

SHARON SCHOOL

Parent and Student Handbook

2023-2024



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A Note from Mrs. Phelan:

We are honored and excited to welcome you to the 2023-2024 year at Sharon School. It is our wonderful partnership with students, parents, and teachers working together that ensures our success. We have learned that knowing our expectations in advance, and effective, on-going communication between home and school are vital components of success. The handbook is intended to support our objectives. Please review it with your child and check it regularly. Also, use our school, PTA, and teacher websites to help you stay current with the happenings at Sharon School. We believe Sharon is the finest school in CMS, and we are committed to continue to earn your whole-hearted agreement with our assessment.

We look forward to a successful school year!

Respectfully,

Catherine Phelan, Principal

The A, B, Cs of Sharon Elementary School

AFTER SCHOOL

Sharon offers an After School Enrichment Program for K-5 students. The program serves as a safe and nurturing transition between the regular school day and home. Many activity choices are available, including enrichment opportunities, playtime, and study time. Contact the site coordinator for specific information and fees. Applications are available in the school office.

ARRIVAL

Teachers will be ready to assist students when they arrive at 7:30AM. Students may report directly to the cafeteria if they wish to eat breakfast and then they will go directly to their assigned classroom. Students with a pass from their teacher can go to the Media Center for book check-out from 7:45-8:00 AM daily. Announcements begin at 8:00AM on closed circuit TV. Students arriving after 8:00 AM are tardy and must **sign-in with a parent** when they arrive.

Link for Early Dismissal and Transportation Changes:

<https://sharonschoolpta.org/ride/>

ATTENDANCE

- **ABSENCES OR TARDINESS**

No single factor may interfere with a student's progress more than frequent absences and tardiness. When a student returns to school following an absence, the parent is expected to send a note or fill out the online form stating the reason for the absence. Without this written information, the absences are coded "unexcused." A child arriving after 11:30 AM or leaving before 11:30 AM, will be counted absent. Student illness, family death, religious holiday, and pre-approved educational experiences are all excused absences. Legal action can occur when students miss excessive days without an excuse.

Link to enter absence or tardy: <https://sharonschoolpta.org/absent/>

- Excused leave is granted for pre-approved school trips, educational trips through educational institutions or scout organizations, awards ceremonies, tournaments, and championships. Parents may request the forms two weeks prior to the events from the office. Please attach documentation from the educational institutions and organizations to the form.
- We allow up to nine unexcused absences per year for families to use for vacations and other family needs. Parents will receive the state letters notifying them of their children's unexcused absences when they reach 3 days, 6 days, and nine days.

- **SIGN-IN/ SIGN-OUT POLICY**

When students need to leave school early, the parent must come to the office to sign the child out and provide the reason for leaving. All parents should bring a photo I.D. when they arrive. **You must complete the [change of transportation form](#) online by **2:15 PM** if you need to change transportation for your child. Please do not call between 2:45-3:10 while we are dismissing students.** When entering late, all students must be signed-in by a parent. Please try to schedule doctor/dental appointments after school hours.

- **EARLY DISMISSALS (School-Wide)**

In the event school closes during the day, buses will run. We will need on file emergency plans for each child in the case of early dismissal for any reason. These dismissals are rare, but may occur with bad winter weather or major facility problems. Please listen to radio/television stations for system-wide announcements of school closings. Sign-up for the principal's text messages for immediate updates.

Principal text messages: *We will use Parent Square for the 2023-24 school year. Information will be emailed to parents.

- **EARLY DISMISSALS (Individual student)**

Early dismissal from school must be made prior to **2:00pm**. You must have a driver's license or a current photo ID when checking out your child. Students will only be released to adults who are listed on their Student Emergency Form with their photo identification.

AGENDAS

Some grade levels have chosen to use agendas. Students should use agendas to record daily homework assignments. The agenda is used as an organizational and communication tool. Students will record homework and other important information. Teachers may use student agendas to send home notes about student progress.

BIRTHDAYS

Teachers recognize birthdays in class. Individual parties in classrooms are **NOT** permitted. Invitations to private parties are not to be distributed at school. Parents may access the PTA parent directory for student/family contact information. Teachers and the office staff are not able to give out contact information of other families.

In order to ensure student and staff all treats provided for classrooms must be store bought, in their original packaging, with the ingredients label attached to ensure the safety of all children. Homemade foods and non-store packaged treats are not allowed.

BULLYING PREVENTION

The Sharon Elementary Staff are committed to preventing all forms of bullying. All CMS guidelines concerning bullying will be followed. Please report any instances of bullying to the classroom teacher. Open lines of communication are key to bullying prevention. If you become aware of any information pertaining to sexual harassment, gender discrimination, and bullying please report it to the classroom teacher or to the administrative team.

BUS TRANSPORTATION

Our intent is to offer safe, reliable transportation at all times. Riding the bus is a privilege that can be lost if safety rules are disregarded.

- **Bus riders will be placed on the afternoon bus unless a written note or online form is sent from the parent requesting otherwise.** Please plan in advance.
- It is important that students stay on the curb until the bus stops and that they always cross the street in front of the bus. Students are expected to respect the bus driver.
- Bus Rules:
 - Ride only their assigned bus. Students may not change buses in the afternoon to accommodate special activities with friends.
 - Keep hands, feet, and objects to self.
 - Sit quietly in your assigned seat at all times.
 - Talk in a quiet voice to the children next to you.
 - No food or drink is permitted on the bus.
 - Other transportation is needed for class pets and large projects.
 - Properly care for the bus.
 - Respect the bus driver.
- Bus problems may be handled with a verbal warning, a bus referral with parent contact, and/or a bus suspension.
- Parents of bus riders should sign up for Here Comes the Bus app, provided by CMS. This will provide you with updates on bus information or changes.
- Your child's bus can be tracked using the *Here Comes the Bus* app. For information visit <https://www.cmsk12.org/here-comes-the-bus>
- **Frequently asked transportation questions:**
 - **How do I change my child's bus stop?** In order to change a bus stop or request a new one, you must go to the CMS website and complete the Alternate Stop, Unsafe Stop, or Change in Request Form. These are submitted electronically. Forms can be found using the following link: <https://www.cmsk12.org/site/default.aspx?PageType=3&ModuleInstanceID=746&ViewID=9fc4dc78-f943-4224-8465-6c780e58f4df&RenderLoc=0&FlexDataID=728&PageID=219&Comments=true>
 - **How do I temporarily change my child's transportation, such as to a car rider?** A written note or an electronic submission of the online form is required. Submit the written note to the child's classroom teacher.

CAFETERIA EXPECTATIONS AND PROCEDURES

- Our cafeteria staff provides balanced, nutritious meals that comply with State and Federal regulations. **It is the school policy that no carbonated beverage be consumed in the lunchroom.**
- If you plan to pay ahead several weeks or months, please bring checks in on Monday's made payable to **Sharon School Cafeteria** or use PayPam online. The link for PayPam online is: <https://paypams.com/>
- Weekly cafeteria menus can be located on the CMS website under the Child Nutrition Services tab. The link for the site is: <https://cms.nutrislice.com/menu/> or download the Nutrislice app for iOS or Android devices.

CAR RIDERS

For the safety of all children and staff, it is imperative that cars making drop-offs/pick-ups remain in a single line by the south sidewalk. Staff members do not assist students with seatbelts, car seats, or opening or closing the doors, unless it is required due to their special needs. Please pull up to the top of the carpool line if you need to assist your child. Be mindful not to block the flow of traffic. We rely upon parental cooperation to prevent accidents. Spaces for parents and visitors are reserved in the parking area. Do not block the intersection at Foxcroft Road, Sedley Road, or resident driveways. This will allow neighborhood traffic to continue to flow.

For the safety of all, students should be dropped off through carpool unless a parent has a scheduled appointment within the school building.

DO NOT PARK IN THE HANDICAPPED PARKING SPOTS IF YOU DO NOT HAVE A PLACARD!

Our staff works very hard to provide supervision in the car rider lanes. Please refrain from using your cell phone when you drop off and pick up. Also, please do not use profanity or inappropriate hand gestures towards the staff when you are frustrated or have to wait in the line for the children to load into their cars.

CHANGE OF ADDRESS/PHONE NUMBER

For the safety of our students, it is crucial that the school office have the current information on students at all times. Notify the school secretary or your child's teacher when your student has changed his/her address, phone number or emergency number.

CMS CODE OF CONDUCT

The Code of Conduct has been developed to help your child receive quality instruction in an orderly educational environment. Sharon School needs your cooperation in this effort. Therefore, please review the information contained in the link below. Should you have any questions when reviewing the Code of Conduct, please contact Mrs. Phelan.

Visit <https://www.cmsk12.org/Page/45> to access the 2023-2024 CMS Code of Conduct document and Parent-Student Handbook.

COMMUNICATION (HOME-SCHOOL)

Open lines of communication are imperative to a successful home-school relationship. Please utilize the following methods of communication in order to maintain the most up-to-date knowledge of Sharon School.

- Visit <https://sharonschoolpta.org/> to register for the PTA Eagle Eye messages and to sign-up for Remind 101 Text Messages from the principal, Mrs. Phelan.
- Utilize each classroom teacher's website for class newsletters and homework information. Links to each classroom website are available on the main Sharon School website. The link to the website is: <https://www.cmsk12.org/domain/384>
- Utilize each teacher's email account for any questions, concerns or comments regarding your child's progress. Teachers will respond to email within 24 hours.

COVID-19

See CMS updates as provided (<https://www.cmsk12.org/Page/128>)

DRESS CODE

We appreciate your help to have children follow our dress code to ensure that they are properly dressed for school. Our dress code is listed below.

- Sleeveless shirts should have thick straps that are at least the width of two fingers and cover their undergarments. Spaghetti straps and tie straps on tops and dresses are only allowed if the students are wearing a t-shirt underneath.
- Shorts should be fingertip length. Students sit on the floor for many activities, so long shorts (two inches above the knee or at the knee) are the most appropriate. Please make sure that the side panels of the athletic shorts are also fingertip length. Teachers will contact you if your child's shorts are too short for classroom activities.
- The length of skirts and dresses should follow the same guidelines as shorts. Students should wear the length of the garments closer to their knees if they do not wear leggings underneath.
- Students should wear shoes that cover their toes (athletic shoes/tennis shoes) on days when their classes have PE or Health & Fitness sessions.
- Flip flops are not safe shoes for school. Please have students wear shoes with ankle straps or shoes that cover the tops of their feet to help keep their feet protected during recess and classroom activities. Athletic shoes/tennis shoes with socks are the safest footwear for students.
- Young children may need a change of clothing throughout the school day due to spills and accidents. Please place a change of clothing in your child's backpack in the event that they need clean clothing articles during the school day. Our emergency clothing closet may not have the child's correct size. Having the extra clothing in their backpacks will allow the child to quickly change their clothes and return to their classrooms for instruction.
- Hats and hoods are not to be worn in the building, unless we have a Hat Day.

- Remind children to bring coats during the winter months. Teachers take the children outside for recess on cold days, so coats are essential protective clothing for recess in cold weather.

Please write your child's name on all of their personal items (backpacks, lunchboxes, sweatshirts/jackets, winter coats, gloves, and hats).

END-OF-GRADE TESTING (EOGs)

End-of Grade testing is for students in grades 3 through 5. All students in North Carolina (including students with disabilities and students identified as English Learners) are required to participate in the testing program per state and federal requirements. To date, North Carolina does not allow any student to opt out of required testing unless there are extenuating circumstances, primarily related to serious health conditions. The EOG testing window is assigned by the state and takes place the last ten days of school. The Beginning-of-Grade (BOG) state reading assessment will be administered to third grade students at the beginning of their third grade year.

FIELD TRIPS

Field trips are valuable learning experiences. Teachers plan trips away from the building that directly relate to concepts of their curriculum. Written parent permission must be received for a child to leave the school campus. Costs are kept to a minimal amount; no student is penalized because of cost.

FIRE AND SAFETY DRILLS

Fire Drills are held once a month. Tornado drills and lock-down drills are routinely practiced. Safety drills are explained and practiced with students during the first week of school. We are prepared to handle a variety of emergencies. We are proud to say our safety scores have been 100%.

FOOD POLICY

All food provided to students should be store bought, in original packaging, and contain ingredient labels.

HEALTH SERVICES

The health room provides emergency first-aid and special services for students who become ill or are involved in minor accidents. If a problem warrants medical attention, the parent is contacted immediately. Parents of students who have a temperature above 100.4°F will be notified to pick-up the students from school. Current phone numbers to contact you or a responsible adult at all times are mandatory. Notify the school if your contact information changes. **DO NOT** send children to school if they have a fever, nausea, or other symptoms of illness.

MEDICATION POLICY

When medication must be dispensed at school, a medical release form signed by the parent AND physician is required to be on file in the office. Students are responsible for coming to the office where a nurse, secretary or administrator will give the

medication. All medicine is stored in a locked cabinet and records are kept of all medication that is administered. We do not dispense medication unless we have the proper documentation. Students may not transport medication to school; a parent must deliver it. All medication should contain the student's prescription labels.

MULTIPLE INTELLIGENCES

The Sharon staff is committed to student success in the learning process using Multiple Intelligence (MI), developed by Dr. Howard Gardner. We believe that, if students are to use their full intellectual capabilities, teachers must teach explicitly to all of the eight different intelligences. Varieties of instructional settings are provided. We maximize the number of intelligences addressed in daily instruction.

NORMAL SCHOOL HOURS

Sharon is in session from 8AM - 3PM. Students are able to enter the building at 7:30AM. Dismissal procedures begin each day at 2:50PM.

PARENT VOLUNTEERS/VISITORS

All volunteers must have CMS volunteer clearance in order to be on campus and participate in school activities with students. You must check-in through the main entrance and office to receive your visitor badge. All volunteers/visitors must present a valid photo ID. As a courtesy to teachers, please notify them of your visit prior to arriving on campus. Parents are not permitted to visit their child in the classroom without an appointment that is arranged with the classroom teacher.

PARTIES

Class parties are permitted. All snack/special treats provided for classrooms must be store purchased, individually wrapped, and include the ingredients labels to ensure the safety of all children. Homemade foods and non-store packaged treats are not allowed.

PERSONAL BELONGINGS

- Toys and games are not to be brought to school. Toys and games should only come when they are part of class instruction and by teacher permission. Students are not allowed to bring items to school to sell for other organizations.
- Please label coats, caps, sweaters, etc. to help identify them if they are lost. Although we maintain a "lost and found," clothing not identified will be bagged and given to charity after each quarter.
- Students are discouraged from bringing money to school except for specific purposes. Neither the teacher nor the school can be held responsible when money or personal items are lost.

REPORTING STUDENT PROGRESS

Report cards are distributed four times a year at the end of each nine-week period. Mid-quarter reports are completed for students as well. The report card is to be carefully reviewed, signed by a parent and returned to school.

Student progress is available to parents of students in grades 3-5 through Powerschool and for all students through the Canvas platform. Powerschool can be accessed through the web page or app available for iOS and Android devices. Visit <https://www.cmsk12.org/powerschool> for directions on how to access student grades.

Students will receive Action Alerts if their overall grade drops below a C average to notify parents of students' needs, low assessment grades, and/or missing and incomplete assignments.

If at any time questions surface about performance, call to schedule a conference with the classroom teacher. We are happy to meet with you.

SCHOOL SPIRIT

The school colors at Sharon are blue and gold. Our mascot is an eagle. Students are encouraged to wear our school T-shirts and sweatshirts in order to boost school spirit. Spirit items are available for purchase at the school store.

STUDENT BEHAVIOR

Students and staff at Sharon believe every person should act in a way that allows teachers to teach and students to learn. We expect everyone to work as a team to learn and solve problems in peaceful ways. Through "Positive Discipline" students are taught productive methods to resolve conflicts. Our two simple school rules are:

- I will show respect to others, my environment and myself.
- I will come to school prepared and ready to learn.

Class Meetings at Sharon: **Class meetings are an essential part of supporting students' social and emotional learning.** Each class utilizes daily class meetings to give compliments, help each other solve problems and plan events.

TECHNOLOGY

CMS Issued Device

Students are expected to abide by the Sharon School Technology Usage Agreement. This agreement outlines expectations for appropriate behavior in terms of technology. Students in K-2 will be issued an iPad and charger. Students in grades 3-5 will be issued a Chromebook and charger. Students will be responsible for keeping their devices charged and in good working conditions.

Personal Technology Device (Cell Phones, Tablets, SmartWatches, etc)

A student will refrain from any activity or distribution of information from personal technology devices that would constitute a violation of a rule under the [CMS Code of Student Conduct](#) or a violation of law, as, but not limited to, bullying or harassment on social media or other sites if the conduct has or may have a direct and immediate

impact on the orderly and efficient operations of the schools or the safety of individuals in the school environment. Publication of information on the Internet is considered distribution regardless of the location of the technology device from which the offending content was published. Students should notify their teacher if they need to speak with a parent or guardian.

TEXTBOOKS/WORKBOOKS

All basic texts are loaned to students for use during the school year. Textbooks are to be kept clean and handled carefully. Names are placed in books in case they are misplaced. Workbooks are consumable items that students will write in throughout the school year. Workbooks should not be misplaced.

WALKERS

Parents will be provided passes for students to access the campus without utilizing the carpool line. Parents that are issued passes will be asked to walk to the back of the gym door to present their passes and sign out their children. A Sharon staff member will be assigned to monitor these students until they are dismissed. **Walkers will be dismissed @ 2:50pm. (Early Release Day dismissal will begin @ 11:50am)**