



SACAJAWEA
MIDDLE SCHOOL
(509) 354-5500

SCHOOL HOURS Bell Schedules		
	Regular Schedule	Friday Early Release
Halls Open	8:50	8:50
5 Minute Warning Bell	8:55	8:55
Home Base / Student Access Time	9:00 – 9:20	9:00 – 9:20
1 st Period	9:24 – 10:20	9:24 – 10:04
2 nd Period	10:24– 11:16	10:08 – 10:48
3 rd Period	11:20 – 12:12	10:52 – 11:32
First Lunch	12:12 – 12:42	11:32 – 12:02
4 th Period (for those with 2 nd lunch)	12:16– 1:08	11:36 – 12:16
2nd Lunch	1:08 – 1:38	12:16 – 12:46
4 th Period (for those with 1 st lunch)	12:46 – 1:38	12:06 – 12:46
5 th Period	1:42 – 2:34	12:50 – 1:30
6 th Period	2:38 – 3:30	1:34 – 2:15
Halls Close	3:40	2:25

General Information

School Administration

Principal	Jeremy Ochse
Assistant Principal	Tracey Leyde
Principal Assistant	Taylor Skidmore
Activities Director	Peter Ellis

Counseling Staff

Greg Smith	354-5452
Linda Delaney	354-5453

Miscellaneous

24 Hour Attendance Hotline	354-5515
Early Dismissals	354-5500
Business Office	354-5445
Main and Student Office	354-5500
Walt Pegram, District Resource Officer	354-5460

Office Hours

The Main office is open to the public from 7:30 a.m. until 4:00 p.m., Monday through Friday.

The Business Office/Bookroom is open before school from 8:50 a.m. until 9:05 a.m., also open during classes and after school from 3:30 p.m. until 3:40 p.m. Parents who wish to make a transaction may do so during these times and also by appointment. Please call 354-5446 to assure that someone is available to assist you.

Counseling Center

The counselors provide a comprehensive program for all Sacajawea students, supporting them in acquiring skills needed to succeed in all areas of school as it applies to their future. Our counselors assist students in the following areas: academic guidance and counseling, personal counseling, substance use/abuse counseling, peer issues, and state testing and interpretation. Students may make an appointment to see a counselor by signing up in the counseling center before or after school, during passing times, or during lunch.

Academics

Coursework Requirements

Sacajawea is very proud of our students and our long standing tradition of excellence. Students are required to take the following:

7 th Grade	8 th Grade
English (Full year)	English (Full year)
Math (Full year)	Math (Full year)
Science (Full year)	Science (Full year)
Social Studies (Full year)	Social Studies (Full year)
Fitness (Semester)	Fitness (Semester)
3 Electives (Semester)	College, Career, Life Readiness – CCLR (Semester)
	2 Electives (Semester)

Grading, Power School, Progress Reports, & Report Cards

Grading is scheduled at the end of each quarter period, with final grades to be recorded at the semester.

1. Report cards are issued at the end of each quarter and sent home with students 6th period.
2. Only semester grades are used to compute a cumulative grade point average.
3. Letter grades are used to designate pupil's progress.
4. Spokane Public Schools Official Middle School Grading Scale

Percentage	Letter Grade	Grade Point
93-100	A	4.0
90-92	A-	3.7
87-89	B+	3.3
83-86	B	3.0
80-82	B-	2.7
77-79	C+	2.3
73-76	C	2.0
70-72	C-	1.7
67-69	D+	1.3
60-66	D	1.0
Below 60	F	0

Withdrawn (W), ungraded (U), satisfactory (Waiver) (S), passing (P), and nonpass (N) marks may also be used. These marks have no grade point value, will be clearly identified, and are excluded from the calculation of GPA.

Power School

Parents and students may monitor academic progress at any time through PowerSchool. You must log-in on the Sacajawea web site. Password and ID information will be mailed home at the beginning of the school year.

Power School is an online program for parents and students to check progress and communicate with teachers. Please call the school if you need log in information. A progress report is issued to students with D's or F's during mid-quarter, approximately four weeks into the quarter. Ordinarily these reports will give a general approximation of progress and not an exact grade. Progress reports will be distributed during Home-base and are hand carried home. If a progress report fails to reach home, parents may call for a copy to be mailed home. Report cards are issued at the end of each quarter and mailed home. Only semester grades are used to compute a cumulative grade point average. Letter grades are used to designate a pupil's progress.

Report Cards: Formal report cards are issued at the end of each grading period.

End of 1 st Quarter	November 3	1 st Quarter Report Cards	November 14
End of 2 nd Quarter	January 25	2 nd Quarter Report Cards	February 16
End of 3 rd Quarter	April 11	3 rd Quarter Report Cards	April 19
End of 4 th Quarter	June 14	4 th Quarter Report Cards	Mailed June 19

Teacher Conferences

Parent-teacher conferences may be scheduled by appointment only. Parents/guardians wishing to schedule a conference may do so by contacting the Office Manager at 354-5500. Parents may also contact individual teachers or counselors by phone or e-mail.

Student Led Conferences

We believe Student Led Conferences are a valuable and necessary experience for all middle school students. During this time of reflection and presentation, students share their current portfolios, explain their thinking, talk about goal setting and discuss next level registration.

ATTENDANCE

Absence from School

Washington State Law. RCW 28A.255.010, requires that students under the age of 16 attend school. Students are expected to be present and on time for all classes throughout the year, unless they have a valid excuse from a parent or staff member. We realize there may be times when you may not be able to attend school. According to school district policy, the following are valid excuses for absences or tardies:

- Illness, family emergency, medical or dental appointments, religious observances. If a health condition requires continued or extended absences, a note from a physician explaining the time necessary for recovery, and any special arrangements upon return, will be required.
- Participation in school sponsored activities.
- Suspension or expulsion for disciplinary reasons.

Absences for parental-requested activities such as vacations, trips etc., must receive prior approval from a building administrator.

What to do if you are absent:

- The student's parent/guardian should notify the student office secretary by phone or call the attendance hotline at 354-5515 prior to 9:15 a.m.
- Upon return to school the student should bring a note, signed by a parent/guardian to the student office

Tardy: Students are expected to be in their assigned seat, with all required materials, when the bell rings. Individual classroom teachers will handle tardies to class. Students who arrive at school any time after 9:00 should:

- Report to the STUDENT OFFICE and receive a pass to class.
- Bring a note from a parent/guardian, excusing the tardy, to the student office, or have the parent/guardian call the student office secretary to excuse the tardy.

Being on-time to school and class is a school-wide expectation. Learning begins right as the bell rings in each class. Being on-time is also a "real work" expectation that we must prepare students for. Students who are habitually late will have progressive discipline.

Tuancy: Sacajawea is a closed campus. This means that once you arrive on school grounds you may not leave without written permission (Street Pass) from the Student office. The following circumstances will result in a student being considered truant and subject to progressive discipline.

Obtaining assignments for a sick or absent child: Students that are ill/absent for three or more consecutive days may request homework assignments by having a parent/guardian call the STUDENT OFFICE before 9:15 a.m. Work may be picked up in the MAIN OFFICE between 3:45 p.m. and 4:15 p.m. It is the responsibility of the student to make up work missed while absent. Students need to make arrangements with their teachers to make up activities, or quizzes/tests that cannot be made up at home. Students are given the same number of days they were absent to make up the work missed unless arrangements are made with the teacher for extra time. Students who anticipate being gone for longer than three days due to family planned vacations should fill out an "Absence Other Than Illness" form (available in the student office) at least one week in advance and make arrangements to get assignments.

Early dismissals: Students may be excused for appointments, illness, or parent request during school hours. In order to leave school a student must:

- Bring a NOTE from a parent/guardian requesting permission to leave school at a specific time. Please specify if the student will be walking or being picked up. If a student is being picked up, the parent/guardian must come into the MAIN OFFICE to pick up the student.
- Bring the note to the STUDENT OFFICE before 8:55 a.m. to receive a green TEMPORARY DISMISSAL SLIP.
- Check back in to the Student Office if you return the same day.

Sick Students: If a student becomes ill at school they need to obtain a pass from their teacher and report to the student office to call home. Students **are not** to call or text home from their cell phone or call from a classroom if they are ill. ALWAYS come to the student office. Under no circumstances are students allowed to leave campus due to illness without checking out through the Student Office. **We do not have a school nurse or health room on site.**

POSITIVE BEHAVIOR INTERVENTIONS (PBIS)

Sacajawea Middle School believes that students making good choices should be recognized and rewarded. It is also a belief that this positive reinforcement encourages behavior that is positive for the school environment. Being prepared and on time for class, a focus on learning and helping others are just a few of the behaviors that are highlighted and encouraged. Below are some of the ways we encourage and recognize positive behavior.

- Weekly drawings – Students receive Thunderbird Tickets for their attitudes or actions. These cards are entered into a drawing for various prizes, coupons and certificates.
- Daily "Shout Outs" to students who are involved and doing positive things.
- SAC News You Can Use weekly email.
- Student of the Month Recognition program.

STUDENT EXPECTATIONS

Hallway Expectations:

Hallways are open to students at 8:50 a.m. Hallways are closed to students after 3:40 p.m., unless a student is a member of an extracurricular program, working with a teacher, or has special permission to be in the halls. Prior to 8:50 a.m., students may go to the cafeteria for breakfast, wait in the gym or outside by the main entrance (totem pole). If a student needs to meet with a teacher prior to the halls being open, they must have a pass to do so or go to the outside door of the teacher's classroom.

- No open food or drink other than water is allowed outside the cafeteria.
- Hall areas and outside areas will be kept clean. Deposit garbage into garbage cans.
- Noise level in the main hallway and gym during inside days will be kept to a conversational level. Shouting, roughhousing, and disruptive behavior will result in lunch detention or other disciplinary action.

Before School Expectations:

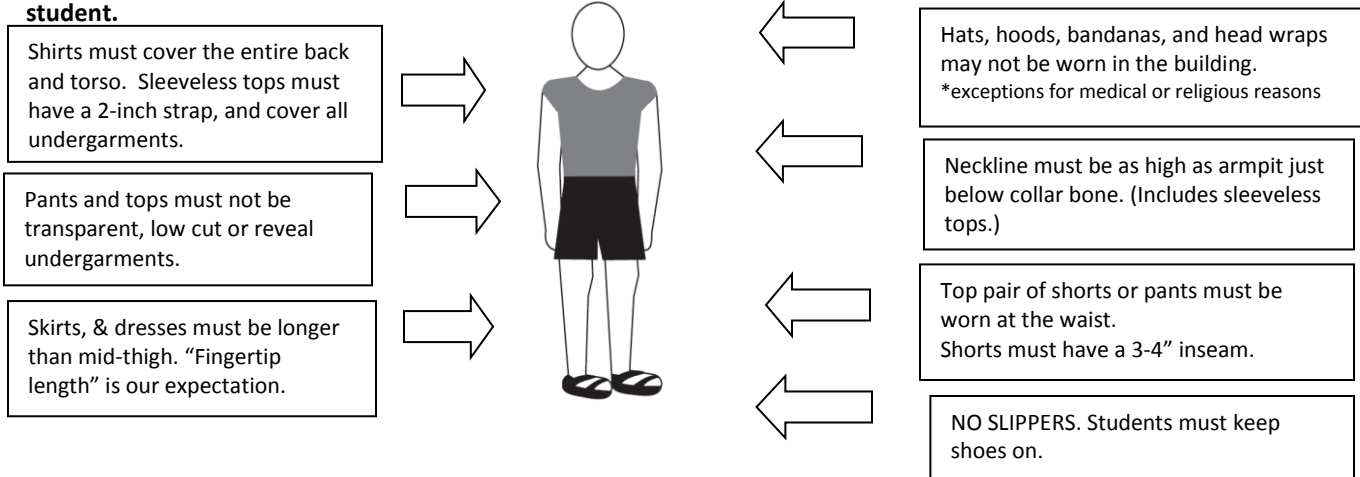
Students are to unload from buses and wait for the halls to open at 8:50. If students are eating breakfast they should enter the cafeteria through the South West door located at the corner of the cafeteria. Students will not be allowed in the building before 8:50. They will be directed to the gym or cafeteria during inclement weather (below 15° f)

After School Expectations

All students are to be out of the building and off campus by 3:45 unless they have a pass from a teacher or involved in an after school activity. All after school activities begin immediately after school.

Dress Code Policy

Students are expected to present themselves in a manner that is appropriate for school and a workplace setting. We dress for school like we dress for work, because your job right now is to get a good education and to become prepared for a successful future. Our school welcomes any fashion style that supports the SAC Way of Showing Respect, Accepting Responsibility and Committing to Success. Attire or accessories that communicate the promotion of tobacco, alcohol, drugs, gangs, violence, vulgarity, profanity, or that is disparaging to gender, ethnicity, religion, or any legally protected class... or that has a sexual connotation is not allowed. We ask parents to monitor what is age appropriate and acceptable to promote a professional student.



- Articles of clothing must cover the body as indicated above in all positions (sitting, standing, bending, reaching) while attending school.
- Students go outside every day during lunch. Appropriate shoes and jackets are recommended for the weather.
- See below for our Fitness and Health dress code policy.

*****Thank you to the students, parents and teachers who worked to develop and refine a policy reflective of our Sacajawea community values, beliefs and culture.***

Dress Code Consequences/Violations

1st Offense: Green slip, sent to office to exchange article of clothing, counseling referral

2nd Offense: Green slip, sent to office to exchange article of clothing, counseling referral

3rd Offense: Referral, sent to office to exchange article of clothing, lunch detention, parents notified

4th Offense: Referral, sent to office to exchange article of clothing, after school detention, parents notified

5th Offense: Referral, sent to office to exchange article of clothing, 2-after school detentions, parents notified

6th Offense: Referral, In School Suspension, parents notified, or other restorative option deemed appropriate by administration.

Fitness and Health Dress Code Policy

All students are required to wear the Sacajawea fitness and health t-shirt. Students may also order the fitness and health uniform shorts or choose to bring their own **basketball** shorts, sweats, or leggings/capris. Due to the intensely physical nature of this participation based course NO other shorts will be allowed.

Fitness and Health uniforms can be ordered online at momentumink.com. There is a quick link on Sacajawea's webpage. Uniforms will be delivered to Sacajawea and dispersed to students through the business office. Additionally, there are used uniforms that may be purchased directly from Sac. at a reduced price.

Inappropriate Overt Display of Affection

(Including but not limited to hand holding, kissing, hands on others, excessive hugging, on school property and at school activities) The following steps will take place: A counseling referral and parent contact will be made, and the following discipline considered: Green Slip, Lunch/After School Detention, ISI.

STUDENT MANAGEMENT PLAN

Rules of Conduct are behavior rules adopted by the Board and individual schools intended to:

- (1) maintain a school environment where students are responsible, respectful and safe; and
- (2) help students behave in ways that contribute to academic achievement and school success.

Rules of Conduct are applicable:

During any school activity conducted on or off campus whether or not such activity is during the school day.

Rules of Conduct are listed in the separate Rules of Conduct document (online at www.spokaneschools.org) and are explained in more detail in this handbook.

Definitions:

- **CAT Table:** Students give back to the school community by helping in the lunch room or other areas of the building.
- **Referrals:** Teachers who have concerns about a student's behavior or academic progress communicate with the office using referral slips. An attempt will be made for the student to solve the problem through discussion with the teacher, counselor or administrator depending on the concern.
- **Detention:** Detention is a term we use to describe staying before school, after school or during lunch for a disciplinary reason. Students are expected to arrive at detention on time with work to do or a book to read. They must work productively during detention. If a student misses a detention, an additional day may be added. If further detentions are missed, the school will apply progressive discipline.
- **In School Intervention (ISI):** Students are removed from their regular routine and placed with a certificated teacher for the day or multiple days.
- **Out of School Suspension (OSS).** School administrators reserve the right to suspend for any infraction. The student who has been placed in ISI and continues to violate the discipline code will be suspended from school.

Progressive Discipline is as follows:

- Green Slip Counselor Referral
- Green Slip Counselor Referral and parent contact.
- Admin Student Conference
- CAT Table (Community Action Table)
- Lunch detention
- Refer to counselor
- 2 or more lunch detentions
- After School Detention
- Saturday School
- In School Intervention (ISI)
- Restorative activities (Reflective Essay, Healing Circle, Teacher Conferences, Mindfulness Activities, Mediations)
- Out of school suspension (OSS)

**** Sacajawea Middle School Administration has the right and the obligation to decide what disciplinary consequences will be administered. Per board policy Administrators may also consider any alternative form of corrective action including programs intended to lessen the time of exclusion from class attendance which has been approved by the Board of Directors and/or Superintendent. The district encourages the use of alternative forms of corrective action when possible and practicable in light of the duty to maintain safe and orderly school environments conducive to student learning**

Parents/guardians will be contacted if students are progressing toward or have earned after school detention or ISI.

Parents/guardians who have questions regarding their child's behavior are welcome to call 354-5500 and they will be referred to the appropriate teacher, counselor or administrator for assistance.

Minor Infractions

Unless such behavior warrants immediate removal from class and a referral to the office, the following is the procedure for issues that merit discipline:

- 1st Intervention: Teacher will discuss issue with the student.
- 2nd Intervention: Teacher will discuss with student and contact parents/guardians informing them of the behavior issue.
- 3rd Intervention: Administrator will be contacted and intervention will occur. Alternative placement may be considered depending on the severity of the situation.

Severe Behaviors

Any student who conducts herself/himself in such a manner as to interfere substantially with the educational process for herself/himself or others (such as obscenity, defamatory statements, misbehavior, etc.) shall be guilty of disruptive behavior and/or defiance. The student is responsible to school staff for his/her conduct in all places under school jurisdiction. The following offenses are examples of severe misbehavior and will be dealt with in an appropriate manner, which may include notification of school district security, law enforcement, parent conference, out of school suspension, restitution, expulsion, and other intervention.

1. **Violence with or without Intent to cause bodily harm:** Students involved in fighting, promotion/encouragement of fighting, recording a fight or other violent actions will receive the following consequence:
 - **0-10 day Out of School Suspension**
2. **Reporting Bullying/Harassment/Intimidation:** Spokane Public Schools is committed to a safe and civil educational environment for all students, free from harassment, intimidation, or bullying. "Harassment, intimidation or bullying" means any intentional written, verbal, or physical act including, but not limited to, one shown to be motivated by any characteristic in RCW 9A.36.080(3) (race, color, religion, ancestry, national origin, gender, sexual orientation, mental or physical disability), or other distinguishing characteristics, when the intentional written, verbal, or physical act:
 - Physically harms a person or damages a person's property; or
 - Has the effect of substantially interfering with a student's education; or
 - Is so severe, persistent, or pervasive that it creates an intimidating or threatening educational environment; or
 - Has the effect of substantially disrupting the orderly operation of the school.

Students who are the victim of bullying, harassment or intimidation may report incidents either informally or formally. An informal complaint can be brought at any time. It is a voluntary method for trying to get the alleged behaviors to stop. To use the informal process a student may talk directly to the alleged perpetrator, use a third neutral party such as teacher, counselor, administrator, or district Equal Opportunity Officer to talk to the alleged perpetrator; write a letter to the alleged perpetrator; giving a copy of the district's Student Rights and Responsibilities policy to the alleged perpetrator; use a mediator to meet with the alleged perpetrator. At any time before, during, or after the informal process is used, a student may file a formal complaint by: Filling out the district reporting form (available in all schools and the Spokane Public Schools Equal Opportunity Office). The report needs to be delivered to a building administrator or an Executive Director of Teaching and Learning Services. *For information on how complaints are handled, please refer to school district policy*

Depending on the severity of the conduct, corrective measures may include counseling, education, discipline, and/or referral to law enforcement. Corrective measures for a student who commits an act of harassment, intimidation or bullying will be varied and graded according to the nature of the behavior, the developmental age of the student, or the student's history of problem behaviors and performance. Corrective measures that involve student discipline will be implemented according to District Policy 3241, Classroom Management, Corrective Actions or Punishment.

The following are the possible progressive steps for bullying/harassment:

- 1st offense – Warning, conference with counselor or administrator, possible mediation with victim. School resource officer notified.
- 2nd offense – In or Out of School Suspension. Parent-administrator conference, possible no-contact order with victim. Anger management classes may be required.
- 3rd offense – Out of School Suspension up to 90 days. Re-entry conference with district representative and possible referral to alternate program

3. **Vandalism:** (Defacing/destroying school property): All students are encouraged to keep our school looking pristine. Acts of vandalism may result in a suspension or expulsion from school and full police investigation. Also, whenever possible, charges may be filed against those students creating such acts, along with monetary restitution for damages done to the school or the school's property. Everyone has a responsibility to the school and community to report acts of vandalism. All reports will be regarded as being highly confidential and the person reporting will remain anonymous.
4. **Theft:** Any student stealing property of the school or another person may be subject to suspension, restitution and/or criminal charges.
5. Setting false alarms, bomb threats, etc.: Students involved in setting alarms, or bomb threats, or other false alarms will be subject to emergency expulsion.
6. **Firearms/Other Weapons:** Spokane Public Schools prohibits unauthorized use or possession of any object that is, or reasonably can be, considered or viewed as a firearm, air gun, dangerous weapon, or explosive. Students in possession of dangerous weapons other than firearms may be expelled. Possession of firearms on school property will result in a one-year mandatory expulsion, subject to appeal, with notification to parents and law enforcement.
7. **Inappropriate Use of Technology:** Inappropriate use of telecommunications equipment will be cause for disciplinary action. Unauthorized access to information, computer piracy, hacking, any tampering with hardware and/or software, electronic use of harassing, and abusive or obscene language, or using the network to annoy or offend others is prohibited. Any attempt to bypass the Internet filter program may result in After School Detention and loss of computer use (for a 1st offense), short-term suspension and loss of computer use (for a 2nd offense), or a five-day suspension and permanent loss of school computer use (for a third offense). Access of pornography will result in disciplinary action that may include expulsion.
8. **Use and/or possession of alcohol, drugs, and tobacco:** Use of alcohol, tobacco (including E-cigarettes), and illicit drugs is strictly prohibited. The Legislature of the State of Washington has passed into law that school properties are to be smoke free. Students are not allowed to smoke on campus, and doing so will result in progressive disciplinary action. By Washington law, use and/or possession of alcohol, drugs, and tobacco products by students is prohibited in school buildings, on school property, on school buses or other vehicles used for school functions, at school-sponsored events or activities.

Drugs and Alcohol:

- 3-20 day suspension and series of 4 drug classes - mandatory.

Tobacco:

- First Offense: Complete the Tobacco Intervention Packet. [Refusal or failure to complete Tobacco Intervention Packet shall be considered to be a tobacco related offense for which students may receive school discipline sanctions as set forth in Defiance of School Authorities]
- Second Offense: Complete Tobacco Intervention Packet and attend extended after school detention. [Refusal to complete Tobacco Intervention Packet shall be considered to be a tobacco related offense for which students may receive school discipline that includes short-term suspension with days that may be held in held in abeyance for community service].

**Students involved in the possession, use, sale or distribution of illegal substances will also be subject to arrest by authorities of the Spokane Police Department.

STUDENT VALUABLES

Students are discouraged from bringing large amounts of cash, video games, cameras, personal music players, or any other items of value or that are difficult to replace. Lockers are not as secure as we like to believe.

Sacajawea and Spokane Public Schools do not assume responsibility for lost or stolen items.

Items not allowed at school:

If a student is seen in possession of the following items, they will be confiscated and disciplinary action may be taken:

- Laser pens or pointers
- Matches or cigarette lighters
- Knives or other weapons
- Fireworks of any kind
- Chains of any kind over 6" in length not securely attached to clothing.
- Toys of any kind

Cell Phones and Electronics

Cell phones, camera phones, iPods and CD players, electronic games, and other unauthorized electronics create a disruption to the educational process. Spokane Public Schools Policy prohibits using the device other than before and after the regular school day and during the student's lunch break, unless an emergency situation exists that involves imminent physical danger to person or property or a school administrator [or certificated staff member] expressly authorizes using the device for educational purposes. In the event of a violation the item will be confiscated and held in the Main Office. After a 3rd violation parents will be asked to pick up the item. Students are asked to leave these devices at home.

- Cell phones are to be turned off.
- **Cameras are to be disabled during school. Videotaping/taking pictures is not allowed at school.**
- Students who do use their cell phones during the school day will have the phone taken away and written up on a referral to the office for disciplinary consequences.
 - 1st offense – taken away for the day – returned to student at end of day.
 - 2nd offense – taken away for the day – parent contact, progressive discipline
- All cell phones taken by staff must be turned in to the office for safe keeping until a parent can pick it up.

Sacajawea and Spokane Public Schools do not assume responsibility for lost or stolen items.

Wheels on Campus

Students are not allowed to ride bicycles, scooters, skateboards, roller blades, or skates on campus. Upon arrival to school students need to walk their bikes to the bike rack on the south side of the building between the second and third wing. Bikes are to be walked completely off campus at the end of the school day. Skateboards, scooters and roller blades are to be placed in the student's locker upon arrival to school.

Bus Information

Bus loading expectations: Students are to report to their assigned buses immediately following the end of the school day. Buses will begin leaving at **3:35**. We cannot hold buses for late students so it is important that all students arrive on time.

Special Transportation Circumstances:

- An activity bus will be available at 5:30 p.m. for those students who are eligible for regular bus transportation. Please note that activity bus stops are not always the same as regular bus routes.
- Students needing to ride a different bus need to be a regular bus rider and bring a note from a parent/guardian to the student office **before school** and have it approved and signed by office personnel.

Students living more than one mile from school are eligible for bus transportation. Riding the bus is a privilege not a right. It is expected that students will demonstrate appropriate behavior while riding the bus. Citations issued for misbehavior will result in the following consequences:

- **1st citation** – Letter home from school, conference with student (warning)
- **2nd citation** – 3-5 day bus suspension or restorative option in lieu of bus suspension. Re-entry meeting with Transportation Specialist to review bus conduct and expectations.
- **3rd citation** – Up to 20 day suspension
- **4th citation** – Removal for the remainder of the year.

Each incident is up for review by a school administrator and depending upon the nature of the citation, immediate bus removal could be imposed.

MISC. STUDENT INFORMATION

School Nutrition Program:

Breakfast is served from 8:30 – 8:55 am. The cafeteria is open to those students who are EATING ONLY.

Breakfast and Hot lunch are served daily (milk included). Milk may be purchased separately. **Lunch Options:** Students have their choice of hamburger, cheeseburger, chicken burger (all with fries), six varieties of pizza, fiesta choices, sandwich wraps, wraps, and salads four days per week.

Students may put any sum of money into their lunch account during normal book room hours. Checks are not accepted in the cafeteria. Students are encouraged to keep their accounts up-to-date to avoid difficulties in the cafeteria. **Charging lunches is not allowed. Using another student's lunch account is considered theft.** Students who qualify for free and reduced lunch are given a basic lunch only. Extra items such as chips are not considered part of a basic lunch and will cost extra.

Lost and Found

A lost and found is provided in the bookroom and both PE offices. Lost books and binders are turned in to the book room. Items will be stored until claimed. All unclaimed items, at the end of each semester, will be donated to local charities and/or our own Thunderbird Closet. Valuable items must be accurately described by the student before they will be returned. It is advisable to put your name or other identifying marks on your valuable items so they can be returned directly to you.

Textbooks

Textbooks are loaned to students for their use during the school year. *Students are responsible for damaged or lost books.* Students need to write their name in the front cover of the book. If a book is lost, report it to the classroom teacher and the book room, you will be issued another book. Students will be required to pay for lost or damaged books prior to the end of the year.

Student Identification Cards

Students will receive an identification card shortly after the beginning of the school year. Photo ID cards will be issued to students on School Picture day. The ID card will also have a barcode with the student identification number. Students who have paid for ASB membership will have ASB validation placed on their ID card. The ID card will be used for identification at school functions, to check out library and text books, and to access their school lunch account. We ask students to carry their ID card with them at all times.

Lockers

You will be assigned a locker by your Home Base teacher. If at any time you have a problem with the locker assigned to you, please check with the student office.

- The lockers are school property and may be opened by school authorities at any time when it is necessary.
- You may not change lockers without permission from the office.
- **Do not tell anyone your combination!** Please keep it a secret. Generally, students will not be assigned a new locker because someone else knows the combination.
- The lockers should not be marked on or decorated inside with anything that cannot be easily removed.
- Please get a permission slip from the office if you wish to decorate a locker for birthday's or special occasions. All decorations must be approved by an administrator.
- You should not keep money or other valuable items in your locker.
- Lockers must be closed **AND** locked at all times.

Visitors

By district policy, students are *NOT permitted to bring visitors or guests for any part of the school day.* Parents are always welcome at Sacajawea but must check into the main office and receive a pass. Visitors who come to school at the end of the day to meet or pick up students, must wait outside the building, or in the main office, until school officially ends at 3:30.