find the Parent and Student Handbook?*
These will be emailed to Students and Parents, and will be housed on our new website under Parent Resources. The high-level and most important information will be addressed at the orientations.

What is the Student Code of Conduct and discipline process? Sheridan follows the CPS Student Code of Conduct (SCC) as mandated by CPS. This progressive discipline process focuses more on minor (Group 1 & 2) student misbehaviors which are corrected with verbal warnings, redirection, restorative conversations, and reflection. Referrals and detentions are used for repeated or serious infractions (Groups 3 & 4). The Student Code of Conduct booklets will be distributed during parent orientation, found at cps.edu or on our new website under "Students".

What is the school policy regarding cell phones and electronic devices? Cell phones and personal devices, including Apple Watches, **are not allowed to be used in**

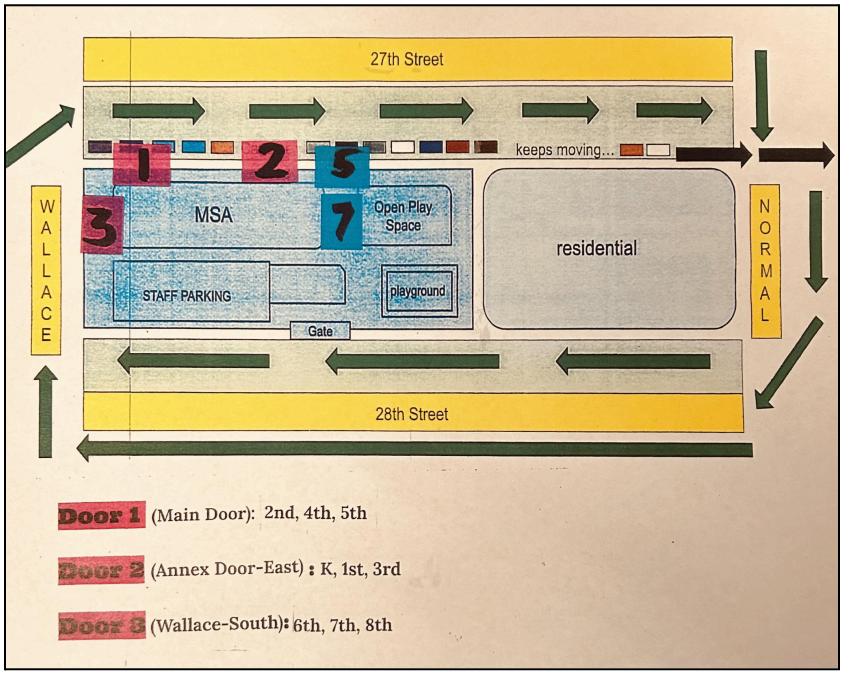
school under any circumstances. Phones must be turned off (not on silent) before entering the building and may not be turned back on until the students have been dismissed for the day. Phones should be stored in backpacks at all times. This includes any school functions, field trips, and events. Any violations of this policy will result in confiscation and require a parent or guardian to pick up the device during Main Office hours. In addition, progressive consequences will be issued for repeated offenses.

What is the approach for restorative discipline and supportive conversations? We use restorative practices to respond to student misbehavior whenever possible to drive positive change. Teachers and Staff are role models for our students & encouraged to be calm, consistent, and respectful when correcting student behavior. We strive to use suitable practices to issue consequences so that our students understand harm, take responsibility, and have the necessary support to resolve conflicts appropriately. Parent involvement may be requested for repeated concerns.

Attendance and Tardiness: *What are the expectations for attendance and tardiness?* School starts promptly at 7:45 AM. Any students arriving after 7:40 AM will be marked tardy. Tardiness is disruptive to instruction and may lead to discomfort for students arriving late. Excessive absences/tardiness may lead to an intervention plan. More will be covered during the orientations regarding these policies.

Pick up & Dismissal Procedures: All students will be dismissed at 2:30 PM. Students attending after-school programs at Sheridan will go straight to their activity/program. Students signed up for after-school programs **off-site** will be dismissed to their respective buses AFTER 2:30 PM and once student dismissal traffic has cleared.

Please review the map below for the drop-off and pick-up traffic pattern. *No double parking is permitted at any time. Violators create a dangerous situation for students & the community. Violators may be ticketed & towed.*



IMPORTANT: Please NOTE: The arrival & dismissal doors may have changed for your child since different grades depart from different doors. Please verify that you know which door your child(ren) exits from.

Grades	Door Location	Name
2nd, 4th & 5th	27th St (Main Door)	Door 1
K, 1st & 3rd	Annex (27th)	Door 2
6th, 7th & 8th	Wallace Street	Door 3

What are the policies for food allergies and lunch safety? We are a peanut-free school, and we serve soy butter, a safer option in place of peanut butter. We discourage students from bringing peanut products to school. Students bringing such items will sit at a designated table. No glass containers or food sharing is allowed. Violations may result in a warning or referral.

Is there a dress code? There is no school uniform, but there is a dress code. Students should wear appropriate & respectful clothing for the developmental age of the students. Consequences may be administered for inappropriate attire.

What are the lunch and breakfast procedures? Meals are provided daily. Menus are available on the school website. Students may also bring their lunch, following safety guidelines.

What are the arrival and dismissal procedures?
Arrival and dismissal are supervised. Families will receive a map and instructions by grade level before the first day of school.

Instruction & Specials: *What are the holistic classes my child will receive?*All students receive rotating instruction in PE, health, music, art, and science enrichment depending on grade level.

After-School & Extended Programs: Are there after-school programs at Sheridan? Yes, we are partnering with a new program that offers academic support, clubs, and enrichment. Information is shared in the fall. This is an on-site (at Mark Sheridan) program that offers a wide range and variety of activities, as well as after-school care. For more information or to register your child, please visit their website at www.apollo-sheridan.jumbula.com.

Parent Engagement: *How can I stay informed via social media?*
We will be updating our website with official links to our new pages on Facebook & Instagram.

How do I get ready to volunteer next year? What types of volunteer opportunities will there be? All volunteers must complete the CPS volunteer application and be approved. Information stations will be available for parents to visit before and after orientation. There will also be volunteer opportunities, such as classroom help, event support, fundraising, chaperoning, and more.

What is Reach For The Stars (RFTS), and how can I get involved? The best and first place to start when you would like to volunteer is to connect with Reach for the Stars (RFTS), our parent-led "friends of" volunteer group. Make sure to visit their table at orientation! Their website is at https://msa-rfts.square.site/ or follow them on social media to join. More information will be housed on our school website.