

Sage International School Student-Parent Handbook

2022 – 2023 School Year

The background of the page is a light blue gradient. It features a faint, stylized world map in the center. Overlaid on the map are several abstract, flowing lines in shades of yellow and white, creating a sense of movement and global connectivity.

Dear Sage Families,

On behalf of the entire staff and faculty of Sage International School of Boise, welcome to the 2022-2023 school year and thank you for choosing to be a part of Sage!

Our mission at Sage is to *engage students within an inclusive IB learning community, challenging all members to take risks and contribute locally and globally through open-minded inquiry.*

Our community includes our students, parents, teachers, school leaders, support staff, and our supporters in the community. Strong communities are built through a shared mission, shared values and contributions from all community members. Through this handbook, we hope to share the expectations we have of each other and our commitments to our community. I encourage each of you to read through this document.

If you have questions or feedback on the document, please share that feedback at info@sageintl.org. We look to consistently improve how we serve our community.

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

Sincerely,

Andy Johnson
Executive Director



Sage International Network of Schools

2022-2023 School Calendar

July 2022						
Su	M	Tu	W	Th	F	Sa
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September 2022						
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November 2022						
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January 2023						
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February 2023						
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March 2023						
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April 2023						
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May 2023						
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June 2023						
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Days of Student Attendance
 Forge Friday School for Students

First and Last Day of School
 Sage Friday School for Students

146 School Days
 Sage Senior Instructional Day 2/3/23

Aug 8	First Day of School for Students
Sep 5	Labor Day - no school
Sep 9	Forge Friday School Day for Students
Sept 26-30	Fall Break - no school
Nov 11	Sage Friday School Day for Students
Nov 21-25	Thanksgiving Break - no school
<hr/>	
Quarter 1: 8/8-10/6/2022	
Quarter 2: 10/10/22-1/12/23	

Dec 19-30	Holiday Break - no school
Jan 16	MLK Jr. Day - no school
Feb 20-24	Winter Break - no school
Apr 10-14	Spring Break - no school
May 29	Memorial Day - no school
Jun 1	Last Day of School - Full Day
<hr/>	
Quarter 3: 1/17-3/16/2023	
Quarter 4: 3/20-6/1/2023	

If the school is closed for more than one snow day, Friday classes will need to be added to make up instructional time.

Table of Contents

The information in this Student-Parent Handbook is based on Sage International School Board Policies. It serves as a basic overview of the Board Policies. To view the School Policies in their entirety, please visit our website:
<http://sage.sageintl.org/>

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Daily Schedule

Monday –Thursday:

K – 5: 8:05 am to 3:25 pm
6 – 12: 8:05 am to 3:40 pm

Fridays:

Except in rare cases, 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-5 will be released. Students riding school buses will gather in designated areas in the buildings.
- 3:40 pm: K-5 parent pickup should be complete
- 3:40 pm: 6th-12th grade students will be released
- 3:55 pm: Secondary 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 contact parents through School Messenger and post closure information on its website. 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](#).

Enrichment at Sage (ESAGE)

The “E” in “ESage” stands for enrichment. The ESage program at Sage offers enrichment activities afterschool, all day Friday, during school breaks and over the summer. The ESage program strives to enrich enrolled (at Sage) students’ education and life with experiences beyond the classroom for Sage students in Grades K-5. Students are encouraged to engage and reflect in a program that also supports play, exploration, and fun.

Extended Day ESage runs after school Monday to Thursday. ESage provides a healthy snack, guided activities and indoor and outdoor play time for your child while delivering curriculums with educational concepts and developing life skills.

Friday ESage is an all-day program that is full of learning, growth, and most importantly lots of fun! ESage staff keeps the kids active and engaged in activities at school and within the community. We take field trips to local businesses, community events, and outdoor adventures. ESage also provides a morning and afternoon snack.

School Break ESage is a great option for full day experiences for our students during Sage’s several “non-traditional” breaks. ESage runs during Fall Break in October, Winter Break in February, and Spring Break in April, as well as over the Holidays in November and December. The structure is similar to Friday ESage, with daily field trips and captivating activities at school.

Summer ESage is always a blast! Just like our Friday program, this is an all-day program and we keep the kids busy with daily field trips and learning opportunities. Summer time lets us swim, slide and splash around in local pools, play at the long list of parks in the Treasure Valley, and learn about our many local farms. It’s also a good time to enjoy hiking and biking, an occasional trip to the movie theater, as well as BBQs and S’mores!

ESage Program Schedule:

After-School	3:25 pm - 6:00 pm Monday-Thursday
Fridays	7:45 AM - 6:00 PM
School Breaks, including Summer	7:45 am - 6:00 pm Monday-Friday

To learn more, please go to [ESage](#).

Instructional Program

Sage International School is an authorized 'International Baccalaureate World School' for IB's Primary Years Programme (K-5), Middle Years Programme (6-10), Diploma Programme (11-12), and Career Programme (11-12). Sage is one of only three public schools in the country to offer the full, K-12 IB World School curriculum. You can learn more about the IB [here](#).

Sage is also a fully accredited public school and follows the curricular, instructional, and assessment requirements for public charter schools as defined by the [Idaho State Department of Education](#).

Below you will find information about unique aspects of our programming.

Physical Education (PE)

Sage frequently conducts PE classes at all grade levels at local parks or other nearby venues. Students are expected to come to class prepared to walk and participate in PE. Students need to wear appropriate shoes (closed toed) and clothing on PE days. PE classes also make regular use of the Sage bus for travel to and from designated sites.

Field Trips

Field trips will be offered as a way to supplement and enrich in-class learning. Parents will have the opportunity to opt-out of off-campus field trips.

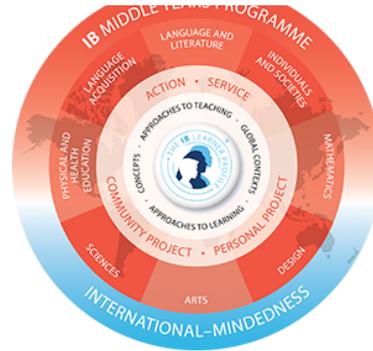
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International Baccalaureate Programmes



Primary Years Programme
K - 5th Grades

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
6th – 10th Grades

The MYP provides 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
11th and 12th Grades

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
11th and 12th Grades

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. Sage's values, as a learning community, are embodied by the Learner Profile. We expect each member of our community to strive towards these:

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 to promote open lines of communication between staff, students, and families.

Sage International School uses the application, SchoolMessenger, that provides parents information via instant messaging. As part of enrollment, parents are automatically signed up for SchoolMessenger.

For information about upcoming meeting, events, community activities, etc., please go to the Upcoming Events Calendar on our website: <http://sage.sageintl.org/>

Teachers are available to answer your questions and should be your first point of contact. Our collective goal should be to solve problems and address concerns with the person with the most knowledge of the situation. Typically, email is the best means, in non-time critical situations, to reach our teachers and/or to request a meeting with a teacher. You can find email addresses for teachers and all staff members in the Staff section of our web page.

The proper administrative channels are as follows:

1. Teacher
2. Directors:
 - ❖ Kate Hunter / Elementary Director (K-5)
 - ❖ Zach Parker / Middle School Director (6-8)
 - ❖ Brandy Burkett / High School Director (9-12)
3. Andy Johnson, Executive Director
4. Board of Directors

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

Community Relations Policy: 4000, 4105

Parent/teacher conferences

Sage International School holds parent/teacher conferences throughout the year. Parents and Guardians are strongly encouraged to participate in conferences every time they are offered. 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 and Visitors

Students are expected to be in class and ready to learn at the start of each school day. Any student not in their classroom when class begins will be considered tardy and appropriate consequences will follow. Please ensure students are dropped-off early enough to allow them to get to their classroom on time.

TARDY: Sage International School considers students entering the classroom after the posted start time to be tardy. If a K-5 student arrives after school has started, the parent must enter the building with their student and sign their student in at the front desk. The tardy will be noted in Sage International's attendance records.

NOTIFICATION OF ABSENCE: It is imperative that you contact Sage to let us know if your student will be absent. Please email: attendance@sageintl.org or call our attendance message line at 208-343-7243.

Please provide the following information:

- the student's first and last 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 and Expectations

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 – Grades K – 5 (per semester)

- ❖ Students are allowed eight (8) absences per semester.
- ❖ Students and parents will receive communication from the attendance office alerting them of a fourth (4th) unsupportable absence.

- ❖ Parents will receive communication on the student's eighth (8th) absence, the total allowable for unsupportable absences approved by the School Board.
- ❖ Upon nine (9) unsupportable absences, parents will be contacted by an administrator to arrange a meeting to establish an Absentee Contract. If that contract is broken the student may 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 – Grades 6 - 8 (per semester)

- ❖ Students are allowed six (6) absences per class period, per semester.
- ❖ The student and parents will receive communication from the attendance office alerting them of a fourth (4th) unsupportable absence.
- ❖ Parents will receive communication on the student's sixth (6th) absence, the total allowable for unsupportable absences approved by the School Board.
- ❖ Upon seven (7) unsupportable absences parents will be contacted by an administrator to arrange a meeting to establish an Absentee Contract. If that contract is broken the student and family may be asked to sit with the administrator and set of teachers to discuss academic progress and the ability to be promoted to the next grade; moreover, the student may be referred to the School Board for potential dismissal from Sage International.
- ❖ With reference to unsupportable 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 – Grades 9 - 12 (per semester)

- ❖ Students are allowed three (3) absences per class period, per semester.
- ❖ Students who receive four (4) unsupportable absences in any class are at risk of losing credit.
- ❖ Parents will receive communication on the student's fourth (4th) absence, the total allowable for unsupportable absences approved by the School Board.
- ❖ Upon five (5) unsupportable absences parents will be contacted by an administrator to arrange a meeting to establish an Absentee Contract. If that contract is broken the student may 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 unsupportable 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 absences require prior notification from a parent/guardian. Supportable illness absences must be verified within 48 hours by an official Doctor's note.

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, dentists and counselors.
 - Extended medical absences require the doctor's note to verify each date of absence
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

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, including parents/guardians, **must** report to the front desk upon arrival.
- Visits to individual classrooms during instructional time are allowed only with advanced approval from both administrative staff and individual teachers.
- The front desk will require **all visitors** to sign in using the visitor sign in sheet and will issue a visitor's badge. Visitors will need to provide a government ID to be scanned before being issued a visitor 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.
- Students enrolled in other schools/districts are not permitted to visit during Sage's school day.

Student Policy: 3560

Community Relations Policy: 4140

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 those identified as contacts in our student information system.

To sign out your student from class, please use the Student Sign In/Out Sheet found at the front desk. After the student has been signed 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 consent from the parent/guardian. Additional measures may be necessary to establish permission to pick up a student.

High School students may leave for appointments after signing themselves 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.

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/content standards that are specific to each subject area, and trends are used to determine final grades.

Assessment Rubric: PYP (Grades K-5)

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

Assessment Rubric: MYP, DP & CP (Grades 6-12)

1	<ul style="list-style-type: none"> • Even with support, the student demonstrates no understanding.
2	<ul style="list-style-type: none"> • Very limited understanding of the required knowledge and skills with fundamental difficulties in many areas. • Student is unable to apply knowledge and skills in familiar situations, even with support.
3	<ul style="list-style-type: none"> • Limited understanding of most of the required knowledge and skills with clear difficulties in some areas. • Student is only able to apply knowledge and skills fully in familiar situations with support.
4	<ul style="list-style-type: none"> • A general understanding of the required knowledge and skills, and the ability to apply them effectively in familiar situations. • There is occasional evidence of the skills of analysis, synthesis and evaluation.
5	<ul style="list-style-type: none"> • A consistent and thorough understanding of the required knowledge and skills, and

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

Independent Practice (homework) and Enrichment

Sage International School supports students having balance in and out of school. Sage believes in age appropriate, intentional independent practice (homework) that supports student learning.

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

Assessment and Standardized Testing

Sage International School is a public charter school and participates in State mandated assessments such as Idaho Reading Indicator (IRI) and the Idaho Standards Achievement Test (ISAT). We view these requirements as additional opportunities to practice and demonstrate skills learned in class. Additionally, Sage International Network schools assess students through the nationally normed Measures of Academic Progress (MAP). The MAP enables teachers and parents to see how and where their students are growing and where they need more practice and support. Our schools are focused on growth and use all of this data to inform instruction, communicate with students and parents, and design learning experiences.

Transportation

Pick-up/ Drop-off Instructions

School specific pick-up and drop-off instructions and Traffic Plans are posted on the [Drop-off and Pick-up](#) section of the Sage Website. PLEASE REVIEW BEFORE THE START OF SCHOOL.

Please be aware that neighboring businesses, including the ParkCenter Pointe businesses immediately behind the main school building, will tow cars of those who are not their patrons.

Sage students and parents are NOT to park in:

- ParkCenter Pointe parking spaces (behind Sage)
- Business complex across Parkcenter
- Apartment complex
- Designated Faculty parking spaces
- Designated Student parking spaces
- Bus zones
- Pick up/Drop off lanes
- Fire lanes
- On ParkCenter

School Buses

Sage International School provides bussing for grades K–12 to and from the Parkcenter campus. Parents who have students who are riding the school bus must fill an on-line bus form which is located on our [Bus Schedules](#) page.

Non-Instruction Policy: 8100, 8110, 8115

Student Vehicles

Sage International School will provide a limited amount of parking spaces for 12th grade students who want to drive to and from school. Student parking spaces will be assigned via a lottery system. Any student who drives recklessly or creates an unsafe environment for Sage International School will have their parking privileges revoked.

Students will not be allowed to access their cars during school hours without administrative approval. Sage International School is not responsible for any damages to students' vehicles while they are parked in the school parking lot.

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 parking on campus, 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. Student vehicles may not be accessed during the school day unless student has checked out of school in an approved manner with the front desk or has received approval from the administration. Open campus privileges do not include parking lot and vehicle access.

Off-Campus Parking

Sage International has limited parking facilities for its staff, parents, volunteers and students. Car pools, school buses, bicycles and walking are encouraged for student transportation. Off-campus street parking for students is available along Mallard and in certain areas across Parkcenter (street signs indicate where parking is/is not allowed).

Student/Community Life

School Clubs

Sage International School has a variety of clubs in which students may participate. All School Sponsored Clubs must be approved by the Board. To apply to form a School Sponsored Club, a completed application must be submitted to Arron Walton (arron.walton@sageintl.org) and then be approved by a Director at least one week prior to the Board meeting.

Applications can be found on the Sage website, under [Student Life](#).

Student Policy: 3225, 3225F

Outdoor Enrichment

Sage International School may offer outdoor adventure trips for students over some of our weeklong 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 6 – 12 to experience the outdoors. For more information, please visit the [Student Life](#) website.

Parent/Teacher Organization (PTO)

The Sage Parent/Teacher Organization (PTO) supports students and the community through a strong partnership between our families and the school. The PTO operates independently of Sage International School and has their own board. They organize many community activities and are a great resource for parents and families. Please contact the front office for the most up-to-date contact information for the PTO.

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.

Covid: Sage follows the [most up-to-date practices established by the CDC](#) (Center for Disease Control) Please visit our [website](#) for further details.

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 (bacterial skin infection): 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 healthcare 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 give them the option to pick their student(s) up to begin immediate treatment at home. If parents are delayed or are unable to pick their student(s) up, the student(s) will remain in the nurse's office or at the front desk until parents arrive or until school is dismissed, whichever comes first. Student(s) returning to class with head lice will be seated independently and encouraged to avoid head to head contact. No student shall be excluded from school due to head lice.

Student Injuries

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.

Parents may give the school permission to administer over-the-counter (OTC) medications, such as Ibuprofen or Tylenol to students during the school day. A release through the student information system (Skyward) must be completed. Secondary students may carry up to a single dose of OTC medications with them during the day for personal use. No sharing of any type of medication is permitted.

Students who need to carry emergency medication (i.e., epi pen, inhaler, glucagon) 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, 3300, 3520, 3540

Safety Drills

Safety drills and lock down procedures will be held regularly, in accordance with Idaho Code. Teachers and students receive regular training to update these procedures, and Sage partners with local law enforcement to facilitate lockdown drills. Parents will receive communication about lockdowns and lockdown drills.

Non-Instruction Policy: 8300, 8300P

Student Records and School Property

Student Records

Student records are privileged and confidential and shall not be disclosed to outside entities 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, chromebooks, computers, 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 may be subject to disciplinary action.

Student Policy: 3370, 3440, 3560, 3270, 3270P

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, and should follow proper routes to avoid slowing traffic. 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 have them 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. This is an optional program. If families choose to not participate, they must provide their students with a lunch to bring to school. Sage does not have a kitchen, and therefore cannot participate in federal free/reduced lunch programs.

- Lunches are purchased through Life's Kitchen website, NOT from Sage.
- To create an account, go to [Life's Kitchen](#)
- For new accounts, use school code 649-144
- [Life's Kitchen Menu](#)

Students and parents may not order lunch to be delivered to the school. This includes Smoky Mountain Pizza.

If a student forgets a lunch, parents may drop off a lunch at the front desk. If parents cannot drop off a forgotten lunch, students may access the food pantry (non-perishable food donated by PTO) to receive food for the day. For assistance with ongoing lunch needs, please contact a counselor.

Middle School Lunch

Middle School students (grades 6-8) are not allowed off campus for lunch.

High School Lunch

High School students (grades 9-12) will have the opportunity to go off campus, within walking distance, for lunch. Only seniors are permitted to leave campus in their vehicle exiting on Tyrell Ln. If a student returns from lunch late, they will be counted as tardy.

Due to safety concerns, no student is permitted to access any body of water during the school day unless accompanied by Sage faculty. This includes creeks, ponds, and the Boise River. Students who violate this will be suspended.

Off-campus 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. As representatives of Sage, students shall meet the expectations of Sage appropriate behavior at all Sage sponsored activities - including clubs, athletics, outdoor trips and other extracurricular and co-curricular activities.

Student conduct that infringes upon the rights and property of others is prohibited. Student conduct that is disruptive to 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, removal from participation in extracurricular and/or co-curricular activities, 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, firearm, destructive device, explosive and/or a dangerous instrument. Full definitions can be found in Board Policy 3330
- Possession or use of drugs, tobacco, vaping or alcohol on school property or at extracurricular activities 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, 3390

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, touching others' belongings, and throwing things. 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, be safe, and come to school properly prepared to learn. We ask for your support in promoting 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, accessories and/or jewelry may not advertise or promote drugs, gangs, alcohol, tobacco, violent acts, pornography, nudity or sexual references.
- Clothing may not use or depict hate speech targeting groups based on race, ethnicity, gender, sexual orientation, gender identity, religious affiliation or any other protected groups.
- Any form of dress (including hats, headwear, accessories and/or hair) that constitutes a health or safety hazard or disrupts the educational process.
- Brief or sheer garments that do not fully cover private parts

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 unsupportable 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. School Administrators 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.

School Administrators 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 Administrators 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.

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 School Administrator staff-person is in doubt as to the propriety of proceeding with any search or seizure, the School Administrator 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 person (grievant) who believes he/she has been the recipient of illegal discrimination or harassment, based on race, color, national origin, gender identity, religion, age, disability, political beliefs, sexual orientation, or marital or family status may file a grievance in accordance with this Board Policy 4120.

Report Forms:

- [Complaint and Grievance Form](#) (Policy 4120F)

Student Policy: 3200, 3280, 3290

Bullying and Cyberbullying

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 and 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.

Cyber-bullying

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 School'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 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 and Form](#) (Policy 3295F)

Student Policy: 3290, 3295, 3295P

Sexual Harrassment

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.

Links 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 Discipline Procedures can be found in Sage International School Board Policies.

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 quiet 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 to its proper place

Technology Use, Rules, Etiquette, and Security

Sage International School's 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 during specific 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 or parents/guardians

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 faculty/staff.
- Recognize that email 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.

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. Sage International School strongly recommends that students who bring personal electronic devices appropriately identify the device with names.

If a student violates this policy, Sage International School Administration will determine consequences based on the severity and/or frequency of 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, 2315

Parent/Student Rights under Federal and State Law

The following is a description of the rights granted by federal law to students with disabilities. 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. The information below is a summary based on relevant sources such as the Idaho Special Education Manual (2018), Procedural Safeguards Notice, Idaho Administrative Code (IDAPA), the Individuals with Disabilities Education Act (IDEA), and other relevant state and federal laws. In all cases state and federal laws, rules, regulations, and legal requirements supersede any information below which may be found to be in conflict.

You have the right to:

- Have your student take part in, and receive benefits from public education programs without discrimination because of his/her disability;
- 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 in the general education classroom to the maximum extent with non-disabled students. 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 general education students;
- Have your student receive special education and 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 extracurricular 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 School Administrator;
- 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.

Links to Report Form:

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

Student Policy: 3210, 3280

Community Relations Policy: 4120

Family Educational Rights and Privacy Act Requirements (FERPA)

Annual Notice

This handbook serves as an 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.

Sage International Charter School
Home and School 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 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.

The information in this Student-Parent Handbook is based on Sage International School Board Policies. It serves as a basic overview of the Board Policies. To view the School Policies in their entirety, please visit our website:

<http://sage.sageintl.org/>