

# James B. Sanderlin

## IB World School

PYP Student Handbook  
2023-2024

James B. Sanderlin IB World School is committed to teaching and learning with the brain and heart in mind. Our diverse community of active, lifelong learners will use an inquiry approach through our challenging programmes to become successful internationally minded citizens.



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## Letter from Administration



## James B. Sanderlin K-8 IB World School

2350 22nd Avenue So.  
St. Petersburg, FL 33712

727-552-1700  
[www.pcsb.org/sanderlinib](http://www.pcsb.org/sanderlinib)

**Carrie Armstrong**  
Principal

**Megan Becker**  
Assistant Principal

**Jillian Black**  
Assistant Principal

**Cassandra Holt**  
Secretary/Bookkeeper

**Kristen Herman**  
PYP Magnet Coordinator

**Gina Villano**  
MYP Magnet Coordinator

**Leland McCullagh**  
PYP School Counselor

**Jonathan Blair**  
MYP School Counselor

Dear Parent/Guardian:

The expectation at James B. Sanderlin K-8 IB World Magnet School is that all students will strive to be internationally-minded citizens by maintaining high academic, attendance, and behavioral standards. Parental commitment and support is mandatory to this success. Our faculty and staff are also dedicated to assisting students in their development as global citizens and magnet students.

In our districtwide IB magnet school, children are expected to:

1. Attend school promptly and regularly with limited absences and tardies; all absences require a written explanation by the parent/guardian.
2. Arrive at school dressed appropriately and in compliance with our school's dress code.
3. Develop and exhibit positive behaviors that promote the best possible learning environment for all students.
4. Maintain active participation in IB magnet activities and adequate academic progress.
5. Treat self, teachers, and school community with respect by being an IB student who demonstrates the ten IB learner profile attributes.
6. Comply with all school and classroom expectations and the Pinellas County Code of Conduct.
7. Recognize and understand that four office referrals will result in a referral to the Intervention Committee.

As the 2023-2024 school year begins, we want to make sure that all parents and students are made fully aware of the magnet school expectations. ***Please review the magnet agreement with your child. We ask that all students and parents sign and adhere to this agreement, a requirement for participating in this magnet school.*** Your signature indicates an understanding of support and a willingness to comply with this Commitment Agreement to maintain the highest standards of excellence.

The above standards of excellence will ensure a quality magnet program and support of our vision and mission as an authorized International Baccalaureate (IB) World School.

Sincerely,

*Carrie Cormier*

Carrie Cormier  
Principal

*Megan Becker*

Megan Becker  
Assistant Principal

*Jillian Black*

Jillian Black  
Assistant Principal

# Magnet Agreement

PINELLAS COUNTY SCHOOLS  
DISTRICT APPLICATION PROGRAM  
PARENT/STUDENT COMMITMENT AGREEMENT

Student's Name: \_\_\_\_\_ Grade: \_\_\_\_\_

James B. Sanderlin K-8 International Baccalaureate World School

Application Program Name: \_\_\_\_\_

As the parent/guardian of a student in this magnet program, I agree to:

Date: \_\_\_\_\_

- Ensure that my child attends school consistently and on time
- Provide a home environment that encourages my child to learn
- Oversee completion of school assignments
- Talk to my child about his/her school activities on a regular basis
- Encourage my child to read and learn at home
- Prioritize volunteering at my child's school
- Show respect and support for my child, the teaches, and the school
- Assist the school in developing positive behaviors in students
- Support participation in magnet activities
- Communicate with my child's teacher(s), which may include signing my child's agenda book
- Support the activities of the PTA and volunteer programs
- Support all school policies and procedures

Comments: \_\_\_\_\_

Signature: \_\_\_\_\_ Signature: \_\_\_\_\_

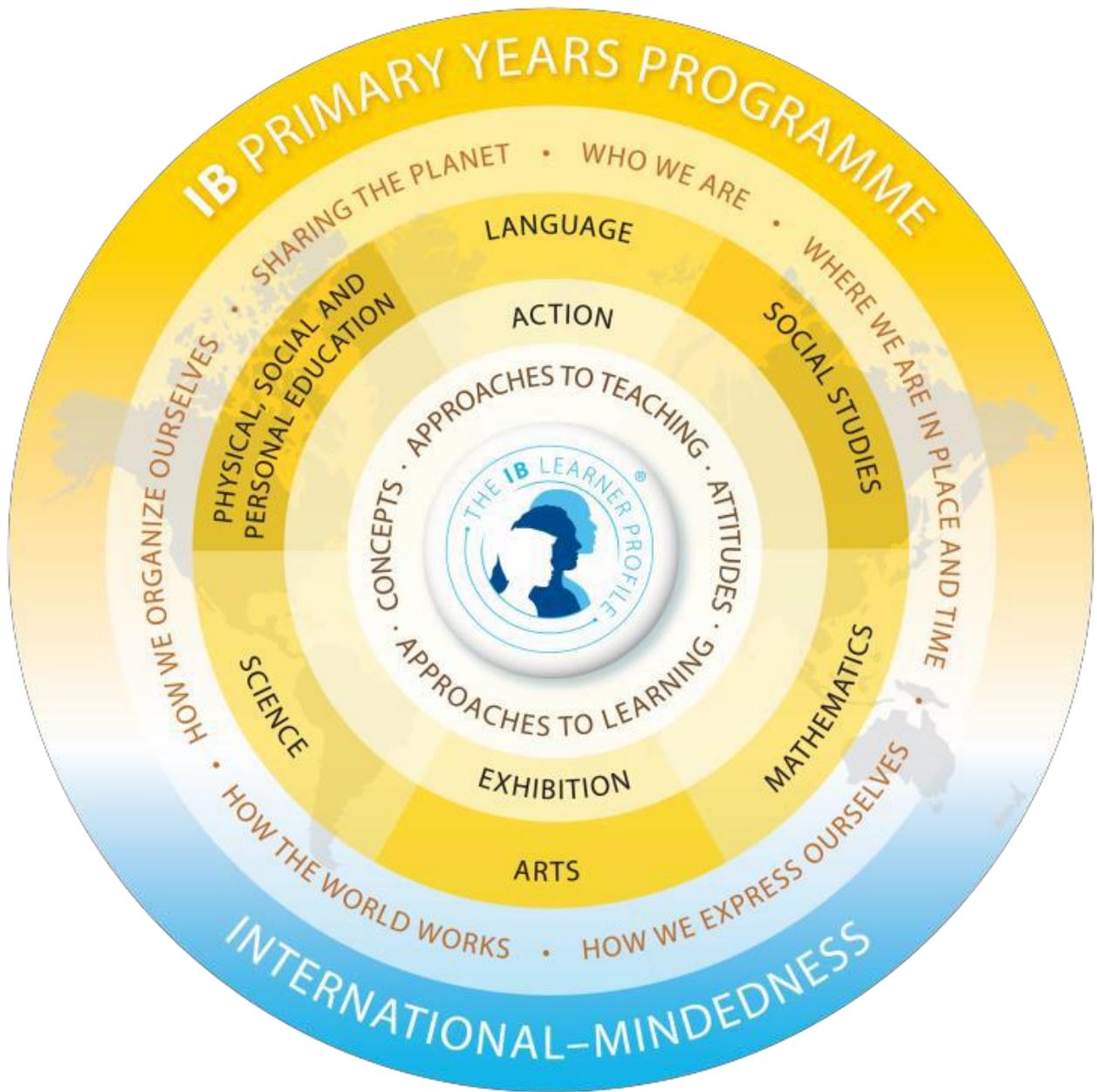
As a student in this magnet program, I agree to:

- Come to school daily prepared to learn
- Do my best in my schoolwork, magnet activities and behavior
- Exhibit behaviors that promote a positive learning environment
- Adhere to the expectations and community agreements within my specific magnet program
- Participate in all class and magnet program activities
- Treat myself, my school, and others with respect
- Work cooperatively with my classmates
- Accept responsibility for my actions
- Obey district, school and bus rules

Comments: \_\_\_\_\_

Signature: \_\_\_\_\_ Signature: \_\_\_\_\_

DISTRICT APPLICATION PROGRAM (DAP) PROCEDURES FOR POSSIBLE REMOVAL FROM THE PROGRAM





## IB Learner Profile

The aim of all IB programmes is to develop internationally minded people, who recognizing their common humanity and shared guardianship of the planet, help to create a better and more peaceful world. Students become more internationally minded through the development of these attributes.



<b>Inquirers</b>	They develop their natural curiosity. They acquire the skills necessary to conduct inquiry and research and show independence in learning. They actively enjoy learning, and this love of learning will be sustained throughout their lives.
<b>Knowledgeable</b>	They explore concepts, ideas, and issues that have local and global significance. In so doing, they acquire in-depth knowledge and develop understanding across a broad and balanced range of disciplines.
<b>Thinkers</b>	They exercise initiative in applying thinking skills critically and creatively to recognize and approach complex problems, and make reasoned, ethical decisions.
<b>Communicators</b>	They understand and express ideas and information confidently and creatively in more than one language and in a variety of modes of communication. They work effectively and willingly in collaboration with others.
<b>Principled</b>	They act with integrity and honesty, with a strong sense of fairness, justice, and respect for the dignity of the individual, groups, and communities. They take responsibility for their own actions and the consequences that accompany them.
<b>Open-minded</b>	They understand and appreciate their own cultures and personal histories, and are open to the perspectives, values, and traditions of other individuals and communities. They are accustomed to seeking and evaluating a range of points of view and are willing to grow from the experience.
<b>Caring</b>	They show empathy, compassion, and respect towards the needs and feelings of others. They have a personal commitment to service, and act to make a positive difference to the lives of others and to the environment.
<b>Risk-takers</b>	They approach unfamiliar situations and uncertainty with courage and forethought and have the independence of spirit to explore new roles, ideas and strategies. They are brave and articulate in defending their beliefs.
<b>Balanced</b>	They understand the importance of intellectual, physical, and emotional balance to achieve personal well-being for themselves and others.
<b>Reflective</b>	They give thoughtful consideration to their own learning and experience. They are able to assess and understand their strengths and limitations in order to support their learning and personal development.

Internationally-Minded (iTag) Record

# International Mindedness



**Risk-takers**  
*Arriesgados*

**Thinkers**  
*Pensadores*

**Inquirer**  
*Inquiridor*

**Communicators**  
*Comunicadores*

**Balanced**  
*Equilibrado*

**Caring**  
*Bondadoso*

**Principled**  
*Con Principios*

**Knowledgeable**  
*Sabio*

**Reflective**  
*Reflexivo*

**Open-minded**  
*Abierto a Nuevas Ideas*

Students and Families: Share ways you and your child have displayed international mindedness personally, at home, at school, or in the local and/or global community. These examples will help enable students to earn i-tags throughout the year and display growth as IB students who truly care about the world at large.

<b>Date</b>	<b>Learner Profile Attribute Or Action</b>	<b>Short Description of Action</b>	<b>Parent's Initials</b>
8/25/23 Example	Risk-taker	My child auditioned for a part in the local theatre and performed on stage.	M.M.
9/15/23 Example	Taking Action	Donated and helped sort food at a local food pantry organization	M.M.
10/13/23 Example	Knowledgeable	My child read a story with his younger sister using the strategies he learned at school.	M.M.



# APPROACHES TO LEARNING

## SOCIAL SKILLS

- Developing positive interpersonal relationships and collaboration skills
- Developing social-emotional intelligence



## RESEARCH SKILLS

- Information-literacy skills
- Media-literacy skills
- Ethical use of media/information



## THINKING SKILLS

- Critical-thinking skills
- Creative-thinking skills
- Transfer skills
- Reflection/metacognitive skills



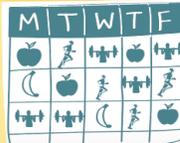
## COMMUNICATION SKILLS

- Exchanging-information skills
- Literacy skills
- ICT skills



## SELF-MANAGEMENT SKILLS

- Organization skills
- States of mind



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# Elements of the IB Primary Years Programme

## THE KEY CONCEPTS

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THESE SUPPORT HIGHER-ORDER THINKING AND PROVIDE LENSES FOR CONSIDERING KNOWLEDGE RELATED TO THE CENTRAL IDEA IN A RANGE OF WAYS

### FORM

What is it like?



### FUNCTION

How does it work?



### CAUSATION

Why is it as it is?



### CHANGE

How is it transforming?



### CONNECTION

How is it linked to other things?



### PERSPECTIVE

What are the points of view?



### RESPONSIBILITY

What are our obligations?



# Action

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**CHOOSE**

**REFLECT**

**ACT**

SWITCH OFF THE LIGHTS WHEN LEAVING THE ROOM

ALWAYS FINISH YOUR FOOD

BRING YOUR OWN BOTTLE TO SCHOOL

**PARTICIPATION**  
contributing as individual or group

**ADVOCACY**  
action to support social / environmental / political change

**SOCIAL JUSTICE**  
relation to rights, equality and equity, social well-being and justice

**SOCIAL ENTREPRENEURSHIP**  
innovative, resourceful and sustainable social change

**LIFESTYLE CHOICES**  
eg. consumption, impact of choices

USE LESS PAPER

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# IB Primary Years Programme Themes

## Transdisciplinary Unit of Inquiry Themes



### Who We Are

An inquiry into the nature of the self; beliefs and values; personal, physical, mental, social and spiritual health; human relationships including families, friends, communities and cultures; rights and responsibilities; what it means to be human

### How we Express Ourselves

An inquiry into the ways in which we discover and express ideas, feelings, nature, culture, beliefs and values; the ways in which we reflect on, extend and enjoy our creativity; our appreciation of the aesthetic.

### Where we are in Place and Time

An inquiry into orientation in place and time; personal histories; homes and journeys; the discoveries, explorations and migrations of humankind; the relationships between, and the interconnectedness of, individuals and civilizations from local and global

### How the World Works

An inquiry into the natural world and its laws; the interaction between the natural world (physical and biological) and human societies; how humans use their understanding of scientific principles; the impact of scientific and technological advances on society and

### How we Organize Ourselves

An inquiry into the interconnectedness of human-made systems and communities; the structure and function of organizations; societal decision-making; economic activities and their impact on humankind and the environment.

### Sharing the Planet

An inquiry into rights and responsibilities in the struggle to share finite resources with other people and with other living things; communities and the relationships within and between them; access to equal opportunities; peace and conflict resolution.

## High Frequency Words (A-M)

A	B	B - Cont.	D - Cont.	F	G	H - Cont.	K - Cont.
a	back	by	day	face	game	himself	king
able	ball	<b>C</b>	decided	fact	gave	his	knew
about	base	called	deep	fall	get	hold	know
above	be	came	did	family	girl	home	known
across	became	can	didn't	far	give	horse	<b>L</b>
add	because	cannot	different	farm	go	hot	land
after	become	car	do	fast	good	hours	language
again	been	carefully	does	father	got	house	large
against	before	carry	dog	feel	government	how	last
ago	began	certain	done	feet	great	however	later
air	beginning	change	don't	few	green	<b>hundred</b>	learn
all	behind	check	door	field	ground	<b>I</b>	leave
almost	being	children	down	figure	group	I	left
along	below	circle	draw	filled	grow	idea	less
also	best	city	dry	finally	<b>H</b>	if	let
always	better	class	during	find	had	I'll	letters
am	between	clear	<b>E</b>	fine	halt	important	life
America	big	close	each	fire	hand	in	light
among	birds	cold	early	first	happened	inches	like
an	black	color	earth	fish	hard	include	line
and	boat	come	easy	five	has	Indians	list
animals	body	common	eat	fly	have	inside	listen
another	book	complete	end	following	he	into	little
answer	both	contain	English	food	head	is	live
any	box	correct	enough	for	hear	island	long
are	boy	could	equation	force	heard	it	look
area	bread	country	even	found	heat	its	low
around	bring	course	ever	four	heavy	it's	<b>M</b>
as	brought	covered	every	friends	help	<b>J</b>	machine
asked	building	cried	example	from	her	just	made
at	built	cut	explain	front	here	<b>K</b>	make
away	busy	<b>D</b>	eyes	full	high	keep	man
	but	dark			him	kind	many

These are words that should be able to be read and spelled in a Student's writing. This resource can be used as needed. Please note, that all of these words should be known by the end of third grade.

## High Frequency Words (M – Y)

<b>M - Cont.</b>	<b>N - Cont.</b>	<b>P - Cont.</b>	<b>R - Cont.</b>	<b>S - Cont.</b>	<b>T - Cont.</b>	<b>T - Cont.</b>	<b>W - Cont.</b>
map	not	passed	room	so	tell	try	were
mark	note	pattern	round	some	ten	turn	what
material	nothing	people	rule	something	than	two	wheels
may	notice	person	run	sometimes	that	<b>U</b>	when
me	noun	picture	<b>S</b>	song	the	under	where
means	now	piece	said	soon	their	understand	which
measure	number	place	same	sound	them	unit	while
men	numeral	plan	saw	south	then	until	white
might	<b>O</b>	plane	say	space	there	up	who
miles	object	plants	school	special	these	upon	whole
minutes	ocean	play	scientists	spell	they	us	why
miss	of	point	sea	stand	thing	use	will
money	off	power	second	stars	think	usually	wind
more	often	problem	see	started	this	<b>V</b>	with
morning	oh	produce	seemed	state	those	verb	without
most	old	products	seen	stay	though	very	wood
mother	on	pulled	sentence	step	thought	voice	words
mountains	once	put	set	still	thousands	vowel	work
move	one	<b>Q</b>	several	stood	three	<b>W</b>	world
much	only	questions	shape	stop	through	wait	would
music	open	quickly	she	story	time	walked	write
must	or	<b>R</b>	ship	street	to	want	<b>Y</b>
my	order	ran	short	strong	today	war	years
<b>N</b>	other	reached	should	study	together	warm	yes
name	our	read	show	such	told	was	yet
near	out	really	shown	sun	too	watch	you
need	over	red	side	sure	took	water	young
never	own	remember	since	surface	top	waves	your
new	<b>P</b>	rest	sing	system	toward	way	
next	page	right	six	<b>T</b>	town	we	
night	pair	river	size	table	travel	week	
no	paper	road	slowly	take	trees	well	
north	part	rock	small	talk	true	went	

These are words that should be able to be read and spelled in a Student' s writing. This resource can be used as needed. Please note, that all of these words should be known by the end of third grade.





















# STUDENT CALENDAR -2023 – 2024

## **Pinellas County Schools**

<b>Thursday, August 10, 2023</b>	1 <sup>st</sup> day of school for students
<b>Monday, September 4, 2023</b>	Labor Day – No school for students.
<b>* Monday, September 25, 2023</b>	Non-student day – possible hurricane make up day
<b>Friday, October 13, 2023</b>	End of 1 <sup>st</sup> Quarter
<b>* Monday October 16, 2023</b>	Non-student day – possible hurricane make up day
	Report Cards in FOCUS
<b>Monday Nov. 20 – Friday Nov. 24, 2023</b>	Thanksgiving holiday week – No school for students
<b>* November 20<sup>th</sup> &amp; 21<sup>st</sup></b>	Possible hurricane make up days
<b>Thursday, December 21, 2023</b>	End of 2 <sup>nd</sup> Quarter/1 <sup>st</sup> Semester
<b>Friday Dec. 22, 2023 – Friday Jan 5, 2024</b>	Winter holidays - No school for students
<b>Monday, January 8, 2024</b>	Second semester begins
<b>Monday January 15, 2024</b>	Martin Luther King, Jr. Day – No school for students
	Report Cards in FOCUS
<b>* Friday, February 16, 2024</b>	Non-student day – possible hurricane make up day
<b>Monday, February 19, 2024</b>	Non-student day
<b>Friday, March 8, 2024</b>	End of 3 <sup>rd</sup> Quarter
<b>Monday Mar. 11 – Friday Mar. 15, 2024</b>	Spring holidays – No school for students
<b>Friday, March 29, 2024</b>	School closed for teachers and students
	Report Cards in FOCUS
<b>Friday, April 26, 2024</b>	Non-student day
<b>Monday, May 27, 2024</b>	Holiday – school closed for teachers and students
<b>Wednesday, May 29, 2024</b>	Last day of school for students – 2-hour early release
	End of 4 <sup>th</sup> Quarter/2 <sup>nd</sup> Semester

# CODE OF CONDUCT

## DRESS CODE:

Board Policy 5500.04, Dress Code, authorizes individual schools to have additional dress and grooming requirements, if recommended by administrators, faculty, and staff, and if approved by a majority of School Advisory Council (SAC) members. These additional requirements could amount to a school uniform. The Board intends that these additional requirements enhance student safety and security, thereby promoting student academic achievement. Please see below the additional requirements for Sanderlin IB World School.

**Please understand that we will be adhering strictly to the Pinellas County Schools dress code, as below, and expect that all children will dress accordingly, or parents will be contacted to bring a change of appropriate clothing.**

<https://www.pcsb.org/dresscode>

### Shirts, Blouses, and Dresses

- Shirts and blouses must cover the midriff, back, sides and all undergarments, including bra straps, at all times.
- All shirts, tops, and dresses shall have sleeves and cover the shoulders.

### Pants, Shorts, Skirts & Dresses:

- Must totally cover undergarments, including boxer shorts.
- Must be appropriate size, with the waist of the garment worn at the student's waist.
- shorts/skirts or dresses must be no more than 3" above the knee.
- Clothing must be properly buttoned, zipped, or fastened. Torn clothing is not permitted.

### Shoes

- Safe and appropriate footwear must be worn. Inappropriate footwear includes, but is not limited to: Crocs, roller skates, skate shoes, flip flops, slides and bedroom slippers. Students must wear closed-toed shoes at all times.



The dress and grooming of Pinellas County Public Schools' students shall contribute to the health and safety of the individual, promote a positive educational environment, and not disrupt the educational activities and processes of the school. These standards of dress and grooming apply to all students in the public schools of Pinellas County, unless a specific exemption is granted by the principal. Apparel that disrupts educational activities and processes of the school will result in the removal of the student from the regular school environment until acceptable apparel can be secured for the student. The administration will be the final judge about whether a student's clothing is appropriate for school or whether it will create an environmental climate that is distracting to learning. Principals, faculty, and staff members will enforce the dress code. Failure to comply with the dress code will be handled similarly to other disciplinary infractions. Non-compliance may result in consequences including but not limited to detention, in-school suspension and loss of eligibility to participate in extracurricular activities.

1. All clothing must be appropriately sized, securely fastened and cover midriff, back, sides, and all undergarments at all times. For example, suspenders should be over the shoulders, pants secured at the waist, belts buckled, no underwear as outerwear, no underwear exposed.
2. Clothing must cover the body from one armpit across to the other armpit and down to mid-thigh. All tops must have sleeves and cover the entire shoulder.
3. Rips, holes, or tears in clothing must be below mid-thigh.
4. See-through, revealing, or mesh garments must not be worn without appropriate coverage underneath that meets the minimum requirements of this dress code.
5. Gang paraphernalia, garments and/or jewelry, tattoos, or other insignias, which display or suggest sexual, vulgar, drug, alcohol, or tobacco-related wording/graphics or may tend to provoke violence or disruption in school shall not be worn.
6. Clothing must not state, imply, or depict hate speech or imagery targeting groups based on race, ethnicity, gender, sexual orientation, religious affiliation, or any other characteristics protected by federal or state law or Board policy.
7. Any articles of clothing or jewelry that may cause injury including, but not limited to, items with spikes, or sharp objects, wallet chains, and heavy link chains are not allowed.
8. Students must wear shoes that are safe and appropriate for the learning environment. Inappropriate footwear includes, but is not limited to, roller skates, skate shoes, and bedroom slippers.
9. Form fitting leotard/spandex type clothing is not allowed unless proper outer garments cover to mid-thigh length or longer.
10. Clothing and footwear traditionally designed as sleepwear shall not be worn.
11. Head gear, including but not limited to, caps, hats, bandanas, sweatbands and/or sunglasses shall not be worn indoors on campus unless permitted by the principal for religious or medical reasons. Students may wear sunglasses, hats, or other sun-protective wear while outdoors during school hours, however these articles must not violate this dress code.

## CELL PHONES AND OTHER ELECTRONIC DEVICES

Parents are advised that the best way to get in touch with their child during the school day is by calling the school office.

Students may possess an electronic device, which is defined as a device designed to receive and send an electronic signal, so long as they do so in strict compliance with this policy and any rules that individual schools may impose. Any student who fails to abide by the terms of this policy forfeits any right or privilege to possess any electronic device described in this policy.

Pinellas County Schools recognizes the ever-increasing importance of technology in students' lives and the beneficial role it can play for student education and communication when used responsibly. The possession and use of such devices should not interfere with academic instruction, student safety or a positive school climate.

At no point should an electronic device be used in a manner which infringes on the privacy rights of any other person; disrupts the educational process, school programs or activities; or violates Board Policy or federal/state law including but not limited to cyberbullying, sexual harassment, threats or cheating on tests or assignments.

Violations of this policy may result in disciplinary action and/or confiscation of the cell phone or electronic device. If the cell phone or electronic device is confiscated, it will be released/returned to a parent unless an alternative arrangement is agreed to by the principal (or designee).

**A student may possess a cell phone and other electronic devices in school, on school property, at school-related functions, provided these items are powered off and concealed from view while school is in session.**

During official school hours the following rules apply:

A. Students MAY NOT use electronic devices at school or school-sponsored activities to take pictures or record audio or video of students or school staff (including teachers, administrators or staff) without the prior consent of the student or staff member.

B. Students may not use cell phones or other electronic devices on school property or at a school-sponsored activity to access and/or view Internet web sites that are otherwise blocked to students at school.

C. The use of cell phones and other electronic devices is prohibited in locker rooms, bathrooms, and/or swimming areas.

D. The student who brings a cell phone or other electronic device to school does so at their own risk. The student who possesses a cell phone or other electronic device is responsible for its care.

E. Any cell phone or other electronic device left behind on a district school bus will be retained at the respective bus compounds until retrieved either by the student or parent possessing proper identification.

F. School Board staff are not responsible for preventing theft, loss, damage, or vandalism to cell phones or other electronic devices brought onto its property, or left on school buses, including any electronic device confiscated due to inappropriate use.

## SCHOOL POLICIES

**DISCIPLINE:** The Pinellas School Board has adopted, as policy, the CODE OF STUDENT CONDUCT, which is sent home on the first day of school. Parents are asked to discuss the Code of Student Conduct with their child, sign the acknowledgement page, and return that page to the school. The magnet agreement states that parents will assist the school in developing positive behaviors in students and that students will accept responsibility for, and the consequences of, his/her own actions.

**ID BADGES:** All K-5<sup>th</sup> Gr PYP students will have ID badges in their classrooms, managed by their teachers. 4<sup>th</sup> and 5<sup>th</sup> grade students who are not wearing their ID badge will not be able to receive RISE tokens or attend incentive events. ID badges are designed for student safety and it is a Sanderlin expectation that our students wear them. If a child loses an ID badge, they can have it replaced for \$5 in the bookkeeper's office. Fees are all recorded in FOCUS Student Info/Payment & Fees section and remain on student account until the obligation is satisfied by paying the fee.

**MAGNET SCHOOL AGREEMENT:** Each year, it is a magnet expectation that students and parents/guardians agree to all districtwide magnet guidelines and sign the commitment agreement. Membership in a magnet school is a privilege, and student are expected to exhibit exemplary behavior, attend daily and on time, and participate fully in the IB programme.

**PHYSICAL EDUCATION (P.E.):** Participation in P.E. is required of all students unless a doctor's note is filed with the school stating valid reasons why the child cannot participate. A note from the student's parent will be accepted to excuse a child temporarily. Students must dress appropriately for P.E., including closed toe gym shoes.

**TECHNOLOGY:** An Internet Usage Agreement form is sent home at the beginning of every school year & must be signed by the parent/guardian for the student to be able to use the Internet (first day packet). If students are to take their PCS device home, families MUST complete the Parent (Guardian)/Student Technology Equipment Receipt and Responsibility form (2-3184). Please read the agreement carefully & note that inappropriate handling or use may result in the suspension of computer privileges. Families may be responsible for the cost of repair or replacement of devices through a Pinellas County Schools approved vendor.

**TEXTBOOKS/LIBRARY BOOKS:** All textbooks and library books are loaned to students free of charge. However, students are responsible for lost or damaged books and will be expected to pay for them.

**TOYS/GAMES/MONEY/ELECTRONIC DEVICES:** Money, games, toys, and electronic devices should not be brought to school as they are distracting to the learning environment. The school will not be held responsible for loss of these items. Extra money should also be kept safe at home. If brought to school and are creating a distraction from learning, these objects will be held by the teacher or administrator until the end of the day.

## COMMUNICATION

**CLASS DOJO:** The main tool for communication between home, teachers and school.

<https://www.classdojo.com/>



**AGENDA BOOKS:** Primary-grade students will use Agenda Books as a primary form of communication between home and school. Each child is given an agenda book at no cost. The replacement fee for a lost agenda book is \$5.00

**FOCUS:** Parents can access important information about their child in FOCUS <https://portal.pcsb.org>, including attendance, grades, school events calendar, outstanding financial obligations, and important school messages.

**SCHOOL MESSENGER:** (school voicemail & e-mail to families) uses phone numbers and email addresses listed in FOCUS for our ongoing school communication. Parents are expected to keep their address and all phone numbers and email addresses up to date in FOCUS. Parents may list up to three phone numbers and two email addresses. Keeping information current in FOCUS is critical as the School Messenger system uses that data for phone calls & emails to families. Please notify Raven Cua school DMT, of updated information at [CuaR@pcsb.org](mailto:CuaR@pcsb.org)

**CELL PHONES:** A student may possess a cell phone at school, provided it is powered off and concealed from view while school is in session. Student use of cell phones during the day is not permitted unless given permission from a Sanderlin staff member. If the policy is not followed, the device will be held until end of day by the teacher upon the first offense. Upon the second offense, a parent/guardian must meet with an administrator to retrieve the device. **The school will not be held responsible for lost or stolen cell phones.**

**CONFERENCES:** A conference between the teacher and parent(s) is one of the best ways of helping students, and collaboratively gaining insight, understanding, & information about their progress. Individual conferences between parents & teachers may be arranged at either party's request. Please inform the teacher if your child has any physical, emotional, or personal concerns. These concerns might be ongoing, but it is still helpful to bring it to the teacher's attention very early in the school year. It is especially helpful to inform teachers of a separation, divorce, or death within a family. If you do not have time to come to the school for an individual conference, please call or send the teacher a note. Conferences are held **by appointment**, typically, before and after the student's school day. Please note that all teachers begin duty at 9:00 a.m. and are not available to conference at this time, as they must supervise students before school begins.

**Student-led conferences** are held one evening every spring, in which students are in charge of sharing their portfolios and yearlong progress with parents.

## TRANSPORTATION

**ARRIVAL:** Students may report to school between 9:00 and 9:25 a.m. Adult supervision does not begin until 9:00. Students *may not* be left unattended at the gate prior to 9:00. **After 9:20, students may not be dropped off at car side. Parents must sign their child in at the office for arrivals after 9:20 a.m.**

**DISMISSAL:** Due to bus traffic, **cars are NOT permitted in the front parking lot area and students may not be picked up from the office between 3:00 and 4:00 p.m.** Only buses are permitted to utilize the entrance on 22<sup>nd</sup> Avenue South between 9:00–9:25 a.m. and between 3:00–4:00 p.m. Families are to use the entrance on 23<sup>rd</sup> St. to drop-off & pick-up students at the designated area, where ALL car riders go after school. Please stay in cars & wait until a Safety Patrol or an adult opens the car door. If parents choose to park in the 23<sup>rd</sup> St parking lot, use the crosswalk to go to the marked parent waiting area to pick up your student and walk back with them to your car, using the crosswalk.

**PARKING:** Parking at the school is very limited. Please make every effort to park in the east side parking lot of the school when coming to visit or attend events. We ask that you not park in the front parking lot from 9:00 – 9:25 a.m. and 3:00 – 4:00 p.m. These are our drop off and dismissal times for buses and vans and it creates a safety issue for our students if we have families parking in that lot. We appreciate your assistance with this matter.

**CHANGES TO TRANSPORTATION:** A written message in Class Dojo or in an agenda is necessary to change from the normal way a child goes home. **Transportation changes by phone will not be accepted. All transportation changes must be received in writing/ email.** You may notify the front office via email **NO LATER THAN 3:00p.m.** at [HoltC@pcsb.org](mailto:HoltC@pcsb.org) AND [CuaR@pcsb.org](mailto:CuaR@pcsb.org). After that time, we cannot guarantee that the message will get to your child before the end of the day.

**BUS SAFETY/ BUS TRANSPORTATION:** Riding the bus is a privilege. The bus driver is responsible for the safety and conduct of students riding the bus. Students must obey the driver at all times. Any student who does not follow the rules on the school bus shall be reported to an administrator. Student must be at their assigned bus stop 10 minutes before the scheduled bus arrival time. Students must be dropped off and picked up at the same bus stop every day. If you live two or more miles from school, bus transportation will be provided. Students are not permitted to ride the bus home with other students for any reason. To get bus notifications on the status of your child's bus, please sign up for the Bus Bulletin at [www.BusBulletin.com/Parents](http://www.BusBulletin.com/Parents). If you need assistance, the district transportation phone number is 727-587-2020.

## REPORTING

**REPORT CARDS (PROGRESS REPORTS):** KG – 5<sup>th</sup> grade report cards come out 4 times per year; midterm progress reports come out half-way through each grading period. Report cards will be published to parents' FOCUS accounts. Midterms with academic and IB criteria progress will be sent home to communicate throughout the year. Emailed request can be made to the DMT, Raven Cua at [CuaR@pcsb.org](mailto:CuaR@pcsb.org) for a hard copy of grades.

**AWARDS:** Awards are given each grading period, based on the following criteria:

### Principal's List (3<sup>rd</sup> – 5<sup>th</sup> Grade)

- All A's in the academic subjects
- All E's, V's, & S's for conduct grades including: Art, Music, P.E. & Spanish

### Honor Roll (3<sup>rd</sup> – 5<sup>th</sup> Grade)

- All A's & B's in the academic subjects
- All E's, V's, & S's for conduct grades including: Art, Music, P.E. & Spanish

### Outstanding Attendance

- Student in attendance every day of the grading period; may have 1 excused absence, 1 excused tardy and 1 excused early release during the grading period.

**i-Tags:** All Kindergarten – 5<sup>th</sup> grade students may earn i-Tags as they achieve personal goals they set for themselves or as a class, reflecting on the attributes of the IB Learner Profile.

## ATTENDANCE

**ABSENCES & TARDIES:** A note explaining a child's absence is required by School Board policy the day the student returns to school. Should a student be out of school for family/personal reasons for a prolonged period of time, advance notice should be given to the school, and may impact the child's assignment due to the collaborative nature of our IB programme. A student will be considered tardy if he/she is not in his/her classroom by 9:25 a.m. – as all students should be in seats and ready to learn at that time. It is a magnet expectation that parents/guardians ensure that their child is on time & attends school each day. Excessive absences and/or tardies will be referred to the Magnet Intervention Committee.

**APPOINTMENTS:** To be excused from any part of the school day due to doctor or dental visits, the student must bring a note from the doctor or dentist with the date, time, reason, and doctor's signature. For any other appointments, students must bring a note from a parent/guardian detailing the date, time, nature of appointment and signature. Tardies and absences may be considered excused only for reasons listed in the Pinellas County Schools Code of Student Conduct. Please make every effort to schedule appointments outside of the school day. Students will be released only to parents/guardians or persons listed on the white student information card, who must show a picture ID. The driver's license will be scanned through the school security system (Ident-a-Kid). Students will not be released to older siblings unless they are of adult age and listed on the white student information card. Please update this card as needed.

**BEFORE/AFTER SCHOOL CARE:** Before & after school care is provided for students at the parent's expense. The R'Club program is available every day that school is in session from 6:30 a.m. to 9:00 a.m. and from 3:25 p.m. to 6:00 p.m. Please call the R'Club at 727-321-4924 to register. A list of providers that pick up at the school is available at the front desk.

**WITHDRAWALS:** Please notify the office and teacher, in writing, regarding a decision to leave the Pinellas County school system. Please note the last day your child will attend class and return all textbooks, library books, and technology before your child leaves. Also, check with the school cafeteria to see if your child owes lunch money.

## HEALTH

**CLINIC:** **There is an electronic form that families must sign to give permission for the nurse to assess any medical concern.** Any child who becomes ill or injured at school is sent to the clinic until he/she feels well enough to go on with school activities or is picked up by a parent/guardian. It is extremely important that each child's yellow clinic card has the most current home and emergency telephone numbers on file. The school nurse will be on campus as needed to check health records and advise teachers but cannot not treat children. She may observe health conditions that may require her to call parents & advise them of the school's concern regarding the child's health. Students may not call to be picked up by parent/guardian; they must go to the clinic. **It is very important that your current home and business telephone numbers, as well as two emergency contacts always be on file in the school office.**

**MEDICATIONS:** School personnel may assist students in the administration of clearly labeled medications only when the official authorization form is on file at school, and only at the time designated by the doctor. Students may not carry over the counter or prescribed medications at any time UNLESS a PCSB self-carry form has been filled out by the doctor and is on file with the school. Medications are secured in a locked cabinet in the clinic and students come to the clinic to have medications administered.

**MEDICATIONS - OVER THE COUNTER** (including cough drops): The medication forms (ORANGE) are available in the school office. Please fill in with the name of the medication, dosage, and special instructions. All forms must be signed by a physician/dentist and the parent/guardian. Medication must be in the original, unopened, and labeled container and only be delivered by the parent/guardian (not by the student).

**MEDICATION - PRESCRIBED:** The medication forms (BLUE) are available in the school office. The medication must be delivered to school in a labeled, original container that specifically states the dosage and time(s) the medication is to be given (i.e. "11:30am", not "at lunchtime"). Fill in the name of the medications, dosage, and any special instructions. All forms must be signed by the parent/guardian and only be delivered by the parent/guardian (not by the student). School personnel cannot administer eye or ear drops.

**FIRST AID:** The school staff seeks to prevent accidents. If a minor accident occurs, the staff can give ice and bandages. In case of serious accidents, the parent/guardians are telephoned and, if necessary, emergency assistance will be called to the school. Please keep the yellow clinic card up to date with correct contact numbers and update as necessary.

**CAFETERIA (LE BISTRO):** Please make checks payable to Sanderlin K-8 Cafeteria or go online to [www.MySchoolBucks.com](http://www.MySchoolBucks.com) to manage your child's account. Free breakfast is available for all students. Applications for free and reduced lunches are available from the cafeteria manager, or online at [www.MySchoolApps.com](http://www.MySchoolApps.com). The price for elementary school lunch is \$2.25. For questions regarding the cafeteria, please call 727-552-1792. Students are responsible for the safekeeping of their lunch money; those who forget or lose their lunch money may borrow from the cafeteria; the loan must be repaid the next day. Students may borrow up to three times for a full lunch. Extra milk and juice may be purchased however, money is not loaned for extra milk or juice.

## Free/Reduced Lunch Application



Scan QR codes for more information:

## Lunch Account



**SNACKS:** Snack items such as soda, gum & candy are not permitted in lunches or on campus at any time. For birthdays and classroom celebrations, please send only healthy snacks such as: fruits, vegetables, crackers, pretzels, yogurt, 100% fruit juices, & bottled water. Cupcakes, cakes, candy, and other sweets are not allowed per School Board Wellness policy. **Student lunch deliveries, such as Uber, DoorDash, etc., are not permitted and will be refused at the front desk.**

**INSURANCE:** At the beginning of the school year, accident insurance for students may be purchased (including 24-hour coverage). The school serves only as an agent and all claims are made to the company. The school district does not provide coverage to cover student injury. Therefore, this inexpensive coverage is an excellent option.

**LOST AND FOUND:** A “Lost and Found” area is kept in the front office. Please label student belongings whenever possible (water bottles, backpacks, lunch boxes, clothing, etc.) with a permanent marker so items can be returned to your child. Lost and Found items will be purged once a month.

## ACTIVITIES/STUDENT OPPORTUNITIES

**FIELD TRIPS:** Field Trips are an important part of education and the IB curriculum, yet also a privilege based on school behavior expectations. Permission forms will be sent home prior to the trip. Each child must return a permission form signed by parent/guardian to go on the trip. All field trip volunteers must be registered, which takes several weeks to process. Drivers for field trips must also have proof of insurance and be Level II approved to drive.

**CLUBS:** Before and after school clubs may be available for various grade levels throughout the year. Some may be fee-based while other will be free of charge.

**TURTLE TALK:** This daily news show is produced by Sanderlin Students and broadcasts daily through the school at 9:25 a.m. 5<sup>TH</sup> grade students are invited to participate in this production and must commit to arriving promptly to participate.

### **PBIS (Positive Behavior Support)/RISE Program:**

Sanderlin Sea Turtles RISE Up!

- R - Respect
- I – Independence
- S – Service
- E – Excellence

It is the goal of Sanderlin IB World School to help students develop the self-discipline necessary to be successful global and internationally minded citizens. Sanderlin is a PBIS school that rewards positive behavior based on students meeting the school-wide expectations for success. The school-wide expectations matrix for success is posted around the school, in every classroom, and on the school website. These expectations will be explicitly taught to our students. Students will earn Turtle Tokens as they successfully demonstrate school expectations. Students will be able to use their electronic Turtle Tokens to purchase classroom and school-wide incentives.

**PICTURES:** Individual and group pictures will be taken during the school year. Dates will be announced on School Messenger, posted on Class Dojo and added to the FOCUS calendar.

**SPECIAL ACTIVITIES:** The entire school day is dedicated to instruction. Parties will not be held as this takes away from instructional time. Celebration of student successes, relating to classroom instruction, may be arranged with the principal's approval. All food must be purchased through a store as mandated by School Board policy (only healthy snacks – see SNACKS section).

## FAMILY INVOLVEMENT OPPORTUNITIES

**SCHOOL ADVISORY COUNCIL (SAC):** The SAC is an advisory board and resource for the school, parents & community it serves. Meetings are held approx. monthly – please check FOCUS calendar for dates. All parents are welcome to attend and may attend in person or virtually.

**PARENT TEACHER STUDENT ASSOCIATION (PTSA):** General membership meeting dates are noted in the FOCUS calendar and on Sanderlin PTSA's website [www.JamesBSanderlinPTSA.com](http://www.JamesBSanderlinPTSA.com). You are encouraged to join and attend all meetings. Your active participation is important to this organization, and especially to your child!

**VOLUNTEERS:** Volunteers are always welcome at our school. Please contact the front office or Kevin Parrott at [Parrottke@pcsb.org](mailto:Parrottke@pcsb.org) fill out a Pinellas County Volunteer Registration Form. If you would like to drive and/or chaperone on field trips, you will need level II clearance. You must be a district-approved registered volunteer before seeking Level II clearance.

**VISITORS:** All visitors and parents are welcome and encouraged to visit the school, especially during special events. Visitors must sign in the school office and receive a Visitor's Tag. To better protect our students, visitors, and staff, we utilize the Ident-a-Kid system. A valid state ID (driver's license) is required to enter our campus. All visits, outside of special events, should be pre-arranged and will need to be approved by an administrator. This is to ensure limited interruptions to the flow of student instruction. You may choose to visit your child for lunch on Fridays ONLY; please sign in at the office – no appointment necessary.

## SAFETY

**SAY SOMETHING:** Say Something allows you to submit secure & anonymous safety concerns to help identify and intervene upon at-risk individuals BEFORE they hurt themselves or others. Tips made to the Say Something Anonymous Reporting System are passed along to the appropriate law enforcement agencies and school officials. The free app can be found on the Clever homepage.

**SRO/SSO:** An armed SRO or SSO is actively monitoring the school campus as well as the security cameras during student hours.

**ENTRANCE:** To ensure the safety of students and staff all visitors must enter the campus through the front office. All visitors are required to sign in at the front desk and follow visitor procedures as outlined in the handbook.

**SUPERVISION:** Children on school grounds before 9:00 a.m. & after 4:00 p.m. must have parental/guardian supervision unless participating in a staff supervised after school program, club, sport, or event.

**TORNADO, LOCKDOWN, & FIRE DRILLS:** Safety drills are held at least once a month. Visitors in the building at the time should follow the procedures listed throughout the building. An emergency tag is prepared for each child at Sanderlin and is kept by the classroom teacher.