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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

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.

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
when they arrive.

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

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

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.

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.

_____ 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 _____ app. For information visit <https://www.cmsk12.org/here-comes-the-bus>

_____ 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>

A written note or an electronic submission of the online form is required. Submit the written note to the child's classroom teacher.

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Our cafeteria staff provides balanced, nutritious meals that comply with State and Federal regulations. _____

If you plan to pay ahead several weeks or months, please bring checks in on Monday's made payable to _____ 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.

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.

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.

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.

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.

(<https://www.cmsk12.org/Page/128>)

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 the shorts. Students should wear the length of the garments closer to their knees if

medication. All medicine is stored in a locked

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.

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.

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:

Each class utilizes daily class meetings to give compliments, help each other solve problems and plan events.

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.

(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.

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.

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.