



“Community of Learners”

Parent/Student Handbook
2018-2019



2585 Glades Circle ♦ Weston, FL 33327 ♦ (954) 389-2454
www.sagemont.com



PARENT/STUDENT HANDBOOK

Throughout this *Handbook*, the importance of parental participation in the education of your child/children has been stressed for the Sagemont community. An important function of parental participation is helping children comply with the rules of the school, which are intended to support safety and security, as well as our Learning Outcomes. 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 form the framework for a positive school environment.

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

“Community of Learners”

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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 co-curricular 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. The use of our on-line grade book for every course (Portals) enhances feedback between teachers, students, and parents. Additionally, 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.

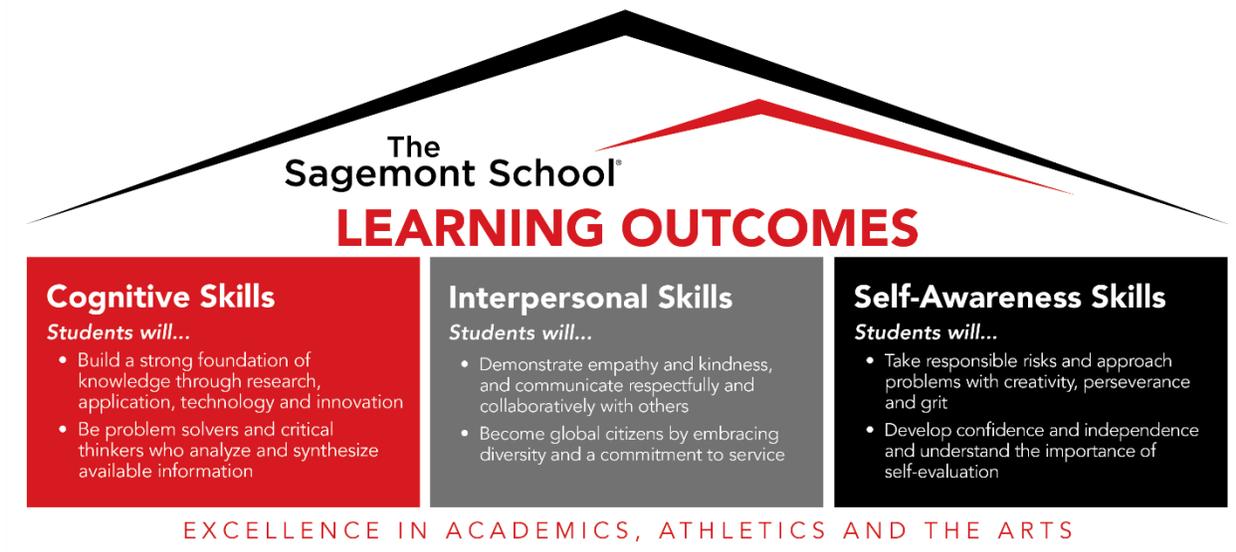
Sincerely,

A handwritten signature in blue ink, appearing to read "M. Nelson".

Mellesia Nelson
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.



The guidelines, procedures, and policies that follow are based on the intention to assist and promote these Learning Outcomes.

ARRIVAL AND DISMISSAL PROCEDURES

Arrival

The school hours are 7:45 a.m.-2:40 p.m. for all students. Parents who drive their children to school may drop their children off beginning at 7:15 a.m. Please do not drop students off anywhere other than the designated drop off area. Be advised The Sagemont School does not provide supervision of any student prior to 7:15 a.m. **Students who arrive at school past 7:45 a.m. are late and must report to the office to receive a tardy pass.** On time arrival correlates with students' success in school and excessive tardies will negatively impact students' academic performance.

All students must be dropped off and picked up in the north parking lot (closest to I-75). Additionally, this parking lot serves as the location for student parking. For safety purposes, parents MUST utilize the carpool line during arrival and dismissal. Please note that parents cannot use the student parking lot as an additional drop-off or pick-up option, as this creates a safety hazard. Students with parental approval may choose to walk or ride their bicycles to school. Students need to secure their bicycles to the rack provided by the school. Students must supply their own lock.

Any student that drives to school must purchase a parking space from the junior class sponsor. Students will receive a parking decal which must be displayed on the front dashboard at all times. Student drivers will park in the north parking lot. In order to keep students, parents, and staff members safe, cell phone use is prohibited when driving in the car pool line to drop off or pick up students.

Dismissal

Parents picking up children at the conclusion of the school day are to use the same traffic pattern as in the morning.

Parents are requested to stay in the carpool line until their children and/or carpool members get into the vehicle. In order to provide a safe dismissal, parent cell phone use is prohibited in the carpool line. Students must enter cars from the passenger side of the vehicle. Those students who have parental approval to walk or ride their bicycles to school will be dismissed with the other students.

Students will not be dismissed during a thunderstorm. Students will remain in their classrooms if there is a thunderstorm or tornado watch in the area. At their discretion, parents may come into the school office and request that their children be released.

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). The Sagemont School student may not be absent more than 10 days in the school year 2018/2019 to be awarded course credit as shown below:

- Minimum 136 hours of course instruction – annual credit
- Minimum 68 hours of course instruction - semester credit

Note: Students who do not meet these minimum requirements will not receive credit for the courses taken and will have to re-take the classes online. Tardiness or missing a specific class counts as an absence for that class (see below).

Excused Absences

If a student is absent from school, a parent/guardian is asked to call the school within 24 hours in order for the absence to be excused. The following are considered excused absences. All other absences are considered an Unexcused Absence to be counted against the 10 maximum allowable missed days.

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

Sign-Out Procedure

Should you wish to remove your child from school prior to dismissal, this need to be done in person. Only those adults listed on the *Health & Emergency Information* or *Student Information* forms may pick up students. A picture I.D. is required.

Ensuring the safety of your child is a priority at Sagemont. Therefore, parents authorizing their children to leave school grounds during school hours will be required to fax or email a copy of their driver's license and a signed note specifying the reason.

Tardy Policy

The school day begins at 7:45 a.m. Students need to adjust their daily schedule so that they are present in their first class by this time. 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.

Again, missing a class due to lateness or early dismissal counts as an absence for that class and counts toward the 10 maximum allowable missed days.

Athletics / Activities

If a student is absent the day of an athletic event or activity, the student will not be eligible to participate. A student must be present in school 50% of their scheduled class time the day of an athletic event or activity to be eligible to participate.

BRIGHT FUTURES SCHOLARSHIP PROGRAM

Candidates for all scholarships in this program must (1) be a Florida resident and a U.S. citizen or eligible noncitizen, as determined by the student's postsecondary institution, (2) earn a standard Florida high school diploma or its equivalent, (3) apply for a scholarship **prior** to graduation, (4) be enrolled for at least 6 non-remedial semester credit hours in an eligible Florida public or independent postsecondary institution within two years of graduation, and (5) not have been found guilty of a felony charge.

Specific additional requirements for the two scholarships included in this umbrella program are listed below.

Florida Academic Scholars Award: Eligible students will have attained a minimum unrounded, weighted GPA of 3.5 or higher in the 16 credits identified as core college preparatory courses, have attained a score of 1290 on the SAT I or 29 on the ACT and have completed 100 hours of community service. Students are also eligible if they have received an International Baccalaureate Diploma, are scholars or finalists in one of the National Merit Corporation Scholarship programs, or earn scholar status in the National Hispanic Scholarship program.

Florida Medallion Scholars Award: Eligible students will have attained a minimum unrounded, weighted GPA of 3.0 or higher in the 16 credits identified as Core College preparatory courses and have attained a score of 1170 on the SAT I or 26 on the ACT and have completed 75 hours of community service.

COLLEGE COUNSELING PROGRAM

The Sagemont College Counseling Program provides personalized college counseling that focuses on the passions, talents, and goals of each student. We encourage all students to explore a myriad of options and to develop a college list that reflects their individual objectives. Our students gain admission to more than 100 different colleges annually. We believe that finding the right college requires thoughtful self-analysis, careful research, and continual support from the college counselor, teachers, and parents.

Our student-centered college counseling program will introduce students as appropriate for their grade level and will cover:

- Career exploration inventories and activities
- Multiple intelligence learning style assessment
- Gallup Strengths Finder Assessment
- Personality assessment
- Academic advising support
- Co-curricular advising
- Test preparation and planning
- Essay writing
- Interview skills
- Scholarship and financial aid information
- Visits from over 100 colleges annually

With both individual and small group meetings and evening programs by grade level, students and parents are provided with all the information and tools they need to successfully navigate the college process. Our families appreciate the breadth and depth of our communication.

COMMUNITY SERVICE

Sagemont students complete a required number of community service hours each year. This is critical to assist students develop Interpersonal Skills of empathy and kindness, respectful and collaborative communication, global citizenship and a commitment to service. A service program helps build a sense of community and common purpose within the school. Sagemont students have traditionally been recognized as community leaders in this area. Middle school students are required to complete 15 hours each year of enrollment while high school students are required to complete 25 hours each year of enrollment. Additionally, honor societies and service clubs have a higher community service requirement. **The community service forms may be obtained from the school counselor or online on the Sagemont website.**

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.

Electronics

Respectful, responsible, and collaborative communication represent Sagemont's Interpersonal Skills. Therefore electronics should not be utilized or visible during the school day except as instructed by a teacher for learning purposes. Students needing to contact parents during school hours should use the phone in the main office. Cell phones that disrupt the learning environment will be taken for the day.

Food and Drinks

Water bottles are the only acceptable food or drink allowed in the classroom.

Social Media Guidelines

As a Sagemont student, you should be respectful of others. Our Learning Outcomes call for Sagemont students to demonstrate kind, respectful, and collaborative communication. Posting statements that are maliciously false, misleading, obscene, defamatory, threatening, offensive, discriminatory, or violate confidentiality or privacy of others is not acceptable.

Photography/ Video Recording

Photography and/or video recording is restricted to educational use as directed by a teacher.

Lockers

Locker assignments are distributed during orientation and should not be transferred without administrative approval. Lockers are the property of Sagemont, moreover should be treated with respect. Please use only Sagemont locks on lockers, and the locks should remain locked at all times. Locker combinations can be obtained in the front office.

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 Lion'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.

EXEMPTIONS FROM ACTIVITIES

Written notice from a parent or guardian must be sent to the teacher if parents do not want their child to participate in a certain activity. An exemption from an activity due to a health reason requires a doctor's note. For specific exemptions from a physical education class or a scheduled after school sports activity, a note must be sent to the athletic director or physical education teacher.

CO-CURRICULAR ACTIVITIES

Students will be provided with an array of clubs and co-curricular activities. The Sagemont School will also provide students the opportunity to begin clubs of interest. Examples of clubs are: Student Government, Mu Alpha Theta, National Honor Society, National Junior Honor Society, Drama, Band, and Interact Club. You can find a complete listing of clubs in the *Curriculum Bulletin*.

Athletically, we are members of the Florida High School Activities Association (FHSAA). High School students participate in interscholastic sports sanctioned by the FHSAA. The middle school participates in the Independent Athletic League. A complete list of available sports can be obtained from the Athletic Director.

ATHLETICS AND THE ARTS

The Sagemont School establishes a tradition of excellence in athletics and the arts, as well as academics. The entire Sagemont staff is prepared to assist the student in both academic, artistic, and athletic endeavors. Our desire is that the students experience a healthy combination of personal growth, academic achievement, and success during their years at Sagemont.

The Sagemont School exists to create and disseminate knowledge for the betterment of students. Consistent with this goal, the primary aim for the student should be to use all talents. While time commitments are demanding during an athletic season, the student-athlete must never lose sight of the goal of completing requirements for a diploma.

For Athletics, the FHSAA rules apply:

- 1. A student not currently suspended from interscholastic or intrascholastic extracurricular activities, or suspended or expelled from school, pursuant to a district school board's suspension or expulsion powers provided in law, including ss. 1006.07, 1006.08, and 1006.09, is eligible to participate in interscholastic and intrascholastic extracurricular activities.*
- 2. A student may not participate in a sport if the student participated in that same sport at another school during that school year, unless the student meets the criteria in s. 1006.15(3)(h).*
- 3. A student's eligibility to participate in any interscholastic or intrascholastic extracurricular activity may not be affected by any alleged recruiting violation until final disposition of the allegation pursuant to s. 1006.20(2)(b).*

APPEARANCE

Any student representing Sagemont through participation in athletics or outside artistic endeavors is expected to maintain a neat and well-groomed appearance at all times. The coach and teacher establishes expectations for dress. 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, contest, or performance during the days of suspension.

SPORTSMANSHIP EXPECTATIONS

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

- * Remember that a contest or performance is just that, not a matter of life or death.
- * Emphasize the proper ideals of sportsmanship, ethical conduct and fair play.
- * Stress the values derived from playing and participating 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 students on the team, troupe, band, or ensemble.
- * Recognize that the purpose of co-curricular is to promote the physical, mental, moral, social and emotional well-being of the individual student.
- * Participation in all co-curricular activities is by mutual consent and no initiation is required or allowed.

SPECTATOR SPORTSMANSHIP EXPECTATIONS

All spectators at co-curricular contests involving Sagemont students 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 participants.
- * Respect student participants spaces versus spectator spaces.

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

FOR ATHLETICS: FHSAA STUDENT ELIGIBILITY

ACADEMIC REQUIREMENTS

According to FHSAA by-laws, a student-athlete must maintain a cumulative 2.0 GPA upon entering the 9th grade. An incoming 9th grader will be deemed eligible and will not be held to a cumulative 2.0 until after the first semester of their freshman year. This cumulative GPA will be verified by the athletic director prior to the first semester, in between the first and second semesters and following the second semester of any given school year.

If a student-athlete is deemed academically ineligible, they will not be permitted to participate in interscholastic athletics until they can achieve one of the following:

1. Raise their cumulative GPA to 2.0 or higher on the next GPA verification period.
2. Sign an academic performance contract with the school (9th and 10th grade only).
3. Attend a summer school program. These summer classes must raise their cumulative GPA to a 2.0 or higher.
4. Middle School students must have a GPA of 2.0 or higher in the previous semester to attain athletic eligibility. They are eligible for one year each in 6th, 7th and 8th grade. A middle school student who turns 15 years of age before any given

season will be deemed ineligible for competition on a middle school team. If they turn 15 years of age DURING a season, they will be allowed to finish that season but will be ineligible for any subsequent middle school team. The beginning of a season is defined as the first date of tryouts for that team.

Note: A student must be present 50% of their scheduled class time the day of an athletic event or activity in order to be eligible to participate.

AGE AND GRADE

According to FHSAA Regulations, a student is eligible for varsity athletic competition for four **consecutive** years upon the student's entry into the ninth grade or entry into the US equivalent of 9th grade.

The FHSAA does permit students in the 6th, 7th and 8th grades to compete in varsity competition provided that they meet the standards of that program. A student shall be eligible for interscholastic competition in grades 6, 7, 8, 9, 10, 11 and 12 or until they turn 19 years, 9 months (Class of 2018), may not be 19 years of age after Sept.1 for all other students.

FHSAA FORMS

Each student wishing to participate in the interscholastic athletic program at Sagemont must have had an FHSAA endorsed sports physical from a licensed physician. The physician must complete the physical using FHSAA form, EL2. These sports physicals are valid for one year from the date of the exam.

The student-athlete also needs to turn in a Consent and Release from Liability Certificate (EL3), complete with all insurance information and pertinent signatures. Each student-athlete must complete annually the NFHS Concussion in Sports Online Class and submit a Certificate of Completion. **All 3 of these items must be submitted BEFORE the first team practice, preseason conditioning session or open gym. They will not be permitted to participate in any team activities until all forms are complete, NO EXCEPTIONS!**

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT

The Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 years of age (“eligible students”) certain rights with respect to the student’s education records. These rights are:

1. The right to inspect and review the student’s education records within 45 days of the day the school receives a request for access.

Parents or eligible students should submit to the school principal a written request that identifies the record(s) they wish to inspect. The school official will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.

2. The right to request the amendment of the student’s education records that the parent or eligible student believes are inaccurate.

Parents or eligible students may ask the school to amend a record that they believe is inaccurate. They should write the school principal, clearly identify the part of the record they want changed, and specify why it is inaccurate. If the school decides not to amend the record as requested by the parent or eligible student, the school will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

3. The right to consent to disclosures of personally identifiable information contained in the student’s education records, except to the extent that FERPA authorizes disclosure without consent.

One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the school as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the school has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent of student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks.

A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

Upon request, the school discloses education records without consent to officials of another school district in which a student seeks or intends to enroll.

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the school to comply with the requirements of FERPA. The name and address of the office that administers FERPA are:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202-5901

SCHOOL COUNSELOR

Our school 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 potential. The counselor also meets with students to discuss job awareness and student problems.

HEALTH AND MEDICINE

Illness

A child who becomes ill during the day will be isolated in the front office. You will be contacted in the event your child needs to be picked up. Please refer to Emergencies on page 11 for more information.

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. These forms must be submitted no later than the parent/student orientation day.

The immunization requirements are as follows:

- Hepatitis B series (3 doses which take 6 months to complete; 7th – 12th grade)
- Tetanus-Diphtheria Pertussis Booster (Tdap)
- A second dose of measles vaccine (preferably MMR vaccine)
- * Varicella Vaccine

For those not in compliance, the following will be accepted for entry to school:

- First dose of required Hepatitis B vaccine series
- Tetanus-Diphtheria Pertussis Booster (Tdap)
- A second dose of measles
- *Varicella Vaccine

Seventh grade students must be tested for Scoliosis.

***Varicella vaccine is not required if there is a history of varicella disease documented by the healthcare provider.**

Medicine Dispensing Procedures

1. Parents must fill out The Sagemont School Medication Form before the school administers prescription medication to the students. The form should indicate each day the medicine is to be given and the exact dosage. All prescription medication must be in the original containers and must be dropped off in main office by parent/guardian. No medication will be accepted from students. The medication will be stored in the office.
2. Medicine will be given during your child's lunch time. Please adjust your child's schedule accordingly.
3. All medicines and forms will be collected and released by an administrative designee.
4. All medication is dispensed in the office. Students are not to self-medicate.
5. If you would like your child to be given the recommended dosage of aspirin substitute, allergy medicine, or stomach antacid when needed, you must give written permission on the Health & Emergency Information or Student Information form. No internal medication will be given to your child unless this form has been filled out, signed and returned to the office.

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 and to attend calendar events. 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, in classrooms, or Lion's Den.

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. mnelson@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.

SCHOOL LUNCH

The Sagemont School offers hot and cold lunches, as well as beverages. Food selections are catered by local restaurants. A menu is sent home for individual selections approximately 2 weeks before the next month begins. Advance payment for the full month is required. Students may purchase lunch or bring one from home. Students eat lunch in the dining room or in the designated courtyard. Due to health regulations we ask that lunches not be dropped off in the main office.

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- 60-69

NC- 0-59 (No credit will be issued for the course and student will be placed on academic probation)

Academic Probation: When a student obtains a 59% or below in a course.

1. Students are required to re-take the course to receive credit.
2. Student and parents must meet with the school counselor and teacher to develop a plan of action for success.
3. Students must attend tutoring every Wednesday with National Honor Society or obtain an outside tutor and provide monthly documentation to our school counselor.

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

COGNITIVE SKILLS
Student builds and retains knowledge
Student researches thoroughly and meaningfully
Student applies learned skills and knowledge
Student utilizes his/her own ideas and solutions
INTERPERSONAL SKILLS
Student demonstrates empathy
Student is kind to others
Student communicates respectfully
Student communicates collaboratively
SELF-AWARENESS SKILLS
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 style="text-align: center;">Level 1 (student requires minimal accommodations, support, time) <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"> • Student makes expected academic progress, generally a year's growth in a year's time. • Student requires 150 - 220 minutes/week of support. • Student benefits from instruction provided by Mountain Peak teacher and all other classroom teachers. • Student makes academic progress in small group and whole class setting. • Formal and informal assessment data indicate student is performing six months to one year below The Sagemont School benchmark expectations. • 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.
<p style="text-align: center;">Level 2 (student requires accommodations, support, time) <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"> • Student makes expected academic progress, generally a year's growth in a year's time. • Student requires 220 - 300 minutes/week of Mountain Peak support. • Student benefits from instruction provided by the Mountain Peak teacher and all other classroom teachers. • Student makes academic progress in 1:1, small group, and whole class setting. • Formal and informal assessment data indicate student is performing one to two years below The Sagemont School benchmark expectations. • 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. • Student may require additional Student Support Services (i.e. counseling, behavioral support, ESL, SLP, OT, PT, or other outside services).
<p style="text-align: center;">Level 3 (student requires modified curriculum, specially designed instruction, extensive time) <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"> • Student does not make expected academic progress; a modified curriculum** as stated in an Individualized Education Plan, is required. • Student requires more than 300 minutes/week of Mountain Peak support and requires support in multiple content areas. • Student requires long-term specially designed instruction planned and implemented by a certified special education teacher. • Student requires 1:1 and small group instruction; student's individual needs cannot be met in a regular classroom setting. • Formal and informal assessment data indicate student is performing two or more years below The Sagemont School benchmark expectations. • Student has below average intelligence as indicated on one or more indices on a current norm-referenced standardized cognitive assessment. • Student may require additional Student Support Services (i.e. counseling, behavioral support, ESL, SLP, OT, PT, or other outside services). • 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. • Student may require a program and schedule designed in collaboration with an outside agency.

* **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 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.

Evaluating Student Performance

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). The Sagemont School student shall not be absent more than 10 days in the school year 2018/2019 to be awarded course credit as shown below:

- Minimum 136 hours of course instruction – annual credit
- Minimum 68 hours of course instruction - semester credit

Note: Students who do not meet these minimum requirements will not receive credit for the courses taken and will have to re-take the classes online.

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

All middle school students take the standardized achievement test. This test is administered during the 2nd semester. Standardized testing allows the school to compare our students' performance with children across the country.

All 9th through 11th grade students take the PSAT offered in the fall and the Aspire offered in the spring. **ALL Sagemont juniors MUST take the SAT and ACT at least once before the end of their junior year.** Additionally, students applying to tier 1 colleges (e.g. Harvard, Northwestern, Duke, Stanford) are encouraged to take their SAT II's in June of their junior year.

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.

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