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ACCELERATED READER

Accelerated Reader (AR) is a computerized reading management program that is being used nationwide to motivate children to read. This program will be implemented in addition to our traditional reading/language curriculum. Students will be assessed early in the school year using the STAR, Standardized Test for Assessment of Reading. This report will give valuable information, which will enable the teacher to provide individualized support for each student. Teachers will be building into their class schedules increased reading practice time. Students will read books at their appropriate reading level and take computerized tests demonstrating comprehension skills. The students will accumulate points to be used in an incentive program.

BIRTHDAYS

At Santa Fe Trail, we encourage and promote health and wellness. Birthdays will be observed in accordance with District Guidelines.

BULLY POLICY

We, at Santa Fe Trail Elementary, believe every child deserves a safe learning environment. Because we desire for every child to learn and be successful, as a staff, we are committed to insure that students are not disruptive or hurtful to the learning of all children. We are committed to making Santa Fe Trail a “bully free school” and have included examples of bullying behavior that will not be tolerated. We have also included specific consequences that we will follow through with in order to prevent bullying and protect the safety and well-being for all our students.

Santa Fe Trail's Bully Free Policy

Bully — A person who repeatedly and intentionally inflicts physical, verbal, non-verbal or emotional abuse on another person.

Examples of Bullying:



Verbal Bullying

- Put downs
- Rumors
- Teasing
- Bossing people around
- Excluding peers
- Rude Comments
- Whispering
- Inappropriate References

Nonverbal Bullying

- Laughing
- Nasty looks
- Ignoring, excluding, or shunning
- Pointing at others
- Inappropriate hand gestures
- Rolling eyes
- Intimidating others

Physical Bullying

- Pushing
- Pulling hair
- Kicking
- Tripping
- Spitting
- Inappropriate Touching

*Bullying behaviors are not limited to this list, these are only examples.

Consequences:

1st Bullying Offense

- Safe seat until student is able to process behavior
- Phone call to their parent
- Formal apology
- 1 hour of school community service

2nd Bullying Offense

- Safe seat until student is able to process behavior
- Parent / Teacher conference
- Formal apology
- 3 hours of school community service

3rd Bullying Offense

- Formal apology, 5 hours of school community service
- Shutdown for two days (limited access to other children)
- Slowly earn their way back to class
- A plan is developed

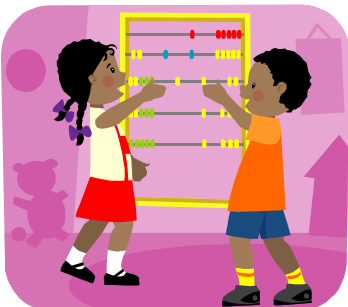
People Involved in Bullying:

The Victim ~

- Poor self-esteem
- Passive / Insecure
- Fearful
- Misperception of friends

- Dominates others
- Manipulative
- Need to feel in control
- Persuasive / argues

- Fearful of being a victim
- Follower
- Caught in the middle
- Stands idly by while the victim is being hurt



The Bully ~

The Bystander ~

SANTA FE TRAIL DAILY SCHEDULE

The instructional school day begins at 8:15 a.m. and ends at 3:09 p.m. Time on task is essential to student success. Therefore, **keeping interruptions to a minimum protects instructional time.**

School assemblies and other extra programs are planned carefully so that disruptions to the regular academic school day do not occur too often. We encourage you to help by being sure your child arrives in his/her classroom by 8:15 a.m. and remains in class until 3:09 p.m. Uninterrupted time on task results in better learning for our students.

All doors at Santa Fe Trail are locked to insure student safety. This is a safety measure that is followed for the entire Independence School District. The earliest students may enter the building each morning is 7:55 a.m., providing they are eating breakfast. If students do not eat breakfast, the earliest they may enter the building is 8:10 a.m.

Please note, regardless of the weather conditions, students will not be able to enter the building prior to this time due to supervision purposes. On inclement weather, days please remember that students will not be able to enter the building until the times indicated.

7:30 a.m.	Office opens
7:55 a.m.	Breakfast is served
8:10 a.m.	Students may enter the building
8:19 a.m.	Tardy bell/Morning announcements
11:45 a.m.	First/IMPACT lunch
11:55 a.m.	Third grade lunch
12:10 p.m.	Second grade
12:20 p.m.	Fourth grade lunch
12:35 p.m.	Kindergarten lunch
12:45 p.m.	Fifth grade lunch
3:05 p.m.	Dismissal announcements
3:09 p.m.	Dismissal

INFORMATION FOR CAR RIDERS/DRIVERS

Students picked up from school should be picked up within 10 minutes of dismissal.

Parent's picking students up in cars need to follow these guidelines. **BUSES ONLY ENTER THE FRONT CIRCLE DRIVE.** No cars can be waiting in the circle drive because the buses need the space for turning. If it is necessary to transport your student by car, **please do not drop your student(s) off in the front circle drive/bus lane.** This lane is for buses only. Staff members and the building principal supervise arrival and dismissal of buses. If cars mistakenly unload in the bus zones, the building principal will follow up with a verbal reminder as a courtesy for protection of student safety.

We ask all students that are brought to and from school by car to use the north exit door. Students will be directed to walkways by teacher/s on duty. After picking up, or dropping off students, cars will proceed in line to exit. **FOR THE SAFETY OF ALL, PLEASE REMAIN IN YOUR CAR AND STAY IN LINE.** School staff will be focusing on observing the safety of all students and will not allow students to cross parked cars.

Please exercise patience, as we want all our children to be safe as they enter or leave school.

Outside your child's classroom or in the hallway is not an acceptable meeting place, due to maximum hallway use by students at dismissal time.

<p>Dismissal Changes – Routine procedures at dismissal for students provides consistency, enhances your child's learning and avoids confusion for your child. If it is absolutely necessary that your child's dismissal routine be changed, please contact the office by 2: 30 p.m.</p>
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SIGNING STUDENTS IN/OUT/ATTENDANCE

If a student is arriving tardy, or must leave early, parents are required to sign students in or out in the school office. Parents will be required to wait in the office while students are being called from the classroom. A student must be in attendance for the school day to participate in an extra-curricular activity at night.

INFORMATION FOR WALKERS

Students who walk to and from school should go directly to school or home. School rules still apply until the student has arrived. The school maintains authority to discipline students for incidents occurring on the way to and from school. Bullying and harassment are unacceptable. **Students should not arrive at school before 8:10 a.m. unless they eat breakfast for which they may arrive at 7:55 a.m. Students will not be allowed to enter the building prior to this time.**

PARENT TEACHER ASSOCIATION

Our Parent Teacher Association is very active, providing many different kinds of support to our students. PTA meetings will be held during the school year. The PTA also sponsors two parties during the year where refreshments will be served. PTA coordinates fundraisers to provide many opportunities for our students.

PTA Officers for 2015-2016:

President	Andrea McClain
1 st Vice Pres.	Jonathan McClain
2 nd Vice Pres.	Jenni Holtcamp, Denise Kimbrough- Membership
3 rd Vice Pres.	Kathleen Corley- Fundraising
Corresponding Secretary	Sarah Green
Recording Secretary	Beckie Fite
Treasurer	Stephanie Kenyon, Asst.-Beckie Fite
Historian	Melanie Jackel
Yearbook	Sarah Green, Melanie Jackel
Back to School Event	Casey Kuska, Jonathan McClain
Teacher Activities/Teacher Appreciation Week	Sophan Munger
Grandparent/Parent Breakfast	Jenni Holtcamp, Gina Gravemann
Fall Festival	Amanda Koogler
Winterfest	Roberta Wright, Miranda Burris
Santa's Workshop	Remember Murray, Heidi McRoberts
Scholastic Bookfair	Jeri Mullendore
Pancake Supper/Book Bingo/March Elections	Molly Chavez, Beckie Fite, Tonna McGee
School Wellness Champion	Maria Jonas
Cookie Dough	Jeri Mullendore
Walk-a-thon	Liz Mueller, Gina Gravemann, Melanie Jackel
Winter/Valentine Parties	Kelly Miller, LaDonna Andrews

Parent involvement in PTA can be ongoing throughout the year or active involvement helping with specific activities.

Membership dues: \$10.00 per family \$20.00 per business

PARENT CLASSROOM VISITS

At Santa Fe Trail Elementary, we welcome our parental support and host many family events that invite parent participation during the school day. During regular school hours, instructional time is protected to uphold the expectations of **FERPA**. The Family Educational Right to Privacy Act protects the educational privacy of all students that attend Santa Fe Trail Elementary. Please watch for events scheduled in our school and classroom newsletters that encourage your participation during the course

of regular attendance hours. It is important to us to protect the instructional and learning time of all our students. If your student is required to leave school early, please come to the front office where you will sign out your student listing the time and reason. Your child will then come to the front office to meet you.

PETS

Pets are not allowed to come to school for classroom sharing to protect students that suffer from pet allergies.

SAFETY PATROL

Safety Patrol is a select group of 5th grade student leaders. These students have shown an interest in helping keep Santa Fe Trail a safe place. The students apply for a patrol position by completing a job application and securing two faculty references. The students will serve on a patrol for one week at a time. Their duty posts are in the hallways, cafeteria, and walkways, before and after school. The safety patrol is organized under the auspices of the AAA – American Automobile Association.

SKATEBOARDS

Students are prohibited from bringing skateboards to school due to safety concerns.

Santa Fe Trail Mission Statement

Santa Fe Trail will serve as a center linking student learning, family involvement, and community support. By working together, we will create an environment which allows students to become successful contributors in society.

Adopted 2001

Santa Fe Trail Elementary School Team

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Mr. Gib Rito	Principal
Mrs. Leslie Bates	Counselor
Mrs. Meredith Hengel	Family Advocate
Ms. Amanda Lynn, RN	Nurse
Mrs. Iris Maxwell	Secretary
Mrs. Virginia Fortner	Office Assistant

TEACHERS:

Ms. Jessica Maday	Kindergarten	Ms. Shannon Harrison	Speech
Mrs. Melanie Shoupes	Kindergarten	Mrs. Jackie Ray	Sp.Ed.
Mrs. Sarah Schraml	Kindergarten	Mrs. Roberta Wright	Title I Rdg.

Ms. Gina Gravemann	First Grade
Mrs. Jenny Holtcamp	First Grade
Mrs. Denise Kimbrough	First Grade

Mrs. Christa Corrie	Second Grade	Mrs. Michelle Smith	Art
Mrs. Nicole Knight	Second Grade	Mrs. Cindy Midgorden	Music
Mrs. Melanie McLaughlin	Second Grade	Mrs. Maria Jonas	P.E.
Mrs. Maxine Sommerer	Second Grade	Mrs. Tonna McGee	Media/Comp.

Ms. Miranda Burris	Third Grade	Mrs. Sheila Bonner	IMPACT
Mrs. Ann Green	Third Grade	Mrs. Melissa Barkley	IMPACT
Mr. Casey Kuska	Third Grade		

Mrs. Sarah Green	Fourth Grade
Ms. Elizabeth Mueller	Fourth Grade
Mrs. Heidi Wadle	Fourth Grade

Ms. Kathleen Corley	Fifth Grade	Mr. John Rouchka	Recovery Interventionist
Mrs. Chelsea Fullington	Fifth Grade	Ms. Amy Tatge	Proc. Coordinator
Ms. Amanda Koogler	Fifth Grade	Mrs. Bridget Cantrell	Instructional Coach
		Mrs. Molly Chavez	Family Specialist
		Mrs. Jessica Lavigne	Youth Specialist

SUPPORT STAFF:

Mrs. Laura Black	Para-Professional
Mrs. Loretta Hayes	Early Childhood
Ms. Sara Hosman	Early Childhood
Ms. Melanie Cohoon	Early Childhood
Mrs. Lindsay Swartwood	Early Childhood
Mr. Ben Hyde`	CC/LINC
Mr. Bruce Huntsucker	Head Custodian
Ms. Maria Loffsner	Custodian
Mr. Lance Arnold	Nutrition Services/ Custodian
Mrs. Barbara Wood	Nutrition Services Manager
Ms. Dorothy Johnson	Nutrition Services
Mrs. Laurie Starr	Cook/Assistant
Mrs. Jennifer Heyer	Cashier