



2017 – 2018
Student/Parent Handbook



WELCOME TO SAGEWOOD ELEMENTARY SCHOOL

DEAR SAGEWOOD COMMUNITY;

ON BEHALF OF THE SAGEWOOD STAFF, WELCOME TO AN EXCITING NEW YEAR AT SAGEWOOD ELEMENTARY SCHOOL. TO THE RETURNING STUDENTS AND FAMILIES, AND TO OUR NEW STUDENTS AND FAMILIES, I LOOK FORWARD TO LEARNING AND GROWING ALONG WITH YOU THIS YEAR. AT SAGEWOOD WE MAXIMIZE OUR LEARNING TIME TO GROW EVERY DAY WHILE FOCUSING ON OUR STAR EXPECTATIONS OF SAFETY, TEAMWORK, ACCOUNTABILITY AND RESPECT.

OUR STAFF WORKS HARD TO MAKE SURE EACH DAY IS A LEARNING OPPORTUNITY FOR KIDS BETWEEN 8:45 AM AND 3:30 PM MONDAY THORUGH FRIDAY. IT IS VERY DIFFICULT TO TEACH AN EMPTY SEAT, SO WE WANT STUDENTS TO BE PRESENT AS MUCH AS POSSIBLE. IF YOUR STUDENT IS ABSENT, PLEASE CONTACT THE OFFICE TO NOTIFY US OF THE STUDENT'S ABSENCE. WE WILL NOTIFY PARENTS IN A LETTER AFTER 5 ABSENCES PER SEMESTER. PLEASE BE SURE TO READ AND UNDERSTAND THE DISTRICT ATTENDANCE POLICY AS IT RELATES TO YOUR CHILD'S EDUCATION.

PLEASE TAKE A MOMENT TO NOTE A FEW SCHEDULE CHANGES. DISTRICT START TIMES FOR ELEMENTARY HAVE CHANGED TO 8:45, (STUDENTS WHO ARRIVE AFTER 8:50 WILL BE TARDY.) OUR PLAYGROUND IS SUPERVISED FROM 8:00 – 8:45. BREAKFAST WILL BE SERVED FROM 8:00 – 8:25. SCHOOL ENDS PROMPTLY AT 3:30. WITH THE NEW SCHEDULE CHANGES, PLEASE NOTE OUR NEW LUNCH TIMES:

	RECESS	LUNCH	RETURN TO CLASS
K – 3	11:15	11:30	11:55
1 – 4	11:40	11:55	12:20
2 – 5	12:05	12:20	12:45

I ENCOURAGE PARENTS TO BECOME ACTIVE IN OUR SCHOOL. AT SAGEWOOD WE WORK TO MAINTAIN EFFECTIVE COMMUNICATION BETWEEN FAMILIES AND TEACHERS. I ENCOURAGE FAMILIES TO STAY IN CONTACT WITH THE TEACHERS AND THE SCHOOL. PLEASE SEEK THE OPPORTUNITY TO BE A PART OF OUR PARENT/TEACHER ORGANIZATION AND TAKE AN ACTIVE ROLE IN YOUR CHILD'S EDUCATION.

I AM TRULY EXCITED TO BEGIN THE 2017 – 2018 SCHOOL YEAR. IF YOU SHOULD HAVE ANY CONCERNS, PLEASE CONTACT US AT THE SCHOOL BETWEEN 7:30 AM AND 4:30 PM. OPEN LINES OF COMMUNICATION WILL HELP US PROVIDE THE BEST LEARNING ENVIRONMENT FOR YOUR STUDENT.

SINCERELY,

**TYLER HARTL
SAGEWOOD PRINCIPAL
(307)253-3300**

MISSION STATEMENT

SAFETY, TEAMWORK, ACCOUNTABILITY, RESPECT

Strive to make our community a better place – where everyone can learn.

VISION STATEMENT

Safety is of the utmost concern at Sagewood. Sagewood School will provide an environment where students feel comfortable, safe and accepted. Expectations are clearly defined, modeled and practiced to provide a physically safe environment. In addition we value diversity and recognize each child's unique needs.

Teamwork is developed and promoted as the way we build a cooperative community of lifelong learners. It is our belief that students, staff, parents and community members all play an active role in the academic education and character development at Sagewood.

Accountability is fostered through modeled expectations. High levels of achievement are accomplished through measurable district and state standards and goals. The curriculum promotes intellectual curiosity and creative thinking, while challenging students to reach their full potential. We acknowledge and celebrate the achievements of students and staff in learning and leadership.

Respect is a mutual understanding among all members of our Sagewood community. Sagewood encourages kindness and acceptance from all stakeholders. Honesty and reliability are promoted to build integrity and self-worth.

Sagewood focuses on increasing student achievement with the intent to promote student success and prepare students for the future. Our community believes every learner is a champion.

SAGEWOOD ELEMENTARY SCHOOL STAFF

Principal	Tyler Hartl
Office Manager	Marilyn Davidson
Kindergarten	TBA
Kindergarten	Brandy Bentz
Kindergarten	Carrie Patterson
First Grade	Jennifer Brackenrich
First Grade	Kim Lau
First Grade	Jennifer Dillon
Second Grade	Evony Charest
Second Grade	Sue Christensen
Second Grade	TBA
Third Grade	JR Woolson
Third Grade	Sarah Emery
Third Grade	Susie Strom
Fourth Grade	Megan Amadio
Fourth Grade	Shawn Galles
Fifth Grade	Sarah Hiatt
Fifth Grade	Kelsey Mitchell
Resource Teacher	Devin Dickey
Resource Teacher	Erin Duffy
Certified Tutor	Rebecca Elliott
Certified Tutor	Kelly Rush
Art	Amanda Seitz
P.E.	Deb Munsell
Music	Wendi Power
Classroom Assistants	Alannah Allen, Kirsten Gorda, Chris Hashberger, Leia Schuler, Juanita Walker, Jessica Wylie
Office/Records Assistant	Connie Key
Cafeteria Technician	Maron Barnes
Library Media Tech	Kay Cross
Head Custodian	Steve Windsor
Assistant Custodian	Steve Sailer
School Nurse	Ruth Burns
Social Worker/Counselor	Kelly Heenan
Diagnostician	Caro Washut
Diagnostician Assistant	RuthAnn Atwood
Speech Therapist	Dannie Leeper
Occupational Therapist	Lindsey Temple
Physical Therapist	Nicki Loghry
Refocus Room Coordinator	Laura Miller

COMMUNICATION

Family Situations

We are very concerned about the welfare and safety of your children. In these days of divorce, custody disputes, and vulnerability of children to drugs, crime and kidnapping, it is vital that the school and the home maintain communications to ensure safety for all students. Please keep the office informed of all decrees of custody or special family situations. It is extremely important that we have current contact information as well.

Home-School Communication

Effective communication between school and home is a goal of the staff. This requires effort on the part of the teachers, principal, office staff, and parents.

During the school year, parents will receive frequent information about their child(ren) and about school activities through newsletters, telephone calls, personal notes, email, progress reports, conferences and report cards. Each student has a "Folder" that will contain timely news and academic reports that will be sent home once weekly. In addition, there is a Sagewood School page on Facebook, and many teachers have created individual Facebook links for their classrooms. A monthly newsletter with the lunch menu will be emailed to parents.

If these communications are not received regularly, please check with your child, the teacher, or call the school. Please check school bags and back packs daily. In addition, information will be available on the school website which is located at the following URL: <http://www.natronaschools.org>

Messages to Students

We are dedicated to provide the assistance necessary for the relay of emergency information to children. However, we are asking for your assistance with the following:

Please inform your children of necessary arrangements for picking up, lunches, appointments, etc., before students come to school. Students will not be allowed to use the phone to make alternate after school plans with friends.

Non-emergency messages will be delivered between 3:00-3:25 p.m. to each class. Delivery of messages to students after that time cannot be guaranteed.

Parent – Teacher Conferences

Parent-Teacher conferences will be scheduled for all parents during the first semester. A second session of conferences will take place second semester. Grading reports and grading systems will be explained at that time. Other conferences are scheduled as needed at parent, teacher or principal request. We welcome parent interest and encourage your calls and visits. If you wish to meet with a teacher, please call ahead to schedule an appointment, as classroom time should be uninterrupted for optimal learning.

Schoolwork and assignments are returned to the student on a daily basis. Please ask your children to bring home all completed work. We recommend parents discuss schoolwork with their child(ren) as a valuable, informative activity. Additionally, when children know their parents are concerned and interested, the work done in school significantly improves. We value a strong partnership between teachers and parents.

CRISIS MANAGEMENT PLANS

A primary responsibility of public school is to provide a safe and secure environment for students, employees, and the public. The Trustees of the Natrona County School Board believe it is necessary to have a comprehensive policy and plans regarding foreseeable crises. District officials have directed each school to organize a Crisis Management Team and establish procedures for responding to a crisis. Procedures for dealing with the following foreseeable crises have been established for our school:

- Bomb Threat
- Emergency School Closure
- Explosions
- Search and Seizure
- Tornado
- Weapons in Schools
- Earthquake
- Environmental Disaster/Hazardous Materials
- Exposure to blood borne pathogens
- Counseling for School Tragedies
- Violence
- Active Intruder (A.L.I.C.E.)

Our Building Crisis Management Team developed these plans. Each of the plans includes a prevention, intervention, and follow-up component. The plans and procedures for dealing with these crises are available at the school for parent and community member review.

DISCIPLINE AND CITIZENSHIP

Classroom Rules

Sagewood teachers will write rules and consequences for behavior in their classroom. These rules will include appropriate behavior in all school activities and situations during the school day. Be advised that students who are identified as having special needs may have alternative discipline plans as part of their Individual Education Plan (IEP). Please take the time to review the classroom expectations, positive behavior supports, and consequences for behavior infractions with your child and his/her teacher.

School Wide Discipline

We are committed to creating a caring community through consistent school-wide expectations and strategies. Our school operates on four fundamental "STAR" principles: Safety, Teamwork, Accountability, and Respect. As part of our Positive Behavior Support system, we will "strive to make our community a better place." Students are taught positive character traits to reduce bullying and provide a collaborative working atmosphere through the 8 Keys of excellence and the Toolbox. Interventions from the Toolbox, Second-Steps and Boys Town programs are used for positive behavioral supports, as well as providing reasonable and natural consequences.

It is the principal's responsibility to administer the school according to the policies of the Board of Trustees and to create and maintain a positive school atmosphere with the aid of students, staff, and parents. Teachers and staff will attempt to resolve most conflicts in the classroom. However, students may be required to work through the refocus room (Bear Den) to problem solve issues or identify when a STAR expectation has been violated. This may involve problem solving, refocus or discipline referral. In cases of a discipline referral, students are asked to contact a parent and a copy of the referral is sent home with the child.

Following are behavior expectations for our common indoor areas and playground, along with our BullyProofing rules.

Common Area Behavior Expectations:

- For Safety:** Keep hands, feet and objects to self.
Use equipment and school materials appropriately.
Follow instructions immediately.
Abide by the rules for where you are.
- For Teamwork:** Include others while working and playing.
Choose to encourage, to help, and to be a role model.
Be trustworthy and cooperative.
- For Accountability:** Be prepared at all times.
Own your own actions.
Act responsibly.
Live with integrity - do the right thing, even if no one is around.
Keep personal items in your backpack.
- For Respect:** Speak in appropriate tones and voices.
Use kind words and actions.
Take care of your surroundings.
Honor differences.

Playground Behavior Expectations:

- For Safety:** Be aware of your surroundings.
Use equipment appropriately.
Keep hands, feet, and objects to self.
- For Teamwork:** Play fair.
Play by the game rules.
Have fun.
- For Accountability:** Enter building immediately when bell rings.
Return equipment after each recess.
Own your own actions.
Be prepared prior to going outside.
Keep personal items in your backpack.
- For Respect:** Include others.
Respect others and their property.
Speak with appropriate tones, voices, and word choices.

8 – Keys of Excellence:

1. This Is It
2. Ownership
3. Commitment
4. Failure Leads to Success
5. Balance
6. Flexibility
7. Speak with Good Purpose
8. Integrity

LIBRARY MEDIA CENTER

Book Check Out Rules:

Once a signed (student/guardian) library contract is returned, students are allowed to check out library books. Students in grades K – 1 are limited to one library book at a time. Students in grades 2 – 5 are limited to two library books at a time. Books may be renewed once. More renewals are possible unless

the book is on the reserve list. Students may not check out reference materials, magazines, videos, DVDs, games, or pop-up books from the library. These materials are to be used in the library, or checked out to teachers for classroom use.

Overdue Books:

A fine is not charged for overdue books, but students may not check out additional books until overdue books are returned.

Lost or Damaged Books:

Students and parents are responsible for damaged or lost books, at partial or full replacement cost. The cost of paperback books is from \$4 - \$6. The cost of hardcover books is from \$10 - \$40 with some books costing more - therefore PLEASE emphasize the importance of taking care of library books.

Library Media Center Behavior Expectations:

- For Safety:** Walk in all areas.
Use all areas appropriately.
- For Teamwork:** Share items.
Provide help when needed.
- For Accountability:** Bring books back on time.
Use shelf markers and return book to its home.
Use library "pass" unless with an adult.
- For Respect:** Use quiet voices.
Follow instructions.
Care for materials.

MEALS

Breakfast and Lunch Policies

Breakfast and lunch programs are available for students. Information concerning the programs is sent home on the first week of school, along with free and reduced application forms. If eligible, we encourage families to take advantage of the free or reduced services.

Students may charge no more than 2 consecutive meals. Parents may be called to provide a lunch if their child does not have anything to eat. Please stay current on payments for meals. The breakfast and lunch periods should be a time for children to enjoy their meals free from the pressures of the classroom. Students have adequate time to eat, but are occasionally reminded to complete their lunch and reduce visiting time.

Breakfast is served between 8:00 and 8:25. Students will need to arrive promptly to eat before heading to the playground. When students are finished with breakfast they will return to the playground until school starts. It is imperative that each student has a basic need for nutrition met to benefit from the academic environment. Therefore we require that students arrive before 8:25 to eat.

Lunch Times:

	RECESS	LUNCH	RETURN TO CLASS
K - 3	11:15	11:30	11:55
1 - 4	11:40	11:55	12:20
2 - 5	12:05	12:20	12:45

Lunchroom Behavior Expectations:

- For Safety:** Pay attention to your surroundings.
Use tables, benches, utensils and trays correctly.
Eat your own food.
- For Teamwork:** Allow others to join you.
Display and encourage good manners.
- For Accountability:** Focus on your purpose.
Keep area clean.
Be a positive person.
- For Respect:** Use inside voice.
Honor other's space and feelings.

OFFICE HOURS

Office hours for Sagewood School are 7:30 A.M. to 4:30 P.M.

PARENT PARTICIPATION

We encourage all parents and staff to actively participate in the Sagewood parent organization, through attendance at meetings, serving on committees, and providing assistance for school activities. The Sagewood PTO would not be possible without your continued support and participation!

The parent organization sponsors many events during the school year, including family bingo night, family dinners, school fundraising activities, and more. Through the efforts of the parent organization in past years, the students have enjoyed the benefits of new playground equipment, interactive Promethean Boards, library books, air conditioning, the phone system and classroom materials.

Parents who seek to volunteer in the classroom must follow the district regulations for background checks and finger printing (Board Regs 4130). Parent volunteers must also be invited at the discretion of the teacher. Parents who wish to visit a classroom may schedule an appointment through the teacher or principal. Classroom visits will be limited in time/frequency and cannot disrupt the learning environment.

PERSONAL PROPERTY

Bicycles

Students are permitted to ride bicycles to and from school. Upon arrival at school, students must park their bikes in the bike rack where they are to remain until dismissal.

STUDENTS ARE NOT TO RIDE BIKES OR SKATEBOARDS ON THE PLAYGROUND, OR ON SIDEWALKS.

Students must use care, and not be a hazard to pedestrians, cars, or buses. Riding a bicycle obligates a rider to the same laws as driving a car. Obeying stop signs, using hand signals, and riding on the right side of the street are some of the regulations that apply. A bike lock is highly recommended for security.

Toys, Skateboards, Electronics

Skateboards, scooters, "Heely" shoes, and roller blades are not permitted at school, as they are a source of danger to the rider and to other children. Skateboards and scooters damage the retaining walls, which students often use for 'grinding'. Students who bring skateboards or scooters to school will need to leave the boards in the office area while school is in session. This policy is designed to protect students from harm and property from further damage.

Personal items, such as game systems, iPods, collectables or toys are not allowed for use on the playground or in common areas of the school during school hours. Any personal items brought to school are the sole responsibility of the owner. The school will not be held responsible for damage, loss or theft. Personal items may be confiscated if they are visible in the classrooms, in the common areas, or on the playground during school time. Parents will need to reclaim these items from the school office.

Personal Property Liability

The school District assumes NO responsibility for student items that are lost, damaged or stolen. School employees will often assist children in locating missing items, but such assistance does NOT assign any liability for damage or replacement. The best insurance against loss or damage is marking clothing for identification and leaving non-instructional personal possessions at home.

RECESS

Appropriate Clothing and Recess

We believe that children need fresh air and exercise every day, even during the cold winter months. Therefore, children are expected to go out-of-doors for recesses, properly dressed for the weather. Warm outer clothing, including gloves, caps or hoods and appropriate footwear are necessities in our Wyoming winters.

When extreme temperatures or weather conditions occur (based on district policy of 10°F or below, and measured by the Sagewood office weather station), all children are kept indoors or given a shortened outdoor recess. Our experience during past years indicate only a few days are so severe as to keep children inside for all recesses during the school day.

Missing Recess for Extended Periods

If a child must remain indoors for **more than 1 day** because of medical reasons, a doctor's request must be on file stating the reason, length of time, and any other special needs. Please keep in mind that staff must be taken from required duties to supervise children who are not with their classes. This need for supervision may have an effect on time for instruction or supervision for other children.

Playground Supervision

Students may not arrive on the playground **before 8:00 each day**. Supervision will begin promptly at 8:00 and end at 8:45. The playground is not supervised after 3:45. Students will need to ride the bus, walk home or be picked up at 3:30 when school is dismissed. There will be supervision for bus riders. Supervision for students being picked up in the parking lot will be available from 3:30 – 3:50.

TELEPHONE POLICIES

Cell Phone Usage

Students may have cell phones at school; however, during school hours they must be switched OFF and kept in a backpack, or given to the classroom teacher. Students who violate this policy may have the phone confiscated and will be asked to leave cell phones at home. Cell phone use while waiting for the bus is restricted to designated times. (Please review Board Policy 5376.)

Telephone Use by Students

Telephone use by students is restricted to calls that are essential! Students will not be allowed to use the telephone for planning after school activities, such as going to a friend's house. Plans such as this,

should be arranged with parents ahead of time. Please do not call the office to make such arrangements unless it is a family emergency.

Students must obtain permission from staff before using the telephone.

TRAVEL AND TRANSPORTATION SAFETY

Bus Students

The rules established by the Natrona County School District will be strictly enforced. Students and parents of students who ride a bus should become familiar with the rules. A copy of the rules is given to each bus student when they receive the authorization to ride a bus.

IT IS A PRIVILEGE, NOT A RIGHT TO RIDE THE BUS.

Picking Up Students

Please follow these procedures when providing transportation for your children:

1. Only the yellow school buses will be allowed to use the bus-loading zones.
2. Insist that your children use crosswalks and sidewalks.
3. Students, parents and visitors who wish to enter the building must do so from the main entrance by the flagpole.
4. Students walking or riding with parents will exit the parking lot exit.
5. Parents picking up students should enter the parking lot from the 25th street entrance. This will create a one-way flow of traffic. Please follow all lines and stay in a single file.
6. Double parking will not be permitted. Parents double parking will be asked to pull forward and return to the flow of traffic at the end of the line.
7. Students will be released to parent vehicles once the vehicle is in the designated "Parent Pick-Up" spaces.
8. Students will not be allowed to leave the front entrance if walking or being picked up by parents.
9. Parents who pick their children up at the parking lot entrance are asked to stay back from doors and walkways to allow students to exit the building freely.
10. Please observe all No Parking and Handicapped Parking zones near the school.

Travel To and From School

The safety of children is of critical importance, and the most dangerous time for children is during travel to and from the school. If children are walking or riding bikes, please discuss safe routes of travel and rules of safety. Parents should advise children on traffic safety, bicycle safety, pedestrian safety, and expectations for arrival and departure times. Students should arrive no earlier than 8:00 in the morning, as there is no adult supervision prior to that time.

Safe travel is discussed at school, in the classroom and in assemblies. At times, police officers instruct students on pedestrian and bike safety. Parent help is essential!

PLEASE INSIST THAT YOUR CHILDREN OBSERVE SAFETY RULES!

Special note: Students should ALWAYS go directly home, or to a sitter after school. Students should NOT go to someone else's home after school unless parents know and approve of their plans. Students who do not eat lunch at school and go to another household for lunch must bring a note to school with their parent's permission.

Field Trips

Students may have the opportunity to attend any number of field trips this year. It is teacher discretion if students are able to attend the field trip due to behavior concerns. Students must display and model

S.T.A.R. expectations prior to and during all field trips.

In most instances, parents are not allowed to travel on the bus for field trips due to limited space. In circumstances in which parent chaperones are allowed on the bus, those parents must be fingerprinted and approved through the District office. Younger siblings are not allowed to accompany students on field trips if the parent is considered a chaperone.

Stranger Danger

Children should never accept favors from any person unless that person is well known, and permission has been given by parents. Accepting rides, candy, etc. from strangers is a very real danger to children. Each year we hear of incidents in the Casper area of a child being accosted and endangered by strangers.

FREQUENTLY WARN YOUR CHILDREN ABOUT THESE AND OTHER DANGEROUS SITUATIONS!

Visitor Policy

In an effort to ensure a safe school, all doors to the building will remain locked during the day. Parents picking up students early must sign them out at the front office. Visitors will not be allowed in the hallways before, during, or after school without a scheduled appointment with a staff member. In an effort to increase security and safety for all students, we ask for your support in this matter.

All visitors, including those who have meetings with teachers or staff will check in at the office and wear a nametag. The office will verify the meeting with the teacher or staff prior to escorting visitors down the hallway. It is recommended that parent visits be scheduled with teachers and staff in advance both to minimize classroom disruptions and increase school security. Unscheduled visitations may be asked to schedule prior to visiting.

Parents bringing treats for celebrations and special occasions should notify teachers prior to bringing treats. Treats that are brought in without prior notice will be handed out to students at the final bell of the day. Parents will not be allowed to classrooms to deliver treats unless prior arrangements are made with the teacher.