

SANDERS ELEMENTARY

SCHOOL HANDBOOK

2018-2019

Laura Fiedler
Principal

L'Nekeishia Hurst
PTA President

1550 Anderson Mill Road
Austell, GA 30106
770-819-2568

This Agenda is provided to your child by Sanders Elementary School.

This agenda belongs to:

Name _____

Address _____

Phone _____ Cell Phone _____

Email _____

SANDERS ELEMENTARY SCHOOL HANDBOOK 2018-2019

GREETINGS FROM THE PRINCIPAL

It is with great pleasure that I take this opportunity to welcome you to Sanders Elementary School! I am very excited for the 2018-2019 school year! My goal is for parents, teachers, students and community members to work together to continue the amazing success at Sanders.

This handbook has been developed to help students and parents learn as much as possible about school policies and procedures and the services we offer. It is a quick reference guide you will find extremely useful as questions arise throughout the school year. I encourage you to read this with your children and to be as involved as possible in your child's education.

Whether you are joining us as a new family or have been with us for a number of years, we want you and your children to be active in our many opportunities for learning and volunteering. Our doors are always open as we welcome you to support our students and staff at Sanders! Sanders' mission is One Team, One Goal, Sanders' Success! I invite you to join us in working together as a TEAM for the success of our students.

I look forward to this school year with great excitement and hope all of our students will have a rewarding and successful year.

Once again, welcome!

At Sanders we will be " Reaching for the Stars" as a Sanders Superstar!

Laura Fiedler
Principal

Telephone Directory

Main Phone #.....770-819-2568
Press "0" for the Office

Fax #.....770-819-2570

Sanders Website

www.cobbk12.org/schools/sanders/

Administrative Team

Laura Fiedler.....Principal
Tresa Snow.....Assistant Principal
Abbey Allee.....SLI
Crysta Caruthers.....SSA (Special Education Support Administrator)

Office Staff

TBA.....Clerk
Margie Long.....Bookkeeper
Susan Morgan.....Secretary
Cynthia Stinchcomb.....Clerk

What matters at Sanders...

Cobb County Motto: "One Team, One Goal: Student Success"

Vision: Working together to empower students to become successful lifelong learners.

Mission: One Team, One Goal, Sanders Success

Positive Behavior Intervention & Supports (PBIS)

I pledge to be a Sanders Superstar by being safe, trustworthy, accountable, and respectful even when no one is looking.

School Council Members 2017 - 2018

James Collins.....Chairman
Rodney Long.....Vice-Chairman
Laura Fiedler.....Staff-Principal
Antonio Borin.....Staff
Keven Lynch.....Staff
Marquita Jackson.....Staff
Frances Jarrett.....Parent
Lin Harrison.....Community Member

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For additional information, please see the Sanders school website under School Council.
http://www.cobbk12.org/schools/sanders/school_council.aspx

PTA Officers

L'Nekeishia Hurst.....Co-President
 James Collins.....Co-Vice President
 Vester Murphy.....Co-Vice President
 Pamela O'Mahony.....Secretary
 Centeria Stephens.....Treasurer

General Sanders Elementary PTA email:
SandersElementaryPTA@gmail.com

For Additional information, please see the Sanders Elementary school website.
<http://www.cobbk12.org/schools/sanders/pta.aspx>

PTA Objectives

*Collaboration
 Commitment
 Accountability
 Respect
 Inclusivity*

COBB COUNTY CALENDAR 2017-2018

August

1st First Day of School
 29th Early Release @ 12:30

September

3rd No School (Labor Day)
 24th – 28th Fall Break

October

11th Early Release @ 12:30
 15th – 19th Conference Week (Early Release)

November

6th No School – Student Holiday
 19th – 23rd No School (Thanksgiving Holiday)

December

24th – 31st No School (Winter Holiday)

January

1st – 2nd No School (Winter Holiday)
 3rd – 4th No School (Student Holidays)
 15th No School (Martin Luther King, Jr. Holiday)

February

18th – 22nd No School (Winter Break)

March

April

1st – 5th No School (Spring Break)

May

21st Early Release
 22nd Last Day of School/Early Release

POLICIES AND PROCEDURES

ATTENDANCE

Arrival

The school day begins at 7:50 AM. School staff responsibility for students begins at 7:15 AM. Children cannot be left unattended before 7:15.

Dismissal

The school day ends at 2:10 PM. Students will be dismissed in the following order:

1. **Car Riders-Students will be dismissed from the gym at the back of the building.** This area can be accessed through the driveway at the west end (near the Alta Mills Apartments) of the building. **Traffic is one-way in the driveway.** Cars should enter at the west end of the building and follow the driveway around to exit near the bus lot.
2. **Bus Riders**
3. **Day Care/Walkers**
4. **After School Program:** *If your child is not picked up by 2:45 PM from car dismissal, he/she will be sent to the After School Program at a cost of \$7.00 per day.*

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Tardiness

Students arriving at school **after 7:50 AM are officially tardy**. Parents/guardians must accompany the child to the office to sign them in as tardy. If a habit of tardiness develops, school personnel will work with parents to help plan a solution to change the habit.

Early Check Out

A student must attend at least one-half of the school day to be counted present. If a student is being checked out before the school day officially ends, a parent/guardian must go to the office and sign the student out **BEFORE 1:45 PM. DO NOT GO TO THE CLASSROOM OR PLAYGROUND TO GET YOUR CHILD**. Teachers have been instructed not to release students from the classroom to anyone.

In order to make transportation changes during the school day, you must either come by or fax a letter of request by 1:45 PM to (770) 819-2570. We will only take verbal changes if the student is going to attend ASP. This is to ensure the safety of your child.

Absences

When a child returns to school after an absence, a note from the parent/guardian is required within 3 business days to document the date(s) and reason(s) for the absence. Excused absences are allowed for personal or serious illness, death in the family, and special recognized religious holidays of the student's faith. This procedure is established by Georgia State Law. If a student will be out for an extended period of time or acquires a contagious disease, please notify the school. Cobb County has an established policy for students with excessive unexcused absences. This policy will be initiated on the 5th unexcused absence.

Make-Up Work when Absent

If a student is out of school for only one day, he/she may make up the work the next day at school. If a student is absent more than one day, parents must contact the office or teacher to request make up work.

Withdrawals

The office and classroom teacher should be notified at least one day in advance when a student is going to move. A transfer/withdrawal form will be completed to take to the new school for enrollment at that school. We **DO NOT** release student cumulative records to parents. The new school will have to request the records or a parent may fill out a form to have the records mailed to the new school.

Early Release Days

Cobb County allows students to be dismissed early during conference week. On these days, dismissal will begin at 12:30 PM. Please see the calendar for early release days. Cobb County also has Early Release days scheduled for the 2018-2019 school year.

EMERGENCY PROCEDURES

School Closings-Inclement Weather

When the Cobb County School System is going to be closed because of inclement weather, the decision for closing schools is usually announced on the radio and television stations by 6:00 AM. If a decision to close schools occurs during the day, the statement will be given to the media. We will then follow parent's written information and our local school plans for such early dismissal situations. It is **VERY important** that you complete the inclement weather form. Please discuss with your child what you expect to do if school is closed during the day. Parents **WILL NOT** be called.

TRANSPORTATION

Buses

Bus transportation is provided for all students. Routes and schedules are available in the school office. The bus port is reserved for buses and school use so parents are asked not to use this area at any time.

Students may ride other buses if a note is provided by a parent/guardian with the bus # and the person they are going home with listed in the letter. A contact telephone number must be provided.

When students 8 and under are dropped off, a parent or guardian must be visible. If not, the student will be returned to school and the parent will be responsible for picking the child up from school.

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Bus drivers have a tremendous responsibility in transporting our children every day and need our cooperation. Parents have jurisdiction at bus stops, not the school. When riding a school bus, we ask that **students**:

- ✓ Be respectful of the driver and passengers.
- ✓ Remain seated.
- ✓ Use polite language in a quiet voice.
- ✓ Keep hands, arms and objects inside the bus.
- ✓ Do not litter. Keep the bus clean.
- ✓ No eating or drinking on the bus.

County bus transportation is a privilege that may be withdrawn for inappropriate behavior.

Parent-Provided Transportation

Parents who transport their children to and/or from Sanders are to use the one-way traffic driveway in the front of the school. **DO NOT LEAVE YOUR CAR UNATTENDED IN THE DRIVEWAY NEXT TO THE CURB OR IN THE PARKING LOT BEHIND OTHER CARS.** If you must get out, park in a designated parking space. Handicapped spaces are to be used only by drivers legally permitted to do so and *are not* to be used for dropping off children. Drive safely and follow these procedures:

1. Stay in a single-file line next to the sidewalk.
2. Keep children in the car until you stop next to the curb. Adult staff members are on duty to assist.
3. Have children leave or enter your car only on the right side next to the curb. **DO NOT** allow students to exit or enter your vehicle into the driveway unless an adult is present.
4. Stay in line. Do not drive around other vehicles. Cars should leave the driveway in a single-file order. Patience can prevent accidents and keep our children safe.

Thank you for keeping our children safe as they arrive and leave Sanders.

INSTRUCTIONAL PROGRAM

Sanders endorses an instructional plan that strives to offer each student the optimum opportunity to develop academically, socially, emotionally, and physically. Staff, students, and parents will work together in an educational environment characterized by competence,

confidence, understanding, respect, and mutual trust.

Georgia Standards of Excellence

The GA standards of Excellence have been created for all courses. The GSE is fully implemented in Cobb County.

<https://www.georgiastandards.org/Georgia-Standards/Pages/default.aspx>

Subject Areas

Our instructional program consists of:

Readers Workshop	Writers Workshop
Math Workshop	Phonics/Grammar
Small Group Instruction	Reading/Math
Content Areas (Social Studies and Science)	

Specials/Connections

In addition to the Subject Areas, students participate each day in one of the following scheduled enrichment opportunities offered at Sanders:

Science Lab	Computer	Art
Physical Education	Music	

Physical Education

PE instruction is required by Georgia law and is mandatory except for health reasons. A written note from a physician or parent explaining the nature of the illness or injury should be presented to the PE teacher. The note should specifically state the length of restricted time before normal participation can be resumed.

Everyday school dress is acceptable for participation in PE activities. Flat rubber-soled shoes are required and are strictly enforced for safety reasons and the prevention of possible injury.

Progress Reports

At the mid-point (4 ½ weeks) of each quarter, each student will receive a progress report to updated parents on their child's academic and behavioral progress.

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Report Cards

Effective communication with parents regarding their child's progress in school is essential in fostering a successful home-school partnership. Academic progress as well as social development is communicated in a quarterly report card.

Grades K-3 uses a standard based grading system. Grades will be reported using the following system:

+3	Exceeds Standards
3	Meets Standards
2	Progressing toward Meeting Standards
1	Limited Progress or Does Not Meet Standards

Grades 4 and 5 use a letter based grading system. Grades will be reported using the following system:

A	90-100
B	80-89
C	74-79
D	70-73
F	69 and below

Parent-Teacher Conferences

Communication is an essential part of our educational program. It is very important for parents to keep in close contact with their child's teacher. A Parent-Teacher conference week occurs once during the year to review a child's academic progress and personal and social growth. During the week, the school will follow the Early Release procedures. To schedule conferences at other times, parents and teachers may contact one another to request a convenient time.

Please respect every child's learning time by not going to the classroom to engage the teacher in conversation about your child. The teacher must be attending to and instructing all of the students in his or her class.

Standardized Testing- EOG, IOWA, COGAT, ACCESS

The overall-program for standardized testing is designed and planned by a system-wide committee of educators. The information provided through the testing program is used to: 1) identify strengths and weaknesses in student achievement, 2) support the planning of instructional programs, 3) serve as a basis for decision making regarding placement of students,

4) determine the overall achievement of Cobb county students compared to other counties and states, and 5) determine the effectiveness of the educational program for Cobb County schools. A schedule for tests and dates per grade levels is published on the Cobb County website. (www.cobbk12.org) (SEE TESTING CALENDARS)

ALP (Advanced Learning Program)

Cobb County provides services for identified gifted students. The gifted program is designed to meet the very specific needs of these students and extend in the areas of cognition, research, communication and learning. Cobb's gifted program is part of the School Improvement Division and is funded by the state of Georgia. The procedures for identifying and placing students in the gifted program are governed by the Georgia Department of Education. For further information, contact the gifted education specialist at Sanders.

Special Education Program

Services are provided for students with special learning needs who qualify for the program. They include Interrelated Resource for students diagnosed with learning disabilities or behavior disorders, Speech/Language, Self-Contained Learning Disabilities, Mildly Intellectually Disabled and Itinerant Services such as physical therapy, occupational therapy, adapted PE, and orthopedic impairments. For further information, contact the Educational Program Specialist for Sanders.

Media Center

The Media Center is operated during school hours as an "open media center". Students can come individually, in small groups, or as a whole class to check out books, work on reports, complete research, to hear stories, or to participate in lessons to develop media skills. A student must have their teacher's permission to go to the media center.

Students are expected to responsibly care for books and Media Center materials that are checked out to them. In case of loss or damage, students and their parents will be charged and are expected to pay the replacement or damage cost. If a lost book is found, money paid will be refunded.

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SUPPORT SYSTEMS

Counselors

The counselor's role is to develop students' self-understanding, self-esteem, and awareness of potential. Our counselors conduct individual, group, and classroom guidance activities focused on helping students know, understand and accept themselves to become responsible for their own choices and actions.

RTI (Response to Intervention)

The Response to Intervention (RTI) Team provides support for children experiencing academic or behavioral difficulties in the classroom. The process functions by developing strategies (adjustments in instruction) that will increase the child's success. Should strategies prove ineffective over time, further action is taken to clarify the child's needs through screening tests, observations and evaluations. The team consists of the School Psychologist, Principal, Counselor, the Classroom teacher making the referral, other teachers, and/or parents. Our ultimate goal in the use of strategies is to help children function within the regular classroom among their peers.

AFTER SCHOOL PROGRAM

An After School Program is available for students from 2:30 PM until 6:00 PM on days school is in session. Registration for the program is available through the office any time during the school year, and must be completed BEFORE a child can attend.

The cost per day is \$7.00 after an initial \$10 registration fee has been paid. ASP is a pre-pay program. Payments must be made BEFORE a child can attend. A snack, homework, art activities, playtime/games, and enrichment activities are part of the program.

To contact the ASP desk during program hours, please call (770) 819-2568 ext. 242.

FOOD SERVICE

Our school food service program is an established part of the school day. Its purpose is to provide a nutritionally balanced breakfast and lunch to all children at a reasonable rate.

All meals served are planned to meet 1/3 of a student's food needs each day. The school's lunch menu is published monthly. *If a child has a food allergy, parents may discuss their needs with the Food Service Manager.*

Meal Prices for the 2018-2019 school year are:

Elementary Student Lunch:	\$2.35
Elementary Student Breakfast:	\$1.50
Reduced Price Lunch:	\$0.40
Reduced Price Breakfast:	\$0.30
Adult Lunch:	\$3.50
Adult Breakfast:	\$2.00
Guest Lunch	\$3.75

For additional information on the change in lunch prices, please go to the Cobb County website.

Payments

Meals may be purchased daily, weekly, monthly, quarterly, or yearly. As a student purchases meals, the amount is debited from the payment balance. A note is sent to parents when additional payment is needed.

Free and Reduced Lunch

Parents unable to pay for all or part of their child/children's lunch(es) should fill out an application for FREE OR REDUCED PRICE LUNCH. Applications are to be returned to the Food Service Manager.

Home Lunches

We ask that students who bring lunch from home also meet the same lunch requirements as a school-prepared lunch. No candy, carbonated beverages, or food from fast food restaurants. Glass bottles ARE NOT permitted.

Cafeteria Behavior Expectations

In order for meal time to be a comfortable and enjoyable experience, it is necessary that all students to conduct themselves in an acceptable manner. While in the lunchroom, students are under the supervision of adult lunchroom monitors employed by the Cobb County School system. Parents are welcome *at any time* to have lunch with their child.

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GENERAL SCHOOL GUIDELINES

Clinic and Medication

The school clinic is staffed by a nurse from 8:10 AM to 2:45 PM each day. Children who become ill or injured at school are given health care in the clinic. Minor injuries are treated. Parents are contacted when the injury or illness is of a more serious nature so that they may pick up their child.

Whenever it is necessary for your child to receive medication at school, the guidelines below **MUST BE FOLLOWED**:

- Medication must be in the original labeled container. Pharmacists may provide two labeled bottles for this purpose. Medications sent in baggies or unlabeled containers **WILL NOT** be given. If your child takes daily medication, please send an extra bottle to be used for field trips and ASP.
- Written permission of the parent/guardian is required for the administration of all medications.
- The parent/guardian must inform the school of any medication changes. New medications or new doses **WILL NOT** be given unless a new form is completed.
- Medications must be brought to the office/clinic by the parent.
- Unused medication will be disposed of unless picked up within one week after the medication is discontinued. If medication is given throughout the school year, it will be disposed of according to the medication regulations.

Field Trips

Field trips are an extension of the classroom curriculum. A student must have written permission from the parent/guardian to participate. Prior to a field trip, the teacher will send home information about the trip. The cost of transportation and admission must be paid by the school. A donation is requested from each student to cover the cost. No individual student will be excluded from a field trip for financial reasons. At the same time, **if sufficient funds are not collected, a trip will be cancelled.**

Volunteers on field trips are important. We appreciate your willingness to help out but ask that

you not bring along another child or anything that would distract you from your chaperone responsibilities. Chaperones are asked to honor all Cobb County and school policies and procedures. Parents are welcome to accompany their child in a non-chaperoning capacity as long as space and finances are available.

Lost and Found

Please write in permanent ink or sew your child's name into coats, jackets, sweaters, and book bags so that they can be returned when misplaced. Check the lost and found located behind the stage in the cafeteria to look for missing items. Clothing that is left at each break (Winter, Spring, Summer) will be donated to a charitable organization.

Messages for Students and Staff

Please make necessary arrangements with your children regarding after-school activities prior to their coming to school. Phone calls and messages to students (unless for an emergency) tie up valuable office time and interrupt your child's instructional program.

If students forget to bring an item, they may call to ask the parent to bring the item to school. Please bring the item to the office and we will deliver it to the student or have the student come to the office to pick it up.

If you need to leave a message for a teacher, the office will send you to the teacher's voicemail. Teachers are asked to check their voicemail and emails for messages before school, on their planning time, and after school. Instructional time **IS NOT** interrupted unless a clear emergency is evident.

Payments

Teachers **ARE NOT** allowed to collect any money that students bring to school. There are black boxes located throughout the building where students can turn in their money. Envelopes provided by the school are for the following reasons:

- Lunch money (*on-line payments available*)
- White: school purchases
- Brown: ASP (*on-line payments available*)

Refunds **ARE NOT** distributed so please ensure that you are sending in the exact amount of money if cash is used.

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Parents who have a returned check during the school year because of insufficient funds MUST pay all future transactions in cash.

Snacks

A nutritious, healthy snack is allowed during the day. Students can also bring water as long as it is in a safe, non-breakable container. Guidelines and procedures for snacks are established by the classroom teacher.

Birthday treats for students may be dropped off in the office. Teachers will distribute treats at lunch or snack time.

Visitors

We encourage parents to visit and participate in their child's learning at Sanders. *Visitors should notify the school 24 hours in advance of the visit.* The day of the visit, parents should report to the office, sign in and get a Visitor's badge to wear while in the building. When observing in a classroom, visitors must obtain permission from an administrator prior to the observation. Small children cannot accompany you during a classroom observation. *Classroom visits are limited to one (1) hour.* This policy serves three purposes:

1. If a parent is helping in a classroom, we need to know where that parent can be contacted.
2. Our children need to be assured that persons do not come to the classroom and deprive students of instructional time by engaging in conversations when the teacher is to be attending to students.
3. We must protect our students from strangers of questionable intent who have no reason to be in the building.
4. After the second week of school, parents may not accompany children to classrooms.

COMMUNICATION PLAN

I. Purpose

The purpose of this plan is to define the expectations and procedures for communication between the staff, parents, and students of Sanders Elementary School.

We thank you for understanding how important this policy is for the safety and learning of ALL students.

Volunteers

Volunteers are an integral part of Sanders. Volunteers give of their time, interests, talents, and knowledge to enrich our school as a learning community. Parents and other community residents are welcome to support their school through:

- ❖ serving on committees
- ❖ tutoring
- ❖ assisting in the classrooms
- ❖ reading stories
- ❖ chaperoning on field trips
- ❖ servings as a resource person
- ❖ making teaching materials
- ❖ assisting in the Media Center

Anyone interested in volunteering should contact the office. For the safety of all of the students, *all volunteers may be expected to submit to a Criminal Background Check* and maintain confidentiality in respect to each child. Any concerns a volunteer may have are to be communicated with a school administrator.

Uniform Standard of Dress

The Sanders School Uniform is as follows (MANDATORY)

- SHIRT: White, Yellow, or Navy Polo style
- PANTS: Khaki, Navy, or Black
- SKIRTS: Khaki, Navy, or Black
- SHOES: Comfortable shoes of the student's choice

II. School-Wide Communication

A monthly calendar with school-wide activities will be distributed prior to the beginning of each month. The calendar will remain in the take-home folder to serve as a reminder of upcoming events. Additional efforts will be taken to send out reminders for events through e-mail blasts, Facebook, Twitter, dial-out calls, marquee messages, building signage, and/or the Sanders Elementary School website.

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III. Classroom Communication and Behavior

Progress

At the beginning of the school year, each teacher will provide both administration and their parents with their classroom plan for ongoing communication and their behavior and academic management system. Each classroom will post their management system in their classroom.

Teachers will use the agenda or weekly folders to keep parents informed about their child's behavior in class. Excessive discipline issues will be monitored and communicated in a timely manner.

IV. Curriculum Pacing and Academic Progress

At the beginning of each month, each grade level will inform parents about what standards/skills will be covered during the month. An explanation of teaching strategies will be provided. Students and parents will be notified in a timely manner of upcoming local, county, state or national assessments. Parents will receive updated academic progress for their child:

- At the mid-point (4 ½ week Progress Report) and end (Report Card) of each grading period
- Whenever a standard has been covered and a student is not meeting standards (1 or D/F)
- At additional parent/teacher/staff request

V. Meetings/Conferences

Teachers will meet with every parent for one county required fall Teacher-Parent conference. When appropriate, students will be invited to attend and participate during their conference. Teachers and parents will be available for additional conferences on an as needed basis.

VI. Teacher Responsibilities

- Send school information and class work home weekly in the student take-home folders.
- Communicate with students and parents academic and behavior concerns on a regular/on-going basis.
- Class DOJO Communication tool

- Clearly communicate the dates for upcoming assessments and results of the assessments after scores are received.
- Respond to parent concerns through phone calls, notes, or emails within 2 business days
- Provide students and parents information of additional school resources that are available to them.

VII. Parent Responsibilities

- Return agendas signed based on each teacher's requirements (daily or weekly).
- Sign and return progress reports and report cards within 2 business days.
- Update teacher and school with current contact information if and when changes are made.
- Address all concerns directly with the teacher or staff member. If your concern is not resolved, an administrator will be called in to provide a resolution to the concern within 3 business days.

VIII. Student Responsibilities

- Take agenda home daily and return the agenda to school the following day.
- Take all important documents home and return signed if needed.
- Provide honest feedback about their academic and behavior progress between school and home.