

Sacajawea Wolves



Student Handbook

2025-2026

“Learning is a Wild Adventure”

Sacajawea Elementary Staff 2025-2026

| Office Staff | | | |
|---------------------|--------------------------|----------------------------|------------------------|
| Principal | Administrative Assistant | Office Aide/Recess Teacher | Nurse |
| Ty Moore | Deidre Martinko | Megan Meadows | Stacy VanTighem |

| Classroom Teachers/Room # | | | |
|----------------------------------|------------------------------|----------------------------|----------------------------------|
| Kinder | Kayla Holzheimer (K1) | Kelly Hueth (K2) | Brittney de la Garza (A6) |
| 1 st Grade | Shelbe Tinsley (A3) | Debbie Hartman (A4) | Kristin McDermott (A5) |
| 2 nd Grade | Lindsey O'Brein (A2) | Lori Edwards (B1) | Jessica Witherite (B2) |
| 3 rd Grade | Erin Evenhus (B3) | Marsi Helgeson (B4) | |
| 4 th Grade | Scott Mayer (B5) | Hailey Kemp (B6) | |
| 5 th Grade | Rennie Napierala (C3) | Sharon Kelley (C4) | |
| 6 th Grade | Charity Clark (C5) | Eryn Hayworth (C6) | |

| Specialists | | |
|-------------------------------|---|---|
| Librarian | Counselor | PE |
| TanDee Doran | Theresa Busch | Todd Ondick/Scott Hagel |
| Resource Teachers | Para Professionals | Teacher Assistants |
| Kandace Stimac TBD | April Kottke, Stacy Isakson, Ashley Whitaker, Estella Hammonds | Trissa Viveros, Keianah Brasda |

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

| Traveling Staff | | | |
|---|---------------------------------|---------------|---------------------|
| School Psychologist/ Speech | Extended Curriculum Services | Mental Health | Art |
| Jessica Carranza Erin Sholes | Joel Carlson | | Kelly Pisano |
| Vocal Music/Instrumental | | | |
| Kara Bell, Sydney Eastwood, Jenny Painter, Debra Tennapel, Quinton Schauer | | | |

Dear Parents/Guardians:

Welcome to the 2025-2026 school year! Our Sacajawea School and GFPS District Handbooks are now online! Please access them at 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

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 and be on time 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 anytime 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 wild adventure!

Warm Regards,

A handwritten signature in black ink that reads "Ty Moore".

Ty Moore, Principal

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

-Nelson Mandela

Sacajawea School
School-wide Information
2025-2026

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

ATTENDANCE:

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 and be on time 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. It is your responsibility to communicate with the classroom teacher about any absences and form a plan to complete assignments missed. Excessive absences may require a meeting with the principal and an attendance plan.

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 be excused if they bring a note from the doctor's office. PLEASE CHECK IN AT THE 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 prescribed 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 prescribed 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.

All medications are required to be picked up at the end of each school year by the parent.

BREAKFAST / LUNCH:

Student breakfast prices will be \$2.05 a meal; the reduced breakfast price is \$.30. Lunch prices will be \$3.10 a meal; the reduced lunch price is \$.40. This price includes a half-pint of milk. Milk costs \$.75 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 GFPS Food Service. 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:

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, winter coats, boots, pants, 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). Items not collected will be donated quarterly. Please check the Lost and Found regularly.

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 to 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 ASAP 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. [District Policy 3324](#)

CELL PHONES / OTHER ELECTRONIC ITEMS:

Use of cell phones and smart watches are **NOT PERMITTED** during the school hours of 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 lost or stolen.

SCHOOL SAFETY:

Walkers: Always use the crosswalks at intersections when walking to and from school.

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 are required to be walked on 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 on the District Website 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 and are only allowed off at their designated drop off point.

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, crosswalk, or intersections to 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 and regular communication. District Policy 2430R

PE GUIDELINES:

Athletic / tennis shoes and socks must be worn in the gym. NO exceptions!
Students will be calling home or have an alternative activity for their safety.
NO crocs, sandals, birks, snow boots, etc.

LIBRARY GUIDELINES:

Library books are checked out weekly and must be returned to check out again. Students that do not return books timely will only be allowed to keep Library books at school. Fines will be assessed if books are not returned by the end of the school year. Damaged books will also be assessed and need to be replaced by parents.

MUSIC / INSTRUMENTAL GUIDELINES:

Instruments are required to be taken home after each Instrumental class period.
Instrumental music is a voluntary choice for students. Please support your child in practicing on a regular basis.

TECHNOLOGY USE:

Students have access to Chromebooks on a daily basis. Any intentional damage to a Chromebook will result in a loss of use and costs of repairs. Please see District Policy 3612F.

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 items. **Phones** and electronic devices **must** 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. **L – Listen to Adults**
Follow directions the first time and show respect to lunchroom staff and monitors.
2. **U – Use Good Manners**
Say “please” and “thank you,” chew with your mouth closed, and be kind to others.
3. **N – Neat and Tidy**
Keep your area clean, pick up after yourself, and throw away trash properly.
4. **C – Conversation Level Voice**
Use a quiet, respectful voice when talking with your neighbors.
5. **H – Hands to Yourself**
Keep hands, feet, and food to yourself; respect personal space.

Consequences

1. Reteaching procedures and expectations
2. Separate seating, by self
3. Chronic issues will result in playground walking before the lunchtime
4. Alternative lunch area

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

Go, Flush, Wash, Leave!

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 HANDS program or a child-care provider.
4. Bikes, skateboards, rollerblades, and scooters may not be ridden on school grounds. Students must 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.
 - a. K1, K2, A6, A5, A4 - North Door #2
 - b. A3, A2, B1, B2 - North Door #1
 - c. B3, B4, B5, B6 -South Door #6
 - d. C3, C4, C5, C6 - South Door #5
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 bus 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. Children will only be allowed off at their assigned stop.
11. In the event that you do not want your child to ride the bus, please call the office.

Playground Rules

Recess Expectations:

1. Students must have a medical 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 to listen for directions.
 - a. First whistle: students holding equipment must put away equipment.
 - b. 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.

Consequences for non compliance:

1. Removal from area for the rest of recess
2. Removal from area for a day to a week
3. Walking laps
4. Recess in the office

Equipment Expectations:

We-go-round

- Morning recess: Kinder and 1st, 3rd and 4th
- Afternoon recess: 2nd, 5th and 6th
- Lunch recess: everybody can ride
- No standing on the seats
- No sitting on the walls
- No hanging or climbing, inside or out
- All body parts are inside while riding



Slides

- No climbing up the slides
- No jumping off the slides
- No parking on or blocking the slides

Dome/Moon

- No standing on top
- No jumping off the top
- Share the inside with everyone

Sway Deck

- No standing on the seats or table\
- No laying underneath
- No jumping off the high sides



Spinners

- One person at a time sits in the spinning chair
- Three or less at a time on the standing spinner
- Feet are always planted, no hanging or flinging yourself off
- Line up on the edge of the mat and gravel
- No cutting in line to spin with friends.
- No slapping or grabbing the head/body of students on the spinners

Kickball, Tetherball, Basketball, Four Square

- Follow the rules of the game, if you don't know the rules, ask an aide
- If someone is not following the rules, talk to an aide
- Everyone is allowed to participate and play
- No trash talking or name calling
- Keep hands off other players
- Any disputes may be settled with **ONE** round of rock-paper-scissors

Playground

- Equipment must be shared
- If you take it out, you are responsible for putting it back
- When the bell rings, all playing stops. Feet are on the ground, hands on knees.
- First whistle: put away balls and jump ropes. Second whistle: line up
- All grassy areas are off limits
- Nature stays on the ground. Leave dirt, leaves, wood chips, rocks, and snow alone
- No food, gum, or drink outside during recess
- No personal items on the playground (this includes toys, balls, bags, cards)
- Do not kick a ball unless you are playing with it
- No kicking basketballs or volleyballs
- When lining up, stay behind the white line
- If you know that it's wrong or unsafe, DO NOT DO IT!

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



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.

Character Traits

RESPECT

Responsibility

GRATITUDE

EMPATHY

PERSEVERANCE

HONESTY

COOPERATION

COURAGE

Creativity

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 Responsibility 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

*Sacajawea
Wolves*



Perseverance

I can do my best and stick with it, even when something is hard.



Respect

I can be kind to myself and others with my thoughts, words, and actions.



Integrity

I can do the correct thing, even when no one else is watching.



Discipline

I can think before I act, and I'm in control of my own behavior.



Empathy

I can understand and respect others' feelings.

Great Falls Public Schools

School—Parent Compact

Dear Parent/Guardian:

We value your role in working to help your child achieve academic success. The following is an outline of some of the ways you and school staff can build and maintain a partnership to share the responsibility for supporting your child's learning.

School's Responsibility:

- Provide students with a high-quality curriculum, learning materials and instruction.
- Provide you with assistance to understand:
 - academic achievement standards and assessments, and
 - how to monitor your child's progress, including how to use PowerSchool.
- Provide opportunities for ongoing communication between you and your child's teachers through, at a minimum:
 - annual parent-teacher conferences,
 - frequent reports regarding your child's progress, and
 - opportunities to talk with staff, volunteer in class, and observe classroom activities.
- Contact information, best contact method (email/text/phone) for school staff and a return communication within 24 hours or by next workday.

Parent/Family Responsibility:

- Encourage your child to attend school regularly and on time.
- Encourage your child to show positive school behavior.
- Review your child's homework.
- Monitor screen time and encourage positive use of your child's extracurricular time.
- Volunteer in your child's school and/or classroom if time or schedule allows.
- Attend parent-teacher conferences and participate, when appropriate, in decisions relating to the education of your child.
- Call the teacher or principal when you have concerns or notice something that needs to be addressed or celebrated.

Please review this School-Parent Compact with your child. This document may be discussed during a parent-teacher conference.

Thank you for your support and involvement with your child's education. Please contact the person listed below for more information.

Ty Moore

Principal, Sacajawea Elementary

Email Address: ty_moore@gfps.k12.mt.us

