

# *Harry C. Sharp School*

## *Parent Handbook*

*“Recent studies indicate that the more actively involved a parent is in their child's school life, the more the child excels.”*



*Mrs. Evelyn Ruiz*  
*Principal*

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## PRINCIPAL'S MESSAGE

It is my pleasure to welcome you to Harry C. Sharp School. As the principal of Sharp, I, like many of you, have come to realize what a truly special place Sharp is. Whether you've been part of the Sharp community for three or four years, three or four months, or this is your first visit to our school, you are now part of a special community that places a high priority on quality teaching and learning, a community where good character matters, and a community that, above all else, values its children.

A walk through our classrooms will reveal a dedicated and professional staff that has high expectations for themselves and their students. Our teachers are committed to their own professional growth and learning, they are skilled at what they do, and they combine this skill with a love for teaching and for children. Helping children become life-long learners is a goal toward which we continually strive by instilling a strong desire to learn in our students. Guided reading, writing workshops, inquiry-based science and mathematics, and hands-on social studies are key components of our program and provide our students with opportunities to demonstrate the competencies needed to contribute and to succeed in a changing world.

But this is only one side of the equation. Our talented, thoughtful, and hardworking children are another reason why this community is a special one. Beyond the academic work they do in their classrooms, with the guidance and support of their parents and teachers, our students are learning to become responsible citizens who demonstrate the tenets of "Sharp Students": understanding, teamwork, leadership, education, and respect.

Finally, I would argue that what makes our community so special is the quality of the relationships that exist between home and school. Our parents log hundreds and hundreds of hours each school year, in involving themselves in the education of their children. Most importantly, however, our parents and teachers trust one another and work closely with one another to ensure we're all doing what's best for our children.

I've said this many times before, but I am very honored and privileged to serve as the principal of Harry C. Sharp Elementary, and I am looking forward to making this year and future years exciting, engaging, and successful for all of our children. Finally, I'm sure that if you haven't discovered this already, you'll come to see what I see—that the Sharp community truly is a special place.

Mrs. Evelyn Ruiz, Principal  
eruiz@camden.k12.nj.us

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## **Student Agenda- Handbook**

The student agenda book will assist you in making this a very productive year. Students are expected to have their Agenda Book with them in class and use it to record information regarding classes and assignments. All students are expected to utilize the Agenda Book. It will serve as a communication link between home and school. If you lose your Agenda Book, you are encouraged to obtain a new one, at your own cost.

## **Harry C. Sharp Elementary School Vision**

All members of the Harry C Sharp School Community will become self-motivated learners. Parents, staff, teachers and students will work together to reach their true potential in a safe, nurturing environment.

## **Harry C, Sharp Elementary Mission**

Through cooperation and camaraderie among the school, families, and the community, we strive to provide students with the tools and opportunities to reach their potential through:

- Collaboration amongst all stakeholders through meaningful communication and a sharp focus on our mutual goals.
- Raising their expectations and building character.
- Increased achievement in math and literacy through greater rigor and higher order thinking.
- Preparation for life in an ever-changing world.
- Fostering an atmosphere of respect for all people.
- An increased awareness of the world through science, social studies, and the use of technology.

## **School Uniform**

At Harry C. Sharp we encourage students to display pride in their selves and in their school by always using the school uniform. In dressing your child, please remember health, cleanliness, neatness, modesty, and good taste. Students will not be permitted to enter their classroom if they are inappropriately dressed. Parents will be notified to bring appropriate clothing. A Board of Education Dress Code Policy is available in the main office.

## **Attendance**

In order to gain maximum success in academic achievement and obtain mastery of grade level skills, students must attend school every day. The Camden Board of Education has a strict attendance policy.

We at Harry C. Sharp School support the district attendance policy and expect daily attendance by all students. When a student is absent from school, a parent must call in the morning to notify the school. When the child returns to school, a note must be sent. If the child was seen by a doctor, a doctor's note must be submitted.

Students with 100% attendance for any month will be given school- wide recognition by having their names posted on the main bulletin board. In addition, other attendance incentives will be awarded to students.

In accordance with the Attendance Policy of the Board of Education, the following procedures regarding attendance will be taken:

- a truant slip will be sent for 3 days unexcused absence in any one month
- if absences continue, a 3 day letter will be sent followed by a 5 day letter
- after 6 absences, a letter will be sent for a parent conference with the principal
- Should absences continue to amount to 10 or more days, court proceeding will be initiated

When a child is absent, he/she must have a written excuse upon returning to school, signed by a parent or guardian. The community school coordinator, attendance officers and the court system are utilized to deal with various degrees of absenteeism.

### **Lateness**

Students are expected to arrive at school on time. Students will report to their assigned entrance by 8:20. Students arriving after 8:30 am will be marked late for the day.

In accordance with the Attendance Policy of the Board of Education, the following procedures regarding lateness will be taken:

- a note will be sent to the parent after 5 lateness
- after 10 lateness, a note will be sent to the parent requiring a conference with the principal
- if lateness continue, other actions will be taken

The Harry C. Sharp Attendance Accountability Team monitors all student absences and lateness on a daily basis.

### **The School Day – Hours of Sessions: 8:25 A.M – 2:55 P.M**

|                        |                   |
|------------------------|-------------------|
| 7:50 A.M – 8:15 A.M    | Breakfast         |
| 8:25 A.M – 8:30 A.M    | Student Arrival   |
| 8:30 A.M - 11: 45 A.M  | Morning Session   |
| 10:50 A.M.-12:45 P.M.  | Lunch             |
| 12:45 P.M. – 2:55 P.M. | Afternoon Session |



## Orderly School Climate

An orderly school climate begins with our positive approach to discipline, such as individual recognition for good behavior. At Harry C. Sharp School, the observance of order is of the utmost importance if students are to learn. Therefore, we expect an orderly school atmosphere. Students are expected to behave in a reasonable manner. Any infraction against good order within a classroom will be dealt with by the classroom teacher.

If a teacher should find, at any time, that a situation is beyond his/her control, he/she is in need of assistance with a student, or that the seriousness of the situation requires action from the principal; the teacher may refer the student in writing by completing a discipline referral and submitting the referral to an administrator.

The administrator will decide the appropriate course of action based upon the Board of Education Discipline Policy. Suspensions will be carefully administered in serious incidents with parental notification and conference.

According to New Jersey State Law, Title 18-A, Chapter 37, Section 2: conduct shall constitute good cause for suspension of a pupil guilty of such conduct shall include, but not limited to any of the following:

- continued and willful disobedience
- open defiance of the Authority of any teacher or person having authority over him
- conduct of such character as to constitute a continuing danger to the well-being of other pupils
- taking or attempting to take personal property or money from another pupil by means of force or fear
- willfully causing or attempting to cause damage to school property

It is therefore practical that we set some general rules for all students to follow:

All students are expected to:

- be courteous and show respect for adults and each other
- respect self, adults, and property
- be responsible for their own actions and realize the consequences
- be prepared to stay on task
- wear school uniforms adhering to the district dress code
- keep hands and feet to themselves at all times
- cross at corners on the way to and from school
- demonstrate proper behavior on the bus

## Hall Pass

Students must have a hall pass to be out of class (lavatory, office, nurse, guidance, etc.) Students may obtain a pass from the classroom or special area teacher.

## **Hallway Courtesy**

- Keep halls open to traffic by walking to the right.
- Walk in the hallways.
- Admire bulletin boards without touching.
- Respect others, their space, and their property.
- Let only staff open outside doors.

## **Books**

Textbooks issued throughout the year and books checked out of the library are the property of the school district. Students are expected to return the books they are issued. It is the responsibility of each student to keep books covered and in good condition. Lost and/or damaged books must be paid for by the student.

## **Food and Gum**

Food is permitted only in the lunchroom. Food eaten at any other time will be confiscated. Candy is not allowed in school.

## **Suspension Policy**

Students may be suspended when school rules and regulations are violated. When a suspension is determined, the student's parents will be advised and a conference will be arranged. Students will be assigned schoolwork during the period of suspension, which must be completed and signed by the parent upon the student's return to school. The length of the suspension is determined on the basis of the violation. During the period of suspension, a student may not participate in any class or school activities, nor may he/she be on school grounds at any time. Students will remain at home during regular school hours.

## ACADEMIC POLICIES

### Pre-School

Pre-schoolers are evaluated for progress twice during the school year, mid-way in January and at the end of the year in June.

#### **Feedback is given in five areas:**

- **Language and Literacy** – This includes how well a child demonstrates active listening, speaking, reading, and writing behaviors.
- **Mathematical thinking** – at this level, children are asked to model, use position words, sort, recognize shapes, compare, count by rote, understand calendar, and recognize numbers.
- **Fine/Gross Motor Skills** – Ability to cut, paste, run, jump, hop, throws, kicks & catches ball, and movement activities.
- **Personal and Social Development** – Listens while others speak, follows directions, works and plays cooperatively, follows classroom rules, shares and takes turns, knows first and last names.

### Kindergarten

#### **Kindergartners are evaluated in six areas:**

- Literacy – this includes evaluations for how well a child recognizes his/her own name, letters, rhyming words, hearing rhyming words, reading left to right, associating sounds with letters, sight vocabulary and more.
- Math – at this level, children are asked to interpret data using pictographs, tally charts and tables, communicate math thinking logically, recognize coins, add or subtract to solve word problems, and form numbers correctly.
- Science/Social Studies/Health – participates in activities and demonstrates understanding of concepts.
- Creative Arts - evaluates participation level in music, games, art, computers, and foreign language.
- Personal and Social developments – how well does your child have a sense of self and relate to others, show confidence and observe classroom rules.
- Physical Development – demonstrates small and large motor skills important to a young student's development as jumping, hopping, ball-handling, skipping, cutting, and gluing
- English as a Second Language (if services are required) – targets children's listening, speaking, reading, and writing ability as they improve their English language skills.

Students receive designations for each of their skill or area of development: Above/Meets/Approaching/ Below Grade Level/Needs Strengthening/Demonstrates. Teacher narratives are included as well.

## Areas of Evaluation for Grades One and Two

- **Reading Readiness** – Ability to identify names and recognize sounds and letter relationships.
- **Literacy** – this includes evaluations for how well a child blends letter sounds to read words, demonstrates growth in recognition sound words, reads aloud with expression, comprehends what is read, and shows interest in independent reading.
- **Language Arts/Writing** – uses punctuation, capitalization and grammar correctly, understands parts of a sentence, constructs sentences correctly, and expresses ideas clearly in writing/orally.
- **Mathematics** – includes knowledge of basic facts, ability to use the four mathematical operations, reading and writing numbers, solving word problems, and understanding measurement /shapes
- **Special Area Subjects** - Social Studies, Science, Health & Safety, Art, Technology, Music, **World Language**, and **Physical Education**
- **Conduct** – how well children conduct themselves in order for learning to take place for themselves and others
- **English as a Second Language** (if services are required) – targets children’s listening, speaking, reading, and writing ability as they improve their English language skills.

If a child speaks English as a second language and receives ESL instruction, (s) he will receive his/her language grade in ESL.

## Areas of Evaluation for Grades Three, Four, Five and Six

- **Literacy** – evaluation of fluency and expression, application of comprehension strategies, use of vocabulary, and independent reading.
- **Language Arts/Writing** – applies ideas to supporting details, writes, reviews, revises, and edits work, applies punctuation, capitalization, grammar, and spelling strategies/rules.
- **Mathematics** – includes knowledge of basic facts, ability to use the four mathematical operations, reading and writing numbers, solving word problems, and understanding measurement
- **Special Area Subjects** - Social Studies, Science, Health & Safety, Art, Technology, Music, **World Language**, and **Physical Education**
- **Conduct** – how well children conduct themselves in order for learning to take place for themselves and others
- **English as a Second Language** (if services are required) – targets children’s listening, speaking, reading, and writing ability as they improve their English language skills.

## Grading

Harry C. Sharp follows the district's grading standards as shown below:

### Grade Scale

|            |               |
|------------|---------------|
| 92% - 100% | A – Excellent |
| 83% - 91%  | B – Good      |
| 74% - 82%  | C – Fair      |
| 65% - 73%  | D – Poor      |
| 64% - <    | F – Failing   |

## Progress Reports

In addition to evaluations made at report card time, parents are also sent home a mid-term progress report. This is a way for parents to stay informed of their child's progress and a way to communicate any missing assignments or work that must be made up before the marking period ends.

## Honor Roll and Awards

At Sharp School, students who attain a grade of A or B in each graded areas are recognized for this achievement by being placed on the Sharp Honor Roll. Children receive a certificate for each marking period they attain honor roll status.

## Standardized Testing

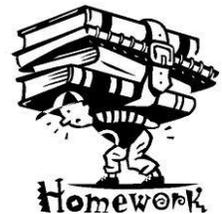
Each spring, children in grades one through five are evaluated in the Core Content Curriculum areas by way of a standardized test. The results compare Sharp students with other schools across the city, state, and nation. Grades 3, 4, 5, and 6 students take the NJ ASK.

## Homework

Homework is issued daily, including Fridays. Homework is a big part of your child's education and figures prominently into your child's grades. Its purpose is to reinforce the skills learned in school and allows students the opportunity to practice and improve what they've learned in school.

### Parents can help their children successfully complete homework by:

- Making sure they know that their child brings home assignments as they were assigned by the teacher.
- Checking over your child's homework to make sure that (s)he understands it correctly.
- Allowing your child to work through the assignments him/her and waiting until they get stuck before assisting them.
- Provide a quiet, well-lit, and clutter-free place to do their work with all needed supplies.
- Communicate with your child's teacher whenever necessary in order for your child to succeed at homework.



## School Calendar

Our monthly school calendar is sent home with each student. The calendar highlights events and activities for the month and provides for ongoing communication between home and school. Parents should discuss the calendar events with their child, and call the school with any questions, concerns, or suggestions.

## School District Web Site

<http://www.camden.k12.nj.us> provides general information about the District and its programs as well as current news items. Each individual school has a section on the district web site that has information pertaining to that school. Our school's website is: [www.hcsharpschool.org](http://www.hcsharpschool.org).



## ADMINISTRATIVE POLICIES

### Transfer Procedures

Children must have a transfer to enter a new school. Transfers to schools within the district and outside the district may be obtained from the main office.

### Special Transfers

A special transfer is given to parents with special needs, who live out of the Harry C. Sharp School district but wish their children to attend Harry C. Sharp School. A special transfer is a privilege granted by the Board of Education as well as a contract signed by the parent. This transfer is granted with the understanding that certain conditions must not occur:

- Poor attendance
- Habitual lateness
- Unacceptable conduct
- Problems created by arriving at school too early or not being picked up at dismissal
- Failure to provide the school with the correct current address, or unwillingness to provide proof of same, in addition to two emergency phone numbers
- Failure to provide for child's safety in case of an emergency requiring early dismissal
- Compliance of School Uniform

### One-Session Days Dismissal

On one-session days students will be dismissed at 12:55 pm. Parents are to refer to the Camden City Schools Calendar to determine which days have been designated as one-session days on the monthly calendar.

On one-session days, all parents are required to pick up their children at the designated time. Any parent, who is unable to be at the school at this dismissal time, should have an emergency plan in place. This plan may include:

- have the child go home with another student
- have a relative or neighbor pick up the child (**Please notify your child's teacher on school emergency form of your plan**)

### Emergency School Closing

School will be delayed or closed as a safety precaution when the weather conditions make travel extremely hazardous. If closing the school becomes necessary, as determined by the School Superintendent, announcements will be made on local radio and television stations. The school code for Harry C. Sharp is 614.

Should the weather become severe while school is in session, making necessary to close early, parents have the responsibility to call the school office by 11:45am for confirmation.

In the event that school closes early due to severe weather conditions, parents must pick up their children by 12:55 pm. **Parents who are unable to be at school at that time should use their emergency one-session days plan.**

## **Checking Students Out**

The school day ends at 2:55 PM. Students will not be called out of classrooms. To limit classroom disruption, as well as to ensure the safety and security of the students, please wait to pick up your child after dismissal. Also, try to schedule all non-emergency doctor and dentist appointments during after school hours. If your child must leave school early, write a note to the teacher, stating what time your child will be picked up and who will be picking him/her up. The person who is to pick up your child must be on the (Parent Contact Form) that parents fill out at the beginning of the school year. The person picking up your child for early dismissal must report to the office (not the classroom) to sign out the student

## **Permission to Leave the School Early**

The parent or guardian must sign a release form from the main office in order to pick-up a child. Any assignments missed must be made-up. No students are to leave the school building or grounds without written permission and the authorization of the principal. Violation of this rule will result in severe disciplinary action.

## **Medical Appointments**

Medical and dental appointments during school hours are discouraged. Students will only be dismissed upon request of a parent or guardian. If a student is out of the building for an appointment for ½ or more of a morning or afternoon will be recorded as an absence.

## **Detention**

After school detention will be assigned when necessary by teachers. The parents will receive a phone call and/or a detention notice will be sent home. It is the parent's responsibility to provide prompt pickup of the child after detention at 3:30 p.m. Students who do not attend assigned detention will receive one full day of In-School-Suspension (ISS) the following day. If students are not picked-up at 3:30

## **Toys and Other Personal Belongings**

Toys and other personal belongings such as radios, tape players, electronic games, baseball cards, Pokemon cards and cameras may not be brought to school or on class field trips unless they have been approved as part of a class assignment. If such items are brought to school, they may be taken up and kept in the school office until your parents come to claim them. Breaking this rule a second time may result in punishment.

## **Birthdays/Celebrations**

The faculty and staff of your school are happy to recognize student birthday s and celebrations. However, because our learning time at school is very important, no birthday parties or celebrations may be held during the school day. No birthday parties for teachers may be held during the school day either.

## Telephone

Students are not permitted to make and/or receive telephone calls during the school day. Students, for important reasons and with proper permission, may make phone calls at the end of the day in the main office. Messages may be left for students at the main office.

## Cell Phones

Students are not to bring their cell phones to school. Use of a cell phone in buildings or during class time will result in the phone being confiscated and held in the office

## Fire Safety

Fire drills at regular intervals are required by law and are an important safety precaution. It is essential that when the signal is given, everyone evacuate the building by the prescribed route as quickly and as quietly as possible. Instructions are given by the teacher in each class.

Anyone found tampering with the fire alarms or fire safety equipment will be suspended and referred to the Camden City Police for prosecution.

## State of Emergency

In order to protect your child in a true state of emergency, we have a plan of action for each circumstance.

- **Code Red:** This will be used when an administrator believes that an emergency is imminent or in progress that requires students and staff to be secured behind locked doors.
- **Code Yellow:** This is to be used when an administrator believes that an emergency is developing that requires students and staff to be secured behind locked doors.
- **Code Blue:** This is to be used when an administrator believes that the students and staff must evacuate the building due to bomb threat, fire, etc.

## Morning Routine

Students who are having breakfast may enter building at 7:50am. All other students are to report to the multipurpose room by 8:20am. During inclement weather students will be in the multipurpose room. Following these procedures will provide proper supervision to insure the safety of all students.

## Outdoor Recess

Outdoor recess is an important part of the elementary student's day. The much needed fresh air adds to student success in the classroom. Students need to be properly dressed for the cold weather. If a student is ill, home is the best place for him/her to be. We realize that, from time to time, students are not sick enough to stay home, but are too sick to go outdoors. Unfortunately, we are not equipped or staffed to supervise students indoors at recess time. Because of this, we ask that, if a student is to be kept in at recess because of illness, parents should send a note each day the request is in effect up to a total of three consecutive days. If after three days the parent still requests that the student stay in, the parent should provide a written statement from a

physician stating the reason the child should be excluded from outdoor activities. Schools do not send students outdoors in extreme temperatures, such as below-zero weather with the wind-chill factor taken into account.

## **Playground Rules**

Students are to remain on the playfield, blacktop area or playground area during outdoor recess. Misuse or destruction of playground equipment will not be allowed. Students will have supervised free time in the classroom on days when bad weather prevents outside recess. School staff will supervise the playground during lunch recess. An adult is on the playground during regularly scheduled breaks. The playground is not supervised after school and students are expected to leave for home immediately following dismissal.

### **Rules:**

- All students are to go outside unless your teacher gives you permission to stay inside. Students must have written permission from home if they are to stay inside because of illness.
- All students are to remain within the boundaries of the playground. No student is to leave the playground area without permission from the teacher on duty. Do not play in the parking areas. If a ball rolls into the street, you must tell the teacher on duty.
- There is no fighting, wrestling, swearing, or rough play on the playground.
- There is no throwing of snowball or rocks on school grounds.
- Do not climb on the fence, backstop, buildings, or trees.
- Students are not to play elimination, dodge ball, or any other similar type games.
- There is no tackle football allowed on the playgrounds.

## **Visitors**

We welcome families and invite them to attend our many school functions over the course of the year. As a means of protecting the children in school, we require all visitors report to the school office. Visitors will sign in at the office and receive a visitor's badge. Visitors are not permitted in any part of the building unless authorized by the principal. Teachers have to supervise their classes during arrival and dismissal times. Therefore, this is not an appropriate time to conference with the teacher. Please call and make an appointment with a teacher if you wish to have a conference before 8am or after 3pm, in order to have his/her full attention.

## **Parent Participation**

The lifeline for student's success is active parent participation in our school. Students are more likely to succeed when parents are actively involved in school activities. We are proud of our parent participation throughout the school year. We encourage all our parents to volunteer or serve on the school teams, Parent Involvement Team and Lunch Program. Parents working jointly with faculty and staff will create an atmosphere in which all students will achieve. Parents are always welcome at Harry C. Sharp.

## Parent Volunteers

At Sharp School we consider our parent volunteers as a very special resource. Parents are encouraged to help in all classrooms, programs, and extra-curricular activities. Please call the office if you have time or skills you can share in order to make our school a better place for students to grow and learn.

## Nurse

The school nurse is responsible for the maintenance of health records, routine health checks, parental contact concerning health problems, care of minor injuries, and assistance in health teaching and vision screening. Please be sure to contact the nurse if your child has any unusual health problems.

## Health, Illness, and Attendance Policy

For students to optimally participate in their educational program, the child needs to be at their highest level of wellness. Students need to be protected from communicable illness while attending school. Teachers and support personnel will attempt to detect early signs of illness and it will be directed to the school nurse. When a student appears ill, they will be monitored for fever, appetite, stools, and observed for further signs of illness. Upon any signs of illness, the parent/guardian will be notified concerning the illness, the need for medical care, and the need to remove the student temporarily from the school. By adhering to this policy for your child and all students, we can help protect students from communicable illness.

***GUIDELINES:*** The following conditions should be given serious consideration.

Any child with these conditions should not be sent to school, and will be sent home if these occur at school:

- **Fever:** any child with a fever equal to 100° F (37.7 ° C) orally. The student should be fever free (without use of fever reducing meds) for 24 hours before returning to school.
- **Vomiting:** any student who vomits (more than infant “spitting up”). Students may return to school 24 hours after their last bout of vomiting.
- **Diarrhea:** any student who has liquid, loose, frequent stools, students may return to school 24 hours after last bout of diarrhea.
- **Thrush:** any student with yeast infection of the mouth (thrush).can returned to school after treatment.
- **Cold Symptoms:** professional discretion will be used to evaluate any student with nasal discharge or persistent cough. Medical care is recommended for a student complaining of a sore throat.
- **Pink Eye, Conjunctivitis:** any student with redness, burning, watering, or discharge about the eyes. Medical care is recommended, and the student may return after treatment.
- **Worms:** any student with pinworms or tapeworms in stools. Medical care is recommended. Child will need physician’s note to re-enter school.
- **Skin Rash:** any student with multiple lesioned rashes accompanied by fever; any student with a skin rash or lesions typical of a communicable illness (scabies, chicken pox, measles, impetigo, ringworm, and scarlatina) may not return without doctor’s note. For ringworm no doctor note necessary

- **Communicable Illness:** any student with a communicable illness. If your child becomes ill with a communicable disease on a day when school is not in session, please inform school personnel so that other classmates may be observed for similar symptoms. Parent letters will be used as needed throughout the school year. For the student to re-enter school, approval from the school nurse or a physician note is requested stating that the child has undergone medical treatment.

Any student who appears ill or complains of not feeling well while at school will be evaluated for symptoms by the school nurse to determine if a child should remain at school. The parent or emergency designated person will be notified that a child needs to leave school due to illness. Please respond to this request promptly to ensure minimal exposure of other students.

### **Emergency Information**

Your child will be given an Emergency Information Card and Form in September to be filled out. The information includes names of parents/guardians, address, current home phone number and parent(s) work number, two emergency phone numbers of friends/relatives, and physician's name and phone number. If it is necessary for a child to take medication during the school day, the parent must bring in a doctor's certificate stating:

Diagnosis

Name of medicine

Total daily dosage

Amount to be given in school.

The parent must bring the medicine to the school

The medicine must be in the original drugstore container with label.

The parent must give written permission for the child to receive the medicine while in school.

### **Communicable Diseases**

The School Nurse assists school staff and families in the management of communicable disease. This is accomplished through classroom education including proper hand washing and respiratory hygiene, newsletter and in-service communications on health updates, and through the management of disease outbreaks in conjunction with local health department staff. Families are encouraged to consult with their healthcare providers concerning potential communicable disease symptoms in their child, and to communicate with school staff upon diagnosis.

### **Hygiene**

Personal hygiene is important for all students. Being clean and neat helps you stay healthy, feel better, and work better at school. Because head lice are so easily spread from one student to another, any student who has head lice will be sent home and cannot return to school until the student's parent can show proof of effective treatment. If head lice become a persistent or reoccurring problem, clearance from the health department may be necessary

## Accidents, Sickness, Medical Excuses

Any of the above occurring during school hours, on school grounds, or at school sponsored events, must be reported immediately to the person in charge, the school nurse, and the main office. Parents will be notified.

## Harry C. Sharp School Pledge

### *As students at Harry C. Sharp. I will...*

- Believe that I can and will learn.
- Show respect for myself, my school, and other people
- Always try to do my best in my schoolwork and my behavior
- Attend school every day and arrive to school on time with my homework and supplies
- Obey the class rules and school rules
- Ask my parents or teachers when I need help

## Study Skills

### *A student who studies well:*

- Brings notebooks, pencils, and all other necessary materials for class every day.
- Listens attentively, participates in discussions, and is an active participant in the classroom
- Asks questions when something is not understood or when there is a problem
- Plans work and schedules time for homework each day
- Uses what was learned and applies the lesson to other subjects
- Strives to do the best, not just gets by
- Refuses to allow negative peer pressure to be an influence
- Displays a positive example for others to follow
- Grows rich with knowledge
- Will achieve.

