



Lower School Campus

**“Community of Learners”**

Parent/Student Handbook  
2018-2019



1570 Sagemont Way Weston, Florida 33326  
[www.sagemont.com](http://www.sagemont.com)

## PARENT/STUDENT ACKNOWLEDGMENT FORM

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Student's name (please print)

Throughout this *Handbook*, the importance of parental participation in the education of your child/children has been stressed. An important function of parental participation is helping children comply with the rules of the school. This *Handbook* has been written to help parents and students understand and adhere to the policies and procedures of The Sagemont School. These rules apply to all activities on school grounds, school buses and any school related activity. It is important that parents and students be familiar with these expectations. Our goal is to have a limited set of rules that forms the framework for a positive school environment.

Please fill out the forms provided in your child's student packet. It is in your child's best interest that we have up-to-date information on record. The Sagemont School must have proof that every student and parent or guardian has read this *Handbook* or heard it read aloud. **Please remove this page, sign it, and return it to the school office with the rest of the information needed in the student's registration packet.** Your signature means that you have received this *Handbook* and understand the policies and procedures of the school. It does not mean that you agree or disagree with each policy or procedure. Your signature means that you have read and will follow the policies and procedures.

Thank you for reading this *Handbook* carefully. Best wishes for an enjoyable year.

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Parent/Guardian's Signature

Date

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Parent/Guardian's Signature

Date

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Student's Signature

Date



# The Sagemont School

“Community of Learners”

Robert Mockrish, Ph.D.  
Head of School

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Principal

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Assistant Principal

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Internet Address: <http://www.sagemont.com>

School Colors: Red, Black and White  
School Mascot: The Lion



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## **Welcome Parents and Students,**

It's no accident that Sagemont's school mascot is the lion, a majestic animal commonly referred to as "King of the Jungle." The Sagemont program produces leaders: well-educated and well-rounded individuals destined for success in college and in life. From academics to extracurricular activities to community service and beyond, Sagemont's Lions are the pride of higher education. That is the Sagemont difference.

A Sagemont student stands head above the crowd in another way: Our program impresses upon each student the reality that academics are only part of the package. Toward that end, Sagemont offers a wide array of extracurricular activities for students of all ages and interests. Academic clubs, service organizations, and athletics are just a few of the categories represented at the school.

We are a “community of learners” which encourages and supports active involvement from students, parents, teachers and administrators. Open lines of communication are vital to the success of our school. Tools to assist communication include readily accessible voice mail and email. Teacher class pages can assist students with organization skills and keeps families up-to-date with homework and upcoming assignments and projects.

The Sagemont School’s staff is a dedicated, professional group that strives to meet the individual needs of students. With parent support and participation, we are sure that the school year will prove to be exciting, challenging, and rewarding. Parent and student input is important to us and our doors are always open.

Sincerely,

Monica Vigna, Ed. S

Principal

Pilar Valdes, M.S.

Assistant Principal

## THE MISSION STATEMENT

The Sagemont School is dedicated to providing excellence in Academics, Athletics, and the Arts. This education is delivered in a safe, supportive, and culturally diverse learning environment that promotes self-discipline, independence, motivation, and lifelong learning.



## ARRIVAL AND DISMISSAL PROCEDURES

The school hours are 8:30 A.M. - 3:00 P.M. for the early childhood and elementary grades. Before care is available from 7:00 A.M. – 8:00 A.M. Classes will begin promptly at 8:30 A.M. Dismissal is at 3:00 P.M. aftercare is available from 3:00 P.M. – 6:00 P.M. The school clocks are set to atomic time indicated by your cell phone company. Please set your clocks accordingly.

**ALL DISMISSAL CHANGES MUST BE IN WRITING (NOTE OR EMAIL TO THE FRONT OFFICE) by 2:00 P.M. DISMISSAL CHANGES WILL NOT BE TAKEN OVER THE PHONE.** The school will not release your child to anyone unless your approval has been granted in writing. **No student will be dismissed after 2:30 P.M.**

### Basic Safety Rules:

- **DURING CARPOOL TRAVEL LANES ARE DEEMED A “NO CELLPHONE ZONE” TO ENSURE SAFETY OF THE CHILDREN.**
- **PARKING IS PROHIBITED IN THE FIRE LANE AS PER THE FIRE DEPARTMENT.**
- Cars should not be stopped or parked at the crosswalk.
- Children will only be loaded and unloaded from the **PASSENGER** side of the car.
- Teachers and staff are not permitted to load or unload anything from the trunks of vehicles.
- It is the driver’s responsibility to make sure that all passengers are properly secured in their seatbelts.

### Arrival

Parents who drive their children to school may drop their children off at the front gazebo no earlier than 8:00 A.M. **Children may not be dropped off at the annex at any time.** Children who arrive before 8:00 A.M. must attend the early care program. An adult must walk the child into the building. Preschool and elementary school children will not be permitted to walk back to their classroom until 8:20 A.M. Children may not be dropped off anywhere other than the designated drop off areas. **Children who arrive at school past 8:30 A.M. must report to the office to receive a tardy pass.** These children will not be admitted to class without a tardy pass. **Children may not be brought to school after 11:30 a.m. so that the learning environment is not disrupted.**

Parking is limited; therefore we strongly suggest that you use the carpool lane rather than walking in with your child.

## **Dismissal**

Early childhood and elementary school parents who pick up their children by car will be given a placard. Please put the last name(s) of the children who will be picked up in your car (pool). Please make sure to have this placard with you each time you pick up your child. During orientation, parents will complete a form which will include the names of the people allowed to pick up each child. Only those adults listed on the *Health & Emergency Information* or *Student Information* forms may pick up students. A picture I.D. is required. **Dismissal changes must be communicated prior to 2:00 P.M. in writing in order to effectively notify the teacher. For the safety of our students, students will not be released to their older sibling unless they are older than 18. Early dismissal of children must be done prior to 2:30 P.M. Prior written notification is required. In order to ensure the safety of all children students may not be picked up between 2:30 P.M. and 3:00 P.M.**

Parents must stay in the **carpool** line until their children and carpool members are brought to them. For the safety of all children, parents may not walk up to the gazebo to pick up their children. **CHILDREN WILL BE RELEASED FROM THE BACK DOOR OF THE MEDIA CENTER.** Early childhood, kindergarten and first grade parents can select the **walkers** option. Children who are walkers will be brought to the cafeteria at the end of the day. Parents can pick up walkers by entering through the cafeteria door on the east side of the building.

**In order to ensure the safety of all children, parents are not permitted to park in the small administrative parking lot adjacent to the walkers' gate at any time. Students may not be picked up or dropped off from school in the carpool lane by a limousine for birthdays or special events.**

**The Sagemont School will not risk the lives and safety of its students and faculty by dismissing students during a thunderstorm. In case of severe weather a RED FLAG will be displayed by the gazebo entrance and at the walkers' entrance notifying parents to park and walk in to pick up their**



**children or wait in their car until the severe weather subsides. Students will remain in their classrooms if there is a thunderstorm in the area.**

## **ATTENDANCE**

Florida compulsory school attendance law requires students to be in attendance a minimum of 170 school days and receive a minimum of 900 hours of instruction (FL Administrative Code 6A-1.09512). Persistent, excessive school absenteeism will cause unsatisfactory progress and may result in retention.

### **Excused Absences**

If a student is absent from school, a parent/guardian must call the school within 24 hours in order for the absence to be excused. The following are considered excused absences:

- Student illness
- Medical appointment
- Death in family
- Observance of a religious holiday or service when it is mandated for all members of a faith that such holiday or service be observed.

### **Unexcused Absences**

All absences not identified as excused are considered unexcused. Students receiving an unexcused absence will not be permitted to make up work and will receive a zero for test or quizzes given. **As stated in the Florida compulsory school attendance law, students should only miss 9 days of school. Students exceeding this requirement need to be in school for the remainder of the year. After the 5<sup>th</sup> absence, a doctor's note is required or administrative approval to be considered excused.**

Parent Responsibility: Florida Statutes, 1003.24 clearly defines the responsibility of parents for the attendance of their child at school and requires them to provide a **written** explanation for any absence from school.

One of the strongest foundations for school success is regular school attendance. Without regular and consistent attendance, the student misses vital instruction in

regard to subject matter introduction, concept formation and sequential learning which can cause many students to fall behind in their understanding and comprehension. This, in turn, can cause their grades to be lower and lessen the prospect of school being a positive place. **The habitual absence of a child from school is considered sufficient to show that this law has been violated.** All students are expected to attend school regularly in order to benefit from the instructional program. Students who are not at school fall behind and their performance suffers. Regular school attendance teaches students skills such as punctuality and responsibility that are necessary for the rest of their lives. **The Sagemont School adheres to the Florida Compulsory Attendance Laws.**

Parents should try to schedule doctor and dentist appointments after school hours. Should you wish to remove your child from school prior to dismissal, you must come into the office to sign them out. Only those adults listed on the *Health & Emergency Information* or *Student Information* forms may pick up students. **Students may NOT be signed out after 2:30 P.M. due to the potential safety and security issues related to the dismissal procedures.**

## **Absentee Policy**

1. If, during the course of school year, a student has unauthorized absences sufficient enough to jeopardize academic progress, in accordance with F.S. 1003.24, the procedures under Florida Statutes 984.151, 1003.26 and 1003.27 shall be followed by the appropriate school personnel.
2. If a student is absent from school, the parents must call the office within 24 hours to report the absence.
3. If a student is absent the day of an extracurricular practice/event, the student **WILL NOT** be eligible to participate on that day (ex: sports, drama, chorus, etc.).
4. Students must bring a note from home to the teacher excusing their absence the first day back at school.
5. If parents do not send a note to the school regarding the absence, then the absence is considered unexcused.
6. Teachers will set up a conference with the parents after the 4<sup>th</sup> unexcused absence.
7. Persistent absenteeism is grounds for expulsion from the school.
8. A doctor's note is required:
  - a. If your child has a fever during the previous 24 hours and you wish your child to return to school the next day.
  - b. Before any medication will be given.

- c. For a child returning to school after an illness requiring prescription medication. This note must indicate that he or she is not contagious and may return to school.
  - d. For a child returning to school after a communicable disease such as chicken pox, strep throat, bronchitis, etc.
  - e. If your child has a heavy nasal discharge or persistent cough.
9. Families should not plan family vacations or trips during on school days.
10. **Extended Student Absences:** It is the student's responsibility to complete any work missed during an extended absence and to comply with grade level policies. Teachers do not reteach material missed during an extended absence. (For extended medical leave or death in the family, individual arrangement will be made through the guidance office).

## **TARDY POLICY**

**The school day begins at 8:30 A.M. Students who arrive late to school disrupt the learning process.** Students who arrive at school past the designated start time must report to the office to receive a tardy pass. **The tardy pass is their admission ticket to class. Tardy students will be escorted by a staff member in order to minimize disruptions to the classes which are already in session.** Excessive tardies will impact academic progress and may result in after school detention or indoor suspension. **Tardiness and leaving early without an acceptable excuse, for the purpose of this policy, are seen as a violation of 1003.21, F.S. (compulsory attendance statutes).**

## **LEARNING ENVIRONMENT**

At Sagemont, we expect students to:

- Build strong foundation of knowledge through research, application, and innovation.
- Be problem solvers and critical thinkers who analyze and synthesize available information.
- Demonstrate empathy, kindness, and communicate respectfully and collaboratively with others.
- Become global citizens by embracing diversity and a commitment to service.
- Take responsible risks and approach problems with creativity, perseverance, and grit.
- Develop confidence and independence and understand the importance of self-evaluation.

Thus, our expectation is that students will behave in a fashion consistent with our Learning Outcomes. Behavior that violates these expectations will be dealt with progressively. Consequences include a meeting with parent/guardian, principal, Head of School, suspension and expulsion, depending on the severity and/or repetition of behavior.

The staff at The Sagemont School strives to develop a positive relationship with your child. Our goals for discipline are to help your child learn self-control and how to get along with others. Because our school offers an interesting and challenging program, discipline concerns are kept to a minimum. The school's discipline techniques are based on a positive approach, praising the child's behavior and redirecting inappropriate behavior.

The school utilizes *The Peace Works* curriculum which teaches children conflict resolution strategies needed to solve disputes. The most important component of *Peace Works* is teaching the children to appreciate the differences in others. The major values that the program teaches are listening, respect and responsibility. In addition, students are recognized at a school-wide assembly on a monthly basis for exemplifying the selected character trait of the month.

### **Social Media Guidelines**

As a Sagemont student, you should be respectful of others. This means not posting statements that are maliciously false, misleading, obscene, defamatory, threatening, offensive, discriminatory, or violate confidentiality or privacy of others. This type of conduct is expressly discouraged by The Sagemont School in social media or any other forum.

### **Photography/Video Recording**

Unauthorized photography and/or video recording is strictly prohibited. This includes but is not limited to camera phones, disposable and digital cameras, and computer equipment.

## **DRESS CODE**

We feel uniforms project a positive image to the community. The purpose of Sagemont's uniform is to provide a sense of unity, and is a reminder of Sagemont's values and Learning Outcomes.

## **All Sagemont students should:**

- Wear shirts, sweatshirts, sweaters, and jackets with current school logo.
- Wear uniform shirts under all Sagemont outerwear.
- Purchase a Sagemont collared shirt and a red uniform shirt, as this is needed for various events on and off campus throughout the year.
- Wear pants and shorts at waist level, not be rolled at the waistband.
- Wear shorts, skorts, and skirts that are minimally “fingertip length.”
- Wear pants, shorts, skirts, and skorts in khaki or black purchased from the school’s store, *The Cub’s Den*.
- Wear sneakers or flat closed toe shoes.
- Come to school dressed without caps or bandanas.

On dress down days, Sagemont students should:

- Refrain from wearing miniskirts or “soffe”-style shorts, or any other shorts other than Bermuda or athletic basketball shorts.
- Refrain from wearing see-through tops, spaghetti straps, or camisoles.
- Refrain from wearing inappropriate or offensive pictures, slogans, or language.
- Refrain from wearing flip-flops, crocs, sandals, or slippers

Administration reserves the right to determine if the dress is appropriate for the school environment. Full dress code is in effect on campus daily from time of arrival to time of dismissal.

A student who wears inappropriate clothing in violation of the dress code will not be allowed to attend class until appropriate clothing can be acquired.

## **EMERGENCIES**

Parents are required to complete either the *Health & Emergency Information* (new students) or *Student Information* (returning students) form that includes all of the student’s emergency phone numbers. In case of an accidental injury, every attempt will be made to reach a parent or alternate emergency contact. If necessary, an ambulance or paramedic will be called. Until the arrival of a parent or medical personnel, the administration will make the necessary decisions regarding the care of the child. You will be expected to assume responsibility of the resultant expense.

**It is imperative that you keep the school up-to-date on phone numbers, emergency numbers and other pertinent information.**

## **Hurricanes**

The Sagemont School will follow the Broward County School Board decision when a hurricane is approaching our area. If the county schools are closed for the day, we will also be closed. This information is available via television and radio reports. We will also generally follow the Broward County School Board decision regarding the reopening of school unless you are notified otherwise by phone and/or email. Additionally, information will be posted on the school website.

Tuition will not be refunded for school closures due to natural disasters, hazardous building conditions or loss of building utilities beyond our control. Parents are required to pick up their children immediately should schools be closed while already in session. Please listen to broadcast reports because we may not be able to reach you by telephone.

## **APPEARANCE**

Any student representing Sagemont through participation in athletics will be expected to maintain a neat and well-groomed appearance at all times. The coach establishes expectations for dress and grooming on game days at the pre-season informational meeting. All clothing must be school appropriate attire.

## **SCHOOL DISCIPLINE**

Any student-athlete that is assigned an in-school or out of school suspension is not eligible to participate in any practice or contest during the days of suspension.

## **SPORTSMANSHIP EXPECTATIONS**

### **ATHLETICS**

The Sagemont School establishes a tradition of excellence in athletics as well as academics. The entire Sagemont staff is prepared to assist the student in both academic and athletic endeavors. Our desire is that the students experience a healthy

combination of personal growth, academic achievement, and athletic success during their years at Sagemont.

It is the duty of all student-athletes, coaches, officials, and spectators concerned with interscholastic athletics to:

- \* Remember that an athletic contest is only a game, not a matter of life or death.
- \* Emphasize the proper ideals of sportsmanship, ethical conduct and fair play.
- \* Stress the values derived from playing the game fairly.
- \* Establish a cordial relationship between visitor and host.
- \* Respect the integrity and judgment of the officials.
- \* Achieve a thorough understanding and acceptance of the rules of the game and the standards of eligibility.
- \* Encourage leadership, use of initiative, and good judgment by all student-athletes on the team.
- \* Recognize that the purpose of athletics is to promote the physical, mental, moral, social and emotional well-being of the individual student-athletes.
- \* Any type of “hazing” or initiation activity is not endorsed by The Sagemont School and is strictly prohibited.

## **SPECTATOR SPORTSMANSHIP EXPECTATIONS**

All spectators at athletic contests involving Sagemont Athletic Teams are expected to:

- \* Demonstrate sportsmanship.
- \* Respect the property of the school and the authority of school officials.
- \* Show respect and courtesy to opposing student-athletes, coaching staffs and fans.
- \* Respect the integrity and judgment of the officials.
- \* Do not applaud opponent error or penalty.
- \* Do not boo, jeer or distract the opposing team.
- \* Only team members and coaches are allowed on the team bench

**Note:** Any violation of the above guidelines could result in loss of privileges to attend any Sagemont athletic contest.

## **BIRTHDAY CELEBRATIONS**

**Early childhood** students may celebrate their birthdays with their classmates during the last 30 minutes of school. **Due to the fact that there are many children with severe food allergies, please consult with the teacher prior to bringing in any snacks or food for your child's small celebration.** If your child is in the VPK half day program, please contact the homeroom teacher to determine the time to celebrate their birthday. Parents who wish to take part in the celebration should purchase cupcakes or cookies for each child and a healthy drink. Please arrange the time and date with your child's teacher at least one week in advance. We are very sorry for any inconvenience; however, siblings or any other minors may not attend school birthday celebrations. **PLEASE NO PARTY FAVORS, BALLOONS OR GIFT BAGS OF ANY KIND MAY BE DISTRIBUTED.**

**Kindergarten through Fifth Grade** students may celebrate their birthdays with their classmates during the student's lunch period. **Due to the fact that there are many children with severe food allergies, please consult with the teacher prior to bringing in any snacks or food for your child's small celebration.** Parents who would like for their child to celebrate his/her birthday at school should purchase cupcakes or cookies for each child. **The cupcakes or cookies are to be distributed ONLY to the child's homeroom class, NOT the entire grade level.** Please arrange the date with your child's teacher at least one week in advance. Food must be delivered prior to the start of school on the day it is to be served. We are very sorry for any inconvenience; however, siblings or any other minors may not attend school birthday celebrations. **PLEASE NO PARTY FAVORS, BALLOONS OR GIFT BAGS OF ANY KIND MAY BE DISTRIBUTED.**

## **BIRTHDAY INVITATIONS**

In order for your child to hand out birthday invitations at school, the child's entire homeroom class must be invited. This is to make sure that no one feels left out. If you would like to extend your invitation to just a few select students, please make sure to make arrangements to mail the invitations as they will not be able to be handed out in school.



## HEALTH AND MEDICINE

### Immunizations

Your child's health and safety are of major importance to us. Upon enrollment, all students must provide the required *Florida Certification of Immunization*, Form 680 and the *School Entry Health Exam*, form DH 3040. Immunizations must be kept up-to-date.

A child who becomes ill during the day will be isolated in the front office. You will be contacted in the event your child becomes ill during the school day and needs to be picked up. Mandatory pick up is required for students with the following illnesses:

- ~ fever
- ~ diarrhea
- ~ vomiting
- ~ heavy nasal discharge
- ~ unidentified eye irritation
- ~ wheezing and/ or persistent cough
- ~ communicable disease
- ~ unidentified rash

### Medicine Dispensing Procedures

1. Parents must fill out *The Sagemont School Medication Form* before the school administers medication to the students. The form must indicate the date and the exact dosage of the medicine that is to be given.
2. All prescription medication must be in the original containers. We are not permitted to administer over-the-counter drugs, including cough drops.
3. A medicine spoon must be included with the child's name.
4. All medicines and forms will be collected and released by an administrator or his or her designee.

### Lice Policy

The Sagemont School takes a proactive approach to the lice problem. Lice is a regular occurrence and is readily treatable. Please visit [https://www.cdc.gov/parasites/lice/head/gen\\_info/faqs.html](https://www.cdc.gov/parasites/lice/head/gen_info/faqs.html) for the most updated information on cause and treatment. Children will not be permitted at school if there are nits present in the hair. Treatment for lice must include the removal of all nits from the hair shaft. The school conducts a minimum of one professionally done lice check each year.

## **PARENTAL INVOLVEMENT/VOLUNTEERS**

Parents are welcome at The Sagemont School at all times. There are a variety of ways parents can become involved in the education of their children. Parents, grandparents, and community members are encouraged to volunteer at our school. Anyone interested in being a school volunteer should contact the PTO. Volunteers may be used to chaperone field trips, assist at pizza lunches, media center, or Cub's Den. A **required** volunteer orientation is held in the beginning of the school year for all first year Sagemont parents who wish to volunteer. This training will communicate guidelines for volunteering. **Parents are to volunteer and/or attend meetings without younger siblings.**

### **Parent Teacher Organization (PTO)**

Membership in the PTO is encouraged for all Sagemont families. It is the mission of the PTO to:

1. Promote closer understanding and cooperation among parents, teachers, students and the administration.
2. Plan fundraising activities to assist the school in obtaining educational and recreational enhancements to benefit all of our students.
3. Coordinate the parent-volunteer program at the school.
4. Organize various school celebrations in conjunction with the curriculum and the needs of the school.

## **PARENT/SCHOOL COMMUNICATION**

In order for effective learning to take place, parents are urged and encouraged to be involved in their child's education. The Sagemont School uses a variety of methods to promote this interaction; the primary method is email. **Please be sure you inform us when you change providers or addresses.**

### **Computer and Phone Interaction**

1. Each teacher and administrator has an email account. The address is the initial of the first name, last name and @sagemont.com (i.e. mvigna@sagemont.com).

2. Each teacher and administrator has voice mail. Teachers will return phone calls before school, after school, and during their planning periods.

## Meetings

1. Parent/teacher meetings can take place throughout the school year.
2. Either parents or teachers may initiate the request for a meeting.
3. It is the responsibility of the teacher and parent to schedule the meeting.
4. Should a parent wish to speak to more than one teacher at a time, that request must be initiated with the school counselor.
5. Parents are encouraged to use email, voice mail, or written notes to contact teachers.

During parent -teacher conferences:

- ask to see samples of your child's work, talk to his/her teacher about whether the work samples are satisfactory, or how your child could have done a better job on the assignments.
- ask about the resources available in each subject so that you can assist your child in reaching or surpassing their educational goals. Report cards are designed to communicate with parents; they should be helpful and easy to understand.

## SCHOOL LUNCH

The Sagemont School offers nutritious hot lunches that may be purchased by students. Parents will be provided with monthly lunch menus. On the lunch menus, parents will indicate which days they want their children to receive the lunches. Parents will then return the menus, along with payment in full, to the school office. Parents also have the option of sending lunch. If you choose to send a lunch with your child, please see that it is nutritious. Due to health regulations, we ask that lunches not be dropped off in the main office. Due to the number of allergies in the school, students **MAY NOT** share or trade food. Students in kindergarten and above eat lunch in the cafeteria. Early childhood students eat lunch in their classrooms. The Sagemont PTO sponsors pizza lunch every Friday. Registration for the pizza lunches is available on the school's website. If you choose not to participate in the pizza lunch, please send lunch for your child on Fridays.

## LOST AND FOUND

Lost and found is located in the front office. Please make sure all items are labeled with your child's name. Lost and found items will be held for 2 weeks and then discarded.

## STUDENT ASSESSMENT

### Standards Based Report Cards

Standards-based grading practices provide specific clear learning goals for students, parents, teachers and administrators for what a student must know and be able to do to master the content of a course. This grading practice allows teachers to be consistent with common best practices based upon educational research. Most importantly, Standards-based report cards provide clarity for students and families as to what the grading criteria and expectations are between and amongst teachers, courses, and The Sagemont School.

**Standards: The standards listed on your child's report card will indicate the material we expect students to master in each content area. Not every standard is introduced and practiced each term; however, all standards should be mastered by each student by the end of the school year. The following terms indicate where students are in their learning of standards:**

E	Exceeding	Student has mastered the grade level expectations for this standard and is exploring greater breadth and depth of learning. Student consistently explores learning independently.
M	Meeting	Student is meeting grade level expectations of mastery for this Standard.
Ap	Approaching	Although student is working below grade level expectations for this standard, they are making adequate progress. Additional learning is required to master this standard at grade level.
CN	Concern	Student is performing significantly below grade level expectations and not making adequate progress toward meeting content standards.

### **Type of Coursework to Assess Learning:**

Coursework may be formative or summative.

- **Formative assessments** are designed to provide direction for improvement. Formative assignments are reviewed for accuracy and used only to provide descriptive feedback. The goal of the formative assessment is to collect detailed information that can be used to improve instruction and student learning and is integrated into the teaching and learning process.
- **Summative assessments** are major end of learning unit tests, projects, or writing pieces. Summative are assessments of learning that provide measureable evidence of learning. Summative Assessments **are graded** to determine the semester outcome for each subject area. The final grade will be determined by the standard grades from each summative assessment.

### **Grading Scale**

A-90-100

B-80-89

C-70-79

D-69 and below

**Retake Policy:** The focus of The Sagemont School is on learning, therefore, students have the opportunity to retake their summative assessments to gain greater understanding to learn and grow.

What qualifies for a retake?

- Summative Assessments
- 1 Attempt (additional attempts at teacher discretion)
- Timeline – Retakes must be completed no later than two weeks after the teacher returns the summative assessment.

Criteria for Retakes:

- Completion of all required formative assessments
- Completion of all re-teaching/relearning activities as determined by the teacher
- Completion within the predetermined timeline

## Learning Outcomes

The content in each subject area is delivered through our Learning Outcomes. Students are given the opportunity to practice and improve in each of these outcomes as they learn the Content Standards. A student's report card will include their grade on Content Standard, as well as feedback on our Learning Outcomes. The following descriptors indicate student performance in each Learning Outcome:

- Apprentice (App): Student is just beginning to explore this Learning Outcome and requires guided assistance.
- Novice (N): Student is beginning to demonstrate some attributes of the Learning Outcome or demonstrates the outcome in limited situations.
- Practitioner (P): Student demonstrates this Learning Outcome consistently across all learning situations.
- Expert (Ex): Student demonstration of this Learning Outcome, across all learning situations, serves as an exemplar for others.

<b>COGNITIVE SKILLS</b>
Student builds and retains knowledge
Student researches thoroughly and meaningfully
Student applies learned skills and knowledge
Student utilizes his/her own ideas and solutions
<b>INTERPERSONAL SKILLS</b>
Student demonstrates empathy
Student is kind to others
Student communicates respectfully
Student communicates collaboratively
<b>SELF-AWARENESS SKILLS</b>
Student takes responsible risks to try new things/ideas
Student displays individuality and creativity in solving problems
Student is able to work independently
Student self-evaluates

## Learning Support Needs

*The Sagemont School does not accept students having severe emotional/behavioral issues.*

<p><b>Level 1</b> <b>(student requires minimal accommodations, support, time)</b> <i>* The Sagemont School has the resources to meet the needs of these students.</i></p>	<p>Student meets grade level expectations, as defined by The Sagemont School benchmarks, with minimal accommodations*:</p> <ul style="list-style-type: none"> <li>• Student makes expected academic progress, generally a year’s growth in a year’s time.</li> <li>• Student requires 150 - 220 minutes/week of support.</li> <li>• Student benefits from instruction provided by Mountain Peak teacher and all other classroom teachers.</li> <li>• Student makes academic progress in small group and whole class setting.</li> <li>• Formal and informal assessment data indicate student is performing six months to one year below The Sagemont School benchmark expectations.</li> <li>• Student has average to above average intelligence as indicated by all indices on a current norm-referenced standardized cognitive assessment. Subtest scores may fall below the average range.</li> </ul>
<p><b>Level 2</b> <b>(student requires accommodations, support, time)</b> <i>* The Sagemont School has the resources to meet the needs of these students.</i></p>	<p>Student meets grade level expectations, as defined by The Sagemont School benchmarks, with accommodations*:</p> <ul style="list-style-type: none"> <li>• Student makes expected academic progress, generally a year’s growth in a year’s time.</li> <li>• Student requires 220 - 300 minutes/week of Mountain Peak support.</li> <li>• Student benefits from instruction provided by the Mountain Peak teacher and all other classroom teachers.</li> <li>• Student makes academic progress in 1:1, small group, and whole class setting.</li> <li>• Formal and informal assessment data indicate student is performing one to two years below The Sagemont School benchmark expectations.</li> <li>• Student has average to above average intelligence as indicated by all indices on a current norm-referenced standardized cognitive assessment. Subtest scores may fall below the average range.</li> <li>• Student may require additional Student Support Services (i.e. counseling, behavioral support, ESL, SLP, OT, PT, or other outside services).</li> </ul>
<p><b>Level 3</b> <b>(student requires modified curriculum, specially designed instruction, extensive time)</b> <i>* The Sagemont School does not have the resources to meet the needs of these students.</i></p>	<p>Student is unable to meet grade level expectations, as defined by The Sagemont School benchmarks:</p> <ul style="list-style-type: none"> <li>• Student does not make expected academic progress; a modified curriculum** as stated in an Individualized Education Plan, is required.</li> <li>• Student requires more than 300 minutes/week of Mountain Peak support and requires support in multiple content areas.</li> <li>• Student requires long-term specially designed instruction planned and implemented by a certified special education teacher.</li> <li>• Student requires 1:1 and small group instruction; student’s individual needs cannot be met in a regular classroom setting.</li> <li>• Formal and informal assessment data indicate student is performing two or more years below The Sagemont School benchmark expectations.</li> <li>• Student has below average intelligence as indicated on one or more indices on a current norm-referenced standardized cognitive assessment.</li> <li>• Student may require additional Student Support Services (i.e. counseling, behavioral support, ESL, SLP, OT, PT, or other outside services).</li> <li>• Student exhibits social, behavioral, and/or emotional characteristics (i.e. depression, aggression, ADHD, etc.) that contribute to an inability to function within grade level expectations.</li> <li>• Student may require a program and schedule designed in collaboration with an outside agency.</li> </ul>

\* **Accommodations** alter the environment, format, or equipment (not the curriculum) that allows an individual with learning difficulties to gain access to content and/or complete assigned tasks. They allow students with learning difficulties to pursue a regular course of study.

**\*\* Modifications** change the curriculum. Modifications are made for students with learning difficulties who are unable to comprehend all of the content or skills being taught. Students are unable to pursue a regular course of study and require curriculum tailored to their individual needs. These students would be unable to meet current graduation requirements.

## **Academic Honor Code**

During the first week of school, teachers in the upper grades will discuss The Sagemont School's academic honor code. It is expected, at the conclusion of the discussion, that the student will understand that plagiarism is an act of intellectual dishonesty, it is academically unethical, and it is unacceptable to commit any of the following acts:

- To submit an essay written in whole or in parts by another student as if it were my own.
- To download an essay from the internet, then quote or paraphrase from it, in whole or in part, without acknowledging the original source.
- To restate a clever phrase verbatim from another writer without acknowledging the source.
- To paraphrase part of another writer's work without acknowledging the source.
- To reproduce the substance of another writer's argument without acknowledging the source.
- To take work originally done for one instructor's assignment and re-submit it to another teacher.
- To cheat on assessments through the use of crib sheets, hidden notes, viewing another student's paper, revealing the answers on my own paper to another student, through verbal or textual communication, sign language, or other means of storing and communicating information, including electronic devices, recording devices, cellular telephones, headsets, and portable computers.
- To copy another student's work and submit the work as if it were the product of my own labor.

Students need to understand that the consequences for committing any of the previous acts of academic dishonesty can include a failing grade for the assessment. A central focus of a college preparatory school is to teach our learners proper research skills that will be correctly utilized both at Sagemont and in college. We want our students to understand and exhibit the proper manner to cite sources when working on papers or projects. We also want to create a learning environment based



on honor and teach respect for the work of others. Therefore, in order to augment and support student efforts, all English teachers, along with our writing and ESOL teachers, will work with students on synthesizing and summarizing information.

### **Academic Probation**

Any student with a “Concern” for the average grade will be placed on academic probation. The school counselor will schedule a student/parent/teacher conference to discuss strategies to improve academic performance.

### **Report Cards**

Semester report cards are issued approximately one week following the conclusion of the semester. However, the final report card will be issued approximately two weeks from the conclusion of school. These reports are retained by the parents/guardians and not returned to the school. Report cards reflect a snapshot of a student’s progress to that point within the grading period.

### **Standardized Tests**

Students in grades K - 5 will take a nationally recognized standardized test administered in the spring. Standardized testing allows the school to compare our students’ performance with children in the rest of the country. Students prepare for this test by taking practice tests each quarter.

The ERB (Educational Records Bureau) is a well-established and highly reputable test commonly used in college preparatory private schools and highly regarded public school districts throughout the U.S. The ERB will be conducted during April through early May. We will provide you with dates for each grade as we get closer to that time. The specific assessments are as follows:

**Kindergarten** Admission Assessment for Beginning Learners (AABL). This test consists of two main sections: reasoning (verbal and quantitative) and achievement (early literacy and mathematics). The test takes 30-40 minutes to complete.

**Grades 1 and up** Comprehensive Testing Program (CTP) assessments will be administered over four 45-minute sessions. The four test sections are verbal reasoning, reading comprehension, quantitative reasoning and mathematics.

## **Student Cumulative Folders**

Official documents related to a student's academic performance are kept by the registrar of the school. These documents include transcripts, report cards, standardized test scores and psychological testing information. This information is available to staff members working with students and their legal guardians. Staff and/or parents may check their student's/child's cumulative folder out with the registrar present. Additionally, they must present the cumulative folder back to the registrar who verifies that it was returned.

## **HOMELEARNING**

Homelearning is an important extension of the academic program at The Sagemont School. Homelearning may include reinforcement of basic skills, independent reading, working on long-term projects and studying for tests and quizzes. Homelearning is to be purposeful and meaningful. Homelearning is not assessed.

## **STUDENT PROGRAMS / ACTIVITIES**

### **Grade Level Performances for grade PK-3 – 5<sup>th</sup> grade**

Each grade level is responsible for putting on one performance during the school year. Once dates are selected, parents will be notified. **Performances are intended for the parents of the performing grade level.**

### **Friday Clubs for Kindergarten – 5<sup>th</sup> grade**

On Fridays, the students in kindergarten are involved in clubs within their own classroom. They participate in a variety of activities such as cooking, arts and crafts as well as music. Activities vary depending on the semester's theme. Students rotate to the different stations.

In 1<sup>st</sup> through 5<sup>th</sup> grade, students participate in primary clubs sponsored by the teachers related to STEAM, Art, Science, Athletics, Drama and much more. Clubs begin at 2:00 P.M. and conclude at 2:45 P.M. Clubs will change each semester.

## **End of the Year Recognition Ceremonies and Awards Assemblies**

Students in Preschool–Prekindergarten will have an end of the year performance/completion ceremony. Students in Kindergarten through 2<sup>nd</sup> grade will participate in a grade level recognition ceremony that takes place at the end of the school year. For our students in 3<sup>rd</sup> through 5<sup>th</sup> grade, end of the year awards will be given to students that have demonstrated our schoolwide learning outcomes across the different academic and special areas.

### **Talent Show for 1<sup>st</sup> – 5<sup>th</sup> grade**

Students in 1<sup>st</sup> – 5<sup>th</sup> grade will have the opportunity to showcase their talent in our school-wide talent show. The students will audition prior to the show. Each performance is limited to 3 minutes. Students may not throw confetti, candy, beads, streamers, glitter, etc.

### **Distance Trips for 3<sup>rd</sup> – 5<sup>th</sup> grade**

Students in 3<sup>rd</sup> grade visit a location in Florida that correlates with the curriculum. The 4<sup>th</sup> grade students participate in a two day field trip to St. Augustine which pertains to the grade’s geography standards. The 5<sup>th</sup> grade students participate in a marine lab field experience trip to learn about marine life and nature. Chaperones for distance trips are selected via lottery. Parent meetings are scheduled to discuss the logistics and costs of trips.

### **Student Council for 3<sup>rd</sup> – 5<sup>th</sup> grade**

Beginning in 3<sup>rd</sup> grade, students may serve as class representatives. Fourth grade students may choose to run for the office of Vice President or Treasurer. Fifth grade students may choose to run for the office of President, Secretary or Historian. Students will demonstrate excellent leadership skills and serve as a role model to their peers.

### **Sagemont Singers for 3<sup>rd</sup> – 5<sup>th</sup> grade**

Students in 3<sup>rd</sup> through 5<sup>th</sup> grade have the opportunity to audition and join the chorus at the Sagemont School. The chorus performs at our monthly school assemblies, community events, and at a Florida theme park.

### **Flag Duty for 4<sup>th</sup> grade**

The teachers in 4<sup>th</sup> grade are responsible for selecting fourth graders on a rotating basis for flag duty. The students assigned to flag duty must be in school by 8:05 A.M. to assist raising the American flag as well as the Sagemont flag.

### **Safety Patrol for 5<sup>th</sup> grade**

The 5<sup>th</sup> grade teachers are responsible for selecting fifth graders on a rotating basis for safety patrol. The students assigned to safety patrol must be in school by 8:05 A.M. to monitor the hallways while students are walking back to their classrooms.

### **RISE (Research and Inquiry for Student Enhancement) pull-out program for 3<sup>rd</sup> – 5<sup>th</sup> grade**

Enrichment pull-out class participation is based on a rigorous set of standards. Students are first identified by obtaining a 90<sup>th</sup> percentile in the complete battery of a standardized test. Once identified, the students are evaluated through the recommendation checklist which is completed by their previous teacher. If the student meets all the criteria, he/she will be eligible to participate in the enrichment pull-out program for that school year. The class meets once a week where an accelerated and challenging curriculum is taught in the areas of reading, writing, and research.

### **National Elementary Honor Society Member prerequisites for 4<sup>th</sup> and 5<sup>th</sup> grade**

To become a member of the National Elementary Honor Society, students in grades 4 and 5 are first identified based on their grade point average of 3.75 or higher for the last three quarters. After identification, a faculty committee completes a form for each potential candidate a checklist based on the four NEHS qualities that the student must possess in order to be a successful member of this society. The qualities are Scholarship, Responsibility, Leadership, and Service. Students that meet these criteria will complete an application that showcases their involvement in the community and the school as well as leadership opportunities. The faculty committee will reconvene to review the application and determine acceptance. Once the student becomes an inducted member, he or she will be required to perform 10 community service hours within the school year.

Students receiving an administrative detention will have their case reviewed by the faculty committee. The committee will decide to remove the member from NEHS or put the student on a 60 day probation during which he or she cannot receive any additional detentions during this period. Violation of the probation and/or a second administrative detention will be an automatic removal from NEHS.

### **Honor's Club**

Honor's Club is one of the Friday clubs at The Sagemont School that is by invitation only. Students in fourth and fifth grade who score in **the 90<sup>th</sup> percentile in the complete battery of a standardized test** and exemplify many of the school's learning outcomes as evaluated through a rubric are eligible to participate. Students must sustain this criterion to be invited each year. Once a student accepts the invitation, he/she will participate in critical and creative thinking skill based activities.

### **Co-Educational Interscholastic Sports**

Students in grades in 4 and 5 are eligible to try out for interscholastic team sports. Sports may include soccer, basketball and volleyball. Students who wish to participate and remain on the team must maintain a GPA of 2.5 and have a maximum of 3 excused absences from practices.

## **STUDENT SERVICES**

### **School Guidance Counselor**

Our guidance counselor works with students, parents and teachers. The role is proactive, spending a large portion of his/her time working with students on self-esteem and character education in order to assist students in reaching their maximum potential. The counselor also meets with students to discuss job awareness and student problems. Our school guidance counselor is available to work with parents, teachers, and students. She will be offering a variety of workshops on various topics throughout the school year. She will be available both before and after school to meet with parents. (954) 384-5454 Ext. 3417

### **Speech and Language Pathology Program**

*Partners in Speech* provides speech and language services at The Sagemont School. Speech and language screenings are performed at the school with parental

permission. Follow up therapy in areas of auditory, verbal and language-processing skills are available. Please contact Partners in Speech directly at (305) 531-0081.

### **Occupational Therapy**

Occupational therapy screenings are performed at the school with parental permission. Follow up therapy in the areas of fine motor skills, hand-eye coordination, a program that includes exercises to help students increase strength and dexterity are available. Please contact Monica Vigna at (954) 384-5454 for more information regarding these services.

## **ADDITIONAL PROGRAMS**

### **Extended Day Program**

The extended day is a family option which matches the schedule of working parents and the school schedule. An extension of the academic program, the extended day features an array of activities including academic assistance, sports, music and arts and crafts. The extended day runs from 7:00 A.M. - 8:00 A.M. and from 3:00 P.M. - 6:00 P.M. Registration forms for the extended day program are available in the school office.

## **EARLY AND AFTERCARE INFORMATION**

- Early care is available before school from 7 A.M. until 8 A.M. During this time, students play quiet games, draw, color, or just relax and prepare for their day. The cost of early care only is \$175 per month for 5 days per week or \$105 per month for 3 days per week.
- Our Aftercare program runs from 3 P.M. until 6 P.M. Students are split up into age appropriate groups. Students participate in a variety of enrichment programs throughout the week. Students are also given time to complete homework. Time for board games, coloring and outside play is also provided. The cost of after care is \$325 per month for 5 days per week or \$195 for 3 days per week.
- **An overtime charge of \$1.00 per minute per child will be assessed for children who are picked up later than 6:00 P.M.**
- If you combine early and after care the cost is \$425 per month for 5 days per week, \$255 per month for 3 days per week.
- Aftercare ends promptly at 6:00 P.M. There is a \$1.00 per minute charge for late pickups after 6:00 P.M. Not adhering to this policy after three late

occurrences will result in your child no longer being allowed to participate in the aftercare program.

## **Family Nights**

The Sagemont School offers programs throughout the year to give parents an opportunity to learn along with their children. Examples of these programs include a multicultural event, literature experiences, science labs, a curriculum fair and classroom presentations. The family nights will take place in the evenings. The dates and times for these events are on the school calendar and on our website at [www.sagemont.com](http://www.sagemont.com).

## **Field Trips**

Throughout the school year, children will participate in a variety of field trips related to what they are studying in class. **Siblings or any other minors are not permitted on field trips for safety reasons. Due to the number of allergies, food may not be purchased or brought by a parent to be distributed to the students.** If your child is going on a field trip, they are to ride the school bus. **They may not meet the group at the venue.** The teacher is responsible for bringing the snacks if necessary. The Sagemont School prohibits students from buying sharp objects at field trip venues such as plastic swords or any other replica of a weapon. Parent chaperones are to enforce this rule, since these items can become a safety hazard. Please note that grandparents, siblings or other family members may not be field trip chaperones. The field trip venue and the school reserves space for parent chaperones. You will be contacted by the teacher or room parent to volunteer. If you are not a parent chaperone, we ask that you **DO NOT** follow the bus to the venue or meet the group at the location. Parents are not allowed to drink hot beverages on the bus due to the safety of the children.

## **CONCLUSION**

We welcome you to our community of learners at The Sagemont School.

**Please sign the first page of this handbook to verify that you have read and agree to follow the policies and procedures in this handbook. Please return the signed page to the office.**