

June 2019

Dear Sagemont Parents,

It seems hard to believe that we are well into our plans for the 2019-2020 school year. We hope that you are enjoying a restful vacation with your families. Classes at The Sagemont School will begin on Monday, August 19<sup>th</sup> 2019. Student Orientation will be held on Friday, August 16<sup>th</sup> from 2:00 P.M.—4:00 P.M. in the multi-purpose room. Class assignments, aftercare, registration, and PTO registration will all be available at this time. You and your child will have an opportunity to visit their classroom to meet their teacher.

For your convenience, we have uploaded the Summer Packet (supply list, suggested reading list, forms, and summer reading project). The information contained in the packet will assist both you and us as we prepare for the upcoming school year. **Please take the time to review the materials thoroughly. Visit our website at <https://www.sagemont.com/parents-students/lower-school-resources> to complete all necessary forms. Please print the forms, complete the information, and submit it to the front office. Please do not email the office staff your forms. They must be submitted in person (hard copies). These forms will be available only online. They will not be mailed. It is imperative that the school office receives all of the following forms NO LATER THAN FRIDAY JULY 26, 2019. The carpool placard will be mailed to you. Please keep in mind that the law states that under no circumstances will The Sagemont School be allowed to have children attend school without up to date health records.**

**Your child will not be assigned to a class until his/her file is complete.** The information contained in these forms is essential to your child's safety. A separate form for each child must be completed regardless if your child is new to Sagemont or is a returning student.

- Parent Handbook Acknowledgement Form
- Consent form and Release
- Dismissal Procedures
- Copy of Birth Certificate (for Prekindergarten and Kindergarten only)
- Original and updated Health Forms provided by your Doctor's office  
(*This applies to new enrollees and PS, PK, and K students only*)
  - o Immunization Form #680
  - o Student Health Examination Form #3040
- Health and Emergency Form
- Sagemont Media Rules Kindergarten through Grade 5
- Sagemont Bullying Rules Contract
- Internet Safety Rules Kindergarten through Grade 5
- Internet User Agreement Kindergarten through Grade 5
- Early Care and Aftercare Forms (optional)
- Bus Transportation Form (optional)
- Bus Rules Acknowledgement Form (if applicable)
- PTO Membership form
- PTO Pizza Order form

Please do not hesitate to call the office if you have any questions. We are looking forward to another outstanding school year.

Sincerely,

Monica Vigna, Principal  
Pilar Valdes, Assistant Principal

## 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



# Dismissal Form

(Must be completed for each child attending Sagemont)

## One Form Per Child

Child's Name: \_\_\_\_\_ Grade: \_\_\_\_\_  
Last Name, First Name

**Please select one dismissal option:**

\_\_\_\_\_ **Sagemont Bus**

**(Please note you must have a bus registration form completed prior to making this selection).**

\_\_\_\_\_ **Walkers**

**(Available to Preschool, Prekindergarten, Kindergarten, and First Grade families and their siblings ONLY.) My child will be dismissed as a walker. I understand that I must park my car on Sagemont Way and walk to the school entrance located on the far east corner of the school. I must have the plaque with me for the release of my child. Please do not park in the Regions Bank parking lot.**

\_\_\_\_\_ **Carpool**

**My child will be going home through the carpool dismissal. I understand that my plaque must be clearly displayed on the dashboard of my car. I also understand that I am not permitted to walk up to the main gazebo during dismissal. Staff members will escort my child to my car.**

\_\_\_\_\_ **I have other members of my carpool.**

Name: \_\_\_\_\_ Grade: \_\_\_\_\_

Name: \_\_\_\_\_ Grade: \_\_\_\_\_

Name: \_\_\_\_\_ Grade: \_\_\_\_\_

\_\_\_\_\_ **There are no other members in my carpool.**

\_\_\_\_\_ **Extended Care**

**My Child will be going to extended care. I understand that I must carry the plaque with me for the release of my child from the staff member on duty.**

**\*\*\*Note: Dismissal changes must be in writing.** You may send a note to the teacher in the morning indicating the changes. Should an emergency occur, and you need to change your pick up procedure, please call the school to alert us prior to dismissal time (2:30 pm) that you will be faxing written instructions and permission. We will not be able to dismiss any child to unauthorized persons without a written notice signed by the parent or guardian.. If you wish to make changes to your emergency list, please do so in writing.

**Parent's Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

\*Enclosed, please find two sheets of tag board with the school Logo. Use these to create your carpool and or walkers sign in block letters. This sign should list last name, first name of every child in your carpool or walker group.

The Sagemont Lower School  
Health & Emergency Information

20\_\_\_\_ - 20\_\_\_\_ School Year

Student Name: \_\_\_\_\_

Address: \_\_\_\_\_

Parent/Guardian	Home Phone	Cell Phone	Work Phone
_____	( )	( )	( )
_____	( )	( )	( )

Mother's email \_\_\_\_\_ Father's email: \_\_\_\_\_

Persons to be contacted in case of an emergency if parent/guardian cannot be reached and who are authorized to remove the student from school:

Name	Home Phone	Cell Phone	Work Phone	Relationship
_____	( )	( )	( )	
_____	( )	( )	( )	
_____	( )	( )	( )	
_____	( )	( )	( )	

Child's Physician: \_\_\_\_\_ Phone #:( )

Allergies or Special Needs: \_\_\_\_\_

**It is the school policy that no internal medication (Tylenol or Ibuprofen) will be given to your child unless this form has been filled out, signed and returned to the office. If your student is on a daily medication that must be taken while at school, the school must have a *Medication Form*, signed by the parent, with dosage listed, which will be valid for the school year. Forms can be obtained from the school office. Under no circumstances should a student self-medicate or have unauthorized medication on school property.**

Parent/Guardian  
Signature: \_\_\_\_\_ Date: \_\_\_\_\_



# Sagemont Media Center/Innovation Lab

## Rules for behavior:

1. **Please listen carefully to directions.** Our activities during media class will change on a weekly basis.
2. **Please talk softly while you are in the Media Center/Innovation Lab.** Many people may be in here working at the same time.
3. **Please handle the books and the computers in the Media Center/Innovation Lab with care.**
4. **Please treat others the way you like to be treated.**
5. **Please walk when you are in the Media Center/Innovation Lab.**

## Checkout Rules (applies to K and up):

- You may check out one or two books each time you visit the Media Center with your class. (Kindergarten checkout is one book.)
- Your books are due each week on that same day. However, you may return the books whenever you finish and then check out new ones.
- **If you forget your book(s), you cannot check out any new book(s).** If the overdue book is not returned within FOUR WEEKS, you will be charged for the book according to its current replacement value with our book vendor.
- 2<sup>nd</sup> -5<sup>th</sup> graders may check out magazines. However, there will be a \$5.00 fine assessed for any plastic magazine jacket that is not returned. You may also be charged for lost or damaged magazines.

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I understand the Media Center/Innovation Lab rules for behavior and for book checkout. I will do my best to be a respectful Sagemont student in the Media Center/ Innovation Lab. I will also be a responsible Sagemont student by caring for the books entrusted to me and by returning my books on time.

Student's Name \_\_\_\_\_ Grade & Section \_\_\_\_\_

Parent's Signature \_\_\_\_\_

**Please Return Bottom Portion to the Media Center.**

**Books cannot be checked out until this form is returned!**



## THE SAGEMONT SCHOOL RULES ABOUT BULLYING

I understand that The Sagemont School has rules against bullying. It is unacceptable to hurt others by doing or saying mean things. Some of the bullying behaviors that are not allowed at school are: name calling, saying mean words, pushing, kicking, bothering others, hitting, stealing, using bad language, giving dirty looks, making fun of classmates, teasing, saying lies about others, leaving someone out of the group, gossiping, spreading rumors, talking behind someone's back, being mean, laughing at others, threatening, telling classmates not to be someone's friend. I know this is wrong. Bullying is defined as the *Intentional, Repeated, and Hurtful* action against someone who has *Less Power*. To meet the criteria of bullying, the behavior of a person or group must contain all three of the following elements and can be easily remembered with the acronym RIP:

R – Repeated (more than once)

I – Imbalance of Power (physical, social, economic, etc.)

P – Purposeful (The intent to harm, know that the action is hurtful or unwanted)

### THE SAGEMONT SCHOOL IS A SAFE BULLY-FREE SCHOOL.

- I will not bully others students.
- I will include everyone, no matter the student's race, ethnicity, culture or religious background, or if they physically look different than myself.
- I will treat others with kindness.
- I will help students who are being bullied by helping them say “NO” to a bully and by telling an adult.

If someone bullies me I know that it is wrong to get even or get revenge because this makes me a bully too.

If I get bullied this is what the school rule is:

1. Stop and think
2. Don't get revenge
3. Ask the person to please stop bullying
4. If bullying continues, tell the teacher
5. If it still continues, ask permission to tell the counselor so we can meet in the peace circle and solve the problem

I know that it is my responsibility to tell if there is someone who doesn't stop bullying me. That's how I can help to make school a safe and peaceful place.

I understand and agree to the school rules about bullying.

Student's Signature \_\_\_\_\_ Print Name \_\_\_\_\_

Parent's Signature \_\_\_\_\_ Print Name \_\_\_\_\_

Teacher \_\_\_\_\_ Grade \_\_\_\_\_

Date \_\_\_\_\_



June 2019

The Sagemont School

My Rules for Internet Safety

I agree that

**I will never give out private information, such as my last name, my address, my telephone number, or my parents' work addresses or telephone numbers on the Internet.**

**I will never give out the address or telephone number of my school on the Internet without first asking an adult's permission.**

**I understand which sites I can visit and which ones are off-limits.**

**I will tell an adult right away if something comes up on the screen that makes me feel uncomfortable.**

**I will never agree to meet in person with anyone I meet online.**

**I will never e-mail a person any pictures of myself or my classmates without an adult's permission.**

**I will tell an adult if I get a mean e-mail message from anyone.**

**I will remember that going online on the Internet is like going out in public, so all the safety rules I already know apply here as well.**

**I know the Internet is a useful tool, and I will always use it as a responsible person.**

**I will follow these same rules when I am at home, in school, at the library, or at a friend's.**

Student's Signature \_\_\_\_\_ Print Name \_\_\_\_\_

Parent's Signature \_\_\_\_\_ Print Name \_\_\_\_\_

Date \_\_\_\_\_



## The Sagemont School Internet Acceptable Use Agreement (Kindergarten – 5<sup>th</sup> Grade)

Student Name: \_\_\_\_\_

**This document is a legally binding agreement. Your signature acknowledges you have read and understood this agreement. Please read this document carefully before signing.**

The Sagemont School is pleased to make the internet accessible to all teachers and students in grades kindergarten and above. This access enables our teachers and students the opportunity to experience a wide range of unique resources. Our objective in providing this service is to increase academic excellence by encouraging educational resource sharing, including the use of on-line public access catalogs and communication.

The Internet is a group of computers around the world which communicate with each other whose information is available to individual subscribers. From each classroom and the media center the students and faculty have access to:

1. Electronic mail communication with people around the world (teachers and students who have electronic mail accounts with the school must also read and sign The Sagemont School Electronic Mail Policy).
2. Access to libraries throughout the world.
3. Information and news from a variety of educational websites or applications.
4. Discussion groups on any topic from world cultures to endangered species.

We must alert you to a potential negative of the Internet. Along with the educational information found on the Internet comes the availability of non-educational material which is not appropriate for the use in a school setting. It is our belief that the educational advantages on this worldwide network far outweigh the disadvantages, therefore; we have designed these guidelines to make users aware of their responsibilities. These guidelines deal with the legal and ethical use of the network. **Any user who violates these guidelines will have his or her access terminated immediately and will be considered for expulsion from the school.** The signature(s) at the end of this agreement shows that the party (parties) has read, understands, and agrees to the conditions and their significance.

### *Computer and Internet Guidelines for Users:*

1. Students will only use the Internet under supervision of the classroom teacher or media specialist.
2. Teachers will only use the Internet for curriculum purposes and communication with parents and other educators.
3. To ensure personal safety and privacy, never give out your full name, address, or phone number or the name, address, or phone number of other students or staff members.
4. Use the Internet for research applicable to class topics only.
5. Students should not attempt to download any file, games, or programs without permission from the school or media specialist.
6. Do not use the internet for illegal activities.
7. Be careful not to violate the copyright law.

**I have read and agree to follow The Sagemont School Internet Acceptable Use Agreement. I understand that if I do not follow the rules, I forfeit the privilege of Internet access and I am jeopardizing my placement in the School**

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

**I have read and understood The Sagemont School Acceptable Use Agreement and give my child permission to use the Internet. I will be responsible for any of my child's actions on the Internet. I understand that as long as my child abides by the rules they will be allowed to continue using the Internet.**

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Date



## Early and After Care Fees and Registration 2019-2020

*Please complete one registration form per family.*

- Early care is available before school from 7:00 AM until 8:00 AM. 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, \$105 per month for 3 days per week.
- Our Aftercare program runs from 3:00 PM until 6:00 PM. Students are split into age appropriate groups. Students participate in a variety of enrichment programs throughout the week. Students are also give time to complete homework. Time for board games, coloring, and outside play is also provided. The cost of aftercare is \$325 per month for 5 days per week, \$195 for 3 days per week.
- If you combine early and aftercare, the costs is \$425 per month for 5 days per week, \$255 per month for 3 days per week.
- Aftercare ends promptly at 6:00 PM. There is a \$1.00 per minute charge for late pickups after 6:00 PM. Not adhering to this policy after three late occurrences will result in your child no longer being allowed to participate in the aftercare program.

### Registration:

Child's Name: \_\_\_\_\_ Grade: \_\_\_\_\_

Child's Name: \_\_\_\_\_ Grade: \_\_\_\_\_

Child's Name: \_\_\_\_\_ Grade: \_\_\_\_\_

### Select from the following options:

#### *Option 1- Early Care Only:*

\_\_\_\_\_ 5 days- \$175 per month

\_\_\_\_\_ 3 Days- \$105 per month

#### *Option 2- Aftercare Only:*

\_\_\_\_\_ 5 days- \$325 per month

\_\_\_\_\_ 3 Days- \$195 per month

#### *Option 3- Early Care and Aftercare:*

\_\_\_\_\_ 5 days- \$425 per month

\_\_\_\_\_ 3 Days- \$255 per month

## The Sagemont School Bus Transportation Form 2019-2020

If you are interested in the bus transportation service, please fill out the form below and email the requested information to Mr. Hugo Castano at [hcastano@sagemont.com](mailto:hcastano@sagemont.com) . For question, please call Mr. Castano at 954-384-5454 ext. 3409.

Your request for bus service is required as soon as possible, with priority given to those who respond by Friday, July 19<sup>th</sup>. There will be designated pick-up and drop-off spots assigned to each student. Please note that we may not be able to travel inside of gated communities due to time constraints. If you reside in a gated community, your bus stop may be at the community gate. You will be contacted during the week of August 12<sup>th</sup> to inform you of the time and place of pick-up/drop-off.

**Pricing is as follows:**

In Weston	AM & PM	\$3,000.00
	AM or PM	\$2,000.00
Outside Weston	AM & PM	\$4,000.00
	AM or PM	\$2,500.00
2ND child – 20% discount		3 <sup>rd</sup> child – 50% discount

**Complete Address:**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Name of Development:** \_\_\_\_\_

**Name of Major Cross Streets:** \_\_\_\_\_

**Student's Name(s) and Grade (s):**

\_\_\_\_\_

\_\_\_\_\_

**Phone #:** \_\_\_\_\_

**Email:** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

## School Bus Transportation Procedures 2019-2020

We would like to welcome you to The Sagemont School. This policy is for the safety of every student and will be enforced by the bus driver and school staff. Students are responsible for their behavior and self-control on the bus at all times. Disorderly student can threaten the safety of all riders by distracting the bus operator. Parents are to read thoroughly and initial all statements below and discuss this information with their student(s).

**\*\* Please make sure your child has a poncho in their backpacks at all times.**

1. The driver's instructions must be followed at all times by every student \_\_\_\_\_  
**(parent's initial)**
2. Students enrolled at the upper campus are responsible to be on the bus by 2:50 P.M. The bus will leave promptly at 2:50 to pick up students at the lower campus. Once the bus has left the upper campus, the driver is not permitted to return to pick up students.  
\_\_\_\_\_ **(parent's initial)**
3. Students will only ride their assigned bus to and from the assigned stops. Drivers will not allow unauthorized students to ride the bus. \_\_\_\_\_ **(parent's initial)**
4. Parents **MAY NOT** board the bus at any time. \_\_\_\_\_ **(parent's initial)**
5. State law prohibits the lighting of matches or smoking on the bus. \_\_\_\_\_ **(parent's initial)**
6. The parents of the student(s) must assume liability for any vandalism to the bus or its equipment or to other vehicles cause by the child. \_\_\_\_\_ **(parent's initial)**
7. Pushing or shoving is not allowed on the bus or at the bus stop. \_\_\_\_\_ **(parent's initial)**
8. Students should line up single file to board the bus. They should not run toward the bus to board or run as the bus is preparing to stop. Students should wait until the bus has stopped completely before approaching the door. \_\_\_\_\_ **(parent's initial)**
9. Students should sit in their assigned seat upon boarding the bus. \_\_\_\_\_ **(parent's initial)**
10. Students must remain seated while the bus is in motion. Students must keep their arms and heads inside of the bus at all times. \_\_\_\_\_ **(parent's initial)**
11. Students should keep their hands and feet to themselves and not disturb others.  
\_\_\_\_\_ **(parent's initial)**
12. Students should not shout or make distracting noises. They should speak quietly to others around them. Neither profanity nor obscenity will be accepted aboard the bus.  
\_\_\_\_\_ **(parent's initial)**

13. Students should not change seats or leave their seats unless instructed to do so by the driver or monitor. \_\_\_\_\_ **(parent's initial)**
14. Pushing or shoving while getting on or off the bus is strictly prohibited. Students must board and exit the bus quickly and quietly. \_\_\_\_\_ **(parent's initial)**
15. Students are not allowed to use profanity and/or obscene vulgar language or gestures, fight, or engage in bullying, nor harassment or other improper and/or illegal conduct. \_\_\_\_\_ **(parent's initial)**
16. The emergency door at the rear of the bus is to be used as an exit only in case of emergency. \_\_\_\_\_ **(parent's initial)**
17. Upon departing the bus, students must walk away from it. They should not walk along the side of the bus. \_\_\_\_\_ **(parent's initial)**
18. If students must cross the street after getting off the bus, they should cross in front of the bus far enough ahead so that the student and the driver can see each other. Students should look both ways before crossing the street for their own safety. \_\_\_\_\_ **(parent's initial)**
19. Consumption of food or beverages is not permitted on the bus. \_\_\_\_\_ **(parent's initial)**
20. The emergency door at the rear of the bus is to be used as an exit only in case of an emergency. \_\_\_\_\_ **(parent's initial)**
21. Throwing objects on or around the bus or at the bus stop is not permitted. \_\_\_\_\_ **(parent's initial)**
22. Objects that create hazard on the bus will not be permitted. \_\_\_\_\_ **(parent's initial)**
23. Do not bring band instruments that will interfere with the seating and safety of others. \_\_\_\_\_ **(parent's initial)**
24. No balloons are allowed on the bus. \_\_\_\_\_ **(parent's initial)**
25. Electronic devices may be used on the bus, at the owner's risk. The Educational Department or The Sagemont School will not be responsible for lost, broken or stolen items. Game Boys must have the volume on the lowest setting. DVD and CD players must have headphones that are being worn. \_\_\_\_\_ **(parent's initial)**
26. No inappropriate videos, movies, or pictures are permitted on laptops or any other electronic device. \_\_\_\_\_ **(parent's initial)**

27. Toys are not allowed on the bus, no exceptions. Toys will be taken to the education Department for parents to pick up. \_\_\_\_\_ **(parent's initial)**
28. Alcoholic beverages, illegal drugs or weapons are never permitted on the school bus. \_\_\_\_\_ **(parent's initial)**
29. All rules and consequences under Sagemont's discipline policy outlined in the student/parent handbook will be followed. \_\_\_\_\_ **(parent's initial)**
30. Parents are reminded that misconduct by any student while riding a school bus represents a serious threat to the safety of all occupants, as well as other motorists, pedestrians, and members of the community. Failure to observe any safety rules while riding a bus may result in, but are limited to; a verbal reprimand, a parent conference, and/or suspension from the bus for a specified amount of time depending on the level of the infraction. \_\_\_\_\_ **(parent's initial)**
31. Students who violate the behavior and safety rules may have bus-riding privileges denied temporarily or permanently by the school administration. If my student is suspended from the bus, it will be my responsibility to transport my student to school. \_\_\_\_\_ **(parent's initial)**

Parental Agreement

I, \_\_\_\_\_ parent or legal guardian of \_\_\_\_\_ have reviewed these rules with \_\_\_\_\_ and will encourage good bus behavior and compliances with these rules. I have also reviewed the Referral Form listing the violations and consequences. Parent/guardian: \_\_\_\_\_

Date: \_\_\_\_\_

Student: \_\_\_\_\_ Date: \_\_\_\_\_

Witness: \_\_\_\_\_ Date: \_\_\_\_\_