

# Sandersville Elementary School Student and Parent Handbook

**School Mascot: Sharks**

**School Colors: Teal, Purple, Black and White**

Sandersville Elementary School  
3025 Sandersville Road  
Lexington, KY 40511

## Helpful Numbers and Information

Main Phone:	859-422-4980
Fax:	859-422-9954
Family Resource Center:	859-422-1606
Cafeteria:	859-422-1604
Website:	<a href="http://www.sandersville.fcps.net">www.sandersville.fcps.net</a>

Dear Sandersville Families,

We are happy to have you and your students with us. With a strong partnership, the potential for our school has no end. Please know Sandersville's dedicated staff is committed to continuing the excellence that has become an expectation for the Sharks. Maintaining high-level visual and performing arts programs, increasing our Gifted and Talented/accelerated service options, and strengthening an already excellent relationship with our PTA are essential goals.

With your help, we will continue to keep relevant technology in the hands of students, add to the beauty of the school, and increase school-to-home communication with a variety of platforms.

If I can be of further assistance to you, please don't hesitate to contact me at [matt.marsh@fayette.kyschools.us](mailto:matt.marsh@fayette.kyschools.us). It is a privilege to serve your child and you.

Sincerely,

Matt Noblin  
Sandersville Principal

## **Purpose**

Welcome to Sandersville Elementary School, Home of the Sharks! Our expectation is to help create successful, high-achieving students. With the support of great teachers, families, and the community, our school will provide a safe and nurturing environment where students will reach their goals! The handbook will provide necessary information regarding the school's policies and procedures.

## **Sandersville Elementary Mission Statement**

The mission of Sandersville Elementary School is to promote the **social, emotional, and academic success of every student** while encouraging a **physically healthy lifestyle**.

## **School Hours**

The school day at Sandersville begins at **7:45 a.m.** and ends at **2:35 p.m.** Students may enter the building after 7:15 a.m. The school campus is closed to all students, including walkers, before 7:15 a.m. Parents and guardians can form a drop-off line at the back entrance before 7:15 a.m. as long as students stay in the vehicle. Families and visitors are not permitted to use the playground until after 6:00 p.m. on school days due to our after-school program.

## **Our Number One Priority is the Safety for Our Students**

Sandersville Elementary School is a professional learning community and will operate under the following guidelines: **All parents, visitors, or guests will enter the building through the front office and must have a Photo ID (FCPS Policy)**. Security cameras are in place in all hallways and parking lots and are monitored regularly. All classroom visits must have an appointment pre-arranged with the teacher. It is imperative for excellent two-way communication between parent and teacher, but please remember that teachers use after-school time for pre-set conferences and planning purposes. It is with this in mind that appointments are made to discuss progress and concerns. Entry into the building may be denied between 2:20 and 3:00 p.m. as this is dismissal time and the security and safety of our students is our number one concern.

## **General Information**

### **Student (Emergency) Information Cards**

Student Information Cards are kept in the office. **It is imperative that this information be current at all times in case of emergencies.** Please also list your email address on the card. These cards also serve as permission for those authorized by parents to pick up students. **Only individuals listed on the Student Information Card will be allowed to pick up students from school. Any changes to the card must be made in person.**

### **Family Resource Center**

The Sandersville Elementary Family Resource Center's mission is to enhance students' abilities to succeed in school by developing and sustaining partnerships that promote early learning and successful transition into school, and academic achievement and well-being. The FRC strives to enhance students' abilities to succeed in school by assisting students and families with basic needs. The FRC provides community services and links families to community agencies.

### **Classroom Management**

We take a proactive approach to behavior and classroom management. We use Positive Behavior Intervention and Supports (PBIS) to teach expectations for all activities in the classroom and common areas. We also teach “Caring School Community” which is a preventive, proactive Social and Emotional Learning Curriculum that reinforces making the right decisions in a variety of circumstances. It is taught in conjunction with “Character Education and Bully Prevention” classes. Part of PBIS includes Sandersville’s Guidelines for Success:

S- Self-sufficient  
H- Hard Work  
A- A+ Attitude  
R- Respectful  
K- Kind  
S- Successful

Students will be expected to follow the Guidelines for Success while at Sandersville Elementary. Incentives and consequences will be an integral part of our plan, which will also include frequent parent communication. Your support is needed in our endeavors to make our school a safe, conducive place for learning. Students will not be permitted to disrupt the learning process either through classroom disruptions, outbursts, or disrespectful language. Parents will be called and students could be removed from the classroom should those behaviors occur. **The FCPS Student Code of Conduct Book establishes the guidelines and ranges of consequences. Students will be expected to be respectful to all students and adults at all times.**

### **Absences and Tardies**

Please keep in mind that any time away from the classroom is time away from direct teacher to student instruction. It may be inevitable that students and staff will miss school occasionally due to illness, doctors’ appointments, etc. It is district policy to contact families when a child is absent to verify the absence for safety reasons. You may receive an automated call to notify you of an absence or tardy. We understand that medical appointments are usually made through the school day, but please make every attempt to schedule them after school when available. **Upon return of an absence, send a note or doctor’s excuse to the front office within three days. A physical note must be sent.** Class Dojo messages and emails are not accepted by FCPS DPP for excuses. Incentives may be offered for good/perfect attendance each 9 weeks based on established criteria.

Sandersville will follow a strict interpretation of the Educational Enhancement Opportunity Form (EEO). Any approved EEO will need to very clearly meet all 3 criteria listed on the form:

1. having an educational purpose
2. having “significant educational value”
3. including how the activity is directly related to one of the core curriculum subjects of English, science, mathematics, social studies, foreign language or the arts.

### **State Testing Window**

The Kentucky Summative Assessment (KSA) testing is mandated to occur within the last **14 instructional days of the district calendar**. This test is taken by 3rd-5th graders at the elementary level. Testing dates will be posted on the school and district website.

**Do not plan appointments or vacations during the state testing window.**

### **Phone Use**

Students must have permission from the teacher in order to use the telephone. Student use of the telephone is limited to emergencies only (injury, illness, etc.). To avoid interrupting the instructional program, students will not be permitted to accept phone calls during the school day.

### **Cell Phone and Smartwatch Policy**

We understand the potential need for children to carry cell phones. **Cell phones are permitted as long as the phone is in the student's backpack and stays off.** Students who are on cell phones or have them out during the school day may have the phone taken. If this happens, families may be asked to come to the office to retrieve the phone. Any student with a smartwatch will need to keep it on "airplane mode" during the day. Students unable to follow smartwatch rules will not be permitted to wear them.

### **Inclement Weather**

School closings, delays, and early dismissals are announced on the FCPS website and shared through social media, local radio, television stations, text and phone. In the event of inclement weather, FCPS officials make every effort to announce school closings by 5:45 a.m.

### **Visitation Policy**

Research indicates that students excel when parents are involved in their child's education. **If a classroom visit is desired, contact your student's teacher and schedule a time, with at least 24 hours notice in advance of your visit.** This is a Sandersville and FCPS Policy. To ensure the safety of all students at Sandersville, visitors are required to sign in at the front office and obtain a visitor's sticker to wear while in the building. Visitors joining a student for lunch must be listed on the Student Information Card and are able to have lunch with only their designated student. **Visitors are prohibited from bringing restaurant foods to the school for consumption during breakfast and lunch times.** Due to limited school space, the designated area for Lunch Visitors is the picnic area outside of the cafeteria. Please be mindful of the weather when planning a lunch visit to the school. We will continue to look for ways for feasible lunch visit options on inclement weather days.

### **Homework Policy**

Students may have homework in reading, math, writing and other core subjects up to four nights per week. The homework assignments will be age/developmentally appropriate in regards to time and management of the work. Upon completion of the homework, the parent should sign the daily planner that homework was completed. Reading journals or logs and online learning may also be an integral part of the homework/learning process.

### **Communication**

We know that parents can receive a variety of information coming home from the school and district. In order to improve communication between home and school, **Sandersville utilizes Class Dojo and Infinite Campus Messenger to share information.** Teachers will use these but may utilize other methods of communication. Purple folders may be used to send home paper copies of flyers. These may be used daily or weekly, according to the grade level team. Planners will be used daily for communicating messages to parents, homework assignments, reminders, etc.

**We reduce our paper usage with electronic communications posted on our website.**

### **Infinite Campus Parent Portal and Class Dojo**

Students' grades, schedules, attendance and transportation information is now available to be viewed online through the Infinite Campus Parent Portal. The address for this website is below.

<https://fayetteky.infinitecampus.org/campus/portal/parents/fayette.jsp>

If you received information last year about this, the username and password should remain the same. If you have not received any information about the Parent Portal, or need further information, email [parent.portal@fayette.kyschools.us](mailto:parent.portal@fayette.kyschools.us) to enroll in this service.

For a parent to make phone number and/or email change requests in Parent Portal:

1. Log into Parent Portal on a desktop or laptop computer. Parents will be unable to make changes through the Campus Portal App.
2. Under Family, click Family Members.
3. Click update on the appropriate family member.
4. Make changes as needed.
5. Click send update.
6. The request will be sent to IAKSS. Requests will be monitored Monday through Friday, 9 AM to 5 PM. Our goal is to have all requests approved or denied within 48 hours.

An invite for all parents to join the School Story through Class Dojo is sent at the beginning of each school year.

### **Sandersville Dress Code**

The purpose of the dress code is to promote our professional learning community and address what constitutes appropriate attire and acceptable appearance at school. Determination of inappropriate or offensive clothing will ultimately be determined by the school administration. If your child is in violation of the dress code, you will be contacted by phone or written notice and the child will be provided appropriate clothing from our Family Resource Center.

#### **The Dress Code Allows For The Following:**

- Pants or Jeans
- Leggings with a mid-thigh top
- Shirt, blouse, t-shirt, sweater or vest
- Shorts, skirts, or dresses approximately 4 inches above the knee or longer
- Sweatshirts or sweatpants
- Appropriate footwear allowing participation and play during gym and at recess

#### **The Dress Code Prohibits The Following:**

- Skate shoes
- Muscle shirts, cropped tops, tube tops, bare backs, bare midriff, or bare shoulders
- Torn clothing
- Shorts, skirts, dresses shorter than 4 inches above the knee
- Hats, gloves, hoods, and scarves inside the building
- Winter coats worn during the day (unless the building conditions require coats)
- Sunglasses (inside)
- Pants/Jeans worn below the hips

- Clothing representing illegal activities for minors (drugs, alcohol, sex, gangs, or violence)
- Clothing depicting images, emojis, or messages lacking decency and civility
- Clothing with messages that disparage or mock learning and/or education

If a student comes dressed in violation of the dress code, the following will occur:

**First time:** Student will be given the option to change or call a parent for appropriate clothing.

**Second Time:** Teacher will call a parent to bring appropriate clothing, note home.

**Third Time:** Principal will call a parent and discuss possible after school detention.

**Fourth Time:** Referral to Student Assistance Team.

### **After School Detention**

Chronic misbehavior and/or a consistent lack of completed work could result in students being placed in after school detention. Parents will receive notification before any student is placed in detention. **At Sandersville Elementary, our priorities for student performance are very high and distractions to learning or a refusal to complete work will not be allowed.**

### **Medication Policy**

Whenever possible, medication should be taken at home. Students taking medicine at school must have a completed Medication Authorization Form. **Medications must be in the original container with the student's name and prescribed dosage of medicine.** Over the counter medications may only be given at school with written permission from a physician. **Students are discouraged from transporting medication to and from school.** A family member should transport medication and deliver it to the office personnel for safekeeping. When the medication supply is exhausted, the empty bottle will be sent home with the student. At the end of the school year, all medications should be picked up from the school office by the last day of school. Any unclaimed medications will be destroyed after that time. **If a student is required to carry an inhaler, an authorization form needs to be completed through the school nurse with physician permission. Proper forms can be obtained by contacting the office at 381-4980.**

### **Assignment of Students to Classes**

Parent requests for student placement can be made in writing to the Principal by May 1<sup>st</sup> of the preceding school year. You may not request a teacher by name. You may request learning styles. All teachers at Sandersville are exceptional and have high expectations for student learning. The principal shall consider requests made in writing and will make decisions based on the interest of student achievement. **Changes in student placement are rare and only considered when all other options have been tried.** We ask that parents meet with teachers first to address concerns in order to work out differences before bringing concerns to administration. If, after meeting with the teacher, you have a concern regarding placement, schedule an appointment with the principal and your concerns will be addressed.

### **Cafeteria Policies**

The Sandersville School Cafeteria provides breakfast and/or lunch to meet the nutritional needs of the students. **Breakfast is served from 7:15 a.m. until 7:35a.m.** Students who are transported by car need to be in the breakfast line by 7:30 a.m. If a student arrives after this time, breakfast may not be available.

Lunch is served daily with numerous choices provided. One a la carte item is offered for additional purchase each day as well. These items change according to the day of the week.

Please consult [www.fcps.net](http://www.fcps.net) for meal prices. **Students are prohibited from bringing carbonated drinks and restaurant foods for consumption during breakfast and lunch times.** Students should not bring containers of glass or knives to cut food.

	<u>Breakfast</u>	<u>Lunch</u>
Adults	\$3.00	\$5.00

There is a website to help with lunch balances. **Visit MySchoolBucks at [www.myschoolbucks.com](http://www.myschoolbucks.com).** With MySchoolBucks, families can check cafeteria balances and purchases, receive alerts on low balances in a child's account, and set up automatic payments. Sign up by clicking SCHOOL MEALS tab on the Sandersville homepage.

### **Birthday Treats**

Due to factors surrounding the spread of illnesses, allergy concerns among a growing number of students, and an increased presence of medical concerns related to diet, **Sandersville prohibits cookies, cupcakes, and other edible birthday treats.** This will ensure sanitary practices recommended by the Center for Disease Control can be followed and food intake can be monitored more closely by staff members and parents. Students will receive small acknowledgements from the office on their birthday.

### **Arrival and Dismissal Policy**

In order to assure the safety of our students while accommodating the needs of our families, the following arrival and dismissal procedures will be in place beginning the first day of school. The plan was developed in collaboration with FCPS Elementary School Directors and the Law Enforcement, Risk Management and Transportation District Offices. Input was also received from Lexington's Traffic Engineering Department and the Lexington Police Department. **Safety is our number one priority with arrival and dismissal procedures.** A second priority is to minimize the traffic impact in the neighborhood. Thank you for your support in our efforts to make arrival and dismissal safe and pleasant for all.

## **MORNING ARRIVAL**

### **Bus Riders**

At 7:05 a.m, buses will enter the school parking lot using the upper entrance on Sandersville Road (the one closest to Masterson Station Drive) marked "Buses and Staff Only" and file into the drop off lane along the front of the school building. **Do not use this entrance between 7:05 and 7:45.** Buses service schools across the district and it is important for them to remain on schedule. Please be respectful of buses in the parking lot by yielding when appropriate and do not drive past a bus stop sign. Buses exit the campus at approximately 7:20 a.m.

### **Car Riders**

The school doors open at 7:15 a.m. each day. Car riders will enter the school campus from the lower entrance on Sandersville Road (closest to Spurr Road) marked "Cars Only" and line up in the lower, front parking lot. Cars arriving prior to all buses leaving campus (usually before 7:20 am) will be directed to continue along the side of the building toward the back parking lot and

unload on the side campus entrance. Once the final bus has left, cars will be directed to the front door or along the side of the school as needed. Please be flexible and use the drop off that will keep traffic flowing. School staff will unload multiple cars at once so make sure your child is ready to exit as they approach the building. Please wait until all the children are safely on the sidewalk and you have been waved on by a staff member to leave. **Please Note: You may not enter the school campus via the Green Valley Entrance during morning arrival.**

All school personnel assigned outside will leave their posts at 7:45 a.m. to begin inside the building. For safety, all students need to arrive before 7:45 a.m. while supervision is in place.

**Cars are not allowed to block the crosswalk. This designated area is for walker safety. All cars must follow the guidelines for drop off. This is a courtesy to everyone else who waits in the car line.**

### **Walkers**

Walkers are permitted to arrive on campus after 7:15. Walkers will need to cross the street at the crosswalk on Sandersville Road and remain on the sidewalk until entering the school. School staff will supervise walkers once they arrive on campus. There will be a city crossing guard placed at the crosswalk on Sandersville Road to assist with student safety.

### **Bike Riders**

Bike racks are provided for all schools. We do not discourage students from riding bikes to school, but please be aware of heavy traffic in the parking lot during arrival and dismissal times.

### **Morning Tardies**

**It is very important your child be seated in class by 7:45.** In the event your child is late getting to school you will need to park your vehicle and sign your child in the office. This is important for the safety of your child as well as documentation purposes.

## **AFTERNOON DISMISSAL**

### **Dismissal Tags**

All students will have a color-coded tag that corresponds with their dismissal arrangement. No student will be dismissed without having a current tag with the appropriate information. This tag must be visible on the backpack. **All students need to carry a backpack with a primary transportation tag each day.** Parents of car riders must wait in the car line during dismissal. Parents of walkers must wait at the designated spots to retrieve walkers. Please understand that parents will not be allowed in the building for dismissal. All car riders may have the same number as the previous year. You can pick up your number at our "Orientation Night."

If a change in transportation is needed, a note must be sent. **All transportation changes must be in writing, faxed, or scanned with a signature before 2:00 PM. No transportation changes will be honored by phone.** This is a safety precaution. If there is any question of where a student should be dismissed, the student will be kept at school until a parent or guardian is contacted. Please send transportation changes sparingly and early in the day. **Do not email teachers or write changes in planners.**



### **Bus Riders**

Bus riders will always be dismissed first due to the district bus schedule. Buses will begin loading students at 2:35 p.m. and exit the campus at 2:40 p.m.

### **Kindergarten Car Riders Without Siblings**

All kindergarten car riders without an older sibling will be given a car tag number. These students will be dismissed from the back campus near the cafeteria. Kindergarten parents will need to enter the campus from Green Valley and exit the same way. **This is for afternoon dismissal only.**

### **All Other Car Riders**

Returning car riders will be issued the same number as the previous year. Car tags must be displayed on the rear view mirror, daily. Only original tags from Sandersville should be displayed. Do not make your own tags. You will be given two tags at orientation or when your child begins at Sandersville. Kindergarten students from the previous year will be picked up from the front car line.

Those picking up car riders will enter the school campus from the northern entrance on Sandersville Road (closest to Spur Road) and line up beginning in the lower, front parking lot. We will begin loading cars immediately after buses exit the parking lot.

To avoid congestion, cars may only enter the parking lot from the lane closest to the school. Left turns from the opposite lane are not allowed. Also, families are only permitted to exit the lot by making a right turn.

**All car rider families need to be in line by 2:55.** We are unable to monitor students after that time. If there is an emergency that requires you to pick up your car rider after 3:00, you will need to park your car, bring in your car number or photo identification, and sign your child out in the office. Dismissal is a busy time and we want to ensure that unauthorized folks do not enter the building. All student checkouts must occur before 2:15 p.m. so the office remains distraction free at dismissal.

### **Walkers**

**Walkers are defined as those who actually leave the building and walk home. Do not wait on Sandersville Road or Bay Colony for walkers.** If this is the case, then your child is a car rider and not a walker. It ties up traffic and is discourteous to those who follow the procedures. Walkers will be dismissed between 2:40-2:45. They will be escorted by school staff to the crosswalk where a crossing guard will assist them safely across the street. Kindergarten parents may walk up to our bike rack and wait for their student. It is better if you can wait at the crosswalk as we have over 100 walkers, and we want to ensure their safety so as not to be allowed to go with unauthorized people.

### **Daycare Vans**

Daycare vans will enter the school parking lot using the upper entrance on Sandersville Road (the one closest to Masterson Station Drive) marked "Buses and Staff Only," continue along the side of the building toward the back parking lot and pick up students from the side entrance only. They will leave the campus using the Green Valley Drive exit in the rear of the building.

### **Shark Time After School Care**

Our “Shark Time” after school care program is fully licensed by the state of Kentucky and follows all state regulations and guidelines.

**Shark Time does not discriminate on the basis of gender, race, or students with disabilities, including those with medical needs.**

**Mission:** Shark Time provides a safe environment to reinforce academic learning, creates opportunities for children to discover their unique talents/abilities and nurtures socially appropriate behavior through daily interactions with peers.

Shark Time is only open on days school is in session. The hours of operation are 2:35-5:30 p.m.. Shark Time is not available in summer or any day which school is not in session including snow days. On days that schools have early release due to weather, the program will remain open, but will contact families to have students picked up early for their safety and the safety of the employees.

**Shark Time is available through an application process only and spots are limited.**

Students currently enrolled in Shark Time with no outstanding balances will have priority spots for the next academic year. Applications for Shark Time are available during the program hours 2:30-5:30 p.m. and Orientation night, prior to the beginning of school.

There is an application fee each year and a daily rate. You will receive this information when accepted to the program, but an average is \$30 application fee per child or \$40 for family. Rates are subject to change but are regulated for all after school programs that are operated by the school and district.

Shark Time offers homework help, library time, daily snack, physical play, game time and other activities throughout the course of the evening. Our enrollment is approximately 125 students. There will be a waiting list for each grade level and children will be called from the waiting list by grade level and by the date on their registration form.

For more information on Shark Time please call the front office at 859-381-4980.

## **Getting Involved at Sandersville**

### **Volunteers**

All parents/others wishing to volunteer at the school or for field trips must apply for volunteer approval through our central office. Kentucky state law requires a background check for all adult volunteers in public schools every four years. Human Resources in FCPS keeps a list of approved volunteers. There is no charge to the volunteer for this background check. To apply please complete the FCPS volunteer application located on the FCPS Website, <https://apps.fcps.net/volunteer/>. For questions, call (859) 381-4345.

## **PTA**

Take time to join our PTA. You may sign up to be a member of the PTA at orientation night or throughout the year. Parent membership and commitment to work on a volunteer committee is encouraged. Every school needs a strong PTA that supports the needs of the students and school. Sandersville has established a strong partnership between the school and the PTA. Several projects need to be completed this year meaning participation is key. The PTA has monthly to quarterly meetings that will be posted on our website and marquee.

## **Parent Conferences**

Parent conferences are required to be held at least twice yearly. Ideally, these conferences would be held in the fall and spring semesters. During the conference, student progress including strengths and areas of concern will be addressed. The conferences offer an opportunity to engage in supportive dialogue to address the needs of the student. By exchange of information, both the teacher and parent can work together to develop an action plan to address student achievement. Some questions to ask during the conference may include:

1. What is my child's reading level? How can I encourage his/her reading habits?
2. What is my child's performance level in writing? What things can I do at home to encourage my child to use the writing process to develop skills as a writer?
3. How is my child performing in math? What are some activities at home that will promote problem solving and application of math skills?
4. How does my child perform in special classes?
5. How does my child respond behaviorally and socially with others?

## **Chaperones on Field Trips**

In order to serve as a chaperone on a school-sponsored field trip (supervising your own child or a group of children), adults must follow the same procedures listed above for volunteers. An adult cannot attend a school-sponsored field trip unless he/she has completed a background check and is an approved volunteer. If a family member, parent, guardian, caregiver, etc. wants to attend a school-sponsored field trip, the same procedures listed above must be followed in order to become an approved volunteer.

## **School Based Decision Making Council**

The SBDM council consists of three teachers, two parents and the principal. Non-voting members of the council can include a classified employee and an SBDM secretary. SBDM guidelines are outlined by the Kentucky Department of Education. We encourage participation in the council as it functions as the legal arm of the school that helps to determine policies that govern the school's use of curriculum, space, professional development and budget needs. Parent elections for SBDM are run by the PTA. Elections are held each May. State law requires background checks for the parents serving as SBDM Council Members. These background checks are conducted free of charge for SBDM parents through the district Human Resource Office.



## Year at a Glance

AUGUST 2024				
M	T	W	TR	F
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5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28	29	30

SEPTEMBER 2024				
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23	24	25	26	27
30				

OCTOBER 2024				
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14	15	16	17	18
21	22	23	24	25
28	29	30	31	

NOVEMBER 2024				
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18	19	20	21	22
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DECEMBER 2024				
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30	31			

JANUARY 2025				
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20	21	22	23	24
27	28	29	30	31


FEBRUARY 2025				
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17	18	19	20	21
24	25	26	27	28


MARCH 2025				
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24	25	26	27	28
31				

APRIL 2025				
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21	22	23	24	25
28	29	30		

MAY 2025				
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26	27	28	29	30

JUNE 2025				
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2	3	4	5	6
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16	17	18	19	20
23	24	25	26	27
30				

 = Days where school is closed

 = First and last days of school