

At Sauk Trail, we believe our school will be a safe and inviting place for everyone if we all follow these **Guidelines for Success**

- Be respectful.
- Be responsible.
- Be honest.
- Be under control.

OUTSIDE

- Absolutely no parking outside the building except in designated areas.
- When crossing Branch St. you must use the CROSSING GUARD. Students are not to cross at Branch St. and Franklin Ave.
- When entering and leaving school use SIDEWALKS and CROSSWALKS only.
- Always walk your bike on school grounds. (Wear your helmet!)
- PLEASE – electronic toys (Game boy, CD players, etc.) need to stay at home. Personal items such as toys, collector cards, etc. are the complete responsibility of the student. Students are advised not to bring valuable items to school.

INSIDE

- REMOVE caps, hats and bandanas when entering the building
- Use QUIET and RESPECTFUL voices while inside Sauk Trail. Remember to always WALK on the right in the halls.
- While in the lunch room we expect students to display good MANNERS and use QUIET VOICES.
- At dismissal, bus riders leave at first bell and walkers are dismissed at the second bell.

If these guidelines are followed by staff, students, and parents Sauk Trail will continue to be a great and safe place to learn.

Play Areas

Excellent play areas are provided for the children during recess. Primary children use the playground north of the gym while intermediate aged children use the playground south of the gym. Children should not be in front of the building during recess periods.

Primary Playground Rules:

1. Games of tag are not allowed on the structure, but are allowed on the blacktop or in the grassy areas.
2. For safety reasons, students should not jump off swings or run up the slides. Slides must be used by one student at a time.
3. "King of the Hill" and tackle games are not allowed at school.
4. Students should line up immediately at the end of recess.
5. Students should keep hands, feet, and objects to themselves. The throwing or kicking of wood chips, snowballs, sticks, etc. is not allowed.
6. Balls can be thrown or kicked against the building only by the gym, where there are no windows.
7. Steps should be used when going to the grassy area and equipment.
8. Snow gear should be worn when weather indicates. Boot and snow pants are needed to play beyond the blacktop or in designated sliding areas.
9. Sledding is allowed on the blacktop slope by the fence only. Safe sledding guidelines should be followed at all times (go down one at a time, no pushing or standing.)

Boundaries:

West	Edge of building
North	Fence at edge of residential property
East	Tree line of woods
South	North edge of path leading to woods

Intermediate Playground Rules:

1. Touch football is allowed on the blacktop.
2. "King of the Hill" and tackle games are not allowed at school.
3. Students must line up immediately at the end of recess. Failure to line up promptly could result in a loss of recess for a student.
4. Students using swings should all swing in the same direction and should not jump off the swings.
5. Snow gear should be worn when weather indicates. Boots and snow pants are needed to play in the snow.
6. Students are to keep hands, feet, and other objects to themselves. The throwing or kicking of wood chips, snowballs, sticks, etc. is unacceptable.
7. Steps are to be used when going to the grassy area and equipment.
8. Sledding may be allowed on the blacktop slope if conditions are deemed safe by the supervisor, and if students follow common sense rules such as going one at a time and not standing or pushing.
9. Equipment must be used properly. Playground supervisors reserve the right to ban students' use of any equipment or any of the playgrounds for safety reasons.
10. "Slamming" on the glider will not be tolerated.
11. Balls can only be thrown against the building in the basketball area by the gym.

12. The woods area is off limits due to safety and supervision concerns.

Boundaries:

West	Edge of building extending to path (rock wall is off limits)
North	Nearest corner of gym and path to athletic field
East	East end of athletic field (tree line of woods) edge of woods behind swings
South	Edge of wood behind fitness center

Dining Room Procedures and Rules

1. Wash your hands before going to lunch.
2. Do not share food and take only what you are able to eat.
3. Use proper table manners and general lunchroom behavior. Respect should be shown to all students and adults.
4. Eat quietly and orderly and enjoy the lunchroom as a part of the total positive school experience. Talking in a normal tone of voice is allowed. General school rules prevail.
5. Remain in the cafeteria until a supervisor dismisses you before going to class or outdoors for recess.
6. Clean up after yourself, returning trays and silverware to the proper area and garbage to the containers provided.
7. Pick up anything that may have dropped on the floor.
8. Reflect positive manners used at home and in a restaurant.
9. Students will share responsibility for keeping the dining room clean (i.e. wiping tables, cleaning up their own messes).

Failure upon the part of a student to follow these simple rules may result in the loss of Dining Room privileges.

School Store

Many of the basic school supplies and materials are provided by the school. Each grade level has a prepared list of necessary supplies unique to that particular grade. The school store has many of these items for sale at very reasonable prices. More information will be shared as prices for the year become known.

Toys, Safety, Learning

Toys which are potentially disruptive or are detrimental to a positive learning environment are not necessary at school, and students are strongly encouraged not to bring such items to school. Individual teachers or grade levels may have more specific guidelines regarding students bringing personal items to school. It is impossible to assure the physical well-being of expensive toys in all situations. **The school assumes no responsibility for lost, stolen, or broken toys brought to school, nor will school personnel investigate the loss of personal items voluntarily brought to school without approval by the child's teacher.** If it is too important to lose, it should not be brought to school.

Cell Phones

If cell phones are brought to school, they should be turned off and left in backpacks during the school day.

Noise producing toys such as boom boxes, electronic devices, cell phones, personal radios, CD players walkmans, or MP3 players are not conducive to a positive learning environment and are NOT to be brought to school. Exceptions may be made to this expectation based on IEPs on rare occasions.

Items which are potentially harmful or threatening to others, such as knives (real or fake), are not to be brought to school. Possession of any weapons or look-alike weapons will be addressed on the most serious basis through the District Code of Conduct. Skateboards, inline skates, hee-ies and scooters are not allowed to be used on school grounds or on the bus for safety reason. Finally, any items brought to school and deemed by staff to be inappropriate (ex: laser pointers) will be confiscated by staff, and kept for parents to personally pick up.

Hats and Headgear

The wearing of hats in the building is generally not allowed, with the exception of an occasional student event such as "Hat Day" or King/Queen of Books. This rule also applies to the wearing of scarves, hoods, do-rags, etc. Generally, students need to remove any clothing item from their heads as they enter the building. Religious headgear is exempted from this rule.

Clothing

Most students' clothing is acceptable as long as it is adequate for outside play, does not present a health or safety problem or cause disruption of educational activities. Items with obscene or inappropriate words, slogans, or graphics should not be worn or displayed. Printed material or clothing which is demeaning to others or which reflects a lack of sensitivity toward individuals and/or ethnic groups, or advertises alcohol, tobacco, or drugs, are not to appear at school. Bare midriff shirts are not acceptable. Students who violate the clothing policy will be asked to remove or cover up the unacceptable item.

Before and After School

- Students are not permitted in the building prior to 8:05 a.m. except for breakfast and open gym.
- Students must be out of the building by 3:10 unless participating in a supervised activity.
- If students attend open gym and breakfast, they must go to breakfast first.

Bus Riders/Walking Students/Pedestrian Safety

For the safety of all students, please remember these key points:

1. All walking students should use the sidewalks
2. If you drive your child to school, students may be dropped off on Branch Street. Students dropped off on the west side of Branch Street should use the crossing guard to help them cross the street. The area on the east side of Branch Street is drop-off only, and not for parking.
3. Students coming early for breakfast should enter at the front doors and go down the stairs to the dining room.
4. Cars should not enter the parking lot unless they are parking in a designated spot. PLEASE DO NOT PULL IN AND BACK OUT ONTO BRANCH STREET.
5. When in the parking lot, please shut off your car and do not let it idle.

Bus Riders:

- Before School Walk from bus to building using sidewalks.
- After School Riders are dismissed at the first bell (2:52). All riders should exit the building through the main entrance and walk on the sidewalk until it is safe to load the bus.

Walkers:

- Before School For student safety, use the crossing guard on Branch Street before and after school. Do not cross at Franklin Street/Branch Street intersection.
- After School Walkers are dismissed at 2nd bell (2:54).
Walkers in the primary wing using the Branch Street crossing guard should exit through the kindergarten door. Walkers in the intermediate wing will use the main entrance and follow the sidewalk next to the building if using the Branch Street crossing guard.

Bicycle Riders

- Always walk bikes when on school property.
Park bike in the bike rack behind building on intermediate playground and walk back to the front of the building to enter school after the opening bell.
- After School Walk downstairs and exit building to the bike racks.

For safety, parents and students should always walk in front of parked buses so they can be seen by the driver.

Children Leaving School

In the interest of the welfare of the children, no child may ever leave school grounds during school hours unless that child is picked up and signed out by a parent or a designated adult. This applies to the lunch period and recess periods as well as the time classes are in session.

Occasionally, a child must be excused from school for a dentist or doctor's appointment, etc. Parents are requested to send a note to the child's teacher in advance, stating the time and date the child is to be released. Parents are asked to meet the child in the office and sign the child out whenever leaving the building during the school day. Hopefully, appointments can be scheduled when school is not in session.

Emergencies

Should a child become ill or injured at school, parents will be contacted as soon as possible. When no parent is home during the day, it is especially important that parents can be reached in case of an emergency.

1. It is very important that emergency information and telephone numbers on the enrollment card are current and accurate along with the signature of the parent as to procedures to be followed.
2. The school should be informed of any telephone number changes during the school year.
3. Plans should exist for someone to care for your child if he/she becomes ill during the school day and you cannot be reached. Be sure this party can be reached in case of any emergency. Please use a local contact. Out of state grand parents or other similar choices are not a reasonable choice for availability.
4. Talk with your child about what to do if no one is home after school.

Illness

As a parent it is difficult to decide if your child is well enough to go to school. Here are some guidelines to help in decision making. A child should remain home when an illness such as a sore throat, vomiting, diarrhea, nausea or a cough will prevent them from functioning in class. It is best practice to keep your child home until food is tolerated. Children should also stay home until no fever has been present for 24 hours. Recognizing early signs and symptoms and taking preventative measures to adequately care for you child is most beneficial. Many times a child cannot concentrate on classroom activities and may expose children to their illness.

Homework

There will be times when formal projects and work is assigned to students which need to be done at home. Individual teachers have a variety of policies regarding homework which may be shared on Orientation Day, but a general rule of thumb is to expect daily homework of about 10 minutes times your child's grade level. For example, third graders should generally expect 30 minutes (10 minutes times three) of homework per day. This may vary from day to day, and according to individual students' ability to efficiently use time in school. There will be days when work can be complete at school and no work needs to be done at home.

A habit that can be instilled in ALL students is that of recreational reading each evening at home. Students should always have library books at home so that they can enjoy the pleasures of reading while using the skills that have been taught at school. The establishment of a short formal student study/reading time at home each evening will certainly pay off in long term student achievement.

Library – LMC (Library Materials Center)

We have an outstanding library with over 25,000 items. Items loaned to students include books, magazine, videos and book/tape bags. Our parenting collection includes hundreds of books, videos, and audio tapes to assist you in helping your child. Please come in and "check it out!"

Classes come to the library once a week, more often when research projects are scheduled. Students may come to check out materials every day (with their teacher's permission). Each teacher sets the maximum number of items they want their students to have out at any one time.

Books are loaned to students for two weeks; however, most teachers prefer to have students return their books each week, so that they develop skills in getting material back on time. Magazines are loaned for one week, videos for two days, and reference materials may be checked out for over night use.

One of the "lessons" we teach children is that they are responsible for the items they check out from the library. Parents can help by having a special place at home for library materials. If students have an overdue item, they may not check out anything else until the overdue item is returned. All students from second through fifth grade are taught to look up their own record in the library computer catalog. We encourage them to let a parent know right away if they can't find a book they have checked out.

If a book is lost, we ask students to have a parent contact us to let us know they have helped the child look for the missing item. Once we have heard from a parent, they may once again check materials out. We do not send bills for lost items until near the end of the school year, as most items eventually turn up.

Each day hundreds of items are returned and need to be put back on the shelf. Volunteers can help by shelving books and also with book mending, labeling, and many other tasks. No prior library experience is needed and times and days are very flexible.

Reading together is not only “good” for children, it is pleasurable for adults. Children’s books have never been better! Enjoy!!

Written Communication

We understand that parents, especially those with more than one child in school, have a lot to read and keep track of for school. We will color code the information that we send home in the following manner:

Pink/Red	Important, and requires action or signature; return immediately
Yellow	Important, but does not require action or signature
Green	Informational

We hope that this is helpful to you and that it improves communication between school and home.

Nonviolent Crisis Intervention

Because we are concerned for the care, welfare, safety and security of our students and staff, we will utilize Nonviolent Crisis Intervention techniques for crisis situations. Staff members have received training from Crisis Prevention Institute, Inc. certified instructors in these techniques, which include verbal de-escalation of a crisis and if needed, nonviolent physical crisis intervention.

Hallway/Steps Behavior

- Walk on the right. No running.
- Hands and feet to yourself (no touching other people or property).
- Quiet and respectful voices.
- Walk one step at a time on stairs, no jumping.
- Basement hallway should not be used unless accompanied by an adult.