

**SACAJAWEA ELEMENTARY**  
**STUDENT HANDBOOK**

**2016-2017**



**Home of the Wolves**

# "Learning is our Super Power"

Dear Parents/Guardians:

Welcome to the 2016-2017 school year! Our Sacajawea School and GFPS District Handbooks are now online! Please access them at [www.gfps.k12.mt.us](http://www.gfps.k12.mt.us)

For the handbook specific to Sacajawea, select "Schools" on the left side of the GFPS Home Page. Select "Sacajawea Elementary School" and then "Visit School Website." Click on the "Handbook" tab at the top of the page. Click on the following tabs on this page for more information:

- School-wide Information
- Sacajawea Expectations
- Guidelines for Success
- Homework Guidelines
- Social Skills
- Daily Schedule/Times



You can check out other information on our website, including a list of our staff and important dates/events.

To access the full [GFPS District Handbook](#), select the tab "Parents & Students" at the top. Select "Student Handbook" from the drop down menu, and then select "2016-2017 Student Handbook."

**If you don't have access to the Internet and would like a hard copy of both Student Handbooks, please call our office at 268-7080 and request a copy.**

Attendance matters to our school district and community. In order for your child to receive the maximum benefit of our education system they are expected to attend school every day except for illness, medical appointments, or a family emergency.

If it is necessary for your child to miss school, please call the school office at 268-7080. If an absence is necessary, parents or guardians must notify the school by 9:00 a.m. on the day of the absence. If parents or guardians do not call the school when a child is absent, a call will be made through our automated attendance system. You will be instructed to contact the school to verify the reason for your child's absence. If no contact is made, your child's absence will be marked as unexcused.

If you have any questions, please call us at 268-7080. *Here's to a **SUPER** school year!*

Rae Smith, Principal

# Sacajawea Expectations

## Expectations:

1. Follow directions of staff.
2. Keep hands, feet, mouth, and objects to self.
3. Use appropriate language and voice volume.
4. Stay in assigned areas.
5. Use equipment properly.



## Before School Expectations:

1. Arrive **after** 8:10 AM when the playground is monitored by an adult.
2. **NO WEAPONS**, toys or real, are allowed at school.
3. No personal items are allowed at school. The school is not responsible for any of these lost or stolen items.
4. Bikes ridden to school must be locked to the bike racks and cannot be ridden on school grounds.
5. PLEASE do not drop off your child in the Staff Parking Lot (west side of the building).

## Computer Lab Expectations:

1. Student is responsible for use and condition of computer and will sit in assigned seat. Before leaving station, it must be clean and ready for next class:
  - Headphones on back of chair
  - Screen at desktop in original state
  - Chair pushed in

## Lunchroom Expectations:

1. Students need to walk to and from the cafeteria in an orderly manner.
2. Students are asked to wait patiently, talk quietly (lights off = voices off), and eat politely.
3. Trading food is not allowed. Students need to eat and touch their own lunch. Students are encouraged to drink milk, juice, or water. No pop is allowed unless the student is having a special lunch with a parent.
4. Students will go to recess first, and then come inside to eat. They will have 23 minutes to eat, however, extra time will be allowed if necessary.
5. Students are responsible for cleaning up after themselves.
6. Students wait until their side of the table is dismissed to leave.



## Hallway Expectations:

1. Travel to the right side of the hallway.
2. Voice level is at 0 or 1.
3. Belongings are kept in lockers and locker area is to remain neat and tidy.

## Bathroom Expectations:

1. Students must sign out in their classroom to use the restroom.
2. Students will go quickly/quietly to the restroom.
3. Students will not waste time in the bathroom.

## After School Expectations:

1. Bus students must ride the bus unless they have a note and/or phone call from their parents.

2. Students must leave the building and grounds immediately after dismissal and may not return to the playground until **after** 4:00 PM.
3. We encourage everyone to wait outside the building for the students to be dismissed. This includes older siblings coming from middle/high school. It is very disruptive to the learning environment at Sacajawea when there is so much noise in the hallways. A meeting spot should be arranged so the older sibling doesn't need to enter the building. Arrangements could also be made with the HANDS program or a child-care provider.
4. Bikes, skateboards, rollerblades, and scooters may not be ridden on school grounds. Students need to walk their bikes and scooters while on the sidewalk until they are off school property.
5. For safety purposes, exit using the front door. Please use sidewalks rather than cutting across school grass or parking lots.

### **Bus Expectations:**

1. The driver is in charge-directions must be followed the first time they are given.
2. School rules apply while on the bus.
3. Remain seated and quiet the entire time the bus is moving.
4. Keep objects and all parts of the body out of the aisle and inside the bus.
5. No physical or verbal abuse.
6. No swearing, being loud, discourteous or annoying others.
7. No gum, eating, drinking, or using tobacco or chemicals.
8. No throwing objects, littering, spitting, defacing, or damaging property. Liability for damage will be assessed to the parent/guardian.
9. Non-bus children CANNOT ride the bus to a friend's house.
10. In the event that you don't want your child to ride the bus, please send a note with your child.



### **Recess Expectations:**

1. Students must have a daily note or a phone call from parents to stay in from recess.
2. Students may not enter the building during recess without permission from a playground supervisor.
3. When the first bell rings, students will freeze and put their hands on their knees. Students wait for the first whistle, in which students holding equipment may go put away equipment. At the second whistle, all students may walk to line up with their class.
4. If behavior is inappropriate, the playground supervisor will follow our Tune-Up Procedure. For severe behavior, the playground supervisor will write a R.O.D. (Referral for Office Discipline) referral and the student will see the Principal. The principal will call the parent to discuss the behavior.

## **Playground and Equipment Expectations**

### **Slides:**

1. Climb the steps when using the slide.
2. Go down the slide in sitting position facing forward.
3. Go down the slide one by one. (no trains, tag or flips - wait for the person in front of you to get off the slide)
4. Allow students to slide without interference. (This includes catching them at the bottom, reaching in with hands, rocks, sand, snow, ice and other objects.)
5. No tag on equipment

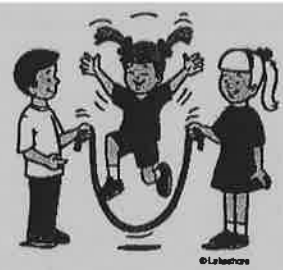


### **Glider:**

1. No pushing or pulling the student on the glider.

### **Tetherball, Wall Ball, and Jump Ropes:**

1. Tennis balls and squishy balls can be used for the wall ball.
2. Tetherballs are to be left alone when the bell rings so nobody gets hit in the face.
3. Jump ropes are to be left on the pole at all times.



### **Balls and other Equipment:**

1. Balls are provided by the school. If you take a ball outside, it is your responsibility to bring the ball back inside.
2. Please leave all other personal belongings and toys at home.

### **Field and Ball Use:**

1. Team sports may be played in the field. There is to be no tackling, wrestling, or rough play or the game will be halted.
2. Designated days and times will be assigned to grade levels for use of football field as necessary.

## **Indoor Recess Expectations**

When weather is below zero including wind chill factor, students stay inside for recess.

### **Responsible Indoor Recess Behavior**

1. Students will engage in activities designated by the teacher.
2. Students are not allowed to run in the classroom.
3. Students must stay in designated areas.
4. Supervising adults will rotate from room to room. Visual contact will be maintained as much as possible.

## **Discipline Consequences**

Behaviors are identified as either minor or major offenses. Minor infractions result in a **Tune-Up** and major infractions result in a **Referral for Office Discipline**. Sacajawea follows a progressive discipline plan for all infractions. The teacher or staff determines consequences for the infraction which may include re-teaching, loss of recess, time out, or detention. Major behavior infractions will result in a Referral for Office Discipline. The principal determines consequences which may include re-teaching, time out, detention, loss of recess, ISS, or OSS. Parents will be notified by either tune-up slip for minor infractions or a phone call when an office referral is issued.