Sagewood Elementary School
2019-2020

Student/Parent Calendar and Handbook

Empowering a community of learners and leaders

2451 Shattuck Ave.
Casper, WY 82601
Phone: 253-3300 Fax: 253-3303
The Natrona County School District empowers every learner to grow, excel, and be successful contributors to the local/global community (Board approved Mission Statement, 2010). Within this context, what follows is district level written guidelines/policy for establishing the expectations for parent involvement of participating Title I children. The intent is to encourage Title I schools to further involve parents of participating children in the education of their children through an organized structure that:

A. Involves parents in joint development and review of each building’s Title I and school improvement plans through school improvement plan meetings held at each site;

B. Coordinates and assists participating Title I Schools by holding district parent advisory committee meetings at least one time per year for the purpose of sharing parent involvement activities and developing new activities for buildings implementation;

C. Provides each school with ideas and recommendations for building their capacity to:
   - Assist parents in understanding the standards and assessments while monitoring their student’s progress and working with educators,
   - Provide support in implementing effective parental involvement,
   - Provide training on helping parents work with their children,
   - Build ties between the school and parents, including education on reaching out to parents and the value of their involvement, and
   - Communicate to parents the information about meetings and programs, effectively.

A solid Foundation is implemented in each Title I school in order to facilitate the above listed activities.

D. Coordinates and integrates Title I parent involvement strategies with those of Head Start, Even Start, preschool and other parent-student training programs;

E. Annually evaluates the parent policy during one of the district Title I parent advisory committee meetings and through the use of Solid Foundation survey data. The evaluation will include content and effectiveness of the policy, participation trends, and possible barriers to greater participation. Methods will be developed to:
   - Compare levels of parent participation,
   - Determine whether the levels of participation of parent who are economically disadvantaged, disabled, have limited English proficiency, have limited literacy, or are of any racial or ethnic minority background are represented in adequate proportions,
   - Identify barriers to greater participation,
   - Assess effectiveness of parental participation activities, procedures, and policy in the improvement of schools,
   - Report evaluation findings, and
   - Use evaluation finding to revise policy.

F. Requires buildings to plan specific parent involvement activities and spend a portion of their Title I allocation toward the support of these activities and distribute the district parent involvement fund as needed;

G. Develops school/parent compact for schools to use each year to define shared responsibility with parents for student achievement;

H. Completes the following items at each building’s annual meeting and/or during individual conferences:
   - Give timely information about their programs to parents.
   - Describe the curriculum, assessments, and proficiency levels required.
   - Provide opportunities during School Improvement Planning and/or other meetings for parents to provide suggestions and participate in decision-making.
   - Inform parents of their right to submit comments with the school’s plan, if the plan is not satisfactory to them, and
   - Review the Parent/Student/Teacher Compacts which describe our shared responsibilities for obtaining high student academic achievement.
   - Include a description of parent involvement activities in their school improvement plans.

In summation, at the building level there will be an organized plan for parent involvement; at the district level a Title I Parent Advisory Council will be continued; in addition, it is the district’s responsibility to provide coordination and other support to those involved with program implementation; it is understood when parents are meaningfully involved there are positive effects for the education of children.
Sagewood Parent Compact

For each of us to reach our goals it is imperative that we develop a partnership between staff, students and families. For us to achieve these goals:

As the student, I will:
● Come to school with my homework done and ready to learn.
● Attend school regularly and be on time.
● Come to school well rested, dressed appropriately for the weather and having eaten a healthy breakfast.
● Listen to others.
● Will use open and respectful communication skills.
● Follow appropriate procedures for getting help and assistance.
● Follow classroom mission statement and building expectations/rules.
● Do my personal best.
● Limit my “screen time” to less than 2 hours a day (TV, computer, video games, etc.).
● Read nightly for 20 minutes
● Attend and participate in school activities.
● Work hard to achieve the goals I set.

Student Signature _____________________________________

As the parent, I will:
● Ensure my child comes to school with his/her homework done and ready to learn.
● Ensure my child attends school regularly and is on time.
● Ensure my child gets adequate sleep, dresses appropriately for activities and eats a healthy breakfast.
● Listen to others.
● Communicate with teachers in a timely manner.
● Will use open and respectful communication skills.
● Follow appropriate procedures for getting help and assistance.
● Spend time and read with my child for 20 minutes nightly
● Learn and support my child’s classroom mission statement and building rules.
● Respectfully work with and support the school personnel in regard to school rules.
● Limit my child’s “screen time” to less than 2 hours a day (TV, computer, video games, etc).
● Attend my child’s conferences, meetings and school activities.
● Challenge my child to reach his/her personal best and support the importance of setting goals.
● Make my child’s education a priority.

Parent Signature _____________________________________

As the school staff, I will:
● Provide quality instruction in all areas.
● Maintain high expectations and enthusiasm for learning.
● Communicate with parents in a timely manner
● Listen to others.
● Will use open and respectful communication skills.
● Be available and encourage parent communication and participation.
● Follow the classroom mission statement and building rules/ expectations.
● Respectfully work with parents in regard to upholding the school rules.
● Provide adequate information for students and parents at student conferences, meetings and school activities.
● Challenge students to achieve their personal best and set goals.

Teacher Signature_____________________________________

Principal Signature_____________________________________


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**Assessment Tools**
- WYTOPP
- District Benchmarks
- Common Formative Assessments
- Bridges Assessments
- QSI
- Fountas and Pinnell (k-2)
- STAR Reader (3-5)

**Universal Screener**
- Fastbridge

**Instructional Tools and Practices**
- CCSS- District Curriculum
  - 450 minutes Reading instruction weekly with all components of established structure
    - Daily Five
    - Heggerty (k-2)
    - Explicit Phonics
      - Zoo Phonics
      - Secret Stories
    - Scholastic and Storyworks
    - Making Meaning
    - Lexia
  - At least 4 days explicit Writing instruction weekly
    - Patterns of Power
    - Lucy Calkins
  - 375-450 minutes Math instruction weekly
    - Bridges Math and Number Corner
    - My Math
  - Co-teaching/Inclusion

**Tier 1**
- Galaxy Groups
- Inclusion/Co-teaching
- Reteaching
- Leveled Literacy Intervention
- Bridges Intervention
- Intensive Phonics
- Heggerty
- Explicit Phonics
- Words Their Way
- SIPPS: Phonological Awareness
- Gate: Fluency
- Source Book/WyR: Comprehension

**Tier 2**
- SIPPS
- Discover Intensive Phonics
- Phonics for Reading
- Lit First
- Leveled Literacy Intervention
- Read Naturally GATE
- Florida Center for Reading Resources
- WyR
- Source Book
- Start IN
- It's a Brain Thing
- Do The Math
- Advantage Math
- Bridges Intervention

**Tier 3**
Social/Emotional and Behavior

Assessment Tools
- SIMS (needs-assessment)
- Behavior tracking sheet

Universal Screener
- Fastbridge- SAEBRS

Instructional Tools and Practices
- Toolbox
- Zones of Regulation
- Community Time
  - Greeting, share, schedule
- Positive Behavior Interventions and Support
  - Matrix of expectations
  - Starbuck Ticket System
  - Calendared focus, review and reteaching of expectations
- Houses

Tier 1

Tier 2
- Mind Up Curriculum
- Second Steps
- Check in, Check Out
- Self Monitoring
- School- Home Notes
- Behavior Contracts
- Galaxy Groups
- Counselor
- Executive Functioning
- Positive Peer Reporting

Tier 3
- Behavior Interventionist
- Classroom coaching specific to environment and student support
**Attendance**

School hours are 8:00-4:00 and classes begin at 8:45. Attendance is important to the education and well-being of students. We encourage families to be familiar with district policy on attendance and communicate with staff about needs and support we can provide to ensure your child is here and ready to learn.

**Policy 5120**

1. Absence from class, whether it is elementary, middle or high school, has a substantial negative effect on academic performance, and is the single biggest predictor of a student’s on-time graduation.

2. As adults, we are expected to be in attendance and on time at our jobs or other important commitments. A prepared graduate will learn this as part of being a responsible citizen.

3. The Board, therefore, sets the following limits on student absences for NCSD#1:

   a) At the high school level, five (5) parent-excused absences will be allowed in any one class.
   
   b) After five (5) unexcused absences, parents and students will receive notification of mandatory intervention directed by the principal or his/her designee (Per WY Statute 21-4-101, a student is considered habitually truant after five (5) unexcused absences.).
   
   Principals are given discretion to use additional intervention measures, including appeals from parents and students, which encourages continued class attendance and allows the student to regain course credit.
   
   c) At the elementary and middle school level, five parent-excused absences will be allowed per semester (same examples in 3a above). Missing 45 minutes of class in the morning or 45 minutes of class in the afternoon will result in a one-half (½) day absence.
   
   After five (5) unexcused absences, parents and students will receive notification of a mandatory intervention directed by the principal or his/her designee.
   
   If the conditions of the intervention are not met or an additional three (3) unexcused absences are accrued, additional action will be taken by the Superintendent or his/her designee.
   
   School-related absences will not count against the student, nor will medical absences that are excused by a health care professional.
   
   d) A school-by-school report of number of absences, interventions, and the results of the interventions, will be given to the Board each semester.

**Definitions**

- Attendance – being on time to class, and being in class the entire time.
- School-related absences – any absence as a result of athletics, activities, field trips or other academically-related functions.
- Parent-excused absences – any absence at the discretion of parents. Examples include vacations, family emergencies, bereavement, illnesses not requiring the care of a health care professional. Limited to five absences in any one class.
- Unexcused absences – any absence that is without the knowledge of a parent or any absence of a student without acceptable cause, as determined by the principal, even with the knowledge of the parent. (Per WY Statute 21-4-101)

**Arrival/Dismissal**

The first bell rings for all students at 8:45 a.m. Classes dismiss at 3:30 p.m. We want your children in a safe place with adults. Our playground staff is on duty at 8:00 a.m. and after school until 4:00 p.m. Supervision is **not** provided before 8:00 a.m. or after 4:00 p.m.

Student drop off and pick up is located in the back of the building on the playground. All students will be dismissed out the playground doors. Supervision for student safety is only in this area and on the sidewalk by the parking lot.

**Bullying**

A safe environment is important and our school district, in compliance with state law, has a bullying policy. A child who is being bullied can’t perform at his or her highest level. Please help your child understand that bullying **will not** be tolerated. If your child is being bullied ask them to report it to any adult immediately. All reports of bullying will be investigated by the principal or a designee.

Please see the district policy below related to bullying. Bullying includes repeated verbal or physical teasing. It also includes repeated teasing with notes or cell phone text messaging. Safer To Tell is also a way to report concerns or issues that need reported.

NCSD Board Policy states all students need to have gone through a bullying curriculum. This will be co-taught with the counselor and documented according to policy.

**Policy 5440**

**Purpose and Policy.** Natrona County School District No. 1 (NCSD) is committed to providing a secure student learning environment. Wyoming statute W.S. § 21-4-312 defines harassment, intimidation, and bullying as:

i. “Harassment, intimidation or bullying” means any intentional gesture, any intentional electronic communication or any intentional written, verbal or physical act initiated, occurring or received at school that a reasonable person under the circumstances should know will have the effect of:

   a. Harming a student physically or emotionally, damaging a student’s property or placing a student in reasonable fear of personal harm or property damage
   
   b. Insulting or demeaning a student or group of students causing substantial disruption in, or substantial interference with, the orderly operation of the school; or
   
   c. Creating an intimidating, threatening or abusive educational environment for a student or group of students through sufficiently severe, persistent or pervasive behavior

   “School” includes a classroom or other location on school premises, a school bus or other school-related vehicle, a school bus stop, an activity or event sponsored by a school, whether or not it is held on school premises, and any other program or function where the school is responsible for the child

   a. Student training:

   i. Students and families will be provided access to the Student Bullying Policy during registration and/or orientation. In addition, the policy is included in the Parent/Student Handbook.

   ii. The provisions of NCSD Administrative Regulation 5440 Bullying Policy and procedures shall be reviewed with students twice annually, prior to October 15, and then again, before February 15 of that same school year. Each building principal or designee shall be responsible for assuring the delivery of this standardized orientation information. Documentation of the delivery of bullying orientation information and the terms of this policy and regulation, including the procedures for filing a complaint and information about the impact of bullying on the target and bystanders shall be sent to the Director of Student Support by October 15 and February 15 annually.

   iii. Age appropriate and rigorous anti-bullying training will be used throughout the District. Each building principal shall be responsible for ensuring the delivery, and documentation of the delivery.

   iv. In the event of a substantiated report of bullying or retaliatory behavior, the student will be re-educated concerning the District’s Student Bullying Policy. Each building principal or designee shall be responsible for assuring the delivery and documentation of delivery of this re-education.
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**Events**

Back to School Night -
Tuesday, August 27th
4:00pm - 6:00pm
**Bicycles**

Bicycles may be ridden to school. They must be parked in the bike rack immediately upon arrival. Riding bicycles to school is strictly voluntary. It is strongly recommended that bikes be locked up in the rack. Sagewood Elementary School will not be responsible for loss or damage. **Students who ride their bikes to school should wear a bike helmet. Helmets can be stored in the classroom. Please make sure your child’s helmet is labeled with his/her name. If your child does not have a helmet The Safe Kids of Wyoming program has helmets. Call 577-2535 for more information.**

**Birthday Parties**

If a parent wishes to send a treat for their child’s birthday, they may do so. Please call your child’s classroom teacher to make the necessary arrangements. We emphasize healthy food choices and check with the teacher if you need to consider allergy issues. **Please do not give invitations to birthday parties out at school unless there is one for every student in the class.**

**Cell Phones/Watch Phones**

We understand that many parents provide cell phones for their student(s). Cell phones can be a distraction to the learning process. We recommend that students do not bring cellphones to school. If you feel, as a parent/guardian, that it is necessary for your child to have his/her cell phone at school, we ask that you follow these guidelines:

- Keep it off during school hours (drop off to pick up).
- Keep it in a backpack, give it to their teacher or check it in at the office.
- Phones may be turned on at 3:30 if students are not waiting for the bus.
- Students using their cell phones or other communication devices (including, but not limited to, iPods, tablets, etc.) for texting or phone calls during school hours will be sent to the principal. Consequences may occur.

**Books**

Textbooks are loaned to students free of charge. Students are responsible for lost or damaged books and will be required to pay replacement costs. Replacement costs will be determined by the principal based on the current value of the textbook. The classroom teacher or librarian will be responsible for submitting a request to the principal, in writing, to charge for a damaged/lost book. Once a fee has been established, the teacher or librarian will be responsible for sending a letter to the student’s parent informing them of the impending fee. **At the end of the school year, all fees must be determined and all parents must be notified at least one week prior to dismissal of school to allow the parent to submit the necessary fines prior to the last day. All money collected will be turned into the office and a receipt will be given to the parent.**

**Breakfast and Lunch Program**

Sagewood Elementary School has a hot breakfast and lunch Program. All students are eligible to eat at school. Lunch cost will be announced by the District in August. **Applications for free or reduced breakfast and lunch can be done online or families can get a copy from the office. Students may not be on school grounds before 8:00 a.m. Breakfast is served from 8:00 am to 8:25 a.m.**

**Change of Address/Telephone Number/Families**

In case of emergency, it is important that the school has current information concerning your residence, home telephone, and emergency numbers. Please update Infinite Campus whenever there is a change in your contact information. When a child is injured, there is nothing worse than not knowing how to get a hold of his/her parents! All parents will need to be signed up with parent portal in Infinite Campus and this is a way to keep information updated or parents can contact the main office to give the new information.

We are very concerned about the welfare and safety of your children. In these days of divorce, custody disputes and change in living situations 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 information on record.

**Classroom/School Visits/Picking Children Up Prior to Dismissal**

Parents are always welcome and encouraged to visit the school. Please check with your child’s teacher prior to your visit as the class may be involved with special projects or activities. **To protect your children, parents and visitors must report to the school office for clearance before visiting classrooms or checking children out of school prior to regular dismissal time.** All parents will be asked to inform the office concerning who can pick your child up from school for such situations as illness, accidents, doctor’s appointments, etc. We ask your cooperation in limiting how early you arrive to pick up your students. We love having parents here but don’t want to disrupt the end of the day’s learning with distractions in the hallway. **Please do not go down the hallway until after the 3:30 bell has rung.**

**Conferences/Home-School Communication**

Effective communication between school and home is vital for the efficient operation of our school and your child’s success. A monthly newsletter will be emailed home informing parents of school activities, upcoming events and special announcements. Teachers will be communicating regularly via telephone calls, individual notes, class notes, class newsletters, progress reports, report cards, etc. Please check with your child daily for communications that may have been sent from school.

In addition to informal communications, parent-teacher conferences are held twice each year to allow parents and teachers to discuss information regarding your child’s progress. Your child’s teacher will be contacting you to arrange a convenient time for conferences.

**Co-Curricular/Club Activities**

Several co-curricular activities are available to Sagewood students. Students are encouraged to get involved in co-curricular activities to extend their learning and provide additional educational and social opportunities. Parents please watch for flyers on other clubs with their dates and times.
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**Events**

ALICE Drill: Review of rally point, assembly area and overview of ALICE for all students.
Counseling
Services are provided by Central Wyoming Counseling 1 day a week. **There is no charge for the services.** Please contact your child’s teacher or the principal if you feel your student is in need of counseling. We also have a full time counselor/social worker at Sagewood that is available to support students in need daily.

Crisis Management Plans
A primary responsibility of public school is to provide a safe and secure environment for students, employees and the public. We will have regularly scheduled crisis drills at Sagewood. The building crisis management team will continue to develop plans for each of the following crisis: bomb threat, earthquake, emergency school closure, environmental disaster/hazardous materials, explosions, tornado, violence, school tragedies, weapons, active intruder (ALICE).

Discipline Policy/ Positive Behavior Model
Our school is participating in a school-wide approach for helping all students achieve important social and learning goals. We know that when good behavior and good teaching come together, our students excel in their learning. We follow PBIS and our matrix outlines these expectations. If students are not successful in meeting these expectations different supports will be put in place to help them.

Classroom:
Sagewood teachers will write expectations in the classrooms. These rules will include appropriate behavior in all school activities and situations during the day. Please take the time to review the classroom expectations, behavior supports, and consequences for behavior infractions with our child.

**Immediate Attention from Principal/ Designee**
- Repeated Bullying Behaviors
- Harassment
- Fighting/Assault
- Vandalism
- Inappropriate Objects at School
- Threats
- Aggressively throwing objects
- Defiance of Authority
- Cheating
- Weapons at School
- Explosives
- Violence toward an adult or child
- Other Aggressive or Severe Behavior

Emergency Calls
Our district will contact you if weather emergencies or natural disasters occur. Please make sure you keep your most current phone number on file in Infinite Campus. The district has an emergency call system and in the event of an emergency or unexpected school closure, calls will automatically go to the phone number you provide.

Extra Help
Staff members will be available to give students extra help whenever a student requires it. Teachers must directly supervise any student coming to school early or staying after school for extra help. Students coming in early must have their teacher’s permission and should not enter the room until the teacher is present. **Students will not be kept after school unless arrangements have been made with their parents.**

Field Trips
Teachers will use field trips during the school year to strengthen students’ knowledge of a particular subject. All classroom and school rules apply when students are on field trips. Parents will be notified of field trips and will be asked to give their child permission to attend school-sponsored trips. Parents that are attending field trips with students will need to be fingerprinted at the district offices. **This can be a timely process so please plan in advance.** Students who have continued discipline problems or have been suspended might not be allowed to attend field trips. The principal and the student’s teacher will make the final decision. A First Aid kit is sent on all field trips. Parents are not allowed to ride the bus unless special permission is granted.

First Day of School
On the first day of school parents will be allowed to walk students to their line on the playground. All teachers will meet their classes here and support them to get in the building. Each class will go through the Behavior Matrix and the rotations to learn the expectations for various areas of the school building. This schedule will be determined by the staff the week prior to the first day of school.

Gum
Gum is not allowed on the playground or in the gym. It may be allowed in a classroom with teacher permission only.

Galaxy Groups
All students have access to a 30 minutes uninterrupted time in their day that is strictly based on their area of need. This is in all areas; math, ELA, behavior, and social/emotional. This time will be used for intervention or enrichment for students in a small group setting.
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Bullying and harassment lessons will be completed this month
**Hours**
The playground is open at 8:00 a.m., and students are not allowed on the grounds until that time. The office hours are 8:00 a.m. - 4:30 p.m. Our phone has an answering machine, so messages can be left at any time.

**Library**
Library skills are part of the curriculum and will be taught by classroom teachers. Students will visit the school library with the teacher’s permission. Students will not be allowed to check out additional books until the previously checked out books have been returned. Students are responsible for taking care of the books they check out and will be asked to pay for damaged or lost books. Families will be asked to sign a library contract yearly.

**Lost and Found**
Items found at school and that do not have a name on them will be placed in the school’s lost and found. Please make sure your child’s name is on every item. Throughout the school year the lost and found will be donated after communication to families. Please check for lost items during the year. We have many coats, hats, and boots that are left behind! Please label backpacks, coats, hats, gloves, etc.

**Medication**
Students are not allowed to take any over-the-counter or prescription medications in school unless the school nurse has received a doctor’s order. In this case, either the school nurse or a member of the office staff (when the nurse is not available), will administer the medication. Cough drops are considered to be an over-the-counter drug, therefore, they are not allowed in school without a doctor’s order.

**Middle School Registration**
Fifth grade students will receive registration packets from their teachers in regard to courses they should choose for sixth grade. Parents/Guardians will register their child for elective classes. Students will tour the school of their choice to finalize their registration. Parents are welcome to meet their child for the tour. Information will be sent home prior to the tour date.

**Nurse**
A school nurse is provided for all NCSD #1 schools. The nurse is responsible for checking the general health of a student (eyes, ears, throat, and teeth). Health screenings are done in the fall, and notices will be sent home. The nurse also works in the area of communicable diseases, accidents, and illnesses that occur at school. The nurse is available to answer questions.

**Progress Reports**
Our goal is to keep parents well informed of their child’s school progress. Progress reports will be sent to all parents five weeks into the quarter for parents to see how their child is progressing through the standards that are being taught at that time.

**Parent Involvement: YOU ARE IMPORTANT!**
Parents are encouraged to become involved in their child’s education. Each grade level will have different opportunities for parents to be involved in the learning that is happening. We also have many family events throughout the year that parents are encouraged to attend with their students. Research shows that children whose parents are involved at school have much higher grades and fewer problems. We do appreciate your cooperation in scheduling classroom visits. Please avoid drop in visit.

**Playground**
Sagewood has a large supervised playground and field for student use during the school day. Students may not be on the playground before 8:00 a.m. Students are asked to leave the playground immediately after 3:30 p.m. unless they are bus students. Parents are not allowed on the playground during school hours for safety reasons. If you need to come into the building at drop off or pick up please enter through the office.

Playground rules are designed for safety. Playground supervisors will be responsible for supervision of students on the playground only at the scheduled times and places. During the first week of each school year, classroom teachers will teach playground rules and procedures. These lessons consist of a discussion of the rules and a tour of the playground area to discuss off-limit areas. Each teacher will also teach the following conflict resolution strategies to be implemented by any student having a problem:

Students will follow all playground expectations and listen to adults supervising to ensure the safety of all students and staff.

**Parties**
Three classroom parties may be held each year: a Halloween Party, Winter Holiday Party and Valentine’s Day Party. The parties are usually scheduled following the afternoon recess. Teachers will contact parents for help arranging parties.

**Pledge of Allegiance**
All classes are expected to start the school day with the Pledge of Allegiance. Students, who for religious reasons do not salute the flag, are asked to stand during the Pledge of Allegiance, but are not required to say the pledge.

**Report Cards**
Sagewood uses MasteryConnect to track progress towards standards. Quarterly you will receive information from the school via MC in addition to report cards showing their progress. Information will be shared at the beginning of each school year.
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**Events**

Parent Conferences:
- Tuesday, Nov. 13th
  4:00pm - 7:30pm
- Thursday, Nov. 15th
  4:00pm - 7:30pm

Tornado Drill
Recesses
Sagewood Elementary staff believes that children need fresh air and exercise each day, even during the winter months. Children are expected to go outdoors for recesses and should be properly dressed for the weather. Students need warm outer clothing, gloves, caps or hoods and footwear. If either the wind chill or the air temperature is 10 degrees or lower, students will have indoor recess or will be outside no longer than 10 minutes.

When inclement weather occurs, the office will announce indoor or abbreviated recess with the flags in the hallway. When the stagnant air temperature and wind chill combine to produce an outside temperature of +10F or lower, children should have an indoor area available, and should not be sent outside for extended periods of time greater than 10 minutes.

When sustained wind speed exceeds 30 mph, children should be held indoors and not sent outside for extended periods of time greater than 10 minutes.

When the wind chill is from +10 degrees, the recess will be cut to 7-8 minutes outside. The remaining time will be spent inside. When the wind chill is below 0, the entire recess will be inside. Teachers should follow the indoor recess schedule put out at the beginning of every year. The decision for indoor recess will be made by the principal or her designee. For consistency the same weather APP, Acurweather, will be used for this decision.

Snow Days
During extreme weather conditions, it may be necessary for the District to close school for the remainder of the day. The school district’s emergency call system will be used to contact parents/guardians with information about school closures due to weather. If this occurs, all students will be kept in their teacher’s classroom until their bus comes or a parent/guardian has confirmed the child’s pickup status. The student can then be released. Bus students will be subject to bus schedules established by the Central Office. If school is not going to be in session, all local radio stations will have the announcement on the air by 6:00 am, and you will receive a call from the district’s alert system. Please make sure we have your most current phone number so you receive the emergency notices. Snow days will be made up at the end of the school year.

Sports Program, After-School
Sagewood Elementary School participates in the District’s and County Recreation Department After School Sports Program. The program consists of fifth grade boys’ and girls’ volleyball and basketball. Information about each season will be available on the district website.

Safety
Please discuss safe routes for travel with your children and advise them regarding traffic safety, bicycle safety, pedestrian safety, and expectations on arrival and departures from school and home. The school realizes that it is necessary for many parents to deliver and pick up their children. For those who do, please arrange a delivery and pick-up location with your children that will not interfere with buses, handicapped parking, or block local traffic.

School Pictures
A photographer will visit Sagewood Elementary School at the beginning of each school year to take pictures of all children. Individual packets will be available for purchase. This is a completely voluntary program. Information about school pictures will be distributed to parents well in advance of the date the pictures will be taken.

Student Check Out and School Visitors
For the protection of the students, the school campus is closed during school hours. Students will not be allowed to leave the school grounds during the school day, including lunch time, unless the school has received parental permission for the students to do otherwise. Authorized adults will check students out from the office and sign them in upon return. All school visitors are expected to check in and out in the office. Visitors will not be allowed in the hallways during instructional time unless there is an event in the classroom.

Testing/Evaluation
Sagewood teachers use a variety of methods to evaluate student progress including daily work, observation, unit tests, and performance assessments. All students will be given both academic and behavior screeners multiple times a year to support the instruction and support that is provided.

Track Day
Each year the Physical Education Department organizes a track day for all students to help meet the standards required by the District. All students are encouraged to participate unless there is a medical reason for not doing so. Parents are invited to attend and cheer for all participants.
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**Events**

ELA Family night month

Playground Evacuation Drill

Winter Break

No School
## January 2020

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**EVENTS**

- ALICE Drill
## February 2020

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### Events

- **Math Family Night Month**
- Bullying and harassment lessons will be completed this month
- **Fire Drill**
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**Events**

- Fire Drill

**Week of 1-7 PBIS Skill:** Arrival/dismissal

**Week of 8-14 PBIS Skill:** Hallways

**Week of 15-21 PBIS Skill:** Lunchroom

**Week of 22-28 PBIS Skill:** Common areas

**Events:**

- Fire Drill

**Week of 1-7 PBIS Skill:** Arrival/dismissal

**Week of 8-14 PBIS Skill:** Hallways

**Week of 15-21 PBIS Skill:** Lunchroom

**Week of 22-28 PBIS Skill:** Common areas

**Events:**

- Fire Drill

**Week of 1-7 PBIS Skill:** Arrival/dismissal

**Week of 8-14 PBIS Skill:** Hallways

**Week of 15-21 PBIS Skill:** Lunchroom

**Week of 22-28 PBIS Skill:** Common areas

**Events:**

- Fire Drill
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**Events**

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<td>Make-Up Track Day</td>
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<td>Week of 10-16 PBIS Skill: Playground</td>
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<td>Week of 17-23 PBIS Skill: Bathrooms</td>
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**EVENTS**

- SEL Family Night Month
- Fire Drill
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**Events**