



**Sheffield Academy**  
2180 Lake Breeze Rd  
Sheffield Village, OH 44054  
Phone: (440) 201-3875 Fax: (440) 201-6891  
<https://sheffieldacademy.org/>

Dear Sheffield Academy Family members,

I trust you are enjoying a relaxing and safe summer. Our 2023/2024 school year will begin on Wednesday, August 16, 2023. We are looking forward to a new year full of exciting educational opportunities and growth. There is a significant amount of information that needs to be shared as we approach our journey to another successful year. This correspondence contains basic information which will aid you in planning for the new school year.

### **Arrival & Dismissal**

Breakfast will be served from 7:15 a.m. to 7:45 a.m. Classroom instruction begins promptly at 7:45 a.m. Our scholars will be considered tardy if they arrive after 7:45 a.m. The school day will end at 3:15 p.m.

### **School Meals Program**

Free breakfast and lunch will be provided to all scholars during the first week of school. Determination for participation in the Free or Reduced Priced Meal Program will be sent home during orientation or the first week of school and any associated fees will be fully implemented during the second week.

### **Dress Code**

Any Sheffield Academy logoed attire will be considered part of the uniform whether it be provided by the school or purchased by your family. Students who do not comply with the Dress Code policy will be given a verbal warning and a notice sent home. If the student continuously violates the dress code, the parent will be contacted. Continued violations can result in further consequences. We want our students in class and learning; please make sure they come to school appropriately dressed.

### **School Closing Announcements**

There are often situations in which it is necessary to close the school. Sheffield Academy airs school closings on local news channels. We typically close for inclement weather along with the local school districts; however, occasionally we find the weather conditions too harsh for our children during times when the Public Schools remain open. Depend on the news and your best discretion during poor weather conditions.

### **Contact Information**

It is imperative that we have always updated contact information. Please make certain that a change in information is reported to the school office in addition to your child's classroom teachers. Other information such as your pick-up list and emergency information should also be kept updated. We need to be prepared and able to respond efficiently should an emergency of any kind arise. When a change of address form is completed, it is required by the state that proof of residency be submitted as well. Keep in mind, a change in address will not affect your student's enrollment with Sheffield Academy, however, we are required by the state of Ohio to continuously update them of our student records.

### **School Correspondence**

***Please check your scholar's backpacks and/or folders daily for notices and announcements from the school.*** We often send reminders and flyers regarding upcoming events to keep our family members



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aware of school activities. Classroom teachers also send important information regarding classroom activities and academics home on a regular basis. The teachers and school will be using a platform called Class Tag to keep you updated on upcoming events and day-to-day happenings with your student and the school. We highly encourage you to register your account to ensure that you don't miss out on any important announcements. Further information on Class Tag is provide in this welcome packet.

Thank you for entrusting us with your child's/children's education and welcome to the 2023/2024 school year!

Sincerely,

*Gary Lane*

Gary Lane  
Head of School