

Jefferson County Public Schools

# **SANDERS**

**E L E M E N T A R Y   S C H O O L**



## **Parent/Student Handbook 2023-24**

We choose success—every student, every day, whatever it takes!

## JCPS Important Telephone Numbers

Call Center . . . . .	313-4357
Transportation. . . . .	485-3470
Parent Assistance Center . . . . .	485-6250
Elementary Student Assignment . . . . .	485-3802
Early Childhood Questions. . . . .	485-3919
Family Resource and Youth Services Centers . . . . .	485-3703
Guidance/Counseling . . . . .	485-3255
Health Services. . . . .	485-3387
Optional, Magnet, and Advance Programs . . . . .	485-3323
Exceptional Child Education. . . . .	485-3215
Other Administrative Offices. . . . .	485-3011
Parent Teacher Association (15th District). . . . .	485-3535

## Bus Compounds

Use these numbers for transportation concerns and  
for assistance before and after school hours.

BB	Blankenbaker. . . . .	485-3162
BL	Blue Lick (Fairdale) . . . . .	485-3145
	Burks . . . . .	485-6690
DE	Detrick . . . . .	485-3169
HO	Hoke . . . . .	485-3147
JA	Jacob. . . . .	485-7660
JE	Jeffersontown . . . . .	485-3153
LE	Lees Lane . . . . .	485-7055
MO	Moore . . . . .	485-3163
NI	Nichols . . . . .	485-3057
R	Special Needs East. . . . .	485-6099
U	Special Needs West . . . . .	485-6088
WI	Wilhoit . . . . .	485-8595

# Welcome to Sanders Elementary

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The faculty and staff of Sanders Elementary are pleased to have you and your child as partners in our school community. A student is most successful when we all work together to ensure the success of the student. Our staff is committed to providing a safe, respectful, and responsible learning environment for all students. At Sanders, we feel that education and instructional experiences are a shared partnership between parents, students, and educational professionals. Please know that we value communication between home and school!

We are hopeful that this handbook will provide you with an overview of our practices and procedures at Sanders Elementary. We strive to maintain a positive and safe learning environment for **all** students. This handbook contains general information that can help you better understand the systems, policies, and procedures at Sanders. However, if you have additional questions not answered here, please call the office at **485-8322** for any clarification you need.

Thank you for taking the time to read, understand, and comply with the information contained within this handbook. Please review applicable policies with your child and again, **welcome to Sanders!**

Sincerely,

*Alison Dahlgren*

Principal



# THE **FOUR** **EXPECTATIONS OF OUR SCHOOL**

**1. Be SAFE.      3. Be RESPECTFUL.**



**2. Be KIND.      4. Be RESPONSIBLE.**



# Demonstrate Tiger PRIDE

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Sanders Elementary School  
students choose to:

## **P** practice responsible behavior.

- Follow instructions/directions.
- Do what they are supposed to do.
- Do it when they should.

## **R** eact with respect.

- Use appropriate voice levels and language.
- Show that they care about others.
- Show that they care about the property of others.

## **[Be]** Involved in learning.

- Attend.
- Listen.
- Participate.
- Focus.

## **D**emonstrate self-discipline.

- Stop, think, act.
- Make good choices.

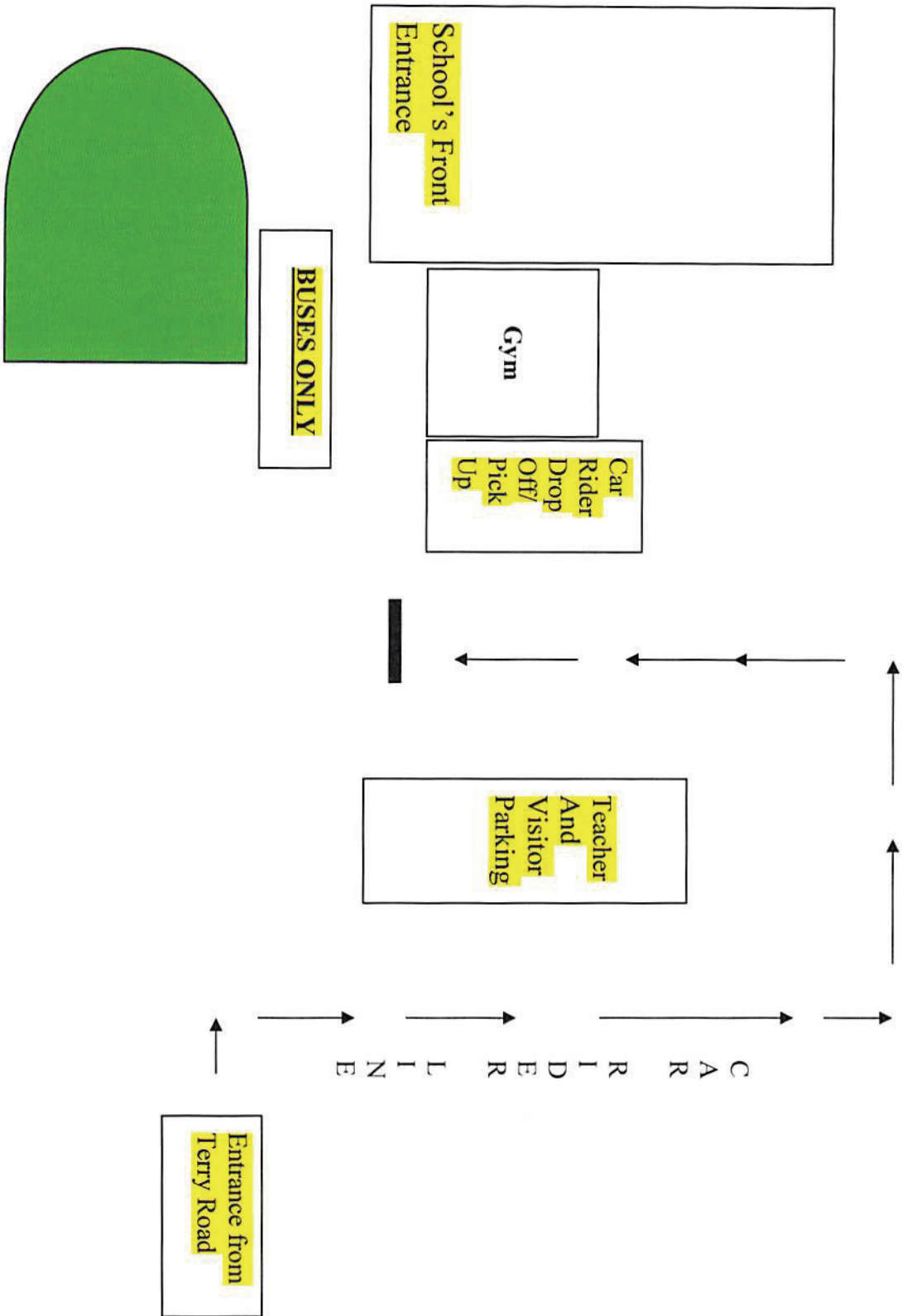
## **E**xhibit a positive attitude.

- Show an **"I know I can"** attitude.
- Do their personal best.



These guidelines outline our principles and values for success.

# Sanders Elementary School Car Rider Map



## Student Arrival and Dismissal Procedures

### Arrival

School hours are **Monday through Friday, from 8:10 a.m. to 2:50 p.m.** Car riders may be dropped off at the door of the gym at 7:30 a.m. The front circle drive must be kept clear for the morning and afternoon buses. Students may not be dropped off at the front door.

- 7:30 a.m. Doors are open for students.
- 7:30 a.m. Students eating breakfast go to the cafeteria. Students not eating breakfast remain seated in their assigned areas.
- 8 a.m. Students enter homerooms for the morning newscast.
- 8:07 a.m. Pledge of Allegiance and National Anthem begin.
- 8:10 a.m. Instruction begins.

### Dismissal

At 2:50 p.m., car riders are dismissed and proceed to the gym. A student will be dismissed to their parent's car when the driver displays the number that corresponds to the student's number. Students will not leave the gym to go to their parents' cars without the permission of the adult in charge. Parents should pick up students in that area between 2:50 and 3:05 p.m.

**Any parent who does not pick up their child by 3:05 p.m. needs to come into the front office to pick up the child and sign them out.**

- **A parent/guardian must contact the school in writing and/or by phone before 2:20 p.m. if there are any transportation changes. Changes will not be made after 2:20 p.m.**
- **Bus riders will be dismissed and escorted to their buses by teachers.**
- **Walkers and bike riders are released last and will be escorted out the back door (Exit 5)."**

No students will be dismissed through the front doors between 2:20 and 3 p.m.

### Attendance

If your child is sick, it is imperative that you call the school office to report their absence. Please notify the school office of any contagious disease so that proper precautionary measures can be taken. In addition, please send a note explaining the reason for the child's absence. These notes will be kept in a file as proof of an excused absence. If we do not hear from the parent/guardian, the attendance clerk will call their

home to find out why the child is not in school. Board policy dictates that unexcused and extended absences be reported to Pupil Personnel. In these cases, a social worker will contact the parent/guardian to find out more information about the absences.

### Tardiness

Students who arrive after 8:10 a.m. must be signed in by an adult in the office and get a tardy slip **before they will be admitted to class.**

### Illness and Accidents at School

You will be notified if your child has an illness or an accident at school. If a student is running a fever, is vomiting, or has an undiagnosed rash, someone must pick them up from school. Make sure we have an emergency phone number in the school office in the event you cannot be reached at home. Any medical questions or concerns can be directed to the school nurse.

### Bus Riders

Students are expected to display the same type of behavior on the bus that we expect in school. Behavior infractions are a safety issue and will not be tolerated. Behaviors that compromise the safety of other students will be referred to the parent and the school office. Students who continually misbehave on the bus may be suspended from the bus, and it will be the parent's responsibility to provide transportation to and from school.

### Cafeteria

Sanders Elementary operates a **Community Eligibility (CE) breakfast and lunch program.** There is no cost for breakfast and lunch to our students. Students may also buy extra items for 50 cents each. A menu is sent home each month.

### Are à la carte items also free?

Only one reimbursable school breakfast and lunch per student is free. Extra items and à la carte snacks will be sold at the published price.

### What if my child has a balance on their account?

Account balances may be used to purchase additional menu items and snacks. A refund may also be requested. Refunds and transfers are only made after receipt of a signed letter requesting such. Refund requests should be forwarded to Jefferson County Public Schools, School and Community Nutrition Services, 3001 Crittenden Drive, Louisville, KY 40209, Attention: Sharon.



Lunch is a time when students get to visit with friends and enjoy their meals. There are lunchroom expectations that the students must follow to create a safe and enjoyable environment. Students are expected to follow the posted lunchroom manners at all times. Classes will have assigned tables in the cafeteria. Students may talk quietly to nearby classmates. Students take their own trays and dispose of their trash. Staff members are on duty to assist students if needed.

**Soft drinks and fast food are not to be consumed in the lunchroom due to the guidelines of the National School Lunch Program.** We believe that students must eat healthy meals in order to learn their best. Students may bring sack lunches from home and purchase milk or juice from the cafeteria if they choose.

### Car Riders

Students will receive a car rider number on the first day of school. This number must be prominently displayed in the car in order for the student to be released to ride home. In order for the traffic pattern to run smoothly and quickly, please use these numbers throughout the year. Students are escorted outside by staff in groups of ten according to where their car is in line. A staff member will stop cars and send students to the cars. When those ten are safely in their cars, those cars will be signaled to leave. Cars will move up and be signaled to stop. Then, the next group of ten students will be signaled to go to their cars. During the first week of school, you will experience some delays as everyone becomes familiar with the system. Please be patient, and traffic will start moving faster. Please yield to buses as they are leaving, and be aware of pedestrians as they walk through the parking lot. **Our main goal is for everyone to leave school safely!** Car riders must be picked up no later than 3:05 p.m. Car riders will only be dismissed through the gym doors beginning at 2:50 p.m. No students will be dismissed through the front door between 2:20 and 3:05 p.m.

### Cell Phone Use

A student in the Jefferson County Public School (JCPS) District may not use/activate and/or display a personal telecommunication device on school property during the course of the instructional day. A *personal telecommunication device* is defined in KRS 158.165 and includes, but is not limited to, cellular telephones, pagers, walkie-talkies, electronic mail devices, MP3 players, iPods, and video gaming systems.

### Classroom Visitation

When allowable, classroom visitation is arranged through the school office. The teacher will schedule the best time for your visit. The teacher's first obligation is to their class; therefore, it is important that you avoid interrupting classroom instruction. You will need to complete a Classroom Visitation Request Form prior to the visit and have it approved by the principal and the teacher. The forms are available in the front office. Please see the School-Based Decision Making (SBDM) policy on classroom visitation.

### Communication

#### What is the best way to communicate with my child's teacher?

Your child is very important to us! We believe all students experience more success when parents, teachers, and school work together and communicate the social, emotional, and academic needs of the student. You may send a note with your child in the blue folder, write in the child's Agenda, send a message on Class DoJo, or send the teacher an email. If you are unable to use the above methods, the office staff will be happy to take a message for the teacher and have them return your call as soon as possible.

#### How will I find out about events in the school?

- JCPS Website: [www.jefferson.kyschools.us/](http://www.jefferson.kyschools.us/)
- Sanders Website: [schools.jefferson.kyschools.us/elementary/sanders/](http://schools.jefferson.kyschools.us/elementary/sanders/)
- *Home and School Connection*—Principal Newsletter
- Family Resource Center (FRC) Newsletter/Calendar
- Library Newsletter
- Teacher/Classroom Newsletter
- Facebook: [www.facebook.com/SandersElem/](https://www.facebook.com/SandersElem/)
- Twitter: @SandersElem
- Class DoJo

### Conferences

There will be two scheduled Parent-Teacher Conference Days. Parents are encouraged to schedule conferences with teachers by signing and returning forms that are sent home for conference days. However, teachers and parents may request conferences as needed. You may call the school secretary, who can arrange a time and date for a conference to be held or will ask the teacher to return your call. Parents may also send a note to the teacher.

## Discipline

At Sanders, we follow the JCPs *Student Support and Behavior Intervention Handbook*. Expectations for student behavior and students' rights are articulated in the handbook. Please know your responsibilities in terms of student discipline and management. We follow the progressive steps outlined in the behavior handbook.

## School-Based Decision Making

In order to provide students and parents with guidelines for appropriate dress, the Sanders SBDM Council has approved the following policy. This policy is intended to support efforts to provide a safe school environment for Sanders students and to ensure that the instructional process proceeds smoothly. The purpose of the policy is as follows:

- To ensure that students are dressed safely for school activities and to promote a safe, positive school culture
- To foster and enhance student self-image and the public image of the school

In general, students should not wear clothing or accessories that put the health and safety of that student and others at risk. Clothing will be clean and practical and not cause offense to others.

### Pants

No sagging and/or extremely tight-fitting pants. Inseam and waist should correspond to body measurements, and the bottom of the pants should not cover the shoe or drag the floor.

### Shorts/Skirts

Students will not wear shorts/skirts that are extremely short or in which the underwear is visible.

Girls who wear skirts or dresses should wear shorts underneath if they are going to be playing on climbing equipment and for physical education.

### Shirts

Students will wear shirts that cover the midribs and shoulders and conceal undergarments.

Students will not wear clothing that promote gangs, alcohol, tobacco, violence, or anything of a sexual nature.

## Shoes

In the interest of student safety, students should wear sturdy shoes in which the feet are completely enclosed. If sandals are worn, they should have straps on the heel. Heels will not exceed 1 1/2 inches. Students will not wear flip-flops or shoes with wheels.

## Jewelry/Accessories

If jewelry or accessories are worn, they cannot distract instruction. If they become a distraction, the students will be asked to remove the jewelry or accessory.

## Hats

No hats, hoods, or caps will be worn indoors.

## Makeup

Students will not wear or bring makeup to school.

## Consequences

**First occurrence:** Verbal warning and note to parent/guardian

**Second occurrence:** Parent notification on phone or in person

**Third occurrence:** Call parent and inform of continuing infractions. If parent cannot bring a change of clothing, the student will get clothes through the Family Resource Center (FRC).

**Fourth occurrence:** Referral to office

## Early Dismissal

Any student who leaves school early and is properly signed out, as required by state law, will be marked tardy, half day, or absent. Students must be signed out in the office. We will only release students to individuals listed on the enrollment form. If you plan to sign your child out early, this must be done prior to 2:20 p.m. No student will be dismissed between 2:20 and 3:05 p.m. **All individuals must present a form of identification.**

## Gum

**Chewing gum is not permitted in school or on the school bus. Please do not let your child come to school with gum.**

## Health Information

Parents should inform the teacher at the beginning of each school year if their child has a health problem that requires monitoring or special precautions during school.

If a student becomes ill at school, the teacher will send the student to the nurse's office. It is important that the school be able to contact a parent at all times. We must have a home telephone number and an emergency number on file. If the telephone numbers are changed or unlisted, **we must be notified immediately.**

According to state law, all students must have an up-to-date immunization or they will be excluded from school. The original Kentucky Immunization Certificate showing the expiration date must be attached to the student's health record.

Health screening programs are offered to all students. These include vision and hearing screenings.

Every child entering school must have a physical examination and an eye examination (performed by an optometrist or an ophthalmologist).

## Homework Policy

We believe that homework is an opportunity for students to practice skills learned in school. Therefore, homework will be assigned as an extension of learning. The SBDM Homework Policy can be found online on the Sanders website.

## Lost and Found

Lost and found clothing is placed in a large box in the gym. During Winter Break and at the end of the school year, the remaining clothing is donated to Disabled American Veterans (DAV) or some other charitable organization. **Please put your child's name on all of their clothing and belongings.**

## Medicine

In order for school personnel to administer any type of medicine to your child at school, we must have on file a signed and notarized affidavit giving us permission to do so. If you desire, our secretary or records clerk will notarize these papers free of charge. Medicine should be brought to the school office in its original container and must have the prescription label attached to it. Teachers are not allowed to administer any type of medication to students unless students are on a field trip and the teacher has been trained through the board process. Students are not allowed to keep any type of medication in their possession.

## Money

Students may bring money for lunch and purchases.

School personnel cannot be responsible for student money.

## Parent Teacher Association

Sanders Elementary has a Parent Teacher Association (PTA) associated with the 15th District, state, and national organizations. All parents are encouraged to join the PTA and become an active member of the Sanders community.

The cooperative effort of the staff and PTA provides many benefits for your child.

## Parent Portal

With Parent Portal, you can access your child's schedule, attendance, immunization records, standardized test results, and bus information. You can also email teachers, view assignments/grades (if your child's teacher uses the Parent Portal grade book), view report cards/transcripts (if your school publishes them), and read important school notices.

**Sign up today!** If you do not currently have a Parent Portal User Account, please send an email to [campus.portal@jefferson.kyschools.us](mailto:campus.portal@jefferson.kyschools.us) and provide your name, child's name(s), school, and contact phone number. Once your information is verified, you will receive an email with login instructions.

**Problems or questions?** Go to the following link for frequently asked questions, tutorials, videos, and instructions: [www.jefferson.kyschools.us/node/3354](http://www.jefferson.kyschools.us/node/3354).

## Report Cards

Report cards are sent home every nine weeks. See your parent calendar for these dates. Please sign and return your child's report card. If you have any questions or concerns, call the school and schedule a conference with the teacher.

## Reporting Child Abuse

State law requires that any person who suspects child abuse **must** report it. If neglect or abuse is suspected to be caused by a child's parent/guardian or other persons who have permanent or temporary care, custody, or responsibility for the supervision of the child, the principal or any other adult should immediately call the Child Abuse Hotline at **595-4550** and report the incident and the name, address, and other pertinent information that is requested.

Examples of abuse or neglect to be reported to Child Protective Services (CPS) include the following:

- Physical injury by other than accidental means
- Mental injury by other than accidental means
- Sexual abuse
- Willful abandonment or exploitation of a child
- If a child is not provided with adequate care, supervision, food, clothing, shelter, or medical care necessary for their well-being, it is every adult's responsibility to report this to JCPS.

### School-Based Decision Making Council

Our school will operate with an SBDM management system. Elected representatives from the staff and parents, together with the principal, will form the SBDM Council and meet monthly in an open forum to conduct business concerning the school program.

### School Nurse

#### What if my child is sick and unable to attend school?

Please call the office to let the school know why your child is absent (485-8322). Send a note and/or doctor's statement explaining the absence the day the student returns. Please understand that attendance is critical to your child's educational progress and that we are happy to help you with any concerns.

### Toys

Students should not bring toys to school unless specifically requested by the teacher. We use instructional time to the fullest benefit for your child.

### Transfer of Students

If your child has to transfer schools in the middle of the year, notify both schools in advance of the move, particularly the school your child is leaving. Give accurate information as to where and when you are going so that we can facilitate a records transfer. A report card and other transfer information will be sent with your child. All other records will be forwarded to the school upon request.

### Use of Telephone

Students will be allowed to use the telephone for situations identified as an emergency. If you call school to speak with the teacher, the office staff will notify the teacher to return your call during non-instructional time. Teachers will not be interrupted with phone calls during instructional time. If you have an emergency, let the office personnel know so that we can notify the teacher.

### Volunteers/Chaperones

House Bill 136 dictates that all adult volunteers must

have a School Volunteer Records Check Form on file. Please complete the volunteer application located in your folder, and return it to the office. Processing the application can take awhile so we ask for your patience in this matter.

The JCPS website is a wonderful resource for parents/guardians. We encourage you to visit the website at [www.jefferson.kyschools.us](http://www.jefferson.kyschools.us).

To visit Sanders' website, go to <http://schools.jefferson.kyschools.us/elementary/sanders>.

### STAR Center

FRC Coordinator.....Amy Medley



### Dear JCPS Parent,

To ensure a healthy learning environment, the members of the Jefferson County Board of Education voted unanimously on November 26 to approve a new tobacco-free policy for the entire Jefferson County Public School (JCPS) District.

For many years, JCPS has had a policy that prohibits smoking and other forms of tobacco use by students. They are not allowed to even carry or possess tobacco products on district property or at school functions.

The new policy, which went into effect on **Monday, July 1, 2013**, applies to everyone, including JCPS employees and parents. No one is allowed to smoke cigarettes or use any other tobacco products on JCPS property or in district vehicles. The policy is in effect 24 hours a day, 7 days a week.

This 100 percent tobacco-free policy ensures that students aren't exposed to secondhand smoke, a leading trigger of asthma attacks (and asthma is one of the top reasons students miss school). The policy also supports health lessons taught in JCPS classrooms, and it prepares students for workplaces with tobacco-free policies.

In addition, a comprehensive policy may help reduce the number of teens who smoke outside of school. Schools that have a tobacco-free policy have 40 percent fewer youth smokers than those that don't. The new JCPS policy may even reduce the number of Louisvillians who smoke in the future. Research shows that 90 percent of people who stay away from cigarettes before they turn 18 will not start smoking later in life.

The new policy also ensures that all adults model a tobacco-free lifestyle on JCPS property. When students see adults smoking, they think it's okay for them to smoke too—no matter how often we tell them it's dangerous. The Kentucky Department for Public Health points out that "we cannot send mixed signals [by allowing adults to smoke] in our learning environments. In order to be effective, there must be no exceptions."

## NOTES

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# School Calendar

## 2023-24

### First and Last Days for Students

8/9, 5/24



### First and Last Days for Teachers

(No school for students) ..... 8/7, 5/28



### No School for Students

- Labor Day ..... 9/4
- Fall Break ..... 10/4-10/6
- Thanksgiving Break ..... 11/22-11/24
- Winter Break ..... 12/25-1/5
- New Year's Day ..... 1/1
- Martin Luther King Jr. Day ..... 1/15
- Spring Break ..... 4/1-4/5
- Oaks Day ..... 5/3
- Election Days ..... 11/7, 5/21
- Memorial Day ..... 5/27

Non-Flex In-Service  
8/8, 1/8



Professional-Development Flex Days  
10/3, 4/8



Professional-Development Gold Days  
11/6, 2/20



Family Teacher Conferences  
(No school for students)  
10/2, 2/19



### Make-Up Days for Students

5/28, 5/29, 5/30, 5/31, 6/3, 6/4, 6/5,  
6/6, 6/7, 6/10



### JULY

MON	TUE	WED	THU	FRI
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28
31				

### AUGUST

MON	TUE	WED	THU	FRI
	1	2	3	4
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28	29	30	31	

### SEPTEMBER

MON	TUE	WED	THU	FRI
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29

### OCTOBER

MON	TUE	WED	THU	FRI
2	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27
30	31			

### NOVEMBER

MON	TUE	WED	THU	FRI
		1	2	3
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28	29	30	

### DECEMBER

MON	TUE	WED	THU	FRI
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29

### JANUARY

MON	TUE	WED	THU	FRI
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29	30	31		

### FEBRUARY

MON	TUE	WED	THU	FRI
			1	2
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28	29	

### MARCH

MON	TUE	WED	THU	FRI
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29

### APRIL

MON	TUE	WED	THU	FRI
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29	30			

### MAY

MON	TUE	WED	THU	FRI
		1	2	3
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28	29	30	31

### JUNE

MON	TUE	WED	THU	FRI
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28

Inclement weather will alter the school calendar. For information about weather-related delays or closings, follow local media or check for announcements on the district's website, Twitter account, and Facebook page. Updated calendar information will be posted on the district's website and on the JCPS Google calendar, which is accessible on your mobile device.

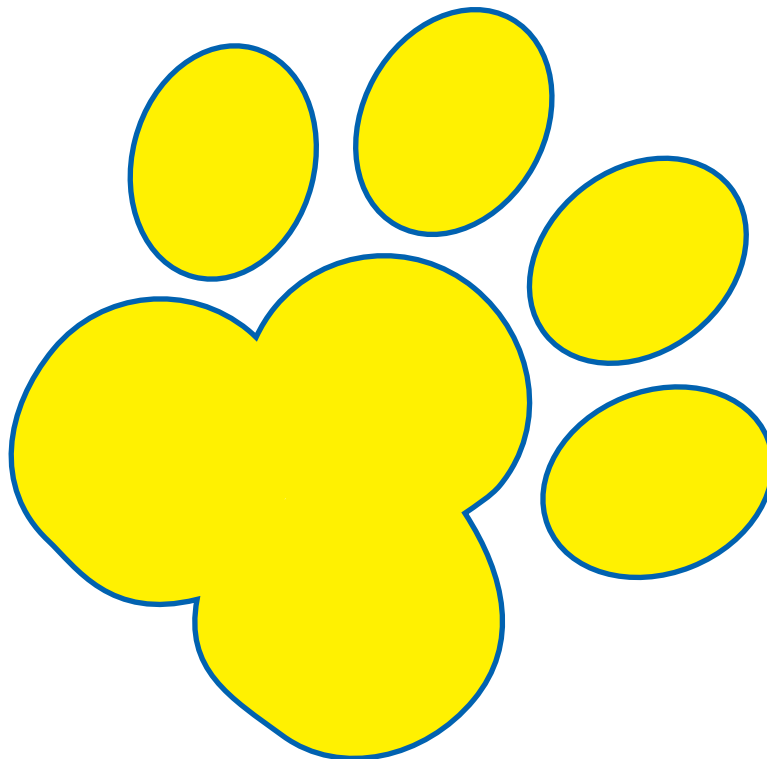
[www.jefferson.kyschools.us](http://www.jefferson.kyschools.us)

JCPSKY

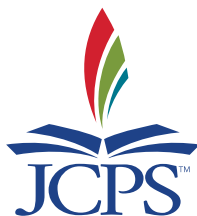


@JCPSKY





Alison Dahlgren, Principal  
Carey Miller, Assistant Principal  
Christi Luther, Counselor  
Amy Medley, Family Resource Coordinator



[www.jefferson.kyschools.us](http://www.jefferson.kyschools.us)  
Equal Opportunity/Affirmative Action Employer Offering Equal Educational Opportunities