

**SHARON ELEMENTARY SCHOOL**

7300 Sharon Road  
Newburgh, IN 47630  
(812) 853-3349  
(812) 853-6955 fax

[www.warrick.k12.in.us/schools/sharon](http://www.warrick.k12.in.us/schools/sharon)

Dear Parents,

The faculty and staff of Sharon Elementary School welcome you to a new school year.

We encourage you to be active participants in the activities of the school so that the year may be a rewarding one to each of you.

The school year promises to be exciting and challenging. Together we can make it a very successful one.

Please read this handbook carefully and file it for easy reference.

Sincerely,

Ashlee R. Bruggenschmidt, Principal



**BRIEF DESCRIPTION OF OUR SCHOOL PROGRAM:**

Sharon Elementary School contains grades Kindergarten-Fifth. Grades K-5 are self-contained classrooms with the exception of Music and Art. We have a full-day kindergarten program.

Sharon has the service of a school nurse. Her schedule is flexible, since she is also serving J.H. Castle and Newburgh Elementary Schools.

It is not the nurse's function to diagnose health difficulties, nor is she to prescribe treatment. Rather she is to render first aid when needed, serve as an advisor to the school on issues pertaining to health and safety, and assist in the general health education program of the school. In addition, she has the following duties to administer:

- \*Eye screening test-grades 1 and 3 every year.
- \*Scoliosis-grade 5.
- \*Dental health survey-grades 1 and 3.

Please feel free to contact the nurse during her scheduled time at Sharon for any questions or problems you might have concerning your child's health. A Health Aide is also on duty to administer first aid and take care of children when the nurse is not here.

A speech therapist is available to all students who demonstrate a need in the area of speech. Pupils with speech concerns are screened by the therapist and meet on a regular schedule. Please feel free to consult the therapist concerning a speech problem your child might have. The school office will have the therapist return your call as soon as possible.

## GENERAL INFORMATION:

### ATTENDANCE:

The attendance officer visits home when children are absent from school without legitimate reasons. These visits usually occur when parents do not inform the school their child is ill or otherwise unable to attend. State attendance laws require these checks.

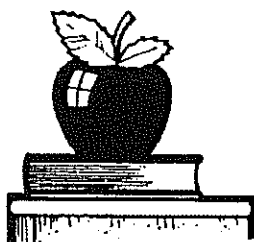
If a child is absent from school, parents are expected to call and report the absence to the school office (853-3349). The school is interested in good attendance because children with good attendance generally have better scholastic records. (Please do not send your child to school when ill in order to maintain perfect attendance). When students are tardy, they must report to the office for admittance.

### HOMEWORK:

Many times parents want to pick up homework for students who are absent. This need exists mainly if the student is absent 2 or 3 days or more. We ask that you notify the school in advance that you will be in to pick up homework (or have someone to do so). Homework requests need to be made *by 9:30 a.m.* on the day it will be picked up.

### BOOK RENTAL:

The purpose of the book rental program is to provide books to all pupils for approximately one-fourth the actual purchase price. Book rental rates are pro-rated depending on the student's withdrawal date. Lost and mutilated books must be replaced at the new book price by the child to whom it was issued.



## BOOK RENTAL

2011-2012

	<u>Books</u>	<u>Fees</u>	<u>Total</u>
KINDERGARTEN	\$ 43.00	\$9.00	\$ 52.00
GRADE ONE	\$ 94.00	\$9.00	\$103.00
GRADE TWO	\$ 85.00	\$9.00	\$ 94.00
GRADE THREE	\$ 83.00	\$9.00	\$ 92.00
GRADE FOUR	\$ 66.00	\$9.00	\$ 75.00
GRADE FIVE	\$ 75.00	\$9.00	\$ 83.00

Occasionally there will be other charges for supplementary materials and you will be notified the amount and the reason. **All fees are payable at the beginning of the school year.** If for some reason these fees cannot be paid at the beginning of school, the parents should contact the school office.

### LOST CLOTHING AND ARTICLES:

Please mark or sew in name labels, especially gym clothes, sweaters, jackets, caps, boots, lunch boxes, raincoats and umbrellas. This will aid greatly in pupils identifying their lost garments. The school maintains a lost and found area that is located on the stage. After a reasonable time, unclaimed clothing will be discarded.

### LUNCH PROGRAM:

The school lunch program exists for the sole purpose of providing every child with a well balanced meal. Each homeroom teacher takes the cafeteria count daily. Students may deposit money into their accounts at any time. They may also pay cash on a daily basis. On those rare occasions when the child forgets to bring his money or his account goes below \$0.00, the cafeteria will permit him to charge for that day. **The child is expected to reimburse the cafeteria or deposit money in his/her account the next day.** The deadline for lunch reservations will be 9:30 a.m. unless the student is late in arriving to school.

Students will be encouraged to eat all of their food in the cafeteria. The school has the right to refuse lunch service to any student who fails to cooperate with the lunch program.

Milk or juice for sack lunches may be purchased from the cafeteria. We discourage children from bringing soft drinks to school with their lunches.

**PARENT-TEACHER CONFERENCES:**

Teachers will be most happy to arrange for a conference to discuss your child's progress. Please call the school secretary (853-3349) when arranging for a parent-teacher conference.

**REPORT CARDS:**

Report cards reflect the degree of success your child has achieved every *nine* weeks. We urge you to communicate with your child with regard to assignments, homework, class work and progress being made. Teachers welcome written comments on the Acknowledgement Form. Please sign and return the form promptly after each grading period.

**WITHDRAWALS AND TRANSFERS:**

When moving out of the Sharon School boundaries, please notify the school office at least one week in advance, so that all necessary preparations can be made.

**APPOINTMENTS:**

A written request must be sent to the school office and/or teacher by the parent on the day the child is to be excused for an appointment. The parent must report to the school office when picking up a child for an appointment. No child will be released until he is signed out in the office by an adult.

**BUSES:**

Only those students who normally ride to and from school will be permitted to ride their assigned buses.

**BICYCLES:**

We do not encourage bicycle riding to school because of the narrow streets and the heavy traffic surrounding the school area. These present extreme safety hazards for bike riders. If parents assume the full responsibility, students in Grades 4-5 may ride their bikes to school. Bikes

must be placed in the racks and may not be used except as transportation to and from school. Students must walk their bicycles to and across the streets and the school parking areas.

**PHONE CALLS:**

Parents wishing their children to be picked up before dismissal time should notify the school office by 2:00 p.m. so we have adequate time to notify the student. This also applies to notification of change in transportation.

**HONOR ROLL:**

Each grading period, students in grades 3-5 will be recognized for superior scholarship. To be eligible for the "A" honor roll a student must have an "A" in all subject areas. To be eligible for the "B" honor roll, a student must have a "B" or higher in all subject areas.

**ENROLLMENT OF NEW STUDENTS:**

All students new to Sharon School must report to the school office for enrollment. Students will be assigned classes through the office.

**STUDENT ARRIVAL:**

Students are permitted to enter the building at 8:00 a.m. Special occasions will occur when students are asked to report earlier for an extra-curricular activity. They will be under the supervision of that activity teacher. At the close of the day, students will be dismissed promptly unless engaged in extra curricular activities. These special dismissal times will require notices sent home with the participant. Car riders are to use the back circle, accessible via the Lenn Road entrance for drop-off. Buses use the Sharon Road entrance. There should not be anyone dropped off at the front circle.

**YMCA CARE:**

Child care is available before and after school hours. Any child enrolled at Sharon Elementary School is eligible. Before school hours are 6:30 a.m.-8:00 a.m. After school hours are 3:00 p.m.-6:00 p.m. Please call the YMCA at 423-9622 for questions.

**STUDENT DISMISSAL TIME:**

All students are to use the kindergarten exit from the parking lot when leaving or boarding any vehicle. We feel we have control over the traffic flow and can insure your child's safety by using this procedure. Please do not pick your student up in the neighboring parking lot. Car riders and walkers are to be picked up using the Lenn Road Entrance/Exit. Bus will use the Sharon Road entrance.

**GUM:**

Since we believe in good dental hygiene, gum chewing will not be permitted while children are attending school, during the normal school day or at a school function.

**PLAYGROUND SAFETY:**

We believe that students should have the opportunity to enjoy playing outside under supervision, and the area in which they play should be free from material that might cause injury. Also, games which are designed for "rough" play are not to be permitted since they require safety equipment. *Equipment should not be brought from home to use on the playground.* The school will provide the necessary playground equipment.

**ATHLETICS:**

Rules and regulations pertaining to participants are adopted by the Warrick County Athletic Council in each of the sports. These rules and regulations are posted in each of the coach's rooms and are made available to the participants of that sport. Changes when necessary are posted and given to all concerned.

**SAFETY PATROL:**

The school, with the cooperation of the Police Department, Sheriff, and Automobile Club of Southern Indiana operates the school safety patrol. A staff member has been designated as patrol supervisor and he/she works closely with the students selected to serve in this capacity. The supervisor, in

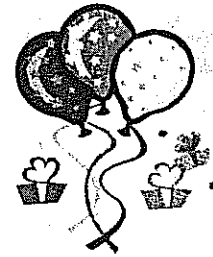
cooperation with the other agencies, may establish rules and regulations concerning the conduct of the safety patrol.

**INVITATIONS:**

Birthday / party invitations are **not** to be distributed at school. Teachers are not permitted to provide home addresses or phone numbers for students. Any literature distributed at Warrick County School Corporation schools must first be approved by the WCSC superintendent of schools.



# Birthday Celebrations



*Birthday treats are always fun for your child to share with classmates. The Food & Nutrition Department can prepare your child's birthday treat to make it easier on you. We have two different options available to help your child celebrate his or her special day. 1) You may choose to purchase birthday tickets for your child's class which will allow your child's classmates to select a special treat from our "birthday choices" at lunch! or 2) You may purchase food from the F&N Department and we will delivery it to the classroom for the class to share. Classroom birthday party food orders and payment must be turned in **two weeks in advance**.*

*(See page 2 for Classroom Party Order Form )*

*If you choose to purchase Birthday Tickets for the class, please send cash or check (checks payable to WCSC Food & Nutrition Department) along with the Birthday Ticket Order Form below **one week** ahead of your child's birthday. The Food & Nutrition Department will delivery the Birthday Tickets to the class on the day specified below.*

## Birthday Ticket Order Form

I would like to purchase Birthday Tickets for my child's birthday celebration at school.

Child's Name \_\_\_\_\_  
 Teacher's Name \_\_\_\_\_  
 Date Needed \_\_\_\_\_

Requested By: \_\_\_\_\_  
 Phone #: \_\_\_\_\_

**Birthday Tickets are available at 2 price levels:**

**35¢ Birthday Tickets**- allows students to choose from the following treats:

Colby-Jack Cheese Stick, String Cheese, Curious George Fruit Snacks, Goldfish Crackers,  
 Sunflower Seeds and Zoo Crackers

\* Please check with cafeteria for available treats

	# Tickets	Amount Due
Number of 35¢ Birthday Tickets you would like to purchase	_____	_____

**50¢ Birthday Tickets**- allows students to choose from the following treats:

Apple Slices in Bag, Cheez-It's, Fruit By The Foot, Fruit Gushers, Fruit Roll-Up, Scooby-Doo  
 Graham Sticks, Snapz Apple Crisps, Fruit or Veggie Cup, Bottled Water (8oz)

\* Please check with cafeteria for available treats

	# Tickets	Amount Due
Number of 50¢ Birthday Tickets you would like to purchase	_____	_____



# Classroom Party Order Form

Child's Name \_\_\_\_\_  
 Teacher's Name \_\_\_\_\_  
 # Students in Class \_\_\_\_\_  
 Date Needed \_\_\_\_\_

Requested By: \_\_\_\_\_  
 Phone #: \_\_\_\_\_  
 Address: \_\_\_\_\_

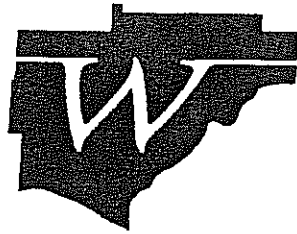
Would you like us to deliver the Birthday Treats to your child's class? \_\_\_\_\_

Food Items Available	# Servings Needed	X	Cost Per Serving	=	Total Cost
<b>BEVERAGES</b>					
100% Fruit Juice, 4oz      Apple Juice			\$0.35		
			\$0.35		
			\$0.35		
Bottled Water, 8oz			\$0.35		
Milk, 8oz carton      White, Skim			\$0.35		
			\$0.35		
Sugar-Free Lemonade (2 gallons)			\$4.00		
<b>FRUITS &amp; VEGETABLES</b>					
Apples, Fresh			\$0.40		
Bananas			\$0.40		
Fresh Fruit Bowl w/ Whipped Topping			\$0.60		
Grapes			\$0.40		
Kiwi, sliced			\$0.40		
Oranges, Sliced			\$0.40		
Vegetable Cup w/ Dip			\$0.40		
<b>SNACK FOODS</b>					
101 Calorie Nabisco      Cheese Nips			\$0.50		
			\$0.50		
			\$0.50		
			\$0.50		
Animal Crackers, .75oz pkg			\$0.30		
Brownies, freshly baked			\$0.50		
Bug Bites (grahams shaped like bugs)			\$0.40		
Chex Mix			\$0.50		
Colby Jack Cheese Stick			\$0.25		
Cookies, freshly baked      Chocolate Chip			\$0.40		
Cookies, freshly baked      Sugar			\$0.40		
Curious George Fruit Snacks, .9oz			\$0.30		
Dirt Pudding w/ Gummie Worm			\$0.50		
Frozen Juice Bars, Minute Maid			\$0.40		
Goldfish Crackers, .75oz bag			\$0.30		
Ice Cream Sandwich, Mini, 2.25oz			\$0.40		
Kelloggs Fruit Snacks, 2.25oz			\$0.50		
Pretzels Twists, 1oz bag			\$0.40		
Pudding w/ Whipped Topping      Vanilla			\$0.40		
Pudding w/ Whipped Topping      Chocolate			\$0.40		
Rice Krispie Treats, homemade			\$0.50		
Scooby-Doo Graham Sticks			\$0.40		
String Cheese, 1oz			\$0.25		
Warm Pretzel Bites w/ Cheese			\$1.25		
White Cheddar Popcorn, .625oz bag			\$0.50		
Yogurt, 4oz			\$0.50		

**Total Amount Due**                \$0.00



Warrick  
County  
School  
Corporation



Shenae M. Rowe, Manager  
Carla J. Angel, Assistant Manager  
Robin Likens, Administrative Assistant

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**FOOD AND NUTRITION DEPARTMENT**

**300 E. Gum Street / Boonville, Indiana 47601 / 812-897-1341**

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Due to the new federal mandates in the Healthy-Hungry Free Kids Act of 2010, the following meal price increases will be effective for the 2011-2012 school year.

Category	2010-2011 Price	NEW 2011-2012 Price
Elementary Breakfast	\$1.00	<b>\$1.25</b>
Secondary Breakfast	\$1.10	<b>\$1.25</b>
Elementary Lunch	\$1.50	<b>\$1.75</b>
Secondary Lunch	\$1.65	<b>\$2.00</b>
Adult Breakfast	\$1.50	<b>\$1.50 (no change)</b>
Adult Lunch	\$2.25	<b>\$2.50</b>
Milk	\$0.40	<b>\$0.40 (no change)</b>

Please let me know if you have any questions!!

Shenae

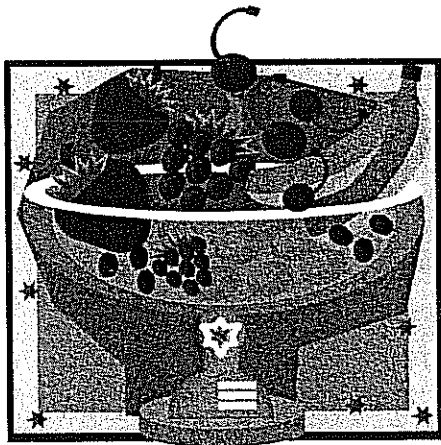
**Ala Carte Snack List**  
**Elementary Schools**  
**2011-2012 School Year**

**KG-3rd Grade**

Extra Lunch Entrée	\$1.00
Apple Slices, <i>individually wrapped</i>	\$0.50
Cheese Stick, Colby Jack or String	\$0.25
Fruit Cup, canned, fresh	\$0.50
Fruit Juice, 4oz	\$0.40
Goldfish Crackers	\$0.35
Jello Cup	\$0.30
Pudding Cup	\$0.50
Raisins	\$0.35
Vegetable Cup	\$0.50
Water, bottled 8oz	\$0.50
Yogurt	\$0.65

**4th and 5th Grade**

Extra Lunch Entrée	\$1.00
Extra Lunch Meal	\$2.00
100 Calorie Snack Packs	\$0.65
Apple Slices, <i>individually wrapped</i>	\$0.50
Bug Bites	\$0.65
Cheese It, Scrabble	\$0.50
Cheese Stick, Colby Jack or String	\$0.25
Cheesy-O's	\$0.65
Chex Mix	\$0.65
Curious George Fruit Snacks	\$0.35
Fruit By The Foot	\$0.50
Fruit Cup, Canned or fresh	\$0.50
Fruit Gushers	\$0.50
Fruit Juice, 4oz	\$0.40
Fruit n' Pudding Parfait	\$0.75
Fruit n' Yogurt Parfait	\$0.75
Fruit Roll-Ups	\$0.50
Goldfish Crackers	\$0.35
Jello Cup	\$0.30
Pretzel Twist or Hartzels	\$0.65
Pudding Cup	\$0.50
Raisins	\$0.35
Scooby Doo Graham Sticks	\$0.50
Slim Jim	\$0.50
Snapz Apple Crisps	\$0.50
Sunflower Seeds	\$0.35
Vegetable Cup	\$0.50
Water, bottled 8oz	\$0.50
White Cheddar Popcorn	\$0.65
Yogurt, 4oz	\$0.65
Zoo Crackers	\$0.35





# Arrival and Dismissal Times



Kindergarten: 8:00-2:50

Grade 1: 8:00-3:00

Grade 2: 8:00-3:00

Grade 3: 8:00-3:00

Grade 4: 8:00-2:55

Grade 5: 8:00-2:55

Buses use Sharon Road entrance

Car riders use Lenn Road entrance (back circle)

## LUNCH AND RECESS TIME SCHEDULE

### Kindergarten and First Grade:

10:45-11:15 Lunch            11:20-11:50 Recess

### Second and Third Grade:

11:20-11:50 Lunch            11:55-12:25 Recess

### Fourth and Fifth Grade:

11:55-12:30 Lunch            12:30-1:00 Recess

**WARRICK COUNTY SCHOOL CORPORATION  
2011-2012 SCHOOL CALENDAR**



- TUES 8-9 TEACHER ORIENTATION (1/2 DAY)
- WED 8-10 TEACHER ORIENTATION
- THUR 8-11 FIRST STUDENT DAY
- MON 9-5 LABOR DAY/NO SCHOOL
- \* THUR 10-13 END OF FIRST NINE WEEKS (45 DAYS)
- FRI 10-14 FALL BREAK/NO SCHOOL
- MON 10-17 FALL BREAK/NO SCHOOL
- THUR 11-24 THANKSGIVING BREAK/NO SCHOOL
- FRI 11-25 THANKSGIVING BREAK/NO SCHOOL
- \* TUES 12-20 END OF SECOND NINE WEEKS (44 DAYS)
- \* TUES 12-20 END OF FIRST SEMESTER (89 DAYS)
- \* TUES 12-20 END OF SCHOOL DAY - CHRISTMAS BREAK BEGINS
- TUES 1-3 SECOND SEMESTER BEGINS
- MON 1-16 MARTIN LUTHER KING DAY/NO SCHOOL (MAKE-UP DAY)
- MON 2-20 PRESIDENT'S DAY/NO SCHOOL (MAKE-UP DAY)
- \* FRI 3-9 END OF THIRD NINE WEEKS (47 DAYS)
- MON 3-26 SPRING BREAK/NO SCHOOL
- FRI 3-30 SPRING BREAK/NO SCHOOL
- FRI 4-6 GOOD FRIDAY/NO SCHOOL (MAKE-UP DAY)
- FRI 4-27 NO SCHOOL (MAKE-UP DAY)
- FRI 5-11 NO SCHOOL (MAKE-UP DAY)
- \* TUES 5-22 END OF FOURTH NINE WEEKS (44 DAYS)
- \* TUES 5-22 END OF SECOND SEMESTER (91 DAYS)
- \* TUES 5-22 LAST DAY OF SCHOOL  
SUMMER VACATION BEGINS
- WED 5-23 TEACHER WORKDAY (1/2 DAY)

AUGUST 2011				
MON	TUE	WED	THU	FRI
	TO/NS	TO/NS	11	12
15	16	17	18	19
22	23	24	25	26
29	30	31		
DAYS - 15				

JANUARY 2012				
MON	TUE	WED	THU	FRI
CB	3	4	5	6
9	10	11	12	13
MK/MD	17	18	19	20
23	24	25	26	27
30	31			
DAYS - 20				

SEPTEMBER 2011				
MON	TUE	WED	THU	FRI
			1	2
LD	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28	29	30
DAYS - 21				

FEBRUARY 2012				
MON	TUE	WED	THU	FRI
		1	2	3
6	7	8	9	10
13	14	15	16	17
PD/MD	21	22	23	24
27	28	29		
DAYS - 20				

OCTOBER 2011				
MON	TUE	WED	THU	FRI
3	4	5	6	7
10	11	12	13	FB
FB	18	19	20	21
24	25	26	27	28
31				
DAYS - 19				

MARCH 2012				
MON	TUE	WED	THU	FRI
			1	2
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
SB	SB	SB	SB	SB
DAYS - 17				

NOVEMBER 2011				
MON	TUE	WED	THU	FRI
	1	2	3	4
7	8	9	10	11
14	15	16	17	18
21	22	23	TB	TB
28	29	30		
DAYS - 20				

ANY ADDITIONAL MAKE-UP DAYS  
WILL BE SCHEDULED AT THE CONCLUSION  
OF THE SCHOOL YEAR

APRIL 2012				
MON	TUE	WED	THU	FRI
2	3	4	5	GF/MD
9	10	11	12	13
16	17	18	19	20
23	24	25	26	MD
30				
DAYS - 19				

DECEMBER 2011				
MON	TUE	WED	THU	FRI
			1	2
5	6	7	8	9
12	13	14	15	16
19	20	CB	CB	CB
CB	CB	CB	CB	CB
DAYS - 14				

* GRADING PERIODS
FIRST NINE WEEKS (45 DAYS)
SECOND NINE WEEKS (44 DAYS)
FIRST SEMESTER (89 DAYS)
THIRD NINE WEEKS (47 DAYS)
FOURTH NINE WEEKS (44 DAYS)
SECOND SEMESTER (91 DAYS)
TOTAL STUDENT DAYS (180)
TOTAL TEACHER DAYS (182)

MAY 2012				
MON	TUE	WED	THU	FRI
	1	2	3	4
7	8	9	10	MD
14	15	16	17	18
21	22	TW/NS		
DAYS - 15				

**2011-12 TEXTBOOK RENTAL AND FEES FOR WARRICK CO. SCHOOL  
CORP. ELEMENTARY SCHOOLS  
SHARON ELEMENTARY  
853-3349**

*The DUE DATE for payment of Textbook Rental and Fees is **AUGUST 11.**  
If unable to make payment in full by August 19, 2011, please  
contact the School Office to set up payments - 853-3349*

<u>KINDERGARTEN</u>	
Book Rental:	\$ 54.00
Art Fee:	\$ 4.00
Agenda Book Fee:	\$ 5.00
<b>Total Kindergarten:</b>	<b>\$ 63.00</b>

<u>3RD GRADE</u>	
Book Rental:	\$ 83.00
Art Fee:	\$ 4.00
Agenda Book Fee:	\$ 5.00
<b>Total 3rd Grade:</b>	<b>\$ 92.00</b>

<u>1ST GRADE</u>	
Book Rental:	\$ 81.00
Art Fee:	\$ 4.00
Agenda Book Fee:	\$ 5.00
<b>Total 1st Grade:</b>	<b>\$ 90.00</b>

<u>4TH GRADE</u>	
Book Rental:	\$ 66.00
Art Fee:	\$ 4.00
Agenda Book Fee:	\$ 5.00
<b>Total 4th Grade:</b>	<b>\$ 75.00</b>

<u>2ND GRADE</u>	
Book Rental:	\$ 71.00
Art Fee:	\$ 4.00
Agenda Book Fee:	\$ 5.00
<b>Total 2nd Grade:</b>	<b>\$ 80.00</b>

<u>5TH GRADE</u>	
Book Rental:	\$ 74.00
Art Fee:	\$ 4.00
Agenda Book Fee:	\$ 5.00
<b>Total 5th Grade:</b>	<b>\$ 83.00</b>

**IF YOU ARE APPLYING FOR BOOK  
RENTAL ASSISTANCE, PLEASE DO NOT  
PAY ANY BOOK RENTAL AT THIS TIME**