Connecting Classroom, Community, and a Sense of Place

2018-2019 STUDENT and FAMILY HANDBOOK

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Excused Absence
Truancies
Policies and Procedures

FINES, FEES, AND CHARGES

PERSONAL PROPERTY
Personal Electronic Devices and Social Media
Animals at School

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Prohibited Use, Possession, Distribution or Sale of Tobacco Products and Inhalant Delivery Systems, and Alcohol
Bus Transportation / Video Surveillance
Weapons in the School
Hazing/Harassment/Intimidation/Bullying/Menacing/Cyberbullying/
Teen Dating Violence/Domestic Violence
Sexual Harassment
Cheating
Damage to School Property
Disruptive Behavior
Dress and Grooming
Electronic Communication Systems
Felony Charges
Flammables, Possession of
Gambling
Gang Activity
Profane, Obscene or Abusive Language
Reports of Conviction or Adjudication of Delinquency
Rollerblades, Skateboards and Skate Shoes
Theft
Trespassing
Vandalism/Littering

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Corrective Actions
Corrective Actions Disabled Students
Use of Restraint and Seclusion
Student Searches

PARENTAL RIGHTS
Grievances/Complaints

NONDISCRIMINATION
Freedom of Expression

DISTRIBUTION OF MATERIAL

FUNDRAISING

STUDENT AND FAMILY REVIEW FORM
Welcome to Sage Community School!

Our mission at Sage Community School (SCS) is to teach and learn collaboratively as a community-based, K–8 school with project-based learning focused on the place we live. Providing a secure and positive environment, we are committed to high academic standards and integrated learning, incorporating local natural resources, Tribal culture, and agriculture with the core subject areas. SCS promotes critical thinking skills, character education and encourages students to create, discover and live responsibly.

Sage Community School believes that each student is unique. To ensure student growth and development, everything we do will provide basic and lifelong learning skills while creating opportunities for individual successes. Our classes are targeted at 15-30 students and blending grades to encourage cross-age interaction, greater social, academic and intellectual development, and consistency in teacher-student-parent relationships.

Please read this booklet with your child. This handbook brings together information concerning policies and practices that will affect your child’s success at Sage Community School. Some policies and procedures have been abbreviated. Full policies can be accessed at the school office. This handbook will be reviewed during the first week of school to ensure that students and staff fully understand all policies of SCS. The form at the back of this handbook must be signed and returned to school in order for your child to participate in field trips and extracurricular activities.

On behalf of the Sage Community School Board and Staff, we look forward to a successful and exciting year at Sage Community School! Thank you for sharing your children with us!

Sincerely,

Anna Fowler
School Director

Thank you for reviewing this handbook with your child. We hope for a safe and successful year!
Board of Directors
Leslie Cook
Melissa Danforth
Brandon Fowler
Ellsworth Lang
Christina Rubidoux
Alex Piper
Ruth Shaffer

Staff
Anna Fowler, School Director
Wendy Buckingham, Business/Office Administrator
Misti Buche, Kindergarten—4th Grade Teacher
Jennifer Schramm, Kindergarten—4th Grade Teacher’s Assistant
Donna King, 5th—8th Grade Teacher
Becca Knight, 5th—8th Grade Teacher’s Assistant
Jane Nicholson, Special Education Instructional Assistant
Justina Evans, KG—4th Intervention Instructional Assistant
Kaelee Barrick, 5th—8th Intervention Instructional Assistant
Noah Nicholson, Food Delivery Service—Recess Monitor

Sponsoring School District
Klamath County School District (KCSD)
Address: 10501 Washburn Way, Klamath Falls, OR 97603
Phone number: 541-883-5000
Website: www.kcsd.k12.or.us
**STUDENT AND FAMILY HANDBOOK REVIEW FORM**

My child ___________________________ and I have reviewed this handbook and understand all the policies and procedures for Sage Community School.

Parent/Guardian Name ________________________________________
Parent/Guardian Signature _____________________________________
Date _______________

**PERSONAL ELECTRONIC DEVICES POLICY**

Cell phones, portable music devices and video devices can disrupt the educational process. Unless as authorized in advance by the administrator or designee for health or safety reasons, or in the event of an emergency situation that involves imminent physical danger, devices shall be turned on and operated only before and after the regular school day. Students that bring electronic devices are required to turn device in to staff/office for lockup during school hours.

My child ___________________________ and I have reviewed and understand the Personal Electronic Devices Policy for Sage Community School.

Parent/Guardian Name ________________________________________
Parent/Guardian Signature _____________________________________
Date _______________

**Please sign and return to school in order for your child to participate in field trips and extra-curricular activities.**
**DISTRIBUTION OF MATERIAL**

Written materials, handbills, photographs, pictures, petitions, films, tapes or other visual or auditory materials may not be sold, circulated or distributed on SCS property by a student or a non-student without the approval of Administration. Non-school sponsored publications at SCS shall be independent student enterprises. SCS shall not provide any student publication with financial support, editorial assistance, printing or other facilities. Materials not under the editorial control of SCS must be submitted with the following information to the administrator for review and approval before being distributed to students.

Materials shall be reviewed based on legitimate educational concerns. Such concerns include whether the material is defamatory, age appropriate to the grade level and/or maturity of the reading audience, poorly written, inadequately researched, biased or prejudiced, not factual, or not free of racial, ethnic, religious or gender bias. Materials include advertising that is in conflict with public school laws, rules and/or Board policy, deemed inappropriate for students or may be reasonably perceived by the public to bear the sanction or approval of SCS.

**FUNDRAISING**

Student organizations, clubs or classes, athletic teams, outside organizations and/or parent/guardian groups may occasionally be permitted to conduct fund-raising drives. An application for permission must be made to the Administration before the event.

All funds collected by or for school-approved student groups will be receipted, deposited, and accounted for in accordance with Oregon law and applicable school policy and procedures. All funds will be expended for the purpose of supporting school programs. Administration is responsible for administering student activity funds.

Students shall obtain the permission of the Administration to sell materials or engage in activities which solicit contributions.

**OTHER DATES TO NOTE**

(subject to change)

<table>
<thead>
<tr>
<th>Event</th>
<th>Dates</th>
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<tbody>
<tr>
<td>Kindergarten Readiness Assessment</td>
<td>3rd week of September</td>
</tr>
<tr>
<td>DIBELS Assessments</td>
<td>1st week of October, 1st week of January, 1st week of April</td>
</tr>
<tr>
<td>State Assessments</td>
<td>March, April, May 3rd-8th only</td>
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**SCHOOL HOURS**

<table>
<thead>
<tr>
<th>Time</th>
<th>Activity</th>
</tr>
</thead>
<tbody>
<tr>
<td>8:15 am</td>
<td>Breakfast</td>
</tr>
<tr>
<td>8:30 am</td>
<td>Classes Start</td>
</tr>
<tr>
<td>2:50 pm</td>
<td>School Dismissal</td>
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</tbody>
</table>

A complete Daily Schedule can be obtained from the office.

For safety reasons, we request that children arrive no earlier than 8:10 am or ten (10) minutes prior to the beginning of class on weather-related late starts.

Children who need to stay after school for unscheduled activities, like special program practices or completion of school work, will be asked to stay only if verbal or written parental permission has been received one (1) hour prior to the regular school dismissal time.

Supervision is not provided on the playground before OR after school.

**SCHOOL SUPPLIES**

Class Supply Lists can be found on our web site at www.sagecommunityschool.org.

*The water bottle is very important! We do not have drinking fountains at Sage, and leaving the classroom regularly to refill small cups is wasteful of time and resources. School water bottles can be purchased for $3.00 in the event that you do not provide one for your child.*
DISTINCTIVE CHARACTERISTICS OF SAGE COMMUNITY SCHOOL

**Place-Based Education** utilizes the community’s resources, history, and local uniqueness to teach essential skills and concepts that stimulate discovery of the broader world.

**Project-Based Programs** capitalizes on skill building and knowledge that students gain in core curriculum. Experiential, collaborative studies maximize opportunities for underachieving students while affording motivated students the flexibility for deeper topic exploration.

**Interdisciplinary** thematic programs allow for flexibility and integration of instructional resources and assessments.

**Learner-Centered.** Individual learning strengths as identified through authentic assessments will be used for effective instructional design and practices. Sage strives to utilize learner-centered instructional material and design learner-centered programs.

**Small, Blended Classrooms** comprised of two grade levels encourages cross-age interactions, greater social, academic and intellectual development, and consistency in teacher, student, and family relationships.

**Collaborative Teaching/Learning** Teachers collaborate with each other as well as families and community to develop a framework full of rich, high-quality learning experiences. Projects, activities, representations, discussions, and peer critiques allows students to construct and communicate their academic and social experiences with schoolmates, teachers and community.

**Field Trips** are valued special activities in the total curriculum. Students profit from these carefully planned learning experiences. Primary consideration is given to educational values derived.

**COMMON CORE STATE STANDARDS (CCSS)**

Sage Community School strives to implement our unique program while ensuring that core subjects are presented in a manner that benefits student growth in the CCSS as required by law. CCSS set clear guidelines for what children should learn in each subject area. State assessments require students to demonstrate their proficiency by showing they can apply what they learn. CCSS emphasize critical thinking requiring students to analyze, discuss, evaluate, justify and explain their thinking more deeply, especially in writing.

**NONDISCRIMINATION**

SCS prohibits discrimination on any basis protected by law, including but not limited to an individual’s perceived or actual race, color, religion, sex, sexual orientation, national or ethnic origin, age, mental or physical disability, pregnancy, familial status, economic status or veterans’ status, because of the perceived or actual race, color, religion, sex, sexual orientation, national or ethnic origin, marital status, age, mental or physical disability, pregnancy, familial status, economic status or veterans status of any other persons with whom the individual associates.

SCS may not limit student admission based on ethnicity, national origin, race, religion, disability, gender, sexual orientation, residence, health, income level, proficiency in English language, whether a student has an individualized education program (IEP) or terms of that IEP, athletic ability or academic records, but may limit admission to students within a given age group or grade level.

SCS prohibits discrimination and harassment in, but not limited to, educational opportunities and services offered to students, student assignment to the school and classes, student discipline, location and use of facilities, educational offerings and materials, and accommodating the public at public meetings.

SCS prohibits retaliation and discrimination against an individual who has opposed any discrimination act or practice; because that person has filed a charge, testified, assisted or participated in an investigation, proceeding or hearing; and further prohibits anyone from coercing, intimidating, threatening or interfering with an individual for exercising the rights guaranteed under state and federal law.

**FREEDOM of EXPRESSION**

The student is entitled to verbally express his/her personal opinions in an appropriate and respectful manner. The use of profane or obscene language is prohibited and may result in disciplinary action. Threats of harm to persons or property will result in disciplinary action.

A student may be excused from participation in patriotic exercises with parental permission based on family religious or personal conviction, but not on the arbitrary or capricious reason of the individual.
Students with Sexual and/or other Harassment Complaints

Sexual and/or other harassment by staff and students is strictly prohibited in at Sage Community School including school facilities, premises and non-school property if the student or employee is at any school-sponsored, school approved or school-related activity or function, such as field trips where students are under the control of the school or where the employee is engaged in school business.

Harassment includes, but is not limited to, harassment on the basis of race, color, religion, gender, national origin, disability, marital status or age. A complaint regarding harassment by a member of the staff to a student, by a student to another student, or by a third party (volunteer, visiting guest speaker, etc.) to a student should be filed with School Administration.

Sage Community School is committed to taking appropriate steps to prevent recurrence of any harassment and to correct its discriminatory effects on complainants and others as provided by law.

Sage Community School officials have responsibility for investigations concerning sexual or other harassment. All complaints and other reported incidents shall be investigated. The investigator shall be a neutral party having had no involvement in the complaint presented.

Confidentiality will be maintained. The educational assignments or study environment of the student or staff shall not be adversely affected as a result of the good faith reporting of sexual or other harassment.

STUDENT GROWTH MODEL/ STATE REPORT CARDS

The Oregon Growth Model is a method for evaluating student progress from year to year in reading and mathematics. The growth model provides a more complete picture of student growth and gives schools a clearer picture about whether or not a student is showing sufficient growth to be on-track to meeting grade level standards.

STATE TESTING

Many forms of assessment are part of your student’s education. Assessments include classroom tests and quizzes, school and district assessments used to chart growth over time, college entrance assessments such as the SAT and ACT, and State Assessments such as Smarter Balanced and OAKS. State Assessments are an important measure of state, district, and school performance. State tests also provide you, as a parent, with crucial information about your student’s performance on core class academic standards. State testing provides information about college readiness and preparation for credit-bearing courses, including dual credit classes. At the high school level, state testing is a key performance measure for demonstrating Oregon’s graduation requirements. Under Oregon’s school accountability system, schools and school districts are to report a minimum of 94.5% participation rates on state testing for all students and all student subgroups. Districts and schools that fall below this participation rate are subject to lowered school ratings on Oregon’s School Report Cards. Family support for student testing is therefore important in reflecting the priority of education in school district and the area neighborhoods.

PROGRAM EXEMPTIONS

Sage Community School recognizes the right of parents/guardians to exclude their children from curriculum they find to be objectionable for religious reasons or due to a disability.

Administration will authorize exclusion upon written request from the parent/guardian. Students will not be responsible for material taught during their absence. The teacher may choose to assign work on a different topic in lieu of the one being taught in class. Such an alternative assignment shall not exceed the regular class work in difficulty or time required to complete it. If a parent/guardian requests in writing that his/her student not use specific material, the student will be given the opportunity, under the direction and recommendation of the teacher, to use alternative materials.
FLAG SALUTE

Students will be provided an opportunity to salute the United States by reciting The Pledge of Allegiance.

TEACHING ABOUT RELIGION

Sage Community School believes that the teaching of any sectarian view or religious doctrine is not the responsibility of the school.

PHYSICAL EDUCATION

Physical education for every child is required by law. Any request for your child to be excused from P.E. for a short period of time (five days or less) needs to be in writing. If your child needs to be excused from P.E. for an extended time (six days or more), a note from a physician is required.

PROGRAMS AND SERVICES

SCHOOL BREAKFAST AND LUNCH PROGRAM

Some schools within Klamath County School District are enrolled in a Federal Government “Community Eligibility Program” (CEP) where all enrolled students are entitled to a free breakfast and free lunch. No applications need to be submitted. This year Sage Community School is enrolled in this program. Your child will NOT be charged for breakfast OR lunch at SCS unless they request a second meal or order a milk only.

Families whose income is at or below a level determined annually by the Federal Government may be eligible for either free meals or meals at a reduced price. Applications may be accessed on the Klamath County School District website. Within ten (10) days of receiving your completed application, you will be notified of eligibility.

Prices may change subject to food costs.

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<tr>
<th>Reduced Rate</th>
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<th>Lunch - $0.40</th>
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<tr>
<td>Breakfast</td>
<td>$0.30</td>
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<tr>
<td>Regular Rate</td>
<td></td>
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</tr>
<tr>
<td>Grades K-6</td>
<td>Breakfast $1.55</td>
<td>Lunch $2.35</td>
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<tr>
<td>Grades 7-8</td>
<td>Breakfast $1.80</td>
<td>Lunch $2.95</td>
</tr>
<tr>
<td>Adult</td>
<td>Breakfast $2.30</td>
<td>Lunch $3.65</td>
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<tr>
<td>Milk only</td>
<td>$0.50</td>
<td>(reduced and regular rate)</td>
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Prepayment on student/guest accounts is appreciated. The school will allow a maximum of $5 credit, which must be repaid as soon as possible.

The “Offer Verses Served” option was adopted for breakfasts and lunches served to students under the National School Lunch Program. The option states that students are required to take three (3) of the five (5) food groups offered for breakfast as well as lunch. The meal will still be priced as a unit.

Discrimination on the Basis of Gender Complaints

A student and/or parent/guardian complaint regarding possible discrimination of a student on the basis of gender should contact School Administration.

Education Standards Complaints

Any parent/guardian of a student attending Sage Community School may make an appeal or complaint alleging violation of the school’s compliance with an educational standard as provided by the State Board of Education. The complainant should first discuss the nature of the alleged violation with School Administration.

Instructional Materials Complaints

Complaints by students or parents/guardians about instructional materials should be directed to School Administration. Should the student or parent/guardian, following initial efforts at informal resolution of the complaint, desire to file a formal complaint, a “Reconsideration Request Form for Re-evaluation of Instructional Materials” may be requested from the school office. School Administration will be available to assist in the completion of such forms as requested. All “Reconsideration Request Forms” must be signed by the complainant.

The Board will review the material, recommend appropriate action and notify the complainant. A copy of the Board’s decision and justification will be forwarded to the complainant.

Students with Disabilities Complaints

A complaint or concern regarding the identification, evaluation or placement of a student with disabilities or the accessibility of the district’s services, activities or programs to a student, should be directed to the district supervisor of special services (883-5000).

Parents/guardians in the complaint process regarding a documented or perceived disability must notify the school district Special Services Administration prior to unilaterally placing a child in a private placement – either at an IEP meeting, or in writing at least ten (10) days prior to making the unilateral placement change.

Homeless Students Complaints on Placement/Enrollment

In the event a dispute arises over school selection or enrollment of a student in a homeless situation, the student will be immediately admitted to the school in which enrollment is sought pending a resolution of the dispute. The student/parent/guardian may appeal the school’s written decision in accordance with established district procedures. Additional information may be obtained by contacting the district’s Federal Programs Coordinator.
PARENTAL RIGHTS

In accordance with the Every Student Succeeds Act of 2015 (ESSA), SCS affirms the right of parents, upon request to inspect:

1. A survey created by a third party before the survey is administered or distributed by SCS to a student, including any district survey containing “covered survey items” as defined by ESSA.
2. Any instructional material used by SCS as part of the educational curriculum for the student.
3. Any instrument used in the collection of personal information from students for the purpose of marketing or for selling that information or otherwise providing that information to others for that purpose.

As provided by law, parents of SCS students will also, upon request, be permitted to excuse their student from “covered activities” as defined by ESSA.

Requests to review materials or to excuse students from participation in these activities, including any non-emergency, invasive physical examination or screenings administered by the school and not otherwise permitted or required by state law should be directed to the office during regular school hours.

A student’s personal information that may be collected as a result of survey items will be released with prior, written parental permission. SCS will use reasonable methods to identify and authenticate the identity of parents, students, school officials, and any other parties to whom SCS discloses personally identifiable information from educational records.

GRIEVANCES/COMPLAINTS

Personnel Complaint

A student or parent/guardian who has a complaint concerning a classroom/teacher issue should first bring the matter to the appropriate teacher. If the outcome is not satisfactory, a conference with School Administration can be requested within five (5) calendar days following the conference with the teacher.

MEAL TIME RULES

- Courteous table manners are always expected.
- Food is not to be shared, especially food made at home.
- Keep toys and playground equipment away from the eating area.
- Talk quietly. Be prepared to listen when an adult needs your attention.
- Enjoy your meal. Try a little of each food group.
- We are all responsible to keep our space clean. Students will be asked to dispose of their trash in a responsible manner and keep the eating areas neat and tidy.

ENGLISH LANGUAGE LEARNERS (ELL)

The goal of the ELL program is to assist second language learners to continue making academic progress while they learn English. In order to best accommodate this goal, the District will use the sheltered mainstream model. Students will be placed in regular education mainstream classes where they will be instructed by classroom teachers. SCS will collaborate with KCSD to provide ELL services.

TITLE 1-A /READING AND MATH

Title IA is a federally funded program. It is designed to assist eligible students in served schools to meet the state’s content and performance standards in math and reading. SCS is designated as a Title I School wide School. The staff has completed a lengthy planning process to reform many of the services provided to students. All students in the school are identified as Title I.

TITLE 1-C/ MIGRANT

To qualify for this program a child must have moved within the past three (3) years across school district boundary lines to enable the child’s parent or guardian to obtain or seek temporary or seasonal work in agriculture, timber or fishing. A migrant child remains eligible for three (3) years after the family’s last qualifying move. Southern Oregon Education Service District (SOESD) Migrant Education Program provides supplementary educational help in areas of academic weakness. It also provides accident only insurance, summer school and support services for migrant families.

NOTICE OF INTENT TO COMPLY WITH TITLE IX

It is hereby made known, as a matter of public information, that Sage Community School intends to comply with Title IX of the Education Amendments of 1972 as amended by Public Law 93-568, effective July 21, 1975, and the Americans with Disabilities Act.
TITLE VII - INDIAN EDUCATION

The goal of this program is to keep Native American students in school and to improve their academic progress by providing support counseling and instructional tutors.

SPECIAL EDUCATION

This federally-mandated program was developed to ensure equal educational opportunities for students with unique learning needs that require adaptation of traditional educational programs or alternative placements.

SCS participates in a consortium program for early intervention services for disabled preschoolers from birth to school age. If you as a parent/guardian, friend or neighbor are aware of a resident student (birth to twenty-one (21) years) who may be in need of assistance because of an apparent handicap, or other special need, please contact the Special Education Department at 541-883-5000, ext. 229.

SCS works in cooperation with KCSD to provide a variety of special education services to provide specialized instruction for all students with disabilities. Students with autism, or vision, hearing and orthopedic impairments also receive a variety of services designed to meet their unique needs in collaboration with SOESD.

As directed by law, the SCS Board of Directors and KCSD will provide for the identification, location, and evaluation of all students with disabilities residing within its boundaries and will ensure a free, appropriate public education is available to them. The Board directs the administrator to establish that their parents are protected by required law. Legal references: ORS 332.075 – ORS 339.185 – ORS 343.035 Education of the Handicapped Act of 1975, as amended 34 CFR Section 300 (PL 94-142),IDEA 2004.

TALENTED AND GIFTED PROGRAM (TAG)

Sage Community School’s Talented and Gifted programs and services are designed to serve students capable of high performance. Eligible students are provided accelerated and enriched instruction based on their level and rate of learning. More information about TAG is available by contacting the school. SCS in conjunction with KCSD serves academically talented and gifted students in grades K-8, including talented and gifted (TAG) students from such special populations as ethnic minorities, the economically disadvantaged, the culturally different, the underachieving gifted, and students with disabilities. Students will be identified based on: Behavioral, learning and/or performance information; A nationally standardized mental ability test for assistance in identifying intellectually gifted students; A nationally standardized academic achievement test for assistance in identifying academically talented students or Oregon Assessment. Identified students shall score at or above the 97th percentile on one of these tests. Other students who demonstrate the potential to perform at the eligibility criteria, as well as additional students who are talented and gifted, may be identified. SCS’s Talented and Gifted program and service options will be developed and based on the individual needs of the student.

USE OF RESTRAINT AND SECLUSION

The use of physical restraint and/or seclusion is only permitted as a part of a behavioral support plan when other less restrictive interventions would not be effective and the student’s behavior poses a threat of imminent, serious physical harm to the student or others. The use of corporal punishment in any form is strictly prohibited at SCS. No student will be subject to the infliction of corporal punishment.

Except in the case of an emergency, only staff current in the required training in accordance with SCS’s physical restraint and seclusion training program will implement physical restraint or seclusion with a student. Any student being restrained or secluded within the scope of SCS’s physical restraint program whether in an emergency or as part of a plan shall be constantly monitored by staff during the duration of the intervention. SCS shall utilize the CPI training program of physical restraint and seclusion for use by SCS staff. An annual review of the use of physical restraint and seclusion shall be completed yearly. Review the JBAB Administrative Rules for additional information regarding restraint and seclusion.

STUDENT SEARCHES

School officials may search a student’s person and property, including property assigned by SCS or when the student is under the jurisdiction of SCS at school-sponsored activities.

When conducting student searches, the school official shall have individualized, “reasonable suspicion” based upon specific and articulated facts to believe that the student personally poses or is in possession of some item that poses an immediate risk or serious harm to the student, school officials and/or others at the school. The search will also be “reasonable in scope.” That is, measures used are reasonably related to the objectives of the search, the unique features of the official’s responsibilities, and the area(s) which could contain the item(s) sought and not excessively intrusive in light of the age, sex, maturity of the student and nature of the infraction.

Routine inspections of SCS property assigned to students may be conducted at any time. School officials may seize any item which is evidence of a violation of law, Board policy, administrative regulation or school rule, or which the possession or use of is prohibited by such law, policy, regulation or rule.

Students may be searched by law enforcement officials on school property or when student is under the jurisdiction of the school. School officials will attempt to notify the student’s parent(s) in advance and will be present for all searches whenever possible.
11. If severe or repeated grave offences, start expulsion progress.
12. Expulsion for bringing a firearm onto school property or to a school-sponsored activity.
13. Participation in a drug, alcohol or violence intervention, prevention or treatment program.

CORRECTIVE ACTIONS – DISABLED STUDENTS

1. When a student being served by an individualized education program (IEP) engages in conduct which would warrant suspension of more than 10 days or expulsion for a non-disabled student, the student’s parents will be notified immediately (within 24 hours) of the circumstances of the misbehavior and the time and location of the student’s IEP team meeting addressing the infraction and its relationship to the disability.
2. The IEP team will determine whether the misconduct is a manifestation of the student’s disability. Should the IEP team conclude the misconduct has no relationship to the student’s disability, the student may be disciplined in the same manner as would other students.
3. If the IEP team concludes the misconduct is a consequence of the student’s disability, the team may review and revise the student’s IEP and determine whether a change in placement is needed. The school may not suspend for more than 10 days or expel a disabled student or terminate educational services for any behavior which is a manifestation of the disability.
4. A student may be removed from the current educational placement to an appropriate interim alternative educational setting for the same amount of time that a student without a disability would be subject to discipline, but for not more that 45 calendar days in a school year for a drug or weapon violation as provided in district procedures. Additionally, the school may request an expedited due process hearing to obtain a hearings officer’s order to remove a student to an interim alternative educational setting for not more than 45 days if the student is exhibiting injurious behavior. For the purpose of this request, “injurious behavior” is defined as behavior that is substantially likely to result in injury to the student or to others.

ADMISSIONS

When selecting a school of choice, parents/guardians are an essential part of the learning team, and their acceptance of an active role in their child’s learning environment is expected. Support by parents/guardians and students of SCS’s mission statement, beliefs, objectives, policies, and procedures is essential.

SCS admits students of any race, national, and ethnic origin to all rights and privileges, programs, and activities generally accorded to students of this school. It does not discriminate on the basis of race, national and ethnic origin or gender in the administration of its hiring personnel, educational policies, admissions, scholarships and loan programs, and athletic and other school administered programs as required by the terms of Title IX of the Educational Act of 1972, Public Law 92-318 (as amended by Public Law 92-588).

AGE REQUIREMENTS

State law recognizes Kindergarten students to be five years of age by September 1 of the year of admission to that grade.

Per ORS 339.115, a child whose needs for cognitive, social and physical development would best be met in a different grade level will be reviewed by the Sage School Board on an individual basis for consideration to enter a grade even though the child has not attained the minimum age requirement.

ADMISSION BY APPLICATION OR LOTTERY

Any eligible student who applies in a timely fashion will be admitted up to the maximum number of students that can be accommodated by the program. If more students apply during open enrollment than can be accommodated, admission will be determined using lottery procedures. Thereafter, admission will be first come, first serve. Priority admission is given to returning students and their siblings. Notification of enrollment into SCS will be made to the parent/guardian by the end of open enrollment period. Applications for enrollment are available at Sage Community School or at the school’s website. Parent/guardians and students are encouraged to visit with the Director to receive an orientation to the program. This orientation will ensure that the parents/guardians and student fully understand the mission of SCS.
REGISTRATION

Students admitted to any grade must show evidence of completing the prior school years. Students located in the district shall not be excluded from admission solely because the student does not have a fixed place of residence or solely because the student is not under the supervision of a parent/guardian. Registration requirements include proof of student’s birth date and immunization records.

**Student Information must be updated each year. If there are changes during the year, the school needs to be notified as soon as they occur.**

**STUDENTS SUSPENDED OR EXPELLED FROM ANOTHER DISTRICT**

No student may enroll during a suspension or expulsion from another school district, including a private or charter school, if it is determined upon attempt to enroll that the student's conduct would have resulted in a suspension or expulsion in this district. The parent/guardian or student may request a conference with SCS to consider if the conduct of the student would have resulted in a suspension or expulsion in this district. SCS will consider whether the student has received the due process required by law before making any decision.

FAMILY PARTICIPATION

Our families are encouraged to participate in the education of their children in a number of ways. Opportunities for a parent/guardian or other adult family member to become involved include:

- Volunteering at Sage Community School (contact your child’s teacher or the Director);
- Joining your SCS's Board of Directors or helping any way you can;
- Serving on a school committee;
- Attending and participating in SCS’s school activities;
- Sharing your special talents or interests on Fabulous Fridays;
- Volunteering with SCS’s after-school clubs;
- Helping with your child’s homework or reading and math activities.

LIBRARY AND MEDIA SERVICES

Our school has a Library and a Computer Lab. These centers support the curriculum of the school by providing instructional materials. Many of the print materials are available for checkout by students, who are responsible for the care and condition of the materials. Computers are available to students for use on the school premises. Fees will be charged if the materials are lost or damaged during use.

GUIDANCE vs. PUNITIVE DISCIPLINE

SCS is committed to a system of guidance rather than automatic punitive consequences for every problematic behavior. Guidance emphasizes establishing a connection between the individual student and school staff. Students who feel secure and invested in the school will be less likely to behave in negative ways at their school.

Staff will aim to address negative behavior proactively, removing students from the situation and/or encouraging alternative positive behavior. If such measures are not successful, students will discuss the problem with the teacher and/or school director and find strategies to solve the issues.

If students engage in severe or continuous destructive or disruptive behavior, consequences will occur that move beyond discussions and work for solutions. School Director will oversee and administer these consequences.

a. Fair treatment for each student shall be such as to protect the student from arbitrary and unreasonable decisions. A student’s due process rights will be observed in all instances, including the right to appeal the discipline decisions of staff and administrators.

b. All decisions affecting students shall be based on careful and reasoned investigation of the facts and the consistent application of rules and regulations.

c. Sage Community school shall make an effort to apprise students and parents of the rules and procedures by which it is governed and the processes by which discipline may be involved.

CORRECTIVE ACTIONS

First and foremost, SCS intends to address potential problems before punitive action must be taken. The following corrective actions are among those available to the school administration for violation of the Student Code of Conduct. Each offense shall be considered fully in determining a reasonable and just response to the situation and circumstances.

1. Discuss issue with student(s) and possible solutions.
2. Warn of potential consequences.
3. If problem continues or escalates, student loses privileges.
4. Parental conferences.
5. Tasks or restrictions assigned by the administrator or designee.
6. Detention during lunch or recess.
7. Suspension from school-sponsored activities or events prior to, during, or after the regular school day.
8. In-school suspension.
10. Notify legal authority where appropriate.
PROFANE, OBSCENE or ABUSIVE LANGUAGE
Students shall not use language, a gesture, or engage in conduct that is vulgar, profane, obscene or disrupts the teaching / learning environment.

REPORTS of CONVICTION or ADJUDICATION of DELINQUENCY
Students convicted or adjudicated delinquent of an offense listed in the Code of Oregon, may be suspended or expelled.

ROLLERBLADES, SKATEBOARDS AND SKATE SHOES
Rollerblades, skateboards and skate shoes are not permitted on school premises at any time.

THEFT
A student shall not intentionally take the personal property of another person without consent under duress, threat or otherwise.

TRESPASSING
The student shall not trespass on school property or use school facilities without proper authority or permission, or during a period of suspension or expulsion. In addition to these specific standards, students shall not engage in any conduct which materially and substantially disrupts the ongoing educational process or which is otherwise a violation of federal, state or local law.

VANDALISM and LITTERING
Vandalism is the willful or malicious destruction of public or private property.

Students have a right to a clean school and need not tolerate the littering or damaging of school property without recourse.

Students should assist in the maintenance of a clean school, refrain from littering and damaging property, and report to the school authorities those who do so.

Evidence or knowledge of vandalism to the school or private property shall be reported to school authorities. Disciplinary action resulting in suspension, expulsion, or referring the matter to law enforcement officers will be taken by the school against those students who commerce or abet acts of vandalism. In most cases, such conduct will result in payment to the school for damages incurred.

STUDENT ACHIEVEMENT
REPORTING STUDENT PROGRESS
A student progress report (report card) will be sent home after every six (6) week grading period. Teachers may also send home weekly update on student progress and missing assignments.

Marks or letter grades will be based on academic performance and proficiency within each subject matter. They will not reflect student behavior nor be used for disciplinary purposes. Attendance shall not be the sole criterion for reduction of a student's grade.

Parent/teacher conferences are held in October and March. Of course, teachers and/or parents/guardians may request additional conferences at any time. Conferences will be scheduled in advance via a note from the school. Parent/guardians are asked to confirm the appointment or to reschedule.

Conferences are a two-way exchange of information about the child. The parent/guardian should be prepared to share significant information with the teacher. The teacher will discuss growth in skills, attitudes and understandings, and share examples of the child’s work in the various academic areas. It is important that teachers have as much accurate knowledge of student achievement as possible to assess students’ needs and growth; thus, a sharing of information among parent, teacher and student is essential.

PROMOTION, RETENTION AND PLACEMENT OF STUDENTS
A student shall be placed or promoted from one grade to the next on the basis of academic, social, physical, and emotional development. Exceptions may be made, when, in the judgment of the professional staff, such exceptions are in the best educational interest of the student involved.

A decision to retain a student will be made only after prior notification and explanation to the student’s parents. Parental decisions will be final.
Parents/guardians will be alerted and conferred with as soon as possible when a child's performance or attitude becomes unsatisfactory or shows marked or sudden deterioration. When a child's performance becomes unsatisfactory, attempts will be made to improve student performance by means tailored to the individual student. A decision to retain a student will be made only after prior notification and explanation to the student’s parents. Parental/guardian decisions will be final.

A letter regarding the placement must be signed by the teacher, administrator, and the parent/guardian and retained in the student's permanent file.

Grade reduction determinations may include student attendance. Student attendance may not be a sole criterion. However, if attendance is a factor, prior to a grade reduction, the following shall occur:

1. The teacher will identify how attendance and class participation is related to the instructional goals of the subject or course;
2. Parents/guardians and student will be informed;
3. Procedures in due process are available to the student when the grade is reduced for attendance rather than academic reasons;
4. Reasons for non-attendance are considered and the grade is not reduced or credit denied based upon absences due to:
   a. Religious reasons;
   b. A student's disability; or
   c. An excused absence, as determined by SCS policy.

Special education students will be promoted with their peers unless parents/guardians request retention.

HOMEWORK

Homework assignments will include a variety of activities in all curriculum areas. Type, frequency, and quantity of homework assignments will be determined by the needs of individual students. Homework should be a practice of skills/concepts; it will not be assigned for disciplinary purposes.

Reasons for Homework:
- To complete work started in class;
- To expand and/or enrich regular class work;
- To build interest in reading and learning;
- To make up work missed due to absence;
- To encourage parents/guardians’ awareness of student learning;
- To provide an opportunity to pursue special ability areas;
- To increase learning time;
- To establish independent study skills.

FELONY CHARGES

Students charged with any offense, wherever committed, that would be a felony if committed by an adult may be disciplined and/or required to participate in prevention/intervention activities.

FLAMMABLES (Possession of)

Students shall not have in their possession any item that has the ability to produce flames.

GAMBLING

A student shall not bet money or other things of value, or knowingly play or participate in any game involving such a bet, on school property or during any school related activity.

GANG ACTIVITY

Sage Community School’s obligation is to protect the health, welfare, and safety of their students. Pressures of gangs and gang activities can cause a substantial disruption of the educational program and school activities.

1. A gang is defined as “any group of two (2) or more persons whose activities include the commission of illegal acts.”
2. SCS prohibits the existence of gangs and gang activities. No student on or about school property or at any school activity shall:
   a. Wear, possess, use, distribute, display, or sell any clothing, jewelry, emblem, badge, symbol, sign, or other things, which are evidence of membership or affiliation in any gang.
   b. Commit any act, use any speech, either verbal, or nonverbal (gestures, handshakes, graffiti, writing, etc.) showing membership or affiliation in a gang.
   c. Use any speech or commit any act in furtherance of the interests of any gang or gang activity including, but not limited to:
      1) Soliciting others for membership in any gangs,
      2) Requesting any person to pay protection or otherwise intimidating or threatening any person,
      3) Committing any other illegal act or violation of school policies,
      4) Inciting other students to act with physical violence upon any other person or encouraging other students to violate school/district policy.
   d. Pretense (the offering of something false as real or true) of any gang activity is prohibited.
3. Each student has the right to attend school without fear and intimidation by individuals or groups.
4. Each student has the right to individual behaviors as long as they are not disruptive to the classroom atmosphere, violates law or school policy or perceived by others to be intimidation or harassment.
Students must:

1. Adhere to the same standards for communicating on-line that are expected in the classroom and consistent with conduct policy;
2. Respect other people’s time and cyberspace;
3. Take pride in communications. Check spelling and grammar;
4. Respect the privacy of others. Do not read files without permission;
5. Cite all quotes, references and sources;
6. Be forgiving of the mistakes of others and share your knowledge. Practice good mentoring techniques;
7. Report security problems to the supervising teacher;

Attempts to change or exceed resource quotas or disk usage quotas;
Attempts to send, intentionally access or download any text file or picture or engage in any communication that includes material which may be interpreted as:
- Harmful to minors;
- Obscene or child pornography as defined by law or indecent, vulgar, profane or lewd as determined by the district;
- A product or service not permitted to minors by law;
- Harassment, intimidation, menacing, threatening or constitutes insulting or fighting words, the very expression of which injures or harasses others;
- A likelihood that, either because of is content or the manner of distribution, it will cause a material or substantial disruption of the proper and orderly operation of the school or school activity;
- Defamatory, libelous, reckless or maliciously false, potentially giving rise to civil liability, constituting or promoting discrimination, a criminal offense or otherwise violates any law, rule, regulation, Board policy and/or administrative regulation.
Attempts to gain unauthorized access to any service via the school’s system which has a cost involved or attempts to incur other types of costs without specific approval. The user accessing such services will be responsible for these costs;
Attempts to post or publish personal student contact information unless authorized by School Administration and consistent with applicable Board policy pertaining to student Administration information and personally identifiable information. Personal contact information includes photograph, age, home, school, work or e-mail addresses or phone numbers or other unauthorized disclosure, use and dissemination of personal information regarding students;
Attempts to arrange student meetings with anyone on the school’s system, unless authorized by the system coordinator or teacher and with prior parent/guardian approval;
Attempts to use the school’s name in external communication forums such as chat rooms without prior school authorization;
Attempts to use another individual’s account name or password, fail to provide the school with passwords or to access restricted information, resources or networks to which the user has not been given access.

HOMEWORK GUIDELINES FOR PARENTS/GUARDIANS
Support a child’s interest in lifelong learning by encouraging good study habits, being actively involved in the school setting and providing a positive learning environment in the home.
- Provide a place for the student to do homework.
- Help the student budget time so that a regular schedule for study is set.
- Take an active interest in what the student is doing at school.
- Ask for an explanation for an assignment and what is being learned.
- Compliment good work or when improvement is shown.
- Make constructive suggestions. Avoid severe criticism and undue pressure. A positive attitude encourages students to do the best work possible.
- Encourage the student to seek additional help from the teacher.
- Encourage and guide your child with assigned homework.
- Under no circumstances should a parent/guardian complete student work.
- Regular attendance is important for your child’s continued learning.
- Consult your child’s teacher at once with your concerns.

HOMEWORK SUGGESTIONS FOR STUDENTS
- It is important to develop good study habits at home and at school.
- Be sure you understand assignments and ask your teacher help.
- Set aside a regular time to do homework.
- Study in an appropriate place without distractions.
- Complete your work and hand it in when it is due.
- Do your best on each homework assignment.
- Engage your entire family in the “Home-School Connections” and other educational activities and programs.

STUDENT INFORMATION

PERSONALLY IDENTIFIABLE INFORMATION

Personally identifiable information will not be released without prior written and dated consent of the parent/guardian except as noted in “Exceptions to Prior Consent” below. Personally identifiable information includes, but is not limited to:
- Student’s name, if excluded from directory information, as requested by the student/parent in writing;
- Name of student’s parents/guardians or other family member;
- Address of the student or student’s family, if excluded from directory information, as requested by the student/parent/guardian in writing;
- Personal identifier such as the student’s social security number;
- A list of personal characteristics that would make the student’s identity easily traceable;
- Other information that would make the student’s identity easily traceable.

Notice of and/or request for release of personally identifiable information shall specify the records to be disclosed, the purpose of disclosure, and the identification of person(s) to whom the disclosure is to be made. Upon request of the parent/guardian or eligible student, the school will provide a copy of the disclosed record.
EXCEPTIONS TO PRIOR CONSENT

The school may disclose personally identifiable information without prior consent under the following conditions:

1. To personnel within SCS who have legitimate educational interests;
2. To personnel for an education service, district or state regional program where the student is enrolled or is receiving services;
3. To personnel of another school, another district, or institution of post-secondary education where the student seeks and intends to enroll;
4. To authorized representatives of the U.S. Comptroller General, U.S. Attorney General, U.S. Secretary of Education or state and local education authorities or the Oregon Secretary of State Audits Division in connection with an audit or evaluation of federal or state supported education programs or the enforcement of or compliance with federal or state regulations.
5. To personnel determining a financial aid request for the student;
6. To personnel conducting studies on behalf of the school or district;
7. To personnel in accrediting organizations fulfilling accrediting functions;
8. To comply with a judicial order or lawfully issued subpoena;
9. For health or safety emergency;
10. By request of a parent of a student who is under eighteen years of age;
11. Because information has been identified as “directory information.”
12. To the courts when legal action is initiated.
13. To a court and state and local juvenile justice agencies
14. A judicial order or lawfully issued subpoena when the parent is a party to a court proceeding involving child abuse and neglect or dependency matters
15. To a caseworker or other representative of a state or local child welfare agency or tribal organization that are legally responsible for the care and protection of the student including educational stability of children in foster care.

STUDENT EDUCATION RECORDS

A student’s education records are confidential and protected from unauthorized inspection or use. All access and release of education records with and without parent/guardian and eligible student notice and consent will comply with all state and federal laws.

Personally identifiable information shall not be disclosed without parent authorization or as otherwise provided by Board policy and law.

Education records are maintained in a minimum one-hour fire-safe.

DISRUPTIVE BEHAVIOR

Students shall not engage in conduct that is or is intended to be disruptive of any school activity, function or process of the school or is dangerous to the health or safety of students or others.

DRESS and GROOMING

Sage Community School’s dress code is established to promote appropriate grooming and hygiene, prevent disruption and avoid safety hazards. The responsibility for the dress of the student rests with the parent/guardians. Dress and grooming shall be clean and in keeping with health, sanitary, and safety practices. Dress shall not promote alcohol, tobacco or drug-oriented, weapons or violence, or profane statements on clothing. Dress shall also not promote gang activity including bandanas or handkerchiefs. In addition hats or any head covering items must be removed in buildings. All tops (shirts and blouses) must cover and underclothing on the shoulder and completely cover the stomach, chest, side, and bare back. No bare midriffs. Shorts and skirts must be size appropriate (arm extended at side, short or skirt bottom reaches finger tips). Back packs must remain in storage areas. Exceptions will need to be approved by the building principal.

ELECTRONIC COMMUNICATION SYSTEMS

Access to Sage Community School’s communication system is authorized to students under the direct supervision of staff.

The following conduct is strictly prohibited:

1. Attempts to use the school’s system for:
   a. Unauthorized solicitation of funds;
   b. Distribution of chain letters;
   c. Unauthorized sale or purchase of merchandise and services;
   d. Collection of signatures;
   e. Membership drives;
   f. Transmission of any materials regarding political campaigns.
2. Attempts to upload, download, use, reproduce or distribute information, data, or software, or file share music, videos or other materials on the school’s system in violation of copyright law or applicable provisions of use or license agreements;
3. Attempts to degrade, disrupt or vandalize the school’s equipment, software, materials or data or those of any other user of the school’s system or any of the agencies or other networks connected to the school’s system;
The initiation of a complaint in good faith about behavior that may violate this policy shall not adversely affect the educational assignments or study environment of a student complainant or any terms or conditions of employment or work environment of the staff complainant. There shall be no retaliation by the school against any person who, in good faith, reports, files a complaint or otherwise participates in an investigation or inquiry of sexual harassment.

Students in violation of this policy shall be subject to discipline up to and including expulsion and/or counseling or sexual harassment awareness training, as appropriate. The age and maturity of the student(s) involved and other relevant factors will be considered in determining appropriate action. Employees in violation of this policy shall be subject to discipline, up to and including dismissal and/or additional sexual harassment awareness training, as appropriate. Other individuals whose behavior is found to be in violation of this policy shall be subject to appropriate sanctions as determined and imposed by the Board.

The school may report individuals in violation of this policy to law enforcement officials.

Licensed staff and those participating in practicum programs, as specified by Oregon Administrative Rules, shall be reported to the Teacher Standards and Practices Commission.

CHEATING

Students shall not cheat, plagiarize or knowingly make false statements with respect to any assigned school work or tests.

DAMAGE to SCHOOL PROPERTY

A student who is found to have damaged school property will be held responsible for the reasonable cost of repairing or replacing that property. The school will notify students and parents of all such charges. If the amount due is not paid within 10 calendar days of receipt of the school’s notice, the amount will become a debt owed and the student’s grade reports, diploma and records may be withheld. Law enforcement may be contacted.

DEFIANCE of AUTHORITY of SCHOOL PERSONNEL

Students shall comply with any oral or written instructions made by ALL school personnel within the scope of their authority as provided by SCS School Board’s policies and regulations.

Permanent records shall include:
- Full legal name of student;
- Name and address of educational agency or institution;
- Student birth date and place of birth;
- Name of parent/guardian;
- Date of entry into school;
- Name of school previously attended;
- Course of study and marks received;
- Credits earned;
- Attendance;
- Date of withdrawal from school; and
- Such additional information as the district may prescribe.

Personal working notes of individual staff members are considered personal property and are not to be interpreted as part of the student’s education records, provided they are in the sole possession of the maker.

TRANSFER OF EDUCATION RECORDS

The school shall transfer originals of all requested student education records, including any ESD records, relating to a particular student to the new educational agency when a request to transfer such records is made to the district. The transfer shall be made no later than ten (10) days after receipt of the request.

The school shall retain a copy of the education records that are to be transferred in accordance with applicable Oregon Administrative Rules. Student report cards, records or diplomas may be withheld for non-payment of fines or fees. Records requested by another school district to determine the student’s progress may not be withheld.

REQUEST FOR EDUCATION RECORDS

The district shall, within ten (10) days of a student seeking enrollment in or services from the district, notify the public or private school, education service district, institution, agency or youth care center in which the student was formerly enrolled and shall request the student’s education record.

ACCESS/RELEASE OF EDUCATION RECORDS

By law, both parents/guardians, whether married, separated or divorced, have access to the records of a student who is under eighteen (18) unless the school is provided evidence that there is a court order, state statute, or legally binding documents relating to such matters as divorce, separation or custody that specifically revokes these rights.

Parents of a minor may inspect and review education records during regular school hours.
PROVISION FOR HEARING TO CHALLENGE CONTENT OF EDUCATION RECORDS

Parents/guardians of a minor, inspect and review the student’s education records and request a correction if the records are inaccurate, misleading or otherwise in violation of the student’s privacy or other rights. If the school refuses the request to amend the contents of the records, the requester has the right to a hearing as follows:

1. Parent/guardian shall make request for hearing in which the objections are specified in writing to School Administration;
2. School Administration shall establish a date and location for the hearing agreeable to both parties;
3. The hearings panel shall consist of the following:
   a. School Administration or designated representative;
   b. A member chosen by the parent;
   c. A disinterested, qualified third party appointed by the school.

The hearing shall be private. Persons other than the student, parent or guardians, witnesses and counsel shall not be admitted.

School Administration or designated representative shall preside over the panel. He/she shall hear evidence from the staff and from the parents to determine the point or points of disagreement regarding the education records. The panel shall make a determination after hearing the evidence and determine what steps, if any, are to be taken to correct the education record. Such actions are to be made in writing to the parents.

If, after such hearing is held as described above, the parents/guardians are not satisfied with the recommended action, the parents/guardians may appeal to the Board where the action of the hearings panel may be reviewed and affirmed, reversed or modified. Procedure for appeal beyond the local Board follows the prescribed actions as set forth in federal regulations. Sexual harassment of students and staff shall include, but is not limited to, unwelcome sexual advances, requests for sexual favors, and other verbal, nonverbal or physical conduct of a sexual nature, graffiti of a sexual nature, displaying or distributing of sexually explicit drawings, pictures and written materials, sexual gestures or obscene jokes, touching oneself sexually or talking about one’s sexuality in front of others or spreading rumors about or rating other students or others as to appearance, sexual activity or performance.

All complaints about behavior that may violate this policy shall be promptly investigated. Any student or employee who has knowledge of conduct in violation of this policy or feels he/she is a victim of sexual harassment must immediately report his/her concerns to the teacher or Administration, who have overall responsibility for all investigations. The student and the student’s parents/guardians or staff member who initiated the complaint shall be notified of the findings of the investigation and, if appropriate, that remedial action has been taken.

SCS shall incorporate age-appropriate education about teen dating violence and domestic violence into new and existing training programs for students in grades 7 and 8.

SCS shall incorporate into existing training programs for staff information related to the prevention of, and the appropriate response to, acts of harassment, intimidation or bullying, teen dating violence, domestic violence and the acts of cyberbullying.

SEXUAL HARASSMENT

Sexual harassment is strictly prohibited and shall not be tolerated. This includes sexual harassment of students or staff by other students, staff, Board members or third parties. “Third parties” include, but are not limited to, school volunteers, parents/guardians, school visitors, service contractors or others engaged in school business, such as employees of businesses or organizations participating in cooperative work programs with the school and others not directly subject to school control at school events. “School” includes school facilities, school premises and non-school property if the student or employee is at any school sponsored, school-approved or school-related activity or function, such as field trips or athletic events where students are under the control of the school or where the employee is engaged in school business.

Sexual harassment of students and staff shall include, but is not limited to, unwelcome sexual advances, requests for sexual favors, and other verbal, nonverbal or physical conduct of a sexual nature, graffiti of a sexual nature, displaying or distributing of sexually explicit drawings, pictures and written materials, sexual gestures or obscene jokes, touching oneself sexually or talking about one’s sexuality in front of others or spreading rumors about or rating other students or others as to appearance, sexual activity or performance.

All complaints about behavior that may violate this policy shall be promptly investigated. Any student or employee who has knowledge of conduct in violation of this policy or feels he/she is a victim of sexual harassment must immediately report his/her concerns to the teacher or Administration, who have overall responsibility for all investigations. The student and the student’s parents/guardians or staff member who initiated the complaint shall be notified of the findings of the investigation and, if appropriate, that remedial action has been taken.

A copy of the school’s education records policy and administrative regulation may be obtained by contacting the office.
**WEAPONS IN THE SCHOOL**

Students shall not bring, possess, conceal or use a weapon on or at Sage Community School property, activities under the jurisdiction of SCS or interscholastic activities administered by a voluntary organization.

Review the Board policy JFCJ for a complete definition of weapons and destructive devices as defined by state and federal law.

Any staff member who has reasonable cause to believe a student or other person has, within the previous 120 days, unlawfully been in possession of a firearm or destructive device shall immediately report such violation to the Director, his or her designee or law enforcement.

Students found to have brought, possessed, concealed or used a firearm in violation of this policy or state law shall be expelled for a period of time not less than one year. All other violations of this policy will result in discipline up to and including expulsion and/or referral to law enforcement, as appropriate. Appropriate disciplinary and/or legal action will be taken against students or others who assist in activity prohibited by this policy.

**HAZING/HARASSMENT/INTIMIDATION/BULLYING/MENACING/CYBERBULLYING/TEEN DATING VIOLENCE/DOMESTIC VIOLENCE**

Hazing, harassment, intimidation or bullying, menacing, and acts of cyberbullying by students, staff, and third parties toward students is strictly prohibited. Teen dating violence is unacceptable behavior and prohibited. Retaliation against any person who reports, is thought to have reported, files a complaint or otherwise participates in an investigation or inquiry is also strictly prohibited. False charges shall also be regarded as a serious offence and will result in disciplinary action or other appropriate sanctions. Complete definitions of hazing, harassment, intimidation, bullying, teen dating violence, cyberbullying, retaliation, and menacing are available in the Board policy JFCF.

Students whose behavior is found to be in violation of this policy will be subject to discipline, up to and including expulsion. Students may also be referred to law enforcement officials.

The director will take reports and conduct a prompt investigation of any report of an act of hazing, harassment, intimidation or bullying, menacing and acts of cyberbullying. Any student, volunteer or employee who has knowledge of incidents of the above acts are encouraged to immediately report his/her concerns to the director who has overall responsibility for all investigations. Reports can be made anonymously.

SCS shall incorporate into existing training programs for students and staff information related to the prevention of, and the appropriate response to, acts of harassment, intimidation or bullying and acts of cyberbullying.

**PRIVILEGED COMMUNICATION**

It is the policy of Sage Community School that a licensed staff member should not be examined in any civil action, suit, or proceeding as to any conversation between the licensed staff member and a student which relates to the personal affairs of the student or the student’s family and which, if disclosed, would tend to damage or incriminate the student and his/her family. Unless notified differently by parents/guardians, the school assumes that permission is granted for publication of names, date of birth, participation in officially recognized activities and sports, dates of attendance, degrees, and awards received for school communications to the public.

**MEDIA ACCESS TO STUDENTS**

Media representatives may interview and photograph students involved in instructional programs and school activities. Information obtained directly from students does not require parental/guardian approval prior to publication.

Parents who do not want their student interviewed or photographed should direct their student accordingly.

School employees may release student information only in accordance with applicable provisions of the educational records law and Board policies governing directory information and personally identifiable information.
STUDENT HEALTH

WEATHER AND OUTSIDE ACTIVITIES

Students should be appropriately dressed to participate in outside recess and other activities. Our snowy and wet winters call for boots, snow pants, coat, hat and gloves to be worn. Please ensure that your child has weather-appropriate clothing available at school every day.

We frequently receive notes requesting children be kept in from recess due to sickness. Students should be kept home if they are ill. Students with asthma or other condition will be accommodated if a doctor’s note is provided.

COMMUNICABLE DISEASE(S)

Frequently a student may have signs or symptoms of illness and need to be excluded from school until diagnosed and treated by a licensed health care provider or until recovered.

The Administration may, when having reasonable cause to believe a child has a restrictable disease, exclude that child from attendance until a physician, public health nurse, or school nurse certifies that the child is not infectious to others.

Conditions other than emergencies that may require exclusion until either diagnosed or recovered include:

- Fever greater than 100.5 degrees F
- Vomiting
- Stiff neck or headache with fever
- Rash/with or without fever
- Jaundice (yellow color to skin or eyes)
- Skin lesions that are weeping or pus filled
- Diarrhea
- Behavior change (irritability, lethargy, somnolence)
- Colored drainage from eyes, nose, ears
- Difficulty breathing
- Chickenpox
- Scabies
- Mumps
- Head Lice
- Staph Skin Infections
- Strep Infections

THREATS OF VIOLENCE

Student threats of harm to self or others, threatening behavior or acts of violence, including threats to severely damage Sage Community School property, shall not be tolerated on school property or at activities under the jurisdiction of SCS.

Students shall be instructed of the responsibility to inform a teacher, counselor, or administrator regarding any information or knowledge relevant to conduct prohibited by this policy. Parents and others will be encouraged to report such information to SCS. Staff shall immediately notify the administrator of any threat, threatening behavior or act of violence he or she has knowledge of, has witnessed or received. All reports will be promptly investigated.

Students found in violation of this policy shall be subject to discipline up to and including expulsion. A referral to law enforcement shall be made for any infraction involving a student bringing, possessing, concealing or using a weapon or destructive device as prohibited by state and federal law and SCS policy.

The administrator will provide necessary information regarding threats of violence to law enforcement, child protective services and health-care professionals in connection with a health and safety emergency if knowledge of the information is necessary to protect the health and safety of the student or other individuals.

As part of Sage Community School’s proactive safety efforts, SCS will plan staff development activities designed to alert staff to early warning signs of possible violent behavior.

BUS TRANSPORTATION / VIDEO SURVEILLANCE

As Sage Community School students ride KCSD-owned buses, the KCSD Board, having carefully weighed and balanced the rights of privacy of students and staff against the district’s duty to maintain order and discipline, finds that it is appropriate to provide for the use of video camera surveillance in its transportation vehicles as follows:

1. The students are hereby notified that video surveillance may occur on any transportation vehicle.

2. The use of video surveillance equipment on transportation vehicles shall be supervised by the district transportation supervisor.

3. The use of video recordings from surveillance equipment shall be subject to the other policies of the school and district, including policies concerning the confidentiality of student and personnel records.

Video surveillance shall only be used to promote the order, safety and security of students, staff and property.
STUDENT CONDUCT

SCS expects student conduct to contribute to a productive learning climate. Students shall comply with written rules, pursue the prescribed course of study, and submit to all lawful authority of the SCS staff and conduct themselves in an orderly manner at SCS during the school day or during public SCS-sponsored activities.

Students in violation of SCS board policy, administrative regulation and/or code of conduct provisions will be subject to discipline up to and including expulsion. Students are subject to discipline for conduct while traveling to and from school, at the bus stop, at school-sponsored events, and off-campus during school hours, whenever such conduct causes a substantial and material disruption of the educational environment or the invasion of rights of others. Students may be denied participation in after-school activities. Privileges available to, or granted to students may also be denied and/or revoked. A referral to law enforcement may also be made.

PROHIBITED USE, POSSESSION, DISTRIBUTION OR SALE OF TOBACCO PRODUCTS AND INHALANT DELIVERY SYSTEMS, AND ALCOHOL

It is Sage Community School’s obligation to protect the health, welfare and safety of students. To be consistent with Oregon law and the school’s curriculum, student possession, use, distribution or sale of tobacco products or inhalant delivery systems in any form on or off SCS premises at SCS sponsored activities, on school grounds including parking lots, in vehicles for school use, or while a student is under the jurisdiction of SCS is prohibited.

The use, distribution or sale of tobacco products, inhalant delivery systems, or alcohol by staff and all others is prohibited on SCS school premises, in any building, on school grounds, including parking lots, in any vehicle used by SCS and at all school-sponsored activities.

An “inhalant delivery system” means a devise that can be used to deliver nicotine or cannabinoids in the form of a vapor or aerosol to a person inhaling from the devise; or a component of a device, whether the component or substance is sold or not sold separately.

Violation will lead to appropriate disciplinary action up to and including expulsion for student. When considering disciplinary action for a student with disabilities, SCS must follow the requirements for Board policy JGDA/JGEA. Community or school service may be required. A referral to law enforcement may be made. Parents will be notified of all violations involving their student and subsequent action taken by SCS. Information about cessation support and/or tobacco education programs and how students can access these programs will be provided.

Children with chickenpox are excluded for at least six (6) days after the first vesicles appear, or until all vesicles are dry (whichever occurs last), or until they have a note from a health care provider.

ILLNESS OR INJURY OCCURRING AT SCHOOL

A student who becomes ill or is injured at school must notify his/her teacher or another staff member as soon as possible. In the case of a serious illness or injury, the school shall attempt to notify parent/guardian according to information provided on emergency forms and submitted by parent/guardian to the school. Parent/guardian is encouraged to update this information as often as necessary.

If the student is too ill to remain at school, the student will be released to the student’s parent/guardian or to another person as directed by parent/guardian on the student’s emergency form.

School staff may administer emergency or minor first aid if necessary. The school will contact emergency medical personnel, if necessary, and will attempt to notify the student’s parent/guardian whenever a student has been transported for treatment.

IMMUNIZATIONS

The following immunizations are required for most Oregon school children as defined by current ORS. (Oregon Revised Statute)

A child entering Kindergarten thru 6th Grade needs:
5 Diphtheria/Tetanus/Pertussis (DTaP)
4 Polio
1 Varicella (chickenpox)
2 Measles, Mumps, Rubella
3 Hepatitis B
2 Hepatitis A

A child entering 7th Grade needs:
5 Diphtheria/Tetanus/Pertussis (DTaP)
4 Polio
1 Varicella (chickenpox)
2 Measles, Mumps, Rubella
3 Hepatitis B
2 Hepatitis A
AND
1 Tetanus, Diphtheria, Pertussis(Tdap)
If a child has had chicken pox, the parent/guardian must sign the Certificate of Immunization Status form indicating date of disease. Proof of immunization must be presented prior to entry into school. If a child transfers from another school, proof of immunization must be presented within thirty (30) days of transfer. Proof consists of a signed Certificate of Immunization Status form documenting evidence of immunization.

Oregon allows medical exemptions for children who have a medical condition that contraindicates vaccination. Only physicians or local health departments may sign a medical exemption. Medical exemptions must be in a letter from a physician or local health department supplementing the Certificate of Immunization Status. The letter must include the child’s name and birth date, vaccine(s) affected, the condition that contraindicates vaccination as well as the physician’s or local health department representative’s signature and contact information.

Oregon recognizes exemptions for nonmedical reasons (formally called Religious Exemption). To claim a nonmedical exemption, a parent must submit a Vaccine Education Certificate from a healthcare practitioner or from the online education module to the child’s school or childcare. In addition, the parent must check the appropriate boxes and sign the back of the Certificate of Immunization Status, available from the child’s school or childcare facility. For information, forms and educational module go to: www.healthoregon.org/vaccineexemption.

In case of an outbreak of vaccine-preventable disease in a community, the local health department has the legal authority to exclude from school or child care attendance any child who has not been completely immunized, including children with a nonmedical exemption.

Should a child not meet the immunization requirement, parents will receive an exclusion notice from the Health Department in January or February, allowing approximately two (2) weeks to meet the requirements of the immunization law. If, after two (2) weeks, the child still does not meet the requirements of the immunization law, the child will not be allowed to attend school until the requirements are met. Contact your health care provider or school district nurse if there are any questions regarding a child’s immunization status.

PERSONAL ELECTRONIC DEVICES AND SOCIAL MEDIA

Cell phones, portable music devices and video devices can disrupt the educational process. Unless authorized in advance by the administrator or designee for health or safety reasons, or in the event of an emergency situation that involves imminent physical danger, devices shall be turned on and operated only before and after the regular school day. Students that bring electronic devices are required to turn device in to staff/office for lockup during school hours.

Devices used in violation of school policy will be confiscated, turned in to the office and returned to the student or parent following parent notification. After three offenses the device will be held for parent(s) to pick-up.

Personal electronic devices may be used as electronic study aids during the school day if provided as part of a student’s individualized education plan or if permission is received from the teacher.

Personal electronic devices which have the capability to take photographs or record video or audio shall not be used for such purposes while on school grounds or other district property or at district sponsored events unless expressly authorized in advance by the principal or designee.

The school will not be responsible for loss, theft or damage.

The taking, disseminating, transferring, or sharing of obscene, pornographic, or otherwise illegal images or photographs, whether by electronic data transfer or otherwise (commonly called texting, sexting, emailing, etc.) may constitute a crime under state and/or federal law. Any person taking, disseminating, transferring, or sharing obscene, pornographic, or otherwise illegal images or photographs will be reported to law enforcement and/or other appropriate state or federal agencies. Students are subject to disciplinary action up to and including expulsion for using a personal electronic device in any manner that is academically dishonest, illegal or violates the terms of this policy. A referral to law enforcement officials may also be made. Personal electronic devices brought to school property or used in violation of this policy are subject to confiscation and will be released to the student’s parent or property owner, as appropriate.

ANIMALS AT SCHOOL

Animals may visit school under parent/guardian supervision, only when arranged in advance with your child’s teacher. On such visits, the parent/guardian must deliver the animal to and from school. Animals loose on the school grounds are referred to the local animal control service.
FINES, FEES AND CHARGES

Students may be required to pay certain other fees or deposits, including:

- Materials for a class project;
- Personal physical education and athletic equipment and apparel;
- Voluntary purchases of pictures, publications, etc.;
- Fees for lost or damaged school-owned books, lost or damaged library books, and school-owned equipment;
- Field trips;
- Admission fees for certain extracurricular activities;
- Water bottles, as needed.

Occasionally, school materials checked out to students are damaged or lost. When this occurs, it is expected that replacement costs will be provided by you or your child. In the event lost items are later found, the money will be refunded.

The school may withhold the grade reports, diploma and records of any student who owes a debt. All such materials shall be released upon payment of moneys owed. Fees, fines and charges owed to the school may be waived at the discretion of School Administration or designee if:

- Administration determines that parent/guardian is unable to pay the debt
- Payment of the debt could impact the health or safety of the student;
- Creation of the notice of the debt owned would cost more than the potential total debt collected relating to the notice;
- There are mitigating circumstances that preclude collection of the debt.

PERSONAL PROPERTY

Sage Community School assumes no responsibility or liability for loss or damage to personal property brought to school. This includes bicycles, balls, bats, gloves, clothing, cameras, electronic toys and devices, eyeglasses, calculators, radios, stereos, personal communication devices, books, or other personal effects.

Please put your child’s name on the inside of all jackets, sweaters, gloves, hats, backpacks or other items your child could remove during the day.

Items unclaimed are donated to a charitable organization.

Put your child’s name on the inside of the lunch box (not the outside) to prevent persons who do not know your child from calling him/her by name when your child is going to and from school with a lunch box.

MEDICATIONS

Whenever possible, all medications should be given at home.

SCHOOL ADMINISTERED MEDICATION

Prescription Medication

Written instructions of the health care practitioner are required for all requests to administer prescription medication. A prescription label meets the requirement for written instructions from the health care practitioner. Such instructions must include the following information:

1) Name of the student;
2) Name of the medication;
3) Dosage, route, frequency of administration;
4) Any special instructions;
5) Name of prescribing health care practitioner.

NON-PRESCRIPTION MEDICATION

Written instructions of the parent/guardian which include the information above are required for all requests to administer non-prescription medication.

All medication to be administered by SCS is to be brought to school by the parent/guardian in its original container. Medication not picked up by the parent/guardian within five (5) school days of the end of the medication period or at the end of the school year, whichever occurs first, will be disposed of by Sage Community School.

SELF-MEDICATION

Self medication of prescription and non-prescription medication is not allowed except in cases where a student must carry such medication on his/her person and the necessary permission form and written instructions have been submitted as required. If carrying a medication has been approved, students may have only the amount of medication needed for that school day in their possession.

Sharing or borrowing prescription and non-prescription medication is strictly prohibited.

Permission to self-medicate may be revoked if the student is found to be in violation of these requirements. Students may also be subject to disciplinary action.
HEALTH SERVICES

School health services for SCS students are provided by registered nurses from Klamath County School District. These RN's support students with complex, chronic health needs; to support health education for students and staff; and to provide school health services that comply with national, state and local mandates. The KCSD nurses believe that each student’s health has a direct affect on his/her educational achievement and that healthy students are better learners. If your student has health needs which may require nursing services, please contact SCS office at 541-783-2533, or the KCSD Health Services at 541-851-8740.

PHYSICAL EXAMINATIONS

It is recommended that all students initially enrolling in school have a physical examination.

TUBERCULOSIS SCREENING

If your child was born outside of the United States, a Tuberculosis Clearance Certificate may be necessary. Please call the Klamath County Health Department or a Klamath County School Nurse to determine if your child needs to be screened. If applicable, a TB Status Report Form will need to be signed by a health care provider prior to enrollment. The certificate can be obtained from the Sage Community School office or the Klamath County Health Department.

INFECTION CONTROL/BLOODBORNE DISEASES

Sage Community School shall use standard precautions at all times for infection control.

Staff shall receive an annual in-service that includes correct procedures for cleaning up body fluid spills and for personal cleanup, immunization, and personal hygiene, as well as the local and content review of first-aid and clean-up kits. Kits shall be available for each room in the building and in each district vehicle.

In addition to an annual in-service, staff on a regular basis will receive HIV, AIDS, HBV and HCV information. The information shall emphasize how infection is spread as well as how it is not spread.

Sage Community School will cooperate with the Oregon Department of Education, the Oregon Health Division, the local health department, and the education service district in delivering HIV, AIDS, HBV and HCV education.

Oregon law requires a school withdraw students who are absent ten (10) consecutive school days. For more information please refer to SCS policies JED.

EXCUSED ABSENCES

An excused absence is one which is approved by the director or their designee in one of the following situations:

- Illness of the student
- Illness of an immediate family member when the student’s presence at home is necessary
- Emergency situation that requires the student’s absence
- Field trips and school-approved activities
- Medical (Dental) appointments. Confirmation of appointments may be required
- Other reasons deemed appropriate by the Director when satisfactory arrangements have been made in advance of the absence.

An unexcused absence is one which is neither excused not official, and may result in disciplinary action.

TRUANCIES

Eight half-day unexcused absences or four full-day unexcused absences in any four-week period during which the school is in session is considered irregular attendance and may be

POLICY/PROCEDURE OREGON STATE LAW 339.065

Parents are legally responsible for students attending school. Absences totaling more than eight (8) half-day or four (4) full days in a four (4) week period could be considered irregular attendance and may result in failure to earn credits.

The school will notify the parent in writing that, in accordance with law, the principal will schedule a conference with the non-attending student and his/her parent(s) to discuss attendance requirements.

Additionally, a parent or guardian, or other person lawfully charged with care or custody of a student under 15 years of age, may receive a citation and may be found by the courts to have committed the offense of failing to supervise a child who has failed to attend school.

Parents/guardians must call the school on the first day of a student's absence by 8:30 a.m. if possible. If the school does not receive a phone call, the school will call to verify the absence.

Students who have a pattern of excessive excused or unexcused absences will be contacted by SCS, who will work with the parent/guardian and student to reduce the absences.

If this does not remedy the problem, alternative education plans may be pursued.

Teachers will allow students to make up tests and assignments missed during excused absences and field trips. Teachers are not required to provide make-up work for unexcused absences, truancies, or suspensions.
CHILD ABUSE

According to Oregon Revised Statute 418.750, any public or private official having reasonable cause to believe that any child with whom he/she comes in contact in his/her official capacity has suffered mental or physical abuse, or that any adult with whom he/she comes in contact in his/her official capacity has abused a child, shall report or cause a report to be made to the appropriate officials. Sage Community School adheres to this legal requirement.

VISITORS

Visitors are encouraged by parents and community patrons. Visitations should be arranged and are permitted within the considerations of the requirements of the educational program, the orderly administration of the school, school grounds and classrooms and the safety and welfare of students. To ensure that school work is not disrupted and that visitors are properly directed to the areas in which they are interested, all visitors must report to the school office upon entering school property.

1. Teacher’s work must not be impeded by interruption of visitors or by unreasonable demands on their time.
2. Visitors must not contact individual students except as authorized by the director and/or teachers.
3. When in the interest of orderly educational programs and the safety of students, it may be determined by the director that specific visitors or visitors shall not be permitted to enter school facilities.
4. A visitor with permission to visit may be directed to leave when any teacher or director reasonably believes the visitor has engaged in physical violence, loud or disruptive speech or behavior, violation of school rules or illegal conduct. A visitor may also be directed to leave if the visit impedes the work of the teachers.
5. A direction to leave revokes any permission to visit or license to enter.

ATTENDANCE

SCS is committed to providing a quality education for all students. A strong correlation exists between the student’s academic success in school and their daily attendance. A student is expected to be present in each of their classes during any grading period in order to meet the goals and objectives of the class. In terms of attendance, a student is either present or absent.

State law requires parents and guardians to send students and maintain regular attendance in school. Eight half-day unexcused absences or four full-day unexcused absences in any four-week period during which the school is in session is considered irregular attendance. Failure to send a student to school is a Class C violation, and may result in a court-imposed fine. If the nonattendance or irregular attendance problem persists, the Director or designee may elect to issue a citation in accordance with ORS 339.095.

As a general rule, a student six (6) years of age or older infected with HIV, HBV or HCV, and who does not present special risks to others in an educational setting is entitled to remain in a regular classroom setting and eligible for all rights, privileges and services as provided by law and Board policy. The school recognizes that a student and/or parent/guardian has no obligation to report an HIV, HBV, or HCV condition diagnosis to the school.

If the school is informed, the school is prohibited by law from releasing information unless the infected person or parent/guardian gives permission for such release.

If a student and/or parent/guardian wishes to divulge such information and the student continues attending school, School Administration will meet with the student and/or parent to develop appropriate procedures.

Parents/guardians of an AIDS, HIV, HCV and HBV student five (5) years of age or younger, or any other student with a bloodborne disease deemed "***special risk***" by the student’s, health care provider are required to notify School Administration of the student's infection in order for the student to be granted permission to continue to attend school. Failure to do so will result in an order by the Oregon Health Division or local health department excluding the student from school or the parent/guardian may voluntarily withdraw the student from school. In either case, students and parents/guardians will be notified of alternative education programs.

"***Special risk*** student means those students infected with HBV, HCV, or HIV who lack control of their body secretions or who display behaviors such as biting, spitting or scratching and/or who have uncoverable, oozing lesions.
STUDENT SAFETY

EMERGENCY PHONE NUMBERS

SCS needs to maintain up-to-date contact numbers of a parent or guardian (both home and work) and of a family friend, neighbor or relative who can be contacted in case of emergency.

***PLEASE inform the school office as soon as there are any changes to your contact information (cell phone numbers etc).

EMERGENCY CLOSURE/DISMISSAL OF SCHOOLS

Automated phone calls for reminders, school closures, and emergency closures will be made by SCS and/or KCSD.

In the event that bad weather or other circumstances cause school closure or delayed opening, the radio and television stations listed below will also begin announcing this information at approximately 6:00 a.m. or as soon as a decision is reached. Please do not call your school. The lines must remain clear for other calls related to the closure or delayed opening.

The following radio and television stations will carry the information:

KAGO KFLS KKJX   AM Radio 1150 1450 960 (Hispanic)
KAGO KFLS Klad FM Radio 99.5 96.5 92.5
KISS/KYSF KKRB   FM Radio 102.9 106.9

Television KOTI KDRV/KDKF KTVL

http://www.kcsd.k12.or.us will also have current information.

Frequent announcements will be made. School closure results in automatic cancellation of the school activities unless information to the contrary is specifically released.

Be sure your child knows where to go if an emergency is declared and schools are closed early. Most parents/guardians have made arrangements with a neighbor who lives close by to take care of their children when no one is at home. This should be within walking distance of your home.

EMERGENCY DRILLS

Instruction on fire safety and earthquake dangers for students in grades K-8 shall be conducted for at least thirty (30) minutes each school month. At least one (1) fire drill will be conducted each month for grades K-8. A map/diagram of the fire escape route to be followed is posted near all classroom doorways and reviewed with students. When the fire bell is sounded, students must follow the direction of staff quickly, quietly, and in an orderly fashion.

At least two (2) drills on earthquakes for students in grades K-8 will be conducted each year. Stranger Danger/Lock Down-Out drills to ensure the personal safety of students and employees may be held at various times during the school year.

RELEASE OF STUDENTS FROM SCHOOL

A student shall not be released from school at times other than regular dismissal hours except with the Administration’s permission or according to school sign-out procedures. The teacher will determine that permission has been granted before allowing the student to leave. A student will not be released to any person without the approval of his/her parent/guardian or as otherwise provided by law.

LEAVING CAMPUS

All students shall remain at school from the time they arrive in the morning until dismissed at the end of the school day. Leaving school grounds without permission may result in disciplinary action. Should a student need to leave school prior to the end of the school day or if they are returning home by a different means, the parent/guardian should notify the school in advance. The parent/guardian will sign the student out in the office and pick them up at the school office.

TELEPHONE USAGE

Due to the limited number of telephone lines available, children are discouraged from using the school office phone. Children will be given permission to call when the situation is considered appropriate by a teacher or school office personnel. Calls should only be made at recess or lunch.

**Use of cell phones during class is prohibited.**

VISITORS

Parents/guardians are welcome and are encouraged to visit Sage Community School. Contact teachers ahead of the planned visit. Students will not be permitted to bring visitors to school without prior approval of school administration. To assure that no unauthorized persons enter a school, all visitors will report to the school office when entering and will receive authorization to visit elsewhere on campus. Any unauthorized person on school property will be reported to school administration. The person may be asked to leave. Police may be called if the situation warrants such measures.

BICYCLE SAFETY

If students ride bicycles to and from SCS or CES, parents/guardians should be sure each child knows and obeys rules for safe cycling.

In general, students should:

- Wear an approved bicycle safety helmet. It is the law, and only students who obey the helmet law will be permitted to ride bicycles to school.
- Arrive and leave school on time.
- Ride safely on school grounds and between school and home.
- Park bicycles in designated areas.
- Lock bicycles while at school.