

# *SACAJAWEA ELEMENTARY*

## *STUDENT HANDBOOK*



*2024-2025*

*“Building Leaders one Brick at a Time”*

# Sacajawea Elementary Staff 2024-2025

<b>Office Staff</b>			
Principal	Administrative Assistant	Office Aides	Nurse
<b>Ty Moore</b>	<b>Deidre Martinko</b>	<b>Megan Meadows</b>	<b>Stacy Vantighem</b>

<b>Classroom Teachers/Room #</b>			
Kinder	<b>Kayla Holzheimer (K1)</b>	<b>Kelly Hueth (K2)</b>	<b>Brittney de la Garza (A6)</b>
1 <sup>st</sup> Grade	<b>Shelbe Tinsley (A3)</b>	<b>Debbie Hartman (A4)</b>	<b>Kristin McDermott (A5)</b>
2 <sup>nd</sup> Grade	<b>Lindsey O'Brein (A1)</b>	<b>Wendi Baune (A2)</b>	<b>TanDee Doran (B1)</b>
3 <sup>rd</sup> Grade	<b>Erin Evenhus (B3)</b>	<b>Marsi Helgeson (B4)</b>	
4 <sup>th</sup> Grade	<b>TBD (B5)</b>	<b>Jessica Witherit (B6)</b>	
5 <sup>th</sup> Grade	<b>Scott Mayer (C3)</b>	<b>Sharon Kelley (C4)</b>	
6 <sup>th</sup> Grade	<b>Charity Clark (C5)</b>	<b>Eryn Hayworth (C6)</b>	

<b>Specialists</b>		
Librarian	Counselor	PE
<b>Jessica McGowan</b>	<b>Theresa Busch</b>	<b>Todd Ondick/Scott Hagel</b>
Resource	Para Professionals	Literacy/Math
<b>Kandace Stimac</b>	<b>April Kottke, Stacy Isakson, Ashley Whitaker, Cameron Smith</b>	<b>Mariela Rivera Coto</b>

<b>Classified Staff</b>		
Engineers	Kitchen	Core Aides/ Recess Teacher
<b>Kelley Arnold (1st) Ben Algeo (2nd)</b>	<b>Carol Little, Brenda Altenburg, Hisayo Scott</b>	<b>Jessica Conley, Kelly Evans, Carly Teter</b>
HSS		
<b>Genevieve Hepworth, Nicole Jacoby</b>		
Crossing Guard		
<b>Ashley Corder</b>		

<b>Traveling Staff</b>			
School Psychologist/ Speech	Extended Curriculum Services	Mental Health	Art
<b>Jessica Carranza Erin Sholes</b>	<b>Joel Carlson</b>	<b>Barbara Nelson</b>	<b>Kelly Pisano</b>
Vocal Music/Instrumental			
<b>Jennifer Cantley, Jenny Painter, Debra TenNaple, Quinton Schauer</b>			

Dear Parents/Guardians:

Welcome to the 2024-2025 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). To access the full GFPS District Handbook, select the tab “Parents & Students” at the top. Select “Student Handbook” from the drop-down menu. You can access our school website from the district homepage or by using this address: [www.gfps.k.12.mt.us/SC](http://www.gfps.k.12.mt.us/SC)

For the handbook specific to Sacajawea, select “Select a school” on the top right side of the GFPS Home Page. Select “Sacajawea Elementary School” and then select “Our School.” On this page, under School Resources, click on the following links for more information:

- School-wide Information
- Sacajawea Expectations
- Guidelines for Success
- Homework Guidelines



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

**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. Join us on the adventure!



Ty Moore, Principal



**“Education** is the most powerful weapon which you can use to **change the world.**”

-Nelson Mandela

**Sacajawea School**  
**School-wide Information**  
**2024-2025**

“ *Knowledge* will give you power, but *Character* will give you respect.” - Bruce Lee

**ATTENDANCE:**

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**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 which 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. Students will need teacher permission to use the phone.

**GRADING/REPORT CARDS:**

Report cards are issued each quarter for grades K-6. Parents are encouraged to access their child's grades through PowerSchool. Information is sent home in the "First Day of School Packet". If you misplace this information, please call the office to get another copy.

### **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 at 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).

### **BREAKFAST/LUNCH:**

Student breakfast prices will be \$1.95 a meal; the reduced breakfast price is \$.30. Lunch prices will be \$3.00 a meal; the reduced lunch price is \$.40. This price includes a half-pint of milk. Milk costs \$.50 for cold lunch students. \* Breakfast and Lunch prices are subject to change. The meal accounts are computerized, 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](http://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 1<sup>st</sup>, 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:**

The school supply list is posted on the GFPS website. Lists are also at stores like Target, Wal Mart & other office supply stores. If a child runs out of school supplies during the year, a note will be sent home to replenish the supplies. 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 flagpole 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/ EMAIL CHANGES:**

Please notify the school regarding any changes in your address, phone number, email 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:**

Students are expected to dress in an appropriate manner that does not distract from the learning in a classroom. Shirts that are offensive and/or advertise or promote illegal substances, alcohol, and weapons will not be permitted at school. Please dress appropriately for the weather, including coats, hats, gloves, and boots, etc.

### **CELL PHONES / OTHER ELECTRONIC ITEMS:**

Use of cell phones and smart watches are not permitted during school hours; 8:10 am - 3:20 pm. Using social media apps is also not permitted during school hours.

- First offense, all cell phones will be held in the office until the end of the school day.
- 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 at 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. **ALWAYS USE CROSSWALKS!***

*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:* 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. **ALWAYS USE CROSSWALKS!**

### **HOMEWORK GUIDELINES:**

The purpose of the district's homework guidelines is to increase student achievement. The extra practice established by well-designed homework assignments provides students with structured activities to reinforce classroom instruction. Classroom teachers will communicate expectations at Back to School Night.



# 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. **Phones** and electronic devices should stay in backpacks.
4. Bikes ridden to school must be locked to the bike racks and cannot be ridden on school grounds.
5. **If you drop off your child using the Staff Parking Lot, please take the far-right lane and drop off at the sidewalk that takes them directly behind the school to the playground. This allows students to be out of traffic and is SAFE compared to having students walk through the parking lot.**

## 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 are responsible for cleaning up after themselves.
5. 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 does not 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. Students will use different exit doors at the end of the day to minimize congestion. Please plan for a meeting spot if you have more than one child that attends Sacajawea.
6. If you are parked in the parking lot at the end of the day, please wait outside the exit door your child uses and escort them to your car in the parking lot. Students will not be allowed to walk in the parking lot without an adult for safety purposes.

### **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. Follow **Seating Chart** and 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 to students or adults will be tolerated.
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 do not 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:
  - a. Students will freeze.
  - b. First whistle, in which students holding equipment may go put away equipment.
  - c. Second whistle, all students may walk to line up with their class.
4. If behavior is inappropriate, the RECESS TEACHER will reteach the appropriate behavior for a student to sit out for some time or follow our Tune-Up Procedure.
  - a. For severe behavior, the RECESS TEACHER will contact the Principal for a R.O.D. (Referral for Office Discipline) and the student will see the Principal. The principal will call the parent to discuss the behavior and an accountability plan of success for the student.

## Playground and Equipment Expectations

### Slides:

1. Climb the steps when using the slide.
2. Go down the slide in a 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.

## Playground disagreements should be settled with “Rock, Paper, Scissors”.

## 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

# Sacajawea School Guidelines for Success

## STUDENT ACCOUNTABILITY PLAN

At Sacajawea, we believe that discipline should be approached in a manner that not only addresses misbehavior, but also teaches accountability and builds positive relationships within our school community. The Responsive Centered Discipline (RCD) model aligns with these values and serves as a framework for promoting positive behavior and character development.



During a student's most challenging moment(s), we will listen and respond to a student with emotional control and leadership, provide clear and consistent expectations, and coach students through the many benefits for changing their behavior. This is done through the Give Em' 5 structure where a staff member offers support, states the school-wide expectation(s), includes the breakdown of how the behavior did not meet the stated expectation, explains the many benefits for their future success, and closes with a plan to resolve the problem. Since every student is unique, the importance of providing individualized support when addressing behavior concerns is recognized and valued in this model.

We will be continuing to teach each of our Character Strong Traits as the foundation for how we use research based social and emotional learning curriculum to foster a whole child centered approach. This builds student ownership and accountability for social, emotional, and behavioral choices as well as places responsibility on the individual students for working with adults to learn from mistakes and restore relationships when needed. We will work together with students to create learning opportunities from situations where our guidelines are not followed. Documentation of "Tune-Ups" with student accountability plans will be sent home for student and parent signatures to be added. *These will need to be returned the following day.*

- *Severe Clause:* This will result in an Office Referral, parent conference (phone or in person), and behavior improvement plan. Severe clauses include sexual harassment, inflicting physical harm (fighting), damage to property, openly defiant behavior, or the use of profane language. Consequences may include ISS or OSS (out of school suspension).

Your child's classroom teacher will also be sending home a plan for expected behaviors within the classroom. We look forward to a successful, productive year and to working with you and your child!

Sincerely, Ty Moore, Principal



## Celebrations

### **PRIDE Tickets:**

Students going above and beyond expectations will earn a PRIDE Ticket. Students will place their PRIDE Ticket into a weekly drawing bucket. Student leadership will draw and announce names weekly to celebrate each student.

### **Principal's PRIDE: (Quarterly)**

Two students per classroom per quarter will be nominated by staff for this award. Recipients are based on showing kindness, pride, and overall excellence in citizenship at Sacajawea Elementary.

### **Character Strong: (Quarterly)**

Students will be nominated quarterly for the Character Strong Trait of each month. Certificates will be announced by Student leadership.