

# **SAGE INTERNATIONAL SCHOOL OF BOISE**

## **2017 – 2018 Student-Parent Handbook**



**S A G E**  
INTERNATIONAL SCHOOL  
OF BOISE

1513 Tyrell Lane, Suite 110  
Boise, ID 83706  
208.343.7243 (SAGE)

Website: [www.sageinternationalschool.org](http://www.sageinternationalschool.org)

To Our Sage Families,

On behalf of the Sage International School Board and staff, welcome to the 2017-2018 school year and thank you for choosing to be a part of Sage.

Sage International School engages students within an inclusive IB learning community, challenging all members to take risks and contribute locally and globally through open-minded inquiry. Our learning community includes our staff, our students, and our parents and it takes all of us working together to provide the best possible educational opportunities for our IB Learners.

With your support and engagement, we know that Sage International will reach its full potential and will continue to be an amazing, safe, positive and unique (aka 'weird') place for students to grow and learn. This Handbook shares important information about Sage's policies and operations; please read its contents and let our staff know if you have any questions. As you complete your review of this Handbook, please take time to read the 'Home and School Contract Guidelines' (last page) where we summarize how our staff, students, and parents can best support learning at Sage.

Our entire team looks forward to a great year at Sage International.

Sincerely,

Keith Donahue,  
Executive Director



## **MISSION**

Sage International aims to develop students who are citizens of the world. We do this by employing best practices from data collected on educational instruction from around the globe. Sage International School of Boise is a community structured around an international, inquiry-based curriculum that cultivates intellectual rigor, curiosity, cultural understanding, sustainable living and passionate human beings that approach the world with intention, ready to participate and engage in local and global issues.

## **VISION**

To create global citizens by equipping our students with the ability to think across disciplines and international boundaries, and inspire them to live extraordinary lives.

# Sage International Charter School

## 2017-2018 School Calendar

August 2017						
Su	M	Tu	W	Th	F	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

September 2017						
Su	M	Tu	W	Th	F	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

October 2017						
Su	M	Tu	W	Th	F	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

November 2017						
Su	M	Tu	W	Th	F	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

December 2017						
Su	M	Tu	W	Th	F	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

January 2018						
Su	M	Tu	W	Th	F	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

February 2018						
Su	M	Tu	W	Th	F	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28			

March 2018						
Su	M	Tu	W	Th	F	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

April 2018						
Su	M	Tu	W	Th	F	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

May 2018						
Su	M	Tu	W	Th	F	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

June 2018						
Su	M	Tu	W	Th	F	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

July 2018						
Su	M	Tu	W	Th	F	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

**August**  
7 First Day for teachers  
14 First Day of School for students

**September**  
4 Labor Day / no school

**October**  
2 - 6 Fall Break / no school

**November**  
20 - 24 Thanksgiving Break / no school

**December**  
25 - Jan 5 Holiday Break / no school

**January**  
15 Martin Luther King Day / no school

**February**  
19 - 23 Winter Break / no school

**April**  
16 - 20 Spring Break / no school

**May**  
28 Memorial Day Holiday / no school

**June**  
12 Last day for Seniors  
13 Senior Graduation  
14 Last Day of School for students / 1/2 day  
15 Last Day for Teachers

# TABLE OF CONTENTS

The information in this Handbook is based on Sage International School's board policies. To view the school policies, please visit our website:  
<http://www.sageinternationalschool.org/our-board/sage-board-policies>

Daily Schedule .....	3
School Closure .....	3
ESage .....	4
International Baccalaureate Programmes.....	5
The IB Learner Profile .....	6
Communications.....	7
Parent-Student-Teacher Conferences .....	7
Attendance .....	8
Checking Students out of Class.....	10
Grading and Assessment .....	11
Transportation .....	13
Pick-up / Drop-off Instructions.....	13
School Buses .....	13
Student Vehicles/Parking Permits.....	13
Student Life.....	16
Visitors .....	17
Volunteers.....	17
The Sage International Community Network .....	17
Health and Safety.....	18
Medication at School .....	19
Safety Drills .....	19
Student Records.....	20
Personal Property.....	20
Lost and Found .....	20
Student Lunch .....	21
Student Behavior.....	22
Dress Code .....	23
Search and Seizure.....	24
Civil Rights Grievances – Title IX .....	26
Bullying and Cyber Bullying.....	26

Sexual Harassment .....28  
Technology Use, Rules, Etiquette and Security .....30  
Parent/Student Rights - Students with Disabilities .....33  
Family Educational Rights and Privacy Act Requirements (FERPA).....35  
Home and School Contract Guidelines .....36

## DAILY SCHEDULE

### Monday –Thursday:

Elementary: 8:05 am to 3:25 pm  
Middle School: 8:05 am to 3:25 pm  
High School (9-12): 8:05 am to 3:40 pm

Fridays: Students do not attend school on Fridays. Sage International School utilizes Fridays to allow our teachers to participate in professional development, take continuing education classes, collaborate, and prepare for the following week. Providing our teachers with a student-free day each week to learn and grow professionally is a critical aspect of Sage’s success.

### End of the School Day.

- 3:25 pm: K-8 will be released
- Students riding school busses will gather in designated areas in the buildings.
- 3:40 pm: K-8 parent pickup should be complete
- 3:40 pm: 9th-12th grade students will be released
- 3:55 pm: High school parent pickup should be complete
- 3:55 – 4:05 pm: School bus arrival and departure

## SCHOOL CLOSURE

Should inclement weather or emergency situations occur which would result in school closure (including ESage), Sage International School will email parents and post closure information on its website. Typically, Sage International School follows the lead of the Boise School District with respect to weather-related closures. ESage will also be closed unless parents are specifically notified via email. School closure information will be announced on Channel 7-KTVB and Sage’s Facebook page.

## **ESAGE: OUR AFTER-SCHOOL, FRIDAY AND SUMMER ENRICHMENT PROGRAM**

The “E” in “ESage” stands for enrichment. The ESage program strives to enrich the Sage students’ education and life with experiences that draw out and develop the familiar IB Principles, as well as the traits of Creativity, Connection, and Conscience. Most of the activities and community adventures are related to these ideas, and students are encouraged to engage and reflect in a program that also supports play, exploration, and just plain fun.

During the school year, there are weekly or bi-monthly themes that serve as a continuous thread to provoke thoughts and feelings about how we relate with the world, and how it relates to us. ESage after school (M – Th) provides a series of projects and activities to explore and express these themes. The full-day Friday program gives the student an opportunity to embark on adventures and to connect with people or places in the community related to the theme. There is always time for games, free play, and other projects to round out the students’ weekly experiences as well.

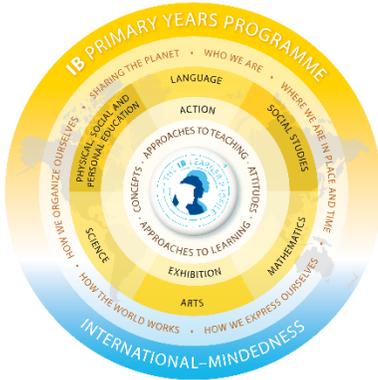
### **ESage Program Schedule:**

After-School (Mon – Thurs)	3:30-6:00 PM Monday-Thursday
Fridays (unless notified)	7:45 AM - 6:00 PM
Summer	7:45 AM - 6:00 PM Monday-Friday

To learn more about ESage please go to the following link:

<http://esage.sageinternationalschool.org/>

# International Baccalaureate Programmes



## Primary Years Programme

The PYP prepares students to become active, caring, lifelong learners who demonstrate respect for themselves and others and have the capacity to participate in the world around them. It focuses on the development of the whole child.



## Middle Years Programme

### Candidate School

A challenging framework that encourages students to make practical connections between their studies and the real world, the MYP is inclusive by design; students of all interests and academic abilities can benefit from their participation.



## Diploma Programme

Research suggests many benefits to choosing the DP. The programme aims to develop the students who have excellent breadth and depth of knowledge – students who flourish physically, intellectually, emotionally and ethically



## Career-Related Programme

The CP is a framework of international education addressing the needs of students engaged in career-related education. It leads to further/higher education apprenticeships or employment

## THE IB LEARNER PROFILE

The aim of all IB programmes is to develop internationally minded people who, recognizing their common humanity and shared guardianship of the planet, help to create a better and more peaceful world.

As IB learners we strive to be:

**Inquirers.** We nurture our curiosity, developing skills for inquiry and research. We know how to learn independently and with others. We learn with enthusiasm and sustain our love of learning throughout life.

**Knowledgeable.** We develop and use conceptual understanding, exploring knowledge across a range of disciplines. We engage with issues and ideas that have local and global significance.

**Thinkers.** We use critical and creative thinking skills to analyze and take responsible action on complex problems. We exercise initiative in making reasoned, ethical decisions.

**Communicators.** We express ourselves confidently and creatively in more than one language and in many ways. We collaborate effectively, listening carefully to the perspectives of other individuals and groups.

**Principled.** We act with integrity and honesty, with a strong sense of fairness and justice, and with respect for the dignity and rights of people everywhere. We take responsibility for our own actions and their consequences.

**Open-minded.** We critically appreciate our own cultures and personal histories, as well as the values and traditions of others. We evaluate a range of points of view, and we are willing to grow from the experience.

**Caring.** We show empathy, compassion and respect. We have a commitment to service, and we act to make a positive difference in the lives of others and in the world around us.

**Risk-takers.** We approach uncertainty with forethought and determination; we work independently and cooperatively to explore new ideas and innovative strategies. We are resourceful and resilient in the face of challenges and change.

**Balanced.** We understand the importance of balancing different aspects of our lives - intellectual, physical and emotional – to achieve well-being for ourselves and others. We recognize our interdependence with other people and with the world in which we live.

**Reflective.** We thoughtfully consider the world and our own ideas and experience. We work to understand our strengths and weaknesses in order to support our learning and personal development.

## **COMMUNICATIONS**

Sage International School is committed to keeping our parents informed and our goal is to promote open lines of communication. The function of Sage's governance structure is to maintain a balance of communication. We are working continuously to make this process as smooth as possible.

For information about upcoming meeting, events, community activities, etc., please go to our website. Updates are posted on the blog: <http://www.sageinternationalschool.org/blog>

Teachers are available to answer your questions and should be your first point of contact.

The proper administrative channels are as follows:

1. Teacher
2. Directors:
  - a. Dani Zwolfer, Elementary
  - b. Zach Parker, Middle School
  - c. Kali Webb, High School
3. Micah Doramus, K-12 Principal
4. Keith Donahue, Executive Director
5. Board of Directors

Please call the front desk if you would like to contact a teacher or make an appointment to visit with our administrative staff to discuss any aspect of Sage International. We will schedule the requested meeting as soon as convenient for all persons involved.

*Community Relations Policy: 4000, 4105*

## **PARENT-STUDENT-TEACHER CONFERENCES**

Sage International School holds parent-student-teacher conferences throughout the year. Teachers will provide parents with an electronic schedule of available meeting times.

In addition to the planned conferences, parents can always contact Sage International School teachers via email to request a meeting with the teacher. Parent/teacher communication is critical to student success and is strongly supported by Sage International School.

*Instruction Policy: 2625*

## ATTENDANCE

Students are expected to be in class, seated and ready to learn at the start of each school day. Any student not in their classroom ready to learn will be considered tardy and be asked to participate in Lunch Time Reflection. Please ensure students are dropped-off early enough to allow them to be seated in their classroom when the school day begins.

**TARDY:** Sage International School considers students entering the building after the posted start time to be tardy. If the student arrives after school has started, the parent must enter the building with their student and sign their student in. Students will take the notice to their classroom teacher. The tardy will be noted in Sage International's attendance records tardy and the student will be asked to participate in Lunch Time Reflection.

**NOTIFICATION OF ABSENCE:** It is imperative that you contact Sage to let us know if your student will be absent. **Please email the front desk secretary at [attendance@sageinternationalschool.org](mailto:attendance@sageinternationalschool.org)** or call by 9 am, to report your student's absence.

Please provide the following information:

- the student's name and grade
- name of parent/guardian reporting the absence
- estimated date of return
- reason for the absence
  - If doctor's appointment, please provide note from doctor's office to verify absence.

### **Attendance Policy – Absence Process**

Regular attendance is vital for a student's educational success as it provides the uninterrupted opportunity for students to receive instructional time that builds academic and life skills as well as self-esteem that contributes to a successful life.

When multiple absences occur, students miss out on valuable instructional time that can leave gaps in their learning. These gaps over time compound and often produce great frustrations and learning struggles as students' progress through any educational system.

In support of our educators and their efforts to successfully teach all students our Absentee Policy (see Sage International Student Policy, Section 3050 for more information) is as follows:

#### **Elementary - K – 5 (per semester)**

- Students and parents will receive a letter home from the attendance office alerting them of a fourth (4th) unexcused absence.

- Parents will receive a letter and a phone call on the student's eighth (8th) absence, the total allowable for unexcused absences approved by the School Board.
- Upon nine (9) unexcused absences parents will be contacted by an administrator to arrange a meeting to establish an Absentee Contract. If that contract is broken the student will be sent in front of a panel to determine if enough content knowledge and skills have been developed to earn a promotion to the next grade, and/or the student will be referred to the School Board for potential dismissal from Sage International.

#### Middle School - 6-8 (per semester)

- The student and parents will receive a letter home from the attendance office alerting them of a fourth (4th) unexcused absence.
- Parents will receive a letter and a phone call on the student's sixth (6th) absence, the total allowable for unexcused absences approved by the School Board.
- Upon seven (7) unexcused absences parents will be contacted by an administrator to arrange a meeting to establish an Absentee Contract. If that contract is broken the student will be sent in front of a panel to determine if enough content knowledge and skills have been developed to earn a promotion to the next grade, and/or the student will be referred to the School Board for potential dismissal from Sage International.
- With reference to unexcused absences, this policy is per class period. For instance, if your student continually misses English class yet is present for the remainder of the day, then those absences accumulate and count toward eight allowable absences.

#### High School - 9-12 (per semester)

- Students who receive four (4) unexcused absences in any class will lose credit unless cleared by an administrator. Students and parents will receive a letter home from the attendance office alerting them of a second (2nd) unexcused absence.
- Parents will receive a letter and a phone call on the student's fourth (4th) absence, the total allowable for unexcused absences approved by the School Board.
- Upon fifth (5th) unexcused absences parents will be contacted by an administrator to arrange a meeting to establish an Absentee Contract. If that contract is broken the student will be sent in front of a panel to determine if enough content knowledge and skills have been developed to earn a promotion to the next grade, and/or the student will be referred to the School Board for potential dismissal from Sage International.
- With reference to unexcused absences, this policy is per class period. For instance, if your student continually misses English class yet is present for the remainder of the day, then those absences accumulate and count toward eight allowable absences.

Supportable illness absences must be verified within 48 hours by an official Doctor's note. Other supportable absences also include, per the School Board Policy:

Supportable absences require prior notification from a parent/guardian. The student will be expected to complete the assigned work within a time period agreeable to the teacher(s) of the missed class(es). The following guidelines are used to determine supportable absences:

1. Activities or events organized for the purpose of continuing competition or as an extension of an approved school program as approved by administration (i.e. national or international competitions).
2. Court appearance that is verified by official documentation.
3. Professional appointments confirmed with documentation from professional personnel such as doctors, dentist and counselors.
4. Extended educational trips with family or organizations while school is in session. The parent/guardian and student requesting this exception must meet the following to get approval for a supportable absence:
  - Submit a letter of request to administration at least two (2) weeks prior to the trip;
  - Have passing grades in all classes;
  - Have no more than six (6) absence total for the year;
  - Request work from teachers and turn in all pre-arranged work on or before the first day back to class;
5. Religious observances verified by parent/guardian, church official, or document.

*Student Policy: 3050*

## **CHECKING STUDENTS OUT OF CLASS**

If you need to pick up your student during the school day, please follow the procedures below. For safety purposes, students will not be released to any person other than parent/guardian without written authorization from the parent/guardian.

***To sign out your student from class, please use the Student Sign In/Out Sheet found at the front desk.*** After the parent has signed the student out of class, a staff member will contact the classroom teacher and request that the student be sent to the office.

All persons picking up a student may be asked to provide identification (driver's license) establishing their relationship with the student. If the name does not appear in Sage International School's student information system (Skyward), the person may not pick up the student without written authorization from the parent/guardian. Additional measures may be necessary to establish permission to pick up a student.

High School Students may leave on their own for appointments after signing out at the front desk **only** with parental permission.

For planned professional appointments (dentist, doctor, etc.), please notify Sage International School and follow the above procedures at the time of the appointment. Please, to the extent possible, schedule these appointments for Fridays when students are not in class.

## GRADING AND ASSESSMENT

Assessment at Sage is designed to give all learners K-12 access to a rigorous curriculum aligned to the standards, practices and content expectations of the International Baccalaureate (IB) Programmes and Idaho State Department of Education standards.

### Grade Scale

Sage determines grades using a criterion-referenced scale. Grades for each course of study are determined using the criteria specific to each subject area, and trends are used to determine final grades.

#### **Assessment Rubric: PYP**

1	<ul style="list-style-type: none"> <li>• Very limited understanding of the required knowledge and skills with fundamental difficulties in many areas.</li> <li>• Student is unable to apply knowledge and skills in familiar situations, even with support.</li> </ul>
2	<ul style="list-style-type: none"> <li>• Limited understanding of most of the required knowledge and skills with clear difficulties in some areas.</li> <li>• Student is only able to apply knowledge and skills fully in familiar situations with support.</li> <li>• There is occasional evidence of the skills of analysis, synthesis and evaluation.</li> </ul>
3	<ul style="list-style-type: none"> <li>• A consistent and thorough understanding of the required knowledge and skills, and ability to apply them in some unfamiliar situations.</li> <li>• The student generally shows evidence of analysis, synthesis and evaluation where appropriate and occasionally demonstrates originality and insight.</li> </ul>
4	<ul style="list-style-type: none"> <li>• A consistent and thorough understanding of the required knowledge and skills, and the ability to apply them in a wide variety of unfamiliar situations.</li> <li>• Consistent evidence of analysis, synthesis and evaluation is shown where appropriate.</li> <li>• The student generally demonstrates originality and insight.</li> </ul>

#### **Assessment Rubric: MYP, DP & CP**

1	<ul style="list-style-type: none"> <li>• Even with support, the student demonstrates no understanding.</li> </ul>
2	<ul style="list-style-type: none"> <li>• Very limited understanding of the required knowledge and skills with fundamental difficulties in many areas.</li> <li>• Student is unable to apply knowledge and skills in familiar situations, even with support.</li> </ul>
3	<ul style="list-style-type: none"> <li>• Limited understanding of most of the required knowledge and skills with clear difficulties in some areas.</li> <li>• Student is only able to apply knowledge and skills fully in familiar situations with support.</li> </ul>

4	<ul style="list-style-type: none"> <li>• A general understanding of the required knowledge and skills, and the ability to apply them effectively in familiar situations.</li> <li>• There is occasional evidence of the skills of analysis, synthesis and evaluation.</li> </ul>
5	<ul style="list-style-type: none"> <li>• A consistent and thorough understanding of the required knowledge and skills, and ability to apply them in some unfamiliar situations.</li> <li>• The student generally shows evidence of analysis, synthesis and evaluation where appropriate and occasionally demonstrates originality and insight.</li> </ul>
6	<ul style="list-style-type: none"> <li>• A consistent and thorough understanding of the required knowledge and skills, and ability to apply them in a wide variety of unfamiliar situations.</li> <li>• Consistent evidence of analysis, synthesis and evaluation is shown where appropriate.</li> <li>• The student generally demonstrates originality and insight.</li> </ul>
7	<ul style="list-style-type: none"> <li>• A consistent and thorough understanding of the required knowledge and skills, and ability to apply them almost faultlessly in a wide variety of situations.</li> <li>• Consistently creates exceptional evidence of analysis, synthesis and evaluation where appropriate.</li> <li>• In addition, consistently demonstrates originality and insight.</li> </ul>

## **INDEPENDENT PRACTICE AND ENRICHMENT**

Sage International School believes in giving students the opportunity at home, to engage with family, and extra-curricular activities that encourages a balanced lifestyle in conjunction with the IB Learner Profile Attributes. IB Learners are expected to be self-directed learners and seek beyond the walls of the school to engage in creativity, action, and service to make their academic learning more meaningful and relevant. We also believe in the power of independent practice and enrichment of academic content and skills as a vital part of creating life-long learners. Sage believes in an intentional approach to assigning students independent practice and enrichment activities. Factors that may contribute to the need for assignment or recommendation of this work may include, but are not limited to, intervention, extension, investigation, exploration, inspiration, and/or explanation.

*Instruction Policy: 2600, 2610, 2620, 2622*

## **STANDARDIZED TESTING**

Sage International School is a public charter school and as such is subject to the same testing requirements as all public schools in Idaho. Accordingly, Sage International School administers standardized tests in accordance with State requirements. These tests measure knowledge and skills accumulated by students in various subject areas. These results are used by teachers to assess achievement levels.

## TRANSPORTATION

### PICK-UP / DROP-OFF INSTRUCTIONS

School specific pick-up and drop-off instructions and Traffic Plans are posted on the Sage Website. PLEASE REVIEW BEFORE THE START OF SCHOOL. Link is below.

Neighboring businesses, including Smoky Mountain Pizza on the west end of the building and ParkCenter Pointe immediately behind the main school building, may tow cars of those who are not patrons of the business. These are designated parking spaces which are clearly marked.

#### Parents are **NOT** to park in:

- ParkCenter Pointe parking spaces
- Smoky Mountain Pizza parking spaces
- Designated Faculty parking spaces
- Designated Student parking spaces
- Bus zones
- Pick up/Drop off lanes
- Fire lanes

[http://www.sageinternationalschool.org/downloads/forms/Traffic\\_and\\_Parking\\_Plan\\_2016\\_17\\_DRAFT\\_7-31-16.pdf](http://www.sageinternationalschool.org/downloads/forms/Traffic_and_Parking_Plan_2016_17_DRAFT_7-31-16.pdf)

### SCHOOL BUSES

Sage International School provides bussing for grades K–12 to and from (excluding ½ day kindergarten students) the Parkcenter campus. Parents who have students who are riding the school bus must fill an on-line bus form which will be emailed before the start of the school year. Information on bus routes will be available in July.

*Non-Instruction Policy: 8100, 8110, 8115*

### STUDENT VEHICLES/PARKING PERMITS

Sage International School will provide a limited amount of parking spaces for students who want to drive to and from school. A parking permit will be provided to those students who have been selected by a lottery system. If a student vehicle does not have a permit displayed in the vehicle, that vehicle may be towed from the parking lot. Anyone who drives recklessly or creates an unsafe environment for Sage International School will have their parking permit revoked.

Students will not be allowed to access their cars during school hours. Sage International School will not be held responsible for any damages to students' vehicles while they are parked in the school parking lot.

### **Parking Violation Notice**

If a student violates the parking privilege, the following could occur:

1st violation - Warning

2nd violation - Conference with parents/student, warning that next violation will result in denial of parking privileges.

3rd violation - Vehicle may be booted or towed; parking denied for 30 days for permitted cars, and parent conference.

4th violation - Vehicle may be booted or towed; parking privileges for permitted cars revoked for remainder of school year.

Moving Violation Notice:

1st violation - Parking denied 2 weeks

2nd violation - Parent/student conference, and parking denied 4 weeks

3rd violation - Citation may be issued by Boise Police, parking privileges revoked for remainder of year.

### **Parking Lot Safety**

Because of the wide variety of ages of our students and the close proximity of the pickup/drop off lines to parking lots, safe and alert driving is imperative. Idaho law requires all passengers in a vehicle to be wearing a seatbelt any time a vehicle is in motion. Idaho law also prohibits texting while driving. By completing a Student Parking Privilege Agreement, you are also agreeing that you:

1) will not text, call, or receive calls on your cell phone while driving in the parking lot or while in the drop off/pick up line. If you must call or text, leave your car parked in a parking stall until you complete your call/text.

2) will always follow routes on the current Sage International traffic flow map.

3) abide by any time restrictions that prevent movement of cars driven by high school students during lunchtime and certain drop off or pick up times to ensure safety of younger students walking to school or pick up locations.

4) always stop while any pedestrian is in any marked pedestrian crossing until that person completely clears the crossing.

5) vehicles may not be accessed during the school day unless student has checked out of school in an approved manner with the front desk. Open campus privileges do not include parking lot and vehicle access.

## **Off-Campus Parking**

Because of its location near businesses, Sage International has limited parking facilities for its staff, volunteers, [and student body]. Car pools, public/school buses, bicycles and walking are encouraged for student transportation. Please use marked crosswalks, and obey all traffic signals and signs on Parkcenter Boulevard, Mallard Street, and Tyrell Lane.

Neighboring businesses, including Smoky Mountain Pizza on the west end of the building and ParkCenter Pointe immediately behind the main building, may also tow cars of those who are not patrons of the business.

## STUDENT LIFE

### School Clubs

Sage International School has a variety of clubs in which students may participate. New club applications will only be received and reviewed by the board twice a year. Applications must be delivered to the Board Clerk one week prior to the September and January board meetings.

Students can view club information which is posted on two bulletin boards in the main hallway. If your student is interested in participating in an existing club, or wishes to create a club, please visit the Student Live website: <http://outdoor.sageinternationalschool.org/>.

*Student Policy: 3225, 3225F*

### Outdoor Enrichment

Sage International School offers outdoor adventure trips for students over week long school breaks. These outdoor enrichment trips are tuition based to cover costs of transportation, park fees, food, etc. This is a great opportunity for students in grades 5 – 12 to experience the outdoors. Registration opens six weeks before departure. For more information, please visit the Student Life website: <http://outdoor.sageinternationalschool.org/>.

## VISITORS and COMMUNITY NETWORK

### VISITORS

In order to maintain a safe and orderly learning environment, Sage International School has established the following requirements for all visitors when on school grounds.

- All visitors to the school **must** report to the front desk upon arrival.
- The front desk will require **all visitors** to sign in using the visitor sign in sheet and will issue a visitor's badge. Visitors must wear this badge at all times while on school property.
- Anyone who is not a staff member or student will be considered a visitor.

*Student Policy: 3560*

*Community Relations Policy: 4140*

### VOLUNTEERS

Prior to volunteering at Sage International School, please complete and submit the Parent Resource/Volunteer Application form available on the Sage International web page located under Parents > Downloadable forms. Volunteers must read, sign and submit the Volunteer Application form prior to volunteering. Classroom teachers organize the volunteer schedule for their classroom.

When arriving at the school, Sage International School requires all volunteers to sign-in at the front desk and to wear a volunteer badge.

*Student Policy: 3560*

*Community Relations Policy: 4600, 4600F, 4600P*

### THE SAGE INTERNATIONAL COMMUNITY NETWORK

The Sage International Community Network (SCN) supports student achievement and community through a strong partnership between our families and the school. The SCN operates independently of Sage and has their own board. They organize many community activities and are a great resource for parents and families. The SCN's web page can be found at: <http://communitynetworkatsage.weebly.com/index.html>

## HEALTH AND SAFETY

### KEEPING SICK STUDENTS HOME FROM SCHOOL

Colds: Please keep your student at home if he/she has a fever over 100 degrees or is experiencing discomfort that would interfere with his/her ability to perform in school. (i.e. uncontrollable coughing, severe lack of energy). If your student experiences green nasal discharge that continues throughout the day, or a cough lasting longer than ten days, or is accompanied by fever or chills and is productive of discolored sputum, consult with your physician.

Conjunctivitis (pink-eye): Following a diagnosis of bacterial conjunctivitis, the student may return to school after the first dose of prescribed medication. Students with viral infection may return when eyes are clear.

Diarrhea/Vomiting: A student with diarrhea and/or vomiting should stay at home and return to school only after being symptom-free for 24 hours.

Fever: The student should remain at home with a fever greater than 100°. The student can return to school after he/she has been fever free for 24 hours (without fever-reducing medicine such as Tylenol or Motrin).

Impetigo: The student with impetigo may return to school 24 hours after treatment has begun. A doctor's note or proof of prescription is recommended.

Rashes: Common infectious diseases with rashes are most contagious in the early stages. A student with a suspicious rash should return to school only after a health care provider has made a diagnosis and authorized the student's return to school. A doctor's note is recommended.

Strep Throat: A student with strep throat may return to school 24 hours after antibiotic treatment has begun.

Head Lice: After a case of lice has been detected, Sage International School will contact the family of the student(s) involved and ask that the family pick up the student from school and conduct the appropriate treatment before returning to school. Sage International School will send an email to the families in the class informing them that a case of lice has been detected in their student's class. When the student returns to school, he/she will be checked before returning to class.

Sage International School has a nurse on staff. If a student is hurt or complains of illness, the teacher will send the student to the nurse's station. Simple cuts or bruises will be treated by applying a bandage or ice to the injury. We are unable to administer more serious medical treatment. The nurse will call the parent in the event of a more serious injury or illness. In the event of an injury, deemed critical, 911 will be contacted first, then the parent. It is essential that the school have up-to-date contact information at all times for each parent.

*Student Policy: 3050, 3510, 3520, 3525, 3540*

## **MEDICATION AT SCHOOL**

Parents of a student who needs to take prescription or other medication during the school day must bring the medication to the front desk in a properly labeled prescription bottle or original container. All prescription medication must have a written authorization of the student's licensed health care practitioner. The parent/guardian **must** complete Sage International School's Authorization for Medication Form for all medications to be administered by Sage International's school nurse. This form can be acquired from the school nurse. **Parents and students who fail to adhere to this procedure are in violation of Sage International's drug policy.**

Homeopathic, herbal, and/or nutritional supplements will not be dispensed at school unless a prescription is provided to the school from a licensed professional with legal prescriptive authority. Sage International School reserves the right at any time to refuse to administer any medication or supplement that does not meet standards of safe administration.

Emergency medications are kept at the front desk and/or may be carried by a student for self-administration (i.e., epi pen, inhaler, glucagon). Students who need to carry emergency medication to treat asthma, severe allergies, or epi pens may do so per Sage International School policies and procedures. Please contact the school nurse regarding required procedures for emergency medications at school.

*Student Policy: 3510, 3520, 3540*

## **SAFETY DRILLS**

Safety drills and lock down procedures, will be held monthly. In the event of an evacuation, when the alarm sounds, students will go quickly and quietly outside the building to designated areas. An announcement will be made when students are to return to class.

*Non-Instruction Policy: 8300, 8300P*

# **STUDENT RECORDS and SCHOOL PROPERTY**

## **STUDENT RECORDS**

Student records are privileged and confidential and shall not be disclosed except under the following circumstances:

- Threat of harm to self or others
- Reported or suspected student abuse/neglect
- Court order

*Student Policy: 3570, 3570P, 3620*

## **SCHOOL PROPERTY**

Students are responsible for the proper care of assigned materials and all books, supplies and furniture supplied by the Sage International School. Students who deface property or equipment will be required to pay for damage done or replace the item and will be subject to disciplinary action.

*Student Policy: 3370, 3440, 3560*

## **PERSONAL PROPERTY**

Students should only bring necessary items. Sage International is not responsible for lost, stolen or damaged items. Please write the student's name on items including school supplies, jackets, gloves, hats, etc. Staff will do their best to return found items to students.

## **BICYCLES, SCOOTERS, SKATEBOARDS**

Students may only ride bicycles, scooters or skateboards on school grounds before or after school as a means of transportation for getting to/from school. Bicycles are to be kept in the bike racks. Scooters and skateboards must be kept in designated locations. Students should have locks to prevent theft. Sage International School is not responsible for lost, stolen, or damaged bicycles, scooters, or skateboards.

## **LOST AND FOUND**

There are lost and found bins at various locations at the school. If your student is missing an item, please check in the lost and found. Items will periodically be donated to charity if left unclaimed. Every effort will be made to return items that identify ownership before being donated.

## STUDENT LUNCH

Sage International School offers a hot lunch option catered by Life's Kitchen to all K-12 students. The lunches meet national school guidelines.

- Lunches are purchased through Life's Kitchen website NOT from Sage.
- To create an account, click on the Life's Kitchen link:  
<https://lifeskitchen.h1.hotlunchonline.net/frontend.php>
- For new accounts, use school code 649-144
- For Life's Kitchen Menu: <http://www.lifeskitchen.org/school-lunches/>

If you have questions, please contact the front desk.

### High School Lunch

High School students (grades 9-12) will have the opportunity to go off campus, within walking distance, for lunch. Students will not be allowed to drive their car off-campus for lunch. If a student returns from lunch late, they will be counted as tardy. After the second tardy, their off-campus lunch privileges will be revoked and they will have lunch detention in the school. Privileges may also be revoked due to academic and behavioral concerns.

## **STUDENT BEHAVIOR**

Sage International School will ensure that our school is safe and orderly, and free of intimidation and harassment. Appropriate, respectful student behavior is a cornerstone of the IB Learner Profile Attributes. Student conduct that infringes upon the rights and property of others is prohibited. Student conduct that is disruptive of the educational process is prohibited. Inappropriate behavior will result in corrective action including but not limited to removal from class, behavioral plan and/or contract, parent conference(s), loss of privileges, suspension from school, referral to a support team, or other disciplinary action.

Prohibited student behavior includes but is not limited to the following:

- Harassment (threats, teasing, name calling, intimidating other students)
- Inappropriate behavior (rough play, rules violation, disrespect, profanity or offensive language)
- Fighting (physical assault aimed at another)
- Vandalism (destruction or defacing of school property)
- Insubordination (willful defiance or choosing not to act as instructed by staff or administration)
- Gang or hate group activity
- Possession of a weapon: any object which could be used to injure another person and has no school-related purpose will be considered a weapon for purposes of this policy, including, but not limited to, knives, guns, chemicals, and sharp objects
- Possession or use of a drug, tobacco, vaping or alcohol on school property is strictly prohibited
- Theft or possession of stolen property
- Excessive absences, tardiness, or truancy

*Student Policy: 3290, 3295, 3295P, 3300, 3305, 3310, 3320, 3320P, 3330, 3340, 3340P*

## **RESPECT PERSONAL SPACE**

Students are to keep their hands and feet to themselves at all times. This includes, but is not limited to, public displays of affection, horseplay, pushing, shoving or bumping into each other. Violators shall be subject to disciplinary action up to and including suspension or expulsion, depending on all the facts and circumstances, for violating the standards of student conduct.

## DRESS CODE

The purpose of the Dress Code and Prohibited Items list is not to infringe on any individual student's rights to freedom of expression, but rather to encourage students to dress for success, and come to school properly prepared to learn. We ask for your support in providing a safe and orderly environment in which all students can learn.

We expect students to be well groomed and dressed in clothing that is appropriate to the learning environment and weather conditions. Students are not allowed to wear clothing that constitutes a health or safety hazard or is disruptive to the educational process.

Prohibited items include:

- Articles of clothing that advertise or promote drugs, alcohol, tobacco, violent acts, or that are demeaning, degrading or offensive to any person.
- Any clothing or paraphernalia that may be construed as gang or violence related including hats, shirts, bandannas, colors, sagging pants, chains, etc.
- Any form of dress (including accessories and hair) that constitutes a health or safety hazard or disrupts the educational process.
- Brief garments including clothing that exposes the midriff, halter-tops, narrow tank tops, fishnet or tube tops, muscle shirts, bicycle shorts or spandex, shorts or skirts above mid- thigh.
- Hats or headwear including bandannas (except during times of inclement weather or for medical reasons).
- Accessories and dress (including long belts, dangling earrings, necklaces or other jewelry) that may present a safety hazard.
- No skates on shoes.

Teachers and administrators may deny class entrance to students dressed or otherwise adorned inappropriately until arrangements may be made for their proper attire. All time missed from classes for failure to adhere to this policy will be deemed unexcused absences. Parents or guardians will be notified each time a student is asked to leave school because of inappropriate attire. Students who are insubordinate or refuse to change the improper attire, or who repeat dress code violations shall be subject to disciplinary action up to and including suspension or expulsion, depending on all the facts and circumstances, for violating the standards of student conduct.

*Student Policy: 3255, 3390*

## SEARCH AND SEIZURE

Sage International School Student Policies 3370 and 3370(P) provide as follows with respect to search and seizure:

To maintain order and security in the schools, Sage International School personnel are authorized to conduct reasonable searches of school property and equipment, as well as of students and their personal effects.

**SCHOOL PROPERTY AND EQUIPMENT AS WELL AS PERSONAL EFFECTS LEFT THERE BY STUDENTS:** School authorities may inspect and search school property and equipment owned or controlled by the school (such as lockers, desks, and parking lots), as well as personal effects left there by the student, without notice or consent of the student. This applies to student vehicles parked on school property. Building principals may require each high school student, in return for the privilege of parking on school property, to consent in writing to school searches of his or her vehicle and personal effects therein, when reasonable suspicion of wrongdoing exists.

The Principal may request the assistance of law enforcement officials to conduct inspections and searches of lockers, desks, parking lots, and other school property and equipment for illegal drugs, weapons or other illegal or dangerous substances or material, including searches conducted through the use of specially trained dogs.

**STUDENTS:** School staff may search the student and/or the student's personal effects in the student's possession when there is reasonable ground for suspecting that the search will produce evidence the particular student has violated or is violating the law or Sage International School's student conduct rules. The search itself must be conducted in a manner that is reasonably related to its objectives and not excessively intrusive in light of the age and gender of the student and the nature of the infraction.

**SEIZURE OF PROPERTY:** If a search produces evidence that the student has violated or is violating the law or Sage International School's policies or rules, such evidence may be seized and impounded by school staff, and disciplinary action may be taken. When appropriate, such evidence may be transferred to law enforcement authorities.

The following items apply to any searches and the seizure of any property by school personnel:

- The Principal and any authorized staff-person of the Principal shall be authorized to conduct any searches or to seize property on or near school premises, as further provided in this procedure.
- If the authorized staff-person has reasonable suspicion to believe that any locker, car or other container of any kind on school premises contains any item or substance which constitutes an imminent danger to the health and safety of any person or to the property of any person or Sage International School, the staff-person is authorized to conduct a search of any car or container and to seize any such item or substance.

- The authorized staff-person may perform random searches of any locker, car or container of any kind on school premises without notice or consent.
- If the authorized staff-person has any reasonable suspicion to believe that any student has any item or substance in his/her possession, which constitutes an imminent danger to the property of any person or Sage International School, the staff-person is authorized to conduct a search of any car or container and to seize any such item or substance.
- No student shall hinder, obstruct or prevent any search authorized by this procedure.
- Whenever circumstances allow, any search or seizure authorized in this procedure shall be conducted in the presence of at least one (1) adult witness, and a written record of the time, date and results shall be made by the staff-person. A copy shall be forwarded to the Principal as soon as possible.

In any instance where an item or substance is found which would appear to be in violation of the law, the circumstance shall be reported promptly to the appropriate law enforcement agency. In any situation where the staff-person is in doubt as to the propriety of proceeding with any search or seizure, the staff-person is authorized to report to and comply with the directions of any public law enforcement agency.

*Student Policy: 3370, 3370P*

## CIVIL RIGHTS GRIEVANCES – TITLE IX

A Grievant who believes he/she has been the recipient of illegal discrimination or harassment, based on race, color, national origin, gender, religion, age, disability, political beliefs, sexual orientation, or marital or family status may file a grievance in accordance with this Board Policy 3210.

Links to Report Forms:

[Harassment Report Form for Students](#) (Policy 3290F)

[Complaints and Grievances Form](#) (Policy 4120F)

*Student Policy: 3200, 3210, 3280, 3290, 3295, 3295P*

## BULLYING AND CYBER BULLYING

It is the policy of Sage International School to maintain a safe school environment for all students while attending school, and attending school sponsored activities. Bullying and cyber-bullying, regardless of the specific nature of the students' behavior, are disruptive to a safe school environment are prohibited.

Sage International School defines bullying, harassment and/or intimidation as:

- Any act that substantially interferes with a student's educational benefits, opportunities or performance, that takes place on or immediately adjacent to school grounds, at any school-sponsored activity, on school-provided transportation and that has the effect of:
- Physically harming a student or damaging a student's property;
- Knowingly placing a student in reasonable fear of physical harm to the student or damage to the student's property;
- Creating a hostile educational environment.
- Bullying also includes any act of retaliation taken against any person bringing a complaint of bullying, assisting another person in bringing a complaint of bullying, or participating in an investigation of an act of bullying.

Sage International School defines **Cyber-bullying**, the following:

Cyber-bullying includes, but is not limited to the following misuses of technology: harassing, teasing, intimidating, threatening, or terrorizing another person by sending or posting inappropriate and hurtful e-mail messages, instant messages, text messages, digital pictures or images, or Website postings, including blogs, and vlogs, through Sage International's computer network and the Internet, whether accessed on campus or off

campus, during or after school hours. In the situation that cyber bullying originated from a non-school computer, but brought to the attention of school officials, any disciplinary actions shall be based on whether the conduct is determined to be severely disruptive of the educational process. In addition, such conduct must also be in violation of a school policy or state law. School Administrators shall in their discretion contact local law enforcement for violations that appear to be a violation of state law.

Bullying, cyber-bullying, intimidation and/or harassment will result in corrective action including but not limited to removal from class, parent conference(s), loss of privileges, suspension from school, referral to a support team, or other disciplinary action. Severe misconduct may result in police intervention and/or expulsion from Sage International School.

Sage International School will investigate complaints of bullying or cyberbullying in accordance with Board Policy.

**Links to Report Forms:**

[Harassment Report Form for Students](#) (Policy 3290F)

[Harassment Complaint Form](#) (Policy 3295F)

*Student Policy: 3210, 3290, 3295, 3295P*

## SEXUAL HARASSMENT

It is the responsibility of Sage International School to ensure that all students have a safe school environment.

“Sexual harassment” is defined as whenever someone makes unwelcome advances, requests sexual favors, or engages in other verbal, non-verbal or physical conduct of a sexual or sex-based nature, imposed on the basis of sex, or as otherwise defined by law, that:

- A. Denies or limits the provision of educational aid, benefits, services, opportunities, or treatment, or that makes such conduct a condition of a student’s academic status; or
- B. Has the purpose or effect of:
  - 1. substantially interfering with the student’s educational environment;
  - 2. creating an intimidating, hostile, or offensive educational environment;
  - 3. depriving a student of educational aid, benefits, services, opportunities or treatment; or
  - 4. making submission to or rejection of such unwelcome conduct the basis for academic decisions affecting a student.

The terms “intimidating”, “hostile” and “offensive” include conduct which has the effect of humiliation, embarrassment, or discomfort. Examples of sexual harassment include, but are not limited to, unwelcome touching, crude jokes or pictures, discussions of sexual experiences, pressure for sexual activity, intimidation by words, actions, insults or name calling, teasing related to sexual characteristics, and spreading rumors related to a person’s alleged sexual activities.

### Reporting of Alleged Sexual Harassment and/or Intimidation

Students who believe that they may have been sexually harassed or intimidated should contact a counselor, teacher, Title IX coordinator or administrator who will assist them in investigating the alleged harassment or intimidation consistent with Board Policies.

### Disciplinary Action for Sexual Harassment – Employees and Students

Any student of Sage International School who is determined, after an investigation, to have engaged in sexual harassment will be subject to disciplinary action, including, but not limited to, suspension and expulsion consistent with the discipline policy. Any person knowingly making a false accusation regarding sexual harassment will likewise be subject to disciplinary action up to and including discharge with regard to employees, or suspension and expulsion with regard to students

### Confidentiality

To the greatest extent possible, complaints will be treated in a confidential manner. Limited disclosure may be necessary in order to complete a thorough investigation.

Link to Report Form:

[Harassment Report Form for Students](#) (Policy 3290F)

*Student Policy: 3210, 3290, 3290F*

## **DISCIPLINE PROCEDURES**

Disciplinary action is warranted when a student's choices does not comply with Sage International School's IB attributes and policies, is disruptive to the educational process or infringes on the rights, property and safety of others.

Information on Sage's Discipline Procedures can be found in Sage International School's Policy Manual.

*Student Policy: 3330, 3340, 3340P, 3360*

## **PLAYGROUND EXPECTATIONS**

Time on the playground is meant to be fun for every student. Remembering that each of us is an important member of our community, every student has an important part to play in respecting all playground behavior expectations. All students need to play together fairly and respectfully. To make the playground fun for everyone, students need to:

- Walk and have quite voices in the hallways and buildings; run and play on the playground
- Clean up after eating snacks
- Hold on to balls and other equipment until you get out to the playground
- Throw balls on the field, not snowballs, rocks, dirt or sticks
- Speak kindly to one another and respect each other
- Stay within the designated playground area. If something goes over the fence, ask an adult to get it
- Everyone is welcome to participate in playground games
- Return equipment

## TECHNOLOGY USE, RULES, ETIQUETTE AND SECURITY

Sage International School computer systems are for use by authorized individuals only. Any unauthorized access to these systems is prohibited and is subject to criminal and civil penalties under Federal Laws. Individuals using these systems are subject to having all activities on these systems monitored by system or security personnel. Anyone using these systems expressly consents to such monitoring. Prosecution and/or account termination may occur without warning.

Students, staff and guests are expected to act in a responsible, ethical, and legal manner, in accordance with the missions and purposes of the networks they use on the Internet, and the laws of the states and the United States. For more information, please see Sage Policy 3270 and 3270P

**Personal network usage will be allowed in specified areas and times.**

**Using the network is a privilege**, not a right, and the privilege may be revoked at any time for unacceptable conduct.

**UNACCEPTABLE CONDUCT:** Includes, but is not limited to, the following:

- Using the network for any illegal activity, including violation of copyright or other contracts
- Unauthorized downloading of software, regardless of whether it is copyrighted or de-virused
- Circumventing the network internet filters
- Downloading copyrighted material for other than personal use
- Degrading or disrupting equipment or system performance
- Vandalizing the data of another user
- Hacking or gaining unauthorized access to resources or entities
- Willfully and knowingly accessing pornographic or other inappropriate sites
- Invading the privacy of individuals
- Using an account owned by another user without authorization
- Posting personal communications without the author's consent
- Posting anonymous messages
- Placing of unlawful or unlicensed information on a system

- Using abusive or otherwise objectionable language in either public or private message
- Sending of chain letters or broadcast messages to lists or individuals, or any other type of use that would cause congestion of the networks or otherwise interfere with the work of others
- Forging emails from Sage staff.

## **NETWORK ETIQUETTE**

The user is expected to abide by the generally accepted rules of network etiquette. These include, but are not limited to, the following:

- Be polite. Do not become abusive in messages to others
- Use appropriate language. Do not swear or use vulgarities or any other inappropriate language
- Do not reveal personal information, including the addresses or telephone numbers, of students or colleagues
- Recognize that e-mail is not private. People who operate the system have access to all mail

## **ELECTRONIC DEVICES**

Sage International School does allow personal electronic devices in classrooms **ONLY** for educational instruction in accordance with Sage International School Board Policy. Sage strongly recommends that students do not bring any electronic devices for non-instructional use to school. This includes cell phones, iPods, iPads, pocket video games, MP3 players or similar items.

Students who choose to bring an electronic device to school do so at their own risk. Sage International School assumes no liability for damage, theft, etc.

If a student violates this policy, Sage International School Administration will determine consequences based on the severity and/or frequency the incident(s). Consequences may include but are not limited to confiscating the electronic device and requiring the parent(s) to pick up the device.

## INTERNET SECURITY

Each Sage International School computer with Internet access has a filtering device that blocks entry to visual depictions that are obscene, harmful or inappropriate for students, as defined by the Children's Internet Protection Act. Security on any computer is a high priority. If you feel you can identify a security problem on the Internet, you must notify faculty members. Do not demonstrate the problem to other users. Do not use another individual's account without written permission from that individual. Attempts to log onto the Internet with another person's identification without permission will result in cancellation of user privileges. Any user identified as a security risk or having a history of problems with other computer systems may be denied access to the Internet.

Sage International School believes that the benefits to educators and students from access to the Internet (in the form of information resources and opportunities for collaboration) far exceed any disadvantages of access. Ultimately, parent(s) and guardian(s) of minors are responsible for their student's behavior, and this includes use of the Internet. It is possible for all users of the worldwide Internet (including your student) to access information that is intended for adults. Although the school has taken reasonable steps to ensure the Internet connection is used only for purposes consistent with the curriculum, the school can neither prevent the availability of, nor begin to identify, inappropriate material elsewhere on the Internet. Computer security cannot be made perfect, and it is likely that a determined student can make use of computer resources for inappropriate purposes.

Please make sure that you have read through the *Technology Use Rules, Etiquette and Security* with your student and have signed the **Home and School Contract** form.

*Student Policy: 3270, 3270P, 3270F*  
*Instruction Policy: 2150, 2150P*

## **PARENT/STUDENT RIGHTS - STUDENTS WITH DISABILITIES**

The following is a description of the rights granted by federal law to students with handicaps. The intent of the law is to keep you fully informed concerning decisions about your student and to inform you of your rights if you disagree with any of these decisions.

You have the right to:

- Have your student take part in, and receive benefits from public education programs without discrimination because of his/her handicapping condition;
- Have the school district advise you of your rights under federal law;
- Receive notice with respect to identification, evaluation, or placement of your student;
- Have your student receive a free, appropriate public education. This includes the right to be educated with non-handicapped students to the maximum extent appropriate. It also includes the right to have the school district make reasonable accommodations to allow your student an equal opportunity to participate in school and school-related activities;
- Have your student educated in facilities and receive services comparable to those provided to non-handicapped students;
- Have your student receive special education related services if he/she is found to be eligible under the Individuals with Disabilities Education Act or Section 504 of the Rehabilitation Act;
- Have evaluation, educational and placement decisions made based upon a variety of information sources, and by persons who know the student, the evaluation data, and placement options;
- Have transportation provided to and from a program not operated by the district if the district places the student in the program;
- Have your student be given an equal opportunity to participate in nonacademic and extra-curricular activities offered by the district;
- Examine all relevant records relating to decisions regarding your student's identification, evaluation, educational program and placement;
- Obtain copies of educational records at a reasonable cost unless the fee would effectively deny you access to the records;
- Receive a response from the school district to reasonable requests for explanations and interpretations of your student's records;

- Request amendment of your student’s educational records if there is reasonable cause to believe that they are inaccurate, misleading or otherwise in violation of the privacy rights of your student. If the school district refuses this request for amendment, it shall notify you within a reasonable time, and advise you of the right to a hearing;
- Request mediation or an impartial due process hearing related to decisions or actions regarding your student’s identification, evaluation, educational program or placement. You and your student may take part in the hearing and have an attorney represent you. Hearing or mediation requests must be made to the Principal;
- Ask for payment of reasonable attorney fees if you are successful on your claim;
- File a local grievance in the case of an alleged civil rights violation under Title IX.

Link to Report Form:

[Complaints and Grievances Form](#) (Policy 4120F)

*Student Policy: 3210*

*Community Relations Policy: 4120*

## **Family Educational Rights and Privacy Act Requirements (FERPA)**

### **Annual Notice**

This handbook serves as annual notice of student and family FERPA rights. For additional details, please reference Sage International School Board Policy 3570F and 3570P.

All board policies can be found on the Sage International School website, under the Board page.

# SAGE INTERNATIONAL CHARTER SCHOOL

## Home and School Contract Guidelines

Administration: *To support and encourage student/parent/teacher partnerships, I will:*

- Provide an environment that permits positive communication between the student, parent and teacher(s).
- Encourage teachers and parents to provide regular opportunities for practicing academics at school and home.
- Provide opportunities to access staff and the opportunity for parents to volunteer time to Sage.

Teachers: *We understand the importance of the school experience to every student and our position as a teacher and a role model. We agree to:*

- Be aware of your student's needs.
- Communicate with parents about their student's progress.
- Teach concepts and skills to your student to meet academic core standards.
- Motivate and encourage your student to practice academics at home.
- Hold parent/teacher conferences.
- Deliver high quality curriculum and instruction.
- Provide resources and/or materials for home to enhance literacy and other academic subjects.

Student: *It is important that I do my best. I know my parents and teachers want to help me, but I am the one who has to do the work. So, I will:*

- Continue to believe that I can and will learn.
- Be responsible for my behavior.
- Give work and school papers to my parent/guardian
- Follow appropriate conduct throughout school including the use of technology.
- Pay attention and ask for help when needed.
- Complete class work on time and to the best of my ability.

Parent/Guardian: *I want my student to succeed. I will encourage him/her to:*

- Maintain a positive attitude about school.
- Support the school discipline policy and other school policies.
- Attend school regularly, and on time.
- Get enough sleep and to eat nutritious meals.
- Establish a place and time to study along with daily reading time
- Log into my student's profile at least weekly to check grades and upcoming assignments.
- Communicate with school staff respectfully, even if/when dealing with challenging issues.