

Sacajawea School
School-wide Information
2017-2018

"The more the school and the family are joined as partners in the cause of educating young people, the greater the child's chances for success." Harry Wong

The following provides information to help you during the school year.

REPORTING PUPIL ABSENCES:

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.

TARDY / ATTENDANCE:

Students arriving after 8:30 a.m. in the morning must report to the office before joining their class. Attendance means the student has been present for at least two hours of either a morning or afternoon session equals 1/2-day attendance. Those students, who have morning appointments and arrive after the morning bell, will not be counted tardy if they bring a note from the doctor's office.

IMPORTANT TELEPHONE NUMBERS:

Sacajawea Main Office: 268-7080

Sacajawea HANDS program: 268-6943

Teachers will inform parents of their voice mail number so you can communicate directly with them; however, teachers will not be taking calls during instructional time. Calls will be returned promptly. As in the past, students will need teacher permission to use the phone.



IMMUNIZATIONS:

Mandatory immunization requirements by the State necessitate up-to-date health information. State law requires that **proof of immunization be documented prior to children attending class**. Thank you for cooperating in supplying us with this information.

PRESCRIPTION AND NON-PRESCRIPTION MEDICATION:

Students requiring medication during the school day need to have a medication form signed by both the parent and physician on file in the school. The office will not administer medication until the proper forms have been completed (forms available through school office or doctor). Once the paperwork is completed, all medications must be brought to and from the office by a parent. All medication must be in the original prescription bottle from the pharmacy which includes information such as: student name, name of medication, dosage, time to be given, number of pills in the container, and name of the doctor prescribing the medicine. Inhalers may be kept with the student if the physician has filled out the self-medicating form provided by the school.

STUDENT ACCIDENT INSURANCE:

Student accident insurance is available to the children. Forms will be sent home the first day. **If you don't carry other insurance, you may want to consider this.** If you wish to purchase this insurance, send the insurance application form and money directly to the insurance company (not to the school).

LUNCH:

The price of a hot lunch is \$2.50 a meal; the reduced lunch price is \$.40. This price includes a half-pint of milk. Milk costs \$.50 for cold lunch students. The lunch accounts are computerized now, so you may pay any amount at any time. Checks should be made out to School District #1. Please indicate your **child's name, room number and ID number** on the memo portion of the check to ensure the money is credited to the correct account. A pink reminder notice will be sent home in the Wednesday envelope informing you of your child's lunch account status. You may also pay online and/or monitor your child's account at myschoolbucks.com.

FREE/REDUCED LUNCH PROGRAM:

You must fill out a new Free/Reduced Application each year in order to be considered for free/reduced lunches. The form must be completed entirely and turned into the school office. Processing of this application can take up to one month. A letter will be sent home with your child by October 1st, informing you if you qualify for the program.

PARENTS VISITING FOR LUNCH:

Please feel free to join your child for lunch in the cafeteria. Please call the school secretary before 8:45 AM any day you would like to eat with us so a lunch can be ordered for you. When you arrive at school, please sign in and get your Visitor's Badge in the Office.

HEALTHY SNACKS:

Each classroom allows for children to have a healthy snack. This snack should be easily eaten in a short time with a minimum amount of fuss. Teachers do not stop instruction time for snacks.



SCHOOL SUPPLIES:

Children need to bring their own paper, pencils, erasers, and crayons. Each teacher may request other supplies that the students may need. A list is posted on the GFPS website. Lists are also at stores like Target, K-Mart, Wal-Mart & other office supply stores. Furthermore, it is a **good idea for K-2 students to keep an extra change of clothing in their backpacks for accidents, spills, and bad weather.**

LABEL CHILDREN'S BELONGINGS:

Please label your child's clothing, especially gym shoes, jackets, snow boots, etc., so items can be returned to the owner when found. **Lost and Found** items are located in the Lost and Found Area in the foyer of the main entrance (by the flag pole door). Ask your child to check periodically for their missing items as they will be discarded on a regular basis.

MONEY:

Students are asked **not** to bring money to school except when absolutely necessary. Money sent to school should be put in an envelope and labeled with your child's name, room number, amount and reason for the money clearly indicated on the envelope.

BIRTHDAY INVITATIONS/TREATS:

Children may **only** pass out invitations at school if they have invited every student in the class. Please check with the classroom teacher for food allergies before providing birthday treats for the entire class.

STUDENTS LEAVING SCHOOL GROUNDS:

Students are not permitted to leave the school grounds unless a parent/guardian has signed him/her out in the office and given the permission to leave slip to the classroom teacher or supervising adult.

VISITORS:

Anytime you come to school to visit, volunteer, or pick up your child, we ask you to sign in at the office or sign out your child. This is an essential safety issue. If you send a relative or friend to pick up your child, you must notify us in advance or we will try and contact you before allowing your child to leave. If this occurs every day, just let the office know.

ADDRESS / PHONE NUMBER CHANGES:

Please notify the school regarding any changes in your address, phone number, and emergency information for your child/children. It is important to be able to contact you or an emergency person, at all times, even when you are away from home for a short period of time. The school's phone number is: 268-7080. You may also send a note with your child indicating any changes.

DRESS CODE:

Parents will be called if students at Sacajawea wear offensive clothing. These students will not be allowed to return to class until clothing is changed. Sleeveless shirt straps need to be at least 1.5 inches wide and shorts need to be at least 5 inches in length from the center crotch seam. No flip-flops or open toed shoes/sandals on the playground due to the high possibility of stubbed toes, twisted ankles, etc. Makeup is not allowed at the elementary level.

CELL PHONES / OTHER ELECTRONIC ITEMS:

For the first offense, all cell phones will be taken from students if seen by staff and kept in the office until the end of the school day. For the second offense, the electronic device will remain in the office until the student's parents pick them up. If students have a phone for convenience and/or safety, the phone needs to remain in their backpack and turned off during the student's school hours and while inside the building. However, the risk remains that the phone may be stolen or lost.

SCHOOL SAFETY:

Walkers: Always use the crosswalks and intersections when walking to school and home. Parents, please model appropriate crossing and waiting. Obey the directions of the crossing guard.

Bikers: Students riding bikes to school must have locks for safety and wear helmets. Bikes can only be ridden off school grounds and must be stored and locked in the bike racks. One rider per bike.

Bus Riders: Parents and students must be familiar with the rules and procedures of riding school buses. All stops are posted in the paper and are available by calling the office. Riding the bus is a privilege and if abused, it can be denied. Children are not allowed to bring guests on the bus.

Car Riders: Because traffic is such a concern at Sacajawea, we implore parents to be especially cautious when bringing and picking up your child. Plan for congestion and confusion both morning and afternoon; we do report all violations of parking and safety to the police department in an attempt to keep our students safe. Allow plenty of time to get here and drop off children only after pulling up to a curb. DO NOT STOP in the middle of the street and unload children. Please drop off and pick up children in the FRONT of the school not in the parking lot.