

# Student-Parent Handbook

2023 – 2024 School Year



Last updated 8/15/23

Dear Sage Families,

On behalf of the entire staff and faculty of Sage International Network of schools, welcome to the 2023-24 school year and thank you for choosing to be a part of the Sage community!

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 [boise.info@sageintl.org](mailto:boise.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



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**Please acknowledge that you have read this handbook and reviewed its contents with each of your Sage students by completing the form found [here](#). Thank you!**

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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://sageintl.org> and click Public Documents.

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# School Calendar

## Sage International Network of Schools

### 2023-2024 School Calendar

July 2023						
Su	M	Tu	W	Th	F	Sa
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2	3	4	5	6	7	8
9	10	11	12	13	14	15
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23	24	25	26	27	28	29
30	31					

August 2023						
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27	28	29	30	31		

September 2023						
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October 2023						
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29	30	31				

November 2023						
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26	27	28	29	30		

December 2023						
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10	11	12	13	14	15	16
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24	25	26	27	28	29	30
31						

January 2024						
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28	29	30	31			

February 2024						
Su	M	Tu	W	Th	F	Sa
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11	12	13	14	15	16	17
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25	26	27	28	29		

March 2024						
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31						

April 2024						
Su	M	Tu	W	Th	F	Sa
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14	15	16	17	18	19	20
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28	29	30				

May 2024						
Su	M	Tu	W	Th	F	Sa
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12	13	14	15	16	17	18
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26	27	28	29	30	31	

June 2024						
Su	M	Tu	W	Th	F	Sa
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16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

Days of Student Attendance  
Friday School for Students

○ First and Last Day of School

146 School Days

Aug 7	First Day of School for Students
Sep 4	Labor Day - no school
Sep 8	Friday School - all students Forge & Sage
Sept 25-29	Fall Break - no school
Nov 20-24	Thanksgiving Break - no school
Dec 25-Jan 5	Holiday Break - no school

Jan 15	MLK Jr. Day - no school
Feb 19-23	Winter Break - no school
Apr 8-12	Spring Break - no school
May 27	Memorial Day - no school
May 30	Last Day of School - Full Day

Quarter 1: 8/7-10/5/2023

Quarter 2: 10/9/23-1/11/24

Quarter 3: 1/16-3/14/2024

Quarter 4: 3/18-5/30/2024

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

## Daily Schedule

### Monday –Thursday:

**Kindergarten – 5th grade:** 8:05 am to 3:25 pm  
**6th – 12th grade:** 8:05 am to 3:40 pm (details below)

#### Grades 6-8 (Middle School)

1st - 8:05 - 9:17  
2nd - 9:21 - 10:33  
3rd - 10:37 - 11:49  
4th - 2:29 - 1:41  
5th - 1:45 - 2:57  
Advisory - 3:01 - 3:40

#### Grades 9-12 (High School)

1st - 8:05 - 8:50 (Advisory/Wheelhouse)  
2nd - 8:55 - 10:25  
3rd - 10:30 - 12:00  
Lunch - 12:00 - 12:35  
4th - 12:35 - 2:05  
5th - 2:10 - 3:40

### Fridays:

Except in specific, planned 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. Please see the calendar above and on our [website](#) for the one Friday students must attend school this year.

### Release procedures:

- 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 Closures

Should inclement weather or emergency situations occur which would result in school closure (including ESage), Sage International School will contact parents through our school messaging

system via text and email, and post closure information on our social media and website. School closure information will also be announced on Channel 7-KTVB. ESage will also be closed unless parents are specifically notified via email.

## Attendance

Sage takes attendance of its students very seriously. Regular and consistent attendance at school is one of the most effective ways to enjoy success at school. We urge our parents to ensure that their children attend regularly. Please read the following attendance information carefully and note your agreement on the "School-Parent-Student Compact" on page 37.

Students are expected to be in class, seated and ready to learn when school starts. Any student not in their classroom when class begins will be considered tardy. Please ensure students are dropped-off at least 10 minutes before their start time to allow them to get to their classroom on time.

Regular and consistent attendance is vital for a student's success as a learner as it provides uninterrupted opportunities for them to learn and grow with their teachers and classmates. Students who experience success in learning have stronger self-esteem. Students who are regularly at school also have more opportunities to develop meaningful and positive relationships with their teachers, other students and support staff. We believe that strong relationships are foundational to learning and growth at Sage International Schools.

Below is a summary of some key reasons presence at school is important:

**Learning** - Regular attendance helps to assure that students stay current in academic skills, personal management skills, and their ability to work in a team setting increasing the likelihood of academic success. We know students learn more and demonstrate stronger outcomes when they are at school consistently. Absences - for any reason - result in less success in learning.

**Success and Self-Esteem** - Students must be present to experience success which leads to stronger self-esteem. The student's presence leads to the success of the entire classroom.

**Life Skills** - Prepare students for life and career by setting the expectation for punctuality and presence.

**Safety** - Increase parent/guardian involvement in student attendance and increase awareness of where students are during school hours.

**School Funding** - Idaho public schools (charters and traditional public schools) are partially funded through the regular and consistent attendance of enrolled students. Absences not only result in learning loss, they also result in reduced funding for curriculum, teacher salaries, field trips - everything your child experiences at school.

*Parents have a critical role in ensuring strong, regular and consistent attendance of children. We urge every parent to ensure their children are at school everyday, on time and ready to learn.*

**TARDY:** Sage International School considers students entering the classroom after the posted start time to be tardy. If a K-5 student arrives after 8:00 am, 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 OR TARDY:** It is imperative that you contact Sage to let us know if your student will be absent prior to 10:00 am on the day of their absence. Please email [boise.attendance@sageintl.org](mailto:boise.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 for a provider's appointment, please provide note from the provider to verify the absence.

If the school does not hear from a student's parent or guardian by 10:00 am (for K-5) or 4:00 pm (for 6-12) you will receive an automated call to let you know that your student has been marked absent and that you need to contact the school and the email or phone number above.

### **Attendance Policy and Expectations**

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.
- ❖ 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 to establish an attendance contract. If that contract is broken, the student and family may be required to meet with the school-based team 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.

Middle School – Grades 6 - 8 (per semester)

- ❖ Students are allowed six (6) absences per class period, per semester.
- ❖ Upon seven (7) unsupportable absences parents will be contacted by an administrator to arrange a meeting to establish an attendance contract. If that contract is broken, the student and family may be required to meet with the school-based team 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 the six 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.
- ❖ 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 (ex, 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*

### **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 emergency contacts in our student information system.

For planned professional appointments (dentist, doctor, etc.), please notify Sage International School ahead of time if possible, follow the above procedures at the time of the appointment, and deliver a note from the care provider excusing your student to the front desk upon their return.

***To sign out your student from class, please use the Student Sign In/Out Sheet found at the front desk.*** When you arrive, a staff member will contact the classroom teacher and request that the student be sent to the front desk. Please make arrangements with the front desk for your student to be picked up, not directly through your student.

All persons picking up a student will be asked to provide a driver's license for identification to establish their relationship with the student. If their name is not listed 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. Like all public schools, Sage International must follow the instructions of the most current paperwork on file when it comes to custody and legal student matters.

High School students in grades 9-12 may leave for appointments after signing themselves out at the front desk **only** with parental permission.

## Transportation

### Pick-up/ Drop-off Instructions

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

Please be aware that neighboring businesses, including the ParkCenter Pointe businesses immediately behind the main school building on Mallard, 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 complete an on-line bus form which is located on our Transportation page.

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

### Student Vehicles

Sage International School will provide a limited amount of parking spaces for 12<sup>th</sup> 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 the 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 during the school day.

### **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 Lunch**

Families have two options for lunch at Sage Boise:

1. Families may choose to provide their students with a lunch to bring to school. K-5 students need to bring ready-to-eat foods only (we do not have microwaves/hot water available).

2. Sage International School has partnered with Life's Kitchen to provide an optional, fee-based catered hot lunch to all K-12 students. Lunches are purchased through Life's Kitchen website, not from Sage. To create an account, visit Life's Kitchen and use school code 649-144.

We do not have a USDA nutrition program at this campus and cannot participate in the federal free/reduced lunch program. You can find more information about lunch at Sage on our website.

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. For assistance with ongoing lunch needs, please contact a Sage school counselor.

### **High School Lunch**

High School students (grades 9-12) will have the opportunity to go off campus, within walking distance, for lunch. In order to do so their parent or guardian must submit a the [Open Campus Lunch Form](#). 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 subject to the school's discipline policy. Off-campus privileges may also be revoked due to academic and behavioral concerns.

## **Communications**

Sage International School is committed to keeping our families informed and promoting open lines of communication between staff, students, and families. School newsletters are emailed to families regularly, and can also be found on our [website](#) along with upcoming events, community activities, etc. We invite you to visit our website first when seeking information at <https://sageintl.org/boise> .

Sage International School communicates mainly via email to provide parents with information. Texts may also be sent for urgent matters. As part of enrollment, parents are automatically signed up to receive these messages. Please update your Skyward account or contact our Registrar with any changes in email or phone number.

Teachers are available to answer your questions and should be your first point of contact for any classroom questions. Our collective goal is to address questions and concerns with the person with the most knowledge of the situation. Email is the best way to reach our teachers and/or to request a meeting. You can find email addresses for teachers and all staff members in the Staff section of our website.

The proper administrative channels for academic matters for K-5 are:

1. Teacher
2. Programme Director Kate Hunter
3. Andy Johnson, Executive Director

#### 4. Board of Directors

The proper administrative channels for academic matters for 6-12 are:

1. Teacher
2. School Counselor Taylor Steele (6-7) and Brittany Meduna (8-12)
3. Programme Directors Zach Parker (6-8) and Brandy Burkett / High School Director (9-12)
4. Andy Johnson, Executive Director
5. Board of Directors

If you are unsure where to start, you can email [boise.info@sageintl.org](mailto:boise.info@sageintl.org) to be connected with the correct person. Please call the front desk if you have an urgent need or would like to leave a message with a teacher or administrator. Visits with school staff must be done by appointment, and we will schedule requested meetings 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*

### **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 the only public school in Idaho to offer the full, K-12 IB World School curriculum. You can learn more about the IB on their site here and in the following pages.

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.

#### **The IB Programmes at Sage International Schools**

All four of the IB Programmes:

- have a strong international dimension
- develop intercultural understanding
- require study across a broad range of subjects
- include both individual subjects and interdisciplinary areas

- give special emphasis to learning languages
- focus on developing skills for lifelong learning
- provide opportunities for individual and collaborative planning and research
- encourage students to become responsible, active members of their community.

### **Elementary/PYP (K-5):**

Sage Boise’s elementary school follows the IB PYP as its foundational curricular framework. The IB articulates six PYP transdisciplinary themes (called the Programme of Inquiry) that allow students and staff to explore big, complex ideas and develop key skills (ex, communication, collaboration, reflection, and critical thinking). Each theme is explored each year in grades K-5 through lenses that vary in perspective, approach, and complexity throughout the years. This spiral approach to thematic teaching and learning helps students and teachers alike find cohesion and hone in on critical cross-discipline connections. Instructional units are then designed, by grade level, around these PYP themes. Within each theme, teacher teams also identify, address, and measure students’ progress toward meeting essential Idaho Content Standards by grade level.

### **Academic Support for K-5:**

K-5 instructional staff regularly review students’ progress toward meeting the essential standards. Teacher teams, counselors, administrators, and others use multiple sources of information (ranging from classroom observations and work samples to standardized testing data) in determining what differentiated instruction is needed when, where, and for whom. Much of this differentiation is provided in the traditional classroom. Additionally, Sage Boise’s K-5 schedule includes at least 30 dedicated minutes per day, for both reading and math, wherein students can receive intervention and/or enrichment/extension at their point of need. For those with identified needs, small group reading and math intervention is offered during this time.

### **Middle Years Programme**

#### **6<sup>th</sup> – 10<sup>th</sup> Grades**

The MYP provides a challenging framework that encourages students to make practical connections between their studies and the real world. The MYP curriculum framework comprises eight subject groups, providing a broad and balanced education for early adolescents. The MYP is inclusive by design; students of all interests and academic abilities can benefit from their participation. Students learn by doing, connecting the classroom to the larger world and build confidence in managing their own learning.

Students in grades 9-10 complete many of their Idaho high school graduation requirements in order to prepare them to enter an IB Programme in their 11th and 12th grade years. All 10th graders who are on track to graduate choose one of the following programmes to commit to in the spring of their sophomore year:

### **Diploma Programme (DP)**

#### **11<sup>th</sup> and 12<sup>th</sup> Grades**

The DP is the original IB program. It was established at an international school in Switzerland with its first graduates in the 1960s. Since then the programme has grown and spread worldwide and is

recognized as a premier and comprehensive college preparatory framework. It is an academically challenging and balanced program - perfect for students who intend to pursue studies at a college

or university. Students in the DP take six DP courses (with exams in their Senior year) and complete the DP Core of the Theory of Knowledge (a focused investigation of how we know what we know), the Extended Essay (up to 4,000 word research essay on a topic/subject of the student's choice)

and Creativity, Activity and Service (CAS) requirements. Successful completion of the DP course may result in many college credits, dependent upon the admission policies of each college and the scores obtained by the student.

### **Career-Related Programme (CP)**

#### **11<sup>th</sup> and 12<sup>th</sup> Grades**

The CP is a framework of education addressing the needs of students focused on readiness for college and career. Students in the CP enroll in two DP courses (with exams in May of their Senior year), study a second language, complete the program's core requirements of a Reflective Project, Service Learning and Personal and Professional Skills and complete career-related studies (often an internship that further prepares them for university, a particular career or apprenticeship.) Students can be awarded college credit for the courses they sit for exams in, dependent upon the admission policies of each college and the scores obtained by the student.

### **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.

### **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 closed toed shoes and clothing on PE days. Elementary PE classes also make regular use of the Sage bus for travel to and from designated sites. Secondary PE classes rarely make use of the Sage bus for travel, rather they walk to the local parks.

### **Visual Arts Program**

Sage offers visual arts for students in kindergarten through 12th grade. Once in high school, visual arts becomes an elective. This is the only ‘arts’ program Sage offers. If you wish to have your student participate in choir, band, orchestra, etc. then you can make arrangements for your student to dual enroll at their home school.

### **Foreign Language - French**

Students in kindergarten through 12th grade are ONLY offered French as a foreign language course. Starting in 11th grade French becomes an elective.

### **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. Additionally, there will be opportunities for parents to attend the field trip as chaperones.



## 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. All transcript grades are in a traditional A, B, C, D or F format with a calculated GPA.

*Instruction Policy 2700P1*

### Assessment Rubric: PYP (Grades K-5)

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 (Grades 6-12)

Final grades will follow a 1-7 scale as indicated below.

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 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>
7	<ul style="list-style-type: none"> <li>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.</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 (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) for Grades K-8. 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.

Sage International School offers two College Board testing opportunities each year. The PSAT is offered in the fall to all 10th graders, and The SAT is offered in the Spring to all 11th graders. These exams predict college readiness by testing students in the areas of reading, writing, and math.

Sage students who complete IB courses in the 11th and 12th grade at Standard Level or Higher Level have the opportunity to take IB exams at the conclusion of these courses.

## 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 Our Enrichment Director ([arron.walton@sageintl.org](mailto: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 Current Families -> Enrichment.

*Student Policy: 3225, 3225F*

### Outdoor Enrichment (also known as “Expeditions”)

Sage International School may offer outdoor adventure trips for students over some of our weeklong school breaks and on Fridays. 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 Enrichment website or contact [Megan.Furois@sagintl.org](mailto:Megan.Furois@sagintl.org) for more information.

### 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 desk for the most up-to-date contact information for the PTO.

### Enrichment at Sage (ESAGE)

The “E” in “ESage” stands for enrichment. The ESage program at Sage offers enrichment activities after school, all day Friday, during school breaks and over the summer. The ESage program strives to enrich the education and lives of students enrolled at Sage in grades K-5 with experiences beyond the classroom. Students are encouraged to engage and reflect in a program that also

supports play, exploration, and fun.

**Extended Day ESage** runs after school Monday through 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 school breaks. ESage runs during Fall Break in October, Winter Break in February, 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 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 experience all the amazing things in our community.

**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 visit the ESage [website](#).

**Health and Safety**

**Keeping Sick Students Home from School**

Colds: Please keep your student at home if they have a fever over 100 degrees or is experiencing discomfort that would interfere with his/her ability to perform in school (ex, severe or uncontrollable coughing, significant lack of energy (due to a fever or other illness symptom), significant diarrhea etc). 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 their [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 they have 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:** If 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 school health personnel'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.

**Fifth Disease.** Fifth disease is a mild rash illness caused by parvovirus B19. It is more common in children than adults. A person usually gets sick with Fifth Disease within 14 days after getting infected with parvovirus B19. This disease, also called erythema infectiosum, got its name because it was fifth in a list of historical classifications of common skin rash illnesses in children (CDC).

**Hand, Foot and Mouth Disease.** Symptoms of hand, foot, and mouth disease (HFMD) usually include fever, mouth sores, and skin rash. The rash is commonly found on the hands and feet.

Hand, foot, and mouth disease is common in infants and children younger than 5 years old. Most children have mild symptoms for 7 to 10 days (CDC).

**RSV - Respiratory syncytial (sin-SISH-uhl) virus, or RSV,** is a common respiratory virus that usually causes mild, cold-like symptoms. Most people recover in a week or two, but RSV can be serious. Infants and older adults are more likely to develop severe RSV and need hospitalization (CDC).

## **Student Injuries**

If a student is hurt or complains of illness, the teacher will send the student to the school health personnel's office. 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 school health personnel 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 health personnel. **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. 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 (Policy 3510 specifically) and procedures. Please contact the school health personnel 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*

## 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.
- Sage International requires **all visitors** to provide a valid government ID and sign in using the Identi-kid visitor management system which 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.
- Students enrolled in other schools/districts are not permitted to visit during Sage's school day.

*Student Policy: 3560*

*Community Relations Policy: 4140*

## Student Behavior

Sage International School will ensure that our school is safe, 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, 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.

## **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 and/or State 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, the 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*

### 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.
- Costumes or full-face makeup unless pre-approved by administration.
- 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*

## Discipline Procedures

Disciplinary action is warranted when a student's choices do 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 use 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 on the playground
- Throw balls on the field, not snowballs, rocks, dirt or sticks
- Use equipment in a safe and mindful manner
- 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.
- Welcome everyone to participate in playground games
- Return equipment to its proper place

## Student Records and 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 the repair of damage 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 to school. Toys, stuffed animals, etc are not to be brought to school unless specifically requested by the teacher for days such as “Show and Tell”. Students may bring a sports ball to play with at recess; however, we strongly encourage your child to take stock of the equipment we have on hand before deciding to bring a personal item to school. Sage International is not responsible for lost, stolen or damaged items. Sage does not have lockers for all students. 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. All students are required to wear appropriate safety helmets while on campus. Any student determined to be engaging in dangerous or risky behavior, will be asked to dismount and/or carry their micro-mobility vehicles. 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.

## **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 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 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.

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. Parents will be notified as soon as possible if a search is conducted.

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 and the student's parents. If possible, parents will be notified in advance of the police's arrival on campus. In any case, parents will be notified as soon as possible if a search is conducted. In any situation where the School Administrator 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 they have 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) found on our [website](#).

*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 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:

- o Physically harming a student or damaging a student's property;
  - o Knowingly placing a student in reasonable fear of physical harm to the student or damage to the student's property;
  - o 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 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 social media, 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 was 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.

Report Forms found on our [website](#):

- Harassment Report Form for Students (Policy 3290F)
- Harassment Complaint and Form (Policy 3295F)

*Student Policy: 3290, 3295, 3295P*

## **Sexual Harassment**

It is the responsibility of Sage International School to strive to provide all students with 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:

- 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
- Has the purpose or effect of:
  - substantially interfering with the student’s educational environment;
  - creating an intimidating, hostile, or offensive educational environment;
  - depriving a student of educational aid, benefits, services, opportunities or treatment; or
  - making submission to or rejection of such unwelcome conduct the basis for academic decisions affecting a student.

Detail regarding what constitutes sexual harassment can be found in Student Policy 3290.

### **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.

Report Forms found on our website:

- Harassment Report Form for Students (Policy 3290F)

*Student Policy: 3210, 3290, 3290F*

### **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 possible 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 they are 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*



## **Service Animals**

Service animals, primarily trained dogs, can be present on Sage’s campus at any time - in classrooms, on playgrounds and at any school event. Sage is an inclusive IB learning community and as such follows applicable Federal, State laws and school policies regarding service animals. These laws include the *Americans with Disabilities Act (ADA)* laws, Idaho Code 56-701A - *Rights of Individuals with Disabilities*, and Sage International Network of Schools *Personnel Policy 5120- Equal Employment Opportunity and Non Discrimination*. Staff or students who require a service animal will have obtained all the permissions necessary through the Sage International School Network in compliance with applicable laws and policies.

## **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](#) under Public Documents.

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**Please acknowledge that you have read this handbook and reviewed its contents with each of your Sage students by completing the form found [here](#). Thank you!**



### **Sage International School Boise School-Family Compact and Family Engagement Plan**

We are an inclusive IB learning community, challenging all members to take responsibility in caring for the development of the whole child and improving student academic achievement. Sage International School Boise and the parents of students participating in activities, services, and programs funded by Title 1 of the Elementary and Secondary Education Act (ESEA), jointly developed, and agree that this compact outlines the shared understanding and responsibilities of each member. Together we commit to help all students achieve the state's high academic standards and the standards of the IB curriculum through inquiry-based and student-centered education.

#### **Sage International School Boise Responsibilities:**

1. Recognize that students are agents of their own learning and that they, and their families, are partners in all aspects of academic success.
2. Commit to provide high-quality curriculum and program of instruction that conveys open-minded inquiry and knowledge that has relevance between, across and beyond core subjects.
3. Provide a balanced, supportive, and effective learning environment that fosters well-being, self-efficacy, and student agency.
4. Provide focused academic support and necessary resources for students and families who qualify for Title 1 and other federal programs.
5. Ensure regular two-way, meaningful communication between family members and school staff, including by sharing a twice-monthly newsletter.
6. Hold Parent-Teacher Conferences where this compact shall be discussed. The dates this school year shall be in October 2023 and January 2024.
7. Release report cards on January 25, 2024 and June 7, 2024.
8. Provide reasonable access to staff, and opportunities to volunteer and participate in the student's class.
9. Contact parents of students through notes, email, phone calls, and conferences to support the success of each student.
10. Maintain care, integrity, and confidentiality in all communications.

#### **Family Responsibilities:**

1. Provide the care and home support that sets up students for success at school.
2. Provide a balanced lifestyle that supports learning and positive student well-being.
3. Monitor attendance, and communicate with school staff when necessary.

4. Actively engage in decision-making and goal-setting for their children.
5. Encourage students to take ownership of their learning, make thoughtful choices in and out of the classroom, and be caring community members.
6. Actively volunteer in the classroom and at extracurricular activities such as the parent-teacher organization when possible.
7. Be knowledgeable, read all notices and communication from the teacher and school, and respond accordingly.
8. Be present at Parent-Teacher conferences and attend school events such as literacy/inquiry and math nights when possible.
9. Be a risk-taker and learn alongside their children about diverse cultures and histories that others in the community bring.
10. Support the learning community, communicate with teachers and other school staff in a caring way, and be an open-minded listener.

**Student Responsibilities:**

1. Be present, and be ready to learn and work towards meeting personal and academic goals.
2. Be caring by creating a healthy learning community through supporting, and advocating for, themselves and others.
3. Be thinkers, take action, and ownership of their learning.
4. Engage and respectfully communicate with school leaders, teachers, staff, parents, and others in the learning community.
5. Be curious and open-minded learners of concepts, people, places, and other perspectives.
6. Be principled and carefully reflect on what we think, say, and do in the learning community.
7. Be risk-takers, international-minded adventurers and resilient explorers.
8. Be balanced, take time to study, play and creatively enjoy learning beyond the classroom.
9. Learn every day and cultivate positive habits of the mind.
10. Reflect on ways to help local and global communities.

Learning communities build shared understandings and agreements for highest quality learning and teaching, and for the well-being of the student. We believe that this School-Family Compact helps unite all members in sharing the opportunities in recognizing each student’s identity, competency, and promise. This School - Family Compact is in effect during the 2023-24 school year.

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Teacher Signature

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Date

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Parent Signature

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Date

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Student Signature

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Date