



Sagewood Preparatory Academy

Student and Parent Handbook
2025-2026 School Year

2255 Kimberly Parkway East
Columbus, OH 43232

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WELCOME

Welcome to Sagewood Preparatory Academy. Our staff is pleased to have you here as a student and as a supportive parent. We will do our best to help you and make your experience here productive and successful.

This **Student-Parent Handbook** has pertinent information, rules, and regulations. Therefore, it is important that **every** parent and student read and become familiar with its contents. This handbook is developed so we can have a safe and organized program and to create an understanding between students, parents and Sagewood.

The administration and staff appreciate your support. We hope that your child's school year will not only be educational, but enjoyable.

Sagewood Board of Directors encourages students, staff, administration, and parents to review this document and submit proposed modifications to the principal no later than March 1st of each school year. The principal will then compile all such recommendations and will provide for a review of the student-parent handbook.

****NOTICE**** The school is a community school established under Chapter 3314 of the Ohio Revised Code. The school is a public school and students enrolled in and attending the school are required to take proficiency tests and other examinations prescribed by law. In addition, there may be other requirements for students at the school that are prescribed by law. Students who have been excused from the compulsory attendance law for the purpose of home education as defined by the Administrative Code shall no longer be excused for that purpose upon their enrollment in a community school. For more information about this matter contact the school administration or the Ohio Department of Education.

FOREWORD BY PRINCIPAL

Welcome to a new school year filled with opportunity, growth, and discovery. At our school, we believe that learning is most meaningful through student-driven instruction, where we empower every learner to take ownership of their journey, set goals, and strive for excellence. We value creativity and curiosity as essential tools for exploration. Whether through hands-on projects, open-ended questions, or artistic expression, our students are encouraged to think critically, imagine boldly, and learn deeply. We strive to foster a dynamic and inclusive learning environment, where every student is actively involved in their growth—intellectually, socially, and emotionally—leading to successful outcomes both in and beyond the classroom. Most importantly, we believe in the power of courage meeting compassion. We challenge our students to be brave in the face of learning, kind in their interactions, and strong in their sense of self and community. We're excited for the journey ahead and proud to walk it with you. Let's make it a great year—together.

Principal, Amanda Garner, M.Ed.

MISSION, VISION, AND CORE VALUES OF SAGEWOOD

Sagewood is committed to empowering every student to become an engaged, creative, and compassionate learner. Through student-driven instruction, exploration, and meaningful engagement, we aim to foster a learning environment where students take ownership of their growth and strive for academic and personal success. Our hope is to encourage self-direction, voice, and responsibility in all aspects of learning. At Sagewood, our three main goals are to: 1) Foster Student Ownership of Learning, 2) Cultivate a Culture of Exploration and Innovation, and 3) Strengthen Community Through Compassion and Engagement.

EQUAL EDUCATION OPPORTUNITY

It is the policy of this Academy to provide an equal education opportunity for all students. Any person who believes that the Academy or any staff person has discriminated against a student based on race, color, creed, age, disability, religion, gender, ancestry, national origin, or other protected characteristics, or social or economic background, has the right to file a complaint. A formal complaint can be made in writing to the Academy's Principal.

The complaint will be investigated and a response, in writing, will be given to the concerned person within 30 days. Under no circumstances will the Academy threaten or retaliate against anyone who raises or files a complaint.

INSTRUCTION INCLUSION MODEL

Sagewood Preparatory Academy is committed to providing an instruction inclusion model that consists of students receiving a minimum of 76% of all academic instruction in the general education setting.

TITLE IX COORDINATOR

Sagewood does not discriminate based on sex in its education program or activities and is required by Title IX and its regulations to not discriminate in such a manner. Our Title IX coordinator below is responsible for investigating any complaint alleging noncompliance with Title IX.

Amanda Garner
2255 Kimberly Parkway East
Columbus, OH 43232
614.669.6305
agarner@sagewoodprep.org

SECTION I – GENERAL INFORMATION

School Day

The school day is 8:00a.m. to 3:25 p.m.

Enrollment

Families must have a completed enrollment application submitted prior to the first day of school. The student's application must have the following:

1. Copy of student's proof of birth.
2. Proof of residence (lease or mortgage agreement).
3. Copy of active utility bill with the same name and address provided for the proof of residence.
4. Copy of government-issued ID of the parent/guardian.
5. Copy of student Immunization records.
6. If applicable, copy of Individualized Education Plan (IEP).
7. If applicable, Affidavit of Residency.

For the protection of our families and staff, Sagewood Preparatory Academy will not take any application that does not have each of these items. When complete, you may submit it online to the school's enrollment website.

There will be no discrimination in the admission of students to the Academy on the basis of race, creed, color, exceptional needs, or sex. Upon the admission of any student with exceptional needs, the Academy will comply with all federal and state laws regarding the education of handicapped students. The Academy will not limit admission to students on the basis of intellectual ability, measures of achievement or aptitude, or athletic ability.

Early Dismissal

No student will be allowed to leave the Academy prior to dismissal time without a parent coming to sign him or her out before 2:30 pm. No student will be released to a person other than custodial parent(s) (or name listed on emergency contact list) without permission.

Emergency Closings and Delays

If the Academy must be closed or the opening delayed because of inclement weather it will be announced on our school's Facebook page and the school website, then to local radio/television stations listed specifically under Sagewood Preparatory Academy.

Parents and students are responsible for knowing about emergency closings and delays. If transportation is provided to you by a district that calls a delay, but the Academy has not called the same delay, the operating hours for the Academy will remain unchanged. The Academy day will begin at the regular time of 8:00am. There may be some emergency instances, which will require the Academy to be closed early. It is extremely important that parents discuss with their child the emergency procedures they should follow in the event the Academy is closed early.

Student Fees, Fines, and Charges

The Academy may charge specific fees. Such fees or charges are determined by the cost of materials, freight/handling fees, cost of field trip, and add-on fees for loss or damage to Academy property. The Academy and staff do not make a profit.

Students using Academy property and equipment, including textbooks, lockers, chrome books, and desks, can be fined for excessive wear and abuse of the property and equipment. The fine will be assessed at replacement cost. The Academy may withhold a student's grades and/or credit for failure to pay assessed fees for materials used in a course of instruction other than textbooks or electronic textbooks and for outstanding account balances.

Emergency Drills

With the approval and support from the Department of Homeland Security, Franklin County Emergency Operations Center, Columbus Police Department, and Columbus Fire Department, The Academy has an extensive Emergency Response Plan in place and practices all necessary drills, such as fire and tornado in compliance with State regulations and laws.

The Academy complies with all fire safety laws and will conduct fire drills in accordance with State law. Tornado drills will be conducted during the tornado season using the procedures provided by the State. Specific instructions on how to proceed will be provided to students by their teachers, who will be responsible for safe, prompt, and orderly evacuation of the building.

Visitors

Visitors, particularly parents, are welcome at the Academy. For the safety of students and staff, ALL visitors **MUST** report to the office to sign in and pick up a visitor's pass. Any visitor found in the building without signing in shall be reported to the Principal.

If a person wishes to confer with a member of the staff, he/she **MUST** call for an appointment prior to coming to the Academy in order to prevent any inconvenience. Any visitor, including a parent or guardian, failing to comply with the Academy's visitor procedure or the direction of the Principal may have restrictions placed on visiting, up to and including prohibition from the premises. The Principal may utilize law enforcement officials in the enforcement of the visitor policy and the safety and security of the Academy.

Students may not bring visitors to the Academy without first obtaining permission from the Principal.

Student Sales

No student is permitted to sell any item or service in the Academy without the approval of the Principal. Violation of this policy may lead to disciplinary action. For example, trading or selling of the following items is not allowed: junk food, radios, CDs, CD Players, tape recorders, toys, trading cards, and other similar items. These items or others like them shall not be brought to the Academy unless the teacher or Principal has given specific permission.

Use of Telephones

Students are not permitted to make calls on the telephone unless the Principal or teacher gives permission. Students will not be called from class for telephone calls. Phone messages from parents to students may be given to the secretary, who will give the message to the student. It

is extremely disruptive to have students called from class. No telephone calls will be forwarded to the classrooms without prior arrangement.

Note: Cell Phones and similar devices are permitted on school grounds but are required to be put away during operational hours. For the protection of the quality of education and safety of our students, any student who is on their cell phone for an unauthorized reason will be required to forfeit the device to the Principal or the Principal's designee (including all faculty). All forfeited cellular/wi-fi devices require a parent to pick them up at the front desk.

Academy Parties

Teachers may enlist the help of parents with the planning and/or treats. Watch for information from your child's teacher. The date and time of the parties will be determined at the building level. Birthday parties are left up to the discretion of the teacher. It is the policy of the Academy to not permit any food or drinks for birthday celebrations in an effort to respect all allergies and dietary restrictions. Permittable items are stickers, pencils, small toys, etc. It is the Academy Policy to not publicly pass out birthday invitations unless there is one for each member of the class.

Money and Other Valuables

If money is being sent to the Academy, parents are encouraged to place the money in an envelope with the child's name, the recipient's name (e.g., the teacher), and a note stating what the money is for and how much is included. We very strongly discourage parents from allowing children to bring significant amounts of money to the Academy and cannot be held liable for the distribution or recovery thereof.

Student Valuables

Students are discouraged to bring items of significant value to the Academy. Items such as jewelry, expensive clothing, electronic equipment, etc., are tempting targets for theft and extortion. The Academy cannot be responsible for their safekeeping and will not be liable for loss or damage to personal valuables.

Students are not allowed to bring valuable equipment such as CD/DVD players, computer games, remote controlled cars, or other electronic toys unless there is a special occasion, and prior permission granted from the teacher and parent. If such items are brought to the Academy, they will be confiscated, and a parent will be required to pick the item(s) up.

Parent Involvement

The Academy encourages volunteerism in the school. Volunteers are important to our educational program. When parents volunteer in the Academy, they should be a positive role model for our students and follow all Academy rules. Volunteers may be required to provide background checks at the discretion of the Principal or Vice Principal. Volunteers are required to sign in and out at the Academy office and obtain a visitor's pass each time they are volunteering in the building.

Health Screenings

The Academy is required by law to provide various health screenings, including hearing, speech, and vision assessments. If you would like to exempt your child from these screenings for any reason, a written notice of your intent to opt-out of the screenings must be submitted to the front desk as soon as possible.

Additionally, the Academy does not provide required immunization services. If you are unable to arrange for these vaccinations through your health care provider, screenings may be provided at little to no cost through Columbus Public Health:

Columbus Public Health – Immunization Clinic
240 Parsons Ave. Columbus, OH 43215 Phone: 614-645-7945

SECTION II - ACADEMICS

Student Assessment

To measure student progress, students will be tested in accordance with State standards and Academy policy. Ohio State Testing is typically administered once or twice per academic year. Dates are subject to change by the Ohio Department of Education. Parents will be informed two weeks prior to the State established testing dates. Unless exempted, each student will be expected to pass the appropriate Ohio Achievement Assessments. Make-up dates are scheduled, but unnecessary absences should be avoided.

Additional group tests, such as, the Kindergarten Readiness Assessment, and iReady Math/Reading tests will be administered in the fall and/or spring to monitor progress and determine educational mastery level. These tests are used to help the staff determine instructional needs. Classroom tests will be used to assess student progress and assign grades. These are selected or prepared by teachers to assess how well the students have achieved specific objectives.

Computer Technology and Networks

Sagewood Preparatory Academy is pleased to offer students the use of a computer network for Internet access. To gain access to the Internet, all students must obtain parental permission as verified by the signatures on the form at the end of this handbook. Should a parent prefer that a student not have Internet access, use of the computers is still possible for more traditional purposes such as word processing.

What is possible?

Access to the Internet will enable students to explore thousands of libraries, databases, museums, and other repositories of information. Families should be aware that some material accessible on the Internet might contain items that are illegal, defamatory, inaccurate, and/or

potentially offensive. We have taken steps to ensure students are protected from such objectionable material.

What is expected?

Students are responsible for appropriate behavior on the school's computer network just as they are in a classroom or on a school playground. Communications on the network are often public in nature. General school rules for behavior and communications apply. It is expected that users will comply with the specific rules set forth below. The use of the network is a privilege, not a right, and may be revoked if abused. The user is personally responsible for his/her actions in accessing and utilizing the school's computer resources. Columbus Humanities students are advised against accessing, keeping, or sending anything that they would not want their parents or teachers to see.

What are the rules?

Privacy - Network storage areas may be treated like school lockers. Network administrators may review communications and files to maintain system integrity and to ensure that students are using the system responsibly.

Storage capacity - Users are expected to remain within allocated disk space and delete unnecessary materials which take up excessive storage space.

Illegal copying - Students shall never download or install any commercial software, shareware, or freeware onto the Academy computers, unless they have written permission from the Network Administrator. Students shall not copy other people's work or intrude into other people's files.

Inappropriate materials or language - The use of profane, abusive or impolite language shall not be allowed, nor shall materials be accessed which are not in line with the rules of appropriate school behavior. Basically, students shall not view, send, or access materials that they would not want their teachers or parents to see. Should students encounter such material by accident, they should immediately report it to their teacher.

FERPA Notice

Sagewood needs to honor families' privacy while meeting its obligation to share education-related information with the community. The Family Education and Privacy Act (FERPA) defines "directory information" to anyone, without consent, as long as the district annually notifies parents and allows them the chance to opt-out. FERPA defines "directory information" as information contained in a student's education record that generally would not be considered harmful or invasive to privacy disclosure. The law allows school districts to determine and notify parents of its exact definition of such directory information.

The Academy defines student "directory information" as: Full name, address, phone number, photograph/image, date, place of birth, participation in school activities and sports, weight and height of members of athletic teams, dates of school attendance, diplomas, awards, and schools attended.

If you do not want the Academy to release this information about your child, please indicate in the form at the end of the student parent handbook and return it to the school or make a request in writing and send it to the Principal by September 15th of each year.

Please note: Even for students with no FERPA opt-out letter on record, Sagewood Preparatory Academy employees will exercise their best judgment when releasing “directory information” and will seek parent/guardian permission for situations that would generally be considered outside of the realm of typical school-related activities or news. In addition, the Academy will not control the release of certain directory information such as photographs/images or names, when students participate in school events open to the public. More information about your rights under FERPA is available online at www.ed.gov/policy/gen/guid/fpco/ferpa/index.html.

Field Trips

Field trips are academic activities that are held off Academy grounds. Buses will transfer students to and from field trips. There are also other trips that are part of the Academy’s co-curricular and extra-curricular programs. No student may participate in any Academy-sponsored trip without written parental consent.

Field trips are designed to extend curricular areas for our students. Parents may be asked to be a chaperone on a field trip. The role of a chaperone is to supervise students; therefore, siblings are not allowed accompanying parents on any field trip without express permission from the teacher. Students whose behavior represents safety concerns may be excluded from participation in a field trip.

Title I Services

The Academy is a school-wide Title I funded school. Students can qualify for Title I services after academic performance data is analyzed. Title I services are put in place to provide support to students who struggle academically and need additional academic service to improve overall performance in Reading and Math. A quarterly data analysis is completed by administration and the Title I staff to provide proper support to meet academic needs of each student that qualifies. Students who receive Title I services are given opportunities to test out of the services if appropriate growth is recorded.

Testing

All students who enroll in our school will complete an entrance assessment. All students complete an assessment in Reading and Math at least three times per year, among other grade level assessments. All assessment data is closely monitored on a regular basis in order to provide appropriate instruction and support to all students.

Grading Periods and Parent Teacher Conferences

Report cards are issued at the end of each ten-week grading period. At the end of the year report cards may be mailed home. Progress reports are sent home to the parents of all students at the

midpoint of each ten-week grading period. They are used to inform parents of any problems or improvements of the students.

Parent-Teacher Conferences are scheduled in the fall and spring. The Academy calendar will list the exact dates. The classroom teacher will schedule conferences. Parents may arrange a conference with their child's teacher any time during the Academy year by contacting the Academy and arranging an appointment.

Homework

The assignment of homework should be expected. Student grades will reflect the completion of all work, including outside assignments. It is the student's responsibility to complete and turn in homework assignments. Homework is part of the student's preparation for the standardized tests and graduation.

Promotion, Placement and Retention

Many factors are taken into consideration when a student is promoted to the next level or retained at their current grade level. Each child is treated as an individual case and will be given individual consideration. The Academy firmly opposes social promotion policies (i.e., going to the next grade without proven academic merit). Teachers are to confer with the Principal concerning all retentions.

Parents will be notified in writing if a student is not on track to be promoted to the next grade. These notices will be sent at the end of quarter one, two, and three. In addition, parents will have access to online gradebooks, including an array of tools to help monitor student grades. Given our outreach programs to communicate academic performance, it is ultimately the responsibility of the parent to keep informed about student grades. Out-of-date addresses and ignorance of our online gradebook is not an accepted argument against retention.

A final decision to retain a student will be made no later than one week before the Academy year ends, and parents will be notified in writing. Teachers will arrange conferences with the parent to explain the benefits of retention and the probable effect it will have on the student's educational growth. If you still have an objection to the decision to retain a student, an appointment with the Principal may be arranged to discuss the issue further.

SECTION III – STUDENT CONDUCT

Academy Attendance Policy

It is imperative that students be in attendance each school day in order not to miss a significant portion of their education. H.B. 410, the State of Ohio's attendance law, outlines very specific guidelines regarding excessive truancy and absences. Important learning results from active participation in the classroom and other Academy activities, which cannot be replaced by individual study. To review the specific guidelines of HB 410, you may access this information at <https://education.ohio.gov/getattachment/Topics/Chronic-Absenteeism/House-Bill-410-FAQ.pdf.aspx?lang=en-US>

The Academy is also concerned about helping students develop a high-quality work ethic, which will be a significant factor in their success with future employers. One of the most important work habits that employers look for in hiring and promoting a worker is his/her dependability in coming to work every day and on time. This is a habit the Academy wants to help students develop as early as possible in their Academy careers.

Excused Absences

Students may be excused from the Academy for one of the following reasons and will be provided an opportunity to make-up missed Academy work and/or tests:

- personal illness but not illness in the family unless the circumstances are approved by the principal
- death in the immediate family
- religious holiday or observance day
- professional appointments that cannot be scheduled at non-school times
- absences approved by the principal for good cause

Students with a health condition that causes repeated absences are to provide the Academy office with an explanation of the condition from a registered physician.

Parents must provide an explanation for their child's absence by no later than 9:00 a.m. on the day of the absence or send a note the following day. They are to call the Academy office and explain the reason for the absence. If the absence can be foreseen (the cause must be approved by the Principal), the parent should arrange to discuss the matter as many days as possible before the absence will occur so that arrangements can be made to assist the student in making up the missed school work.

Students who are excusably absent for more than ten (10) days in a grading period, regardless of the reasons, will be considered "frequently absent". If there is a pattern of frequent absence for an illness, the parents will be required to provide a statement from a physician describing the health condition that is causing the frequent illness and the treatment that is being provided to rectify the condition. Without such a statement, the student's permanent attendance record will indicate "frequent unexplained illness."

During the next grading period, a "frequently-absent" student will be placed on "attendance watch" to monitor whether or not the pattern continues.

Withdrawal

A student who fails to participate in seventy-two (72) consecutive hours of learning opportunities will be automatically withdrawn unless the student's absence is excused. Otherwise, a parent may withdraw a student voluntarily by signing a Voluntary Withdrawal form with the Principal or his/her designee.

Whenever a student withdraws from the Academy voluntarily, the student's teacher shall attempt to ascertain the reason for withdrawal and shall immediately inform the Superintendent or his/her designee of the reason for the withdrawal. If the student voluntarily withdrew from

the Academy as a result of a change in residence, the Superintendent or his/her designee shall notify the superintendent of the district to which the student has moved of all essential information regarding the student, including the student's new address.

If the Superintendent or his/her designee becomes aware that a student who has withdrawn from the Academy for reasons other than a change of residence is not enrolled in another school, the Superintendent or his/her designee shall notify the registrar of motor vehicles and the juvenile judge of the county in which the Academy is located of the student's likely violation of the State's compulsory education laws. Notice shall be given within two weeks and shall include the student's name, address, date of birth, school, and the district where the student resides. Any notice given in error shall be immediately rescinded by the Superintendent or his/her designee.

Disciplinary Action for Unexcused Tardiness or Absence

Repeated unexcused absences/tardiness shall be grounds for disciplinary action. A student is tardy when they do not arrive to the school by 8:00 am. If a student misses more than half a class, the student will be marked absent for the class.

Any student who, due to a medically documented physical or mental impairment, is absent for an extended period will not be disciplined. Such students may be entitled to receive an education tailored to their individual needs or abilities as provided for under federal and/or state law.

Truancy and Absence Intervention Strategies

A "habitual truant" is a child of compulsory school age who is absent without legitimate excuse for five or more consecutive school days, seven or more school days in one school month, or twelve or more school days in a school year. A "chronic truant" is any child of compulsory school age who is absent without legitimate excuse for seven or more consecutive school days, ten or more school days in one school month, or fifteen or more school days in a school year.

Ohio law demands that any student who, without legitimate excuse, fails to participate in 105 consecutive hours of learning opportunities offered to the student by the Academy shall be automatically withdrawn from the Academy. The Academy will provide the parent/guardian notice and an opportunity to respond prior to an automatic withdrawal. The Academy will send notice of automatic withdrawal to the Franklin County Court of Common Pleas, Juvenile Branch, and to the public school district where the student's parent/guardian resides.

Unexcused absence from the Academy (truancy) is not acceptable. Students who are truant will receive no credit for Academy work that is missed. A student's designation as a habitual or chronic truant may result in a hearing before a judge in a court of law and/or a report to local authorities.

The Academy shall attempt to address student attendance problems through a variety of prevention and intervention strategies. These measures may include, but are not limited to, the following:

1. Taking disciplinary action against a student for truancy, in accordance with the student code of conduct,
2. Offering counseling to the family of a student with truancy problems,
3. Requiring the parent/guardian to contact the Academy to discuss the student's absences,
4. Giving a student and his/her parent/guardian written warning about the possible legal consequences of truancy,
5. Requiring the student's parent/guardian to attend a parental education or training program to encourage parental involvement in compelling the student's attendance at the Academy,
6. Referring the matter to the Franklin County Court of Common Pleas, Juvenile Branch, for consideration,
7. Initiating automatic withdrawal from the Academy,
8. Filing a complaint against the student and his or her parent/guardian in the Franklin County Common Pleas Court, Juvenile Branch.

The Academy will endeavor to work cooperatively with the Franklin County Court of Common Pleas, Juvenile Branch, and appropriate state and local agencies to deal with the issue of habitual and chronic truancy. The Academy will assure:

1. The attendance policy will be issued annually to parents/guardians (parents/guardians are asked to acknowledge receipt of the policy in writing).
2. The Academy will maintain a "flagging" system to identify absent students as potential habitual and chronic truants before they meet the mandatory timelines for classification as such. Parents/Guardians of these students are to be informed of the concern and consequence of such absenteeism.
3. The Academy has appointed its Principal as the attendance officer for the Academy. This person may be subpoenaed to Court to verify and testify should there be questions about attendance issues.
4. Letters of notification and warning will be sent via certified mail to the parents/guardians of each habitual and chronic truant.
5. The police may be notified when a child meets the habitual truant standard.
6. The Academy will send notice to the superintendent of the public school district where the parent/guardian of the truant student resides.

Teachers are encouraged to consult with the Principal about a student's attendance concerns and to suggest to students and their parents that more formal interventions may become necessary.

If an enrolled student is considered a chronic truant, and the enrolled student's parent/guardian fails to compel the student's attendance at the Academy, the Academy may file a complaint jointly against the student and the student's parent or guardian in the Franklin County Court of Common Pleas, Juvenile Branch, in accordance with Ohio law.

Vacations during the school year

Parents are encouraged not to take their child out of the Academy for vacations. When a family vacation must be scheduled during the school year, the parents should discuss the matter with the Principal and the student's teacher(s) to make necessary arrangements. It may be possible for the student to receive certain assignments that are to be completed during the trip.

Suspension and expulsion from Academy

A suspended or expelled student is responsible for completing schoolwork missed due to suspension or expulsion; however, assigned work will not automatically count toward their grade. Sagewood Preparatory Academy uses a progressive discipline policy that provides increased student intervention and possible disciplinary action based on the number and severity of the infractions.

Tardiness

Students are expected to be punctual and respectful of instructional time. Tardiness not only impacts the beginning of the child's day, but it also infringes on the rights of others. Habitual tardiness will not be tolerated. After the sixth (6th) tardy a notice sent home to notify the parents of their child's status. Please note that six (6) tardies may be converted to one (1) unexcused absence at the discretion of the Administration.

Student Attendance at Academy Events

The Academy encourages students to attend as many Academy events held after school as possible, without interfering with their schoolwork and home activities. Enthusiastic spectators help to build Academy spirit and encourage those students who are participating in the event.

To ensure students attending evening events as participants or non-participants are properly safeguarded, a parent or adult chaperone must accompany students. Such events include but are not limited to school festivals, performances, and sporting events such as soccer and basketball. The Academy will not be able to supervise unaccompanied students, nor will it be responsible for students who arrive without an adult chaperone.

The Academy will continue to provide adequate supervision for all students who are participants in an Academy activity. Students must comply with the Code of Conduct at Academy events, regardless of the location. Student behavior may prohibit attendance at school events.

SECTION IV - DRESS CODE

Students are required to follow the Academy's dress code unless otherwise authorized by the teacher or Administration:

Dress Code Guidelines

Students are required to generally plain shirts and pants; patterns, graphics, and logos bigger than approximately two inches are prohibited. Uniforms are meant to promote focus on academics and social equity and are under the discretion of the Administration.

Approved Tops – Dark Green, white

Polo	Oxford	School Event/Promo
		

+ Uniform shirts with the school logo may be purchased from the front desk or through the school’s online store

Approved Bottoms – Khaki/Tan

Dress Shorts	Pants/Slacks	Dress/Skirt
		

+ Shorts, skirts, and dresses must be no shorter than three inches above the knee.

+ Pants must be at waist level – “sagging” is expressly prohibited.

Approved Shoes – No Color Required (any close-toed shoes)

Athletic/Flats	Dress shoes	Boots
		

+ Students should be able to run in their school shoes.

Approved Layers – Varied Color Requirements

Undershirts	Cardigan	School Jacket
 <p data-bbox="332 701 415 730">White</p>	 <p data-bbox="708 701 959 730">White / Dark Green</p>	

+ School jackets and outer layers can be ordered on the school's online store

Headwear

Religious Head Coverings - OK	No Hats!	No Bandanas!
	 <p data-bbox="716 1167 967 1197">Hats are prohibited</p>	 <p data-bbox="1117 1167 1438 1197">Bandanas are prohibited</p>

Personal Property

Students are responsible for the care of their own personal property. The Academy will not be responsible for personal property. Valuables such as jewelry or irreplaceable items should not be brought to the Academy. The Academy may confiscate such items and return them to the student's parents to protect family assets.

School Property

Damage to or loss of Academy equipment and facilities wastes taxpayers' money and undermines the Academy program. Therefore, if a student does damage to or loses Academy property, the student or his/her parents will be required to pay for replacement or repair. If the damage or loss was intentional, the student will also be subject to discipline according to the Student Code of Conduct.

Academy Equipment and Facilities

Students must receive the permission of the teacher before using any equipment or materials in the classroom and the permission of the Principal to use any other Academy equipment or facility. Students will be held responsible for the proper use and safe-keeping of any equipment

or facility they are allowed to use. Outside individuals or organizations may request a Building Use Form from the Academy office.

Search and Seizure

Search of a student and his/her possessions (including backpacks and purses) may be conducted at any time the student is under the jurisdiction of the Board of Trustees, if there is a reasonable suspicion (which is significantly less stringent than 'probable cause') that the student is in violation of the law or Academy rules. A search may also be conducted to protect the health and safety of others. All searches may be conducted with or without a student's consent.

Students may be provided lockers, desks, or other equipment in which to store materials. It should be clearly understood that this equipment is the property of the Academy and may be searched at any time, with or without reasonable suspicion that a student has violated the law or Academy rules. Locks are to prevent theft, not to prevent searches. Any and all property of the Academy, including lockers, may be subject to random or for-cause search.

Anything that is found in the course of a search that may be evidence of a violation of Academy rules or the law may be taken and held or turned over to the police. The Academy reserves the right not to return items which have been confiscated. In the course of any search, students' privacy rights will be respected regarding any items that are not illegal or against Academy policy.

All computers, labs and offices of the Academy are the Academy's property and are to be used by students, where appropriate, solely for educational purposes. The Academy retains the right to access and review all electronic, computer files, databases, and any other electronic transmissions contained in or used in conjunction with the Academy's computer system, and electronic mail. Students should have no expectation that any information contained on such systems is confidential or private.

Review of such information may be done by the Academy with or without the student's knowledge or permission. The use of passwords does not guarantee confidentiality, and the Academy retains the right to access information in spite of a password. All passwords or security codes must be registered with the instructor. A student's refusal to permit such access may be grounds for disciplinary action.

SECTION V - CODE OF CONDUCT

The Board of Trustees has adopted the following Student Code of Conduct. The Code includes the types of misconduct that will subject a student to disciplinary action and the procedures for implementing disciplinary action.

It is the Academy staff's responsibility to provide a safe and orderly learning environment. History has shown that certain student actions are not compatible with a "safe" and "orderly" environment. Discipline is within the sound discretion of the Academy's staff and administration.

The following provides examples of major areas that could result in disciplinary action. The absence of a behavior or any specific action from the list does not mean that such conduct does not violate the discipline code or cannot be disciplined.

Harassment/Bullying/Cyber-bullying/Hazing

The Ohio Legislature defines bullying as an intentional written, verbal, or physical act that a student has exhibited toward another student in a patterned behavior, both of which: (1) causes mental or physical harm to the other student, and (2) is sufficiently severe, persistent, or pervasive that it creates an intimidating, threatening, or abusive educational environment for the other student. In addition, bullying is an imbalance of power, whether real or perceived where the victim is unable to defend him/herself.

Harassment Policy

Anti-Harassment, Intimidation and Bullying Policy The following policy must appear in any student handbook, and in any publications that set forth the comprehensive rules, procedures and standards for the School and students. Information regarding this policy must be incorporated into employee training materials. Annually, the School shall send a written statement describing the policy and the consequences for violating the policy to each student's custodial parent or guardian, either electronically or with report cards. The School prohibits acts of harassment, intimidation, or bullying (including cyber-bullying) of any student on school property or at school-sponsored events (any event conducted on or off School property, including School buses and other School related vehicles, that is sponsored, recognized or authorized by the Board). A safe and civil environment in the School is necessary for students to learn and achieve high academic standards. Harassment, intimidation and bullying, like other disruptive or violent behaviors, are conduct that disrupts both a student's ability to learn and the School's ability to educate its students in a safe environment. Since students learn by example, school administrators, faculty, staff and volunteers should be commended for demonstrating appropriate behavior, treating others with civility and respect, and refusing to tolerate bullying.

"Harassment, intimidation, or bullying" means either of the following: 1) any intentional, written, verbal, electronic, graphic, or physical act that a student or group of students has exhibited toward another particular student more than once and the behavior both causes mental or physical harm to the other student; and is sufficiently severe, persistent or pervasive that it creates an intimidating, threatening or abusive educational environment for the other student; or 2) violence within a dating relationship. The definition of "harassment, intimidation or bullying" also includes the above described acts which are electronically generated, stored or transmitted, sometimes called "cyberbullying".

The School reserves the right to discipline students' off campus behavior which substantially disrupts the School's educational process or mission, or threatens the safety or well-being of a Student or Staff member. Factors which may be considered in determining whether the behavior warrants discipline include, but are not limited to, the following: (1) whether the behavior created material and substantial disruption to the educational process or the School's mission due to the stress on the individual(s) victimized or the time invested by Staff in dealing with the

behavior or its consequences; (2) whether a nexus to on-campus activities exists; (3) whether the behavior creates a substantial interference with a Student's or Staff member's security or right to educate and receive education; (4) whether the behavior invades the privacy of others; or (5) whether any threat is deemed to be a true threat by the administration or Board, using factors and guidelines set out by the courts or by common sense, reasonable person standards.

Some acts of harassment, intimidation, bullying and cyber-bullying may be isolated incidents requiring that the school respond appropriately to the individuals committing the acts. Other acts may be so serious or part of a larger pattern of harassment, intimidation, bullying or cyber-bullying that they require a response either in the classroom, School building, or by law enforcement officials. Consequences and appropriate remedial actions for students who commit an act of harassment, intimidation, bullying or cyber-bullying range from positive behavioral interventions © 1999 Amy J. Borman up to and including suspension or expulsion. Due process procedures for suspension and expulsion will be followed, as provided for under R.C. 3313.66. The disciplinary procedures and code of conduct of the School shall be followed and shall not infringe on any student's First Amendment rights under the United States Constitution.

All school personnel, volunteers and students are required to report prohibited incidents of which they are aware to the Principal or his/her designee. All other persons may report prohibited incidents of which they are aware to the Principal or his/her designee. Anonymous communications, if necessary, may be made by telephone, electronic mail, or in writing. The Principal or his/her designee is then responsible for determining whether an alleged incident constitutes a violation of this policy. In so doing, the Principal or his/her designee shall conduct a prompt and thorough investigation of the reported incident, and prepare a report documenting the prohibited incident that is reported (See attached Form for Reporting Incidents of Harassment Intimidation and Bullying at Appendix 264.1-A). Once an investigation is completed, if the reported incident has been substantiated, the Parent of any Student involved in the prohibited incident shall be notified. To the extent permitted by R.C. 3319.321 and the Family Educational Rights and Privacy Act of 1974 (20 U.S.C. 1232g), Parents have access to any written reports pertaining to the prohibited incident, and, if the School has a website, the School shall post this summary of reported incidents on the School website. Semiannually, the Principal will provide the Board President with a written summary of all reported incidents. All School personnel, volunteers and Students shall be individually immune from liability in a civil action for damages arising from reporting an incident in accordance with this policy.

The School prohibits reprisal or retaliation against any victim or person who reports an act of harassment, intimidation or bullying. The consequence and appropriate remedial action for a person who engages in reprisal or retaliation shall be determined by the Principal or his/her designee after consideration of the nature and circumstances of the act, in accordance with School policies and procedures.

However, Students who deliberately make false reports of harassment, intimidation, or bullying will be disciplined up to and including suspension or expulsion.

The School shall implement the following strategy for protecting victims: supervise and discipline offending students fairly and consistently; provide adult supervision during recess, lunch time, bathroom breaks and in the hallways during times of transition; maintain contact with parents and guardians of all involved parties; provide counseling for the victim if assessed that it is needed; inform School personnel of the incident and instruct them to monitor the victim and the offending party for the indications of harassing, intimidating and bullying behavior. Personnel are to intervene when prohibited behaviors are witnessed; check with the victim daily to insure that there has been no incidents of harassment/intimidation/bullying or retaliation from the offender or other parties.

Harassment, intimidation and bullying behavior can take many forms and can vary dramatically in seriousness and impact on the targeted individual and other students. Accordingly, there is no one prescribed response to verified acts of harassment, intimidation and bullying. While conduct that rises to the level of “harassment, intimidation or bullying” will warrant disciplinary action whether and to what extent to impose disciplinary action (i.e., detention, in- and out-of-school suspension, or expulsion) is a matter left in the professional discretion of the Principal. The following procedure sets forth possible interventions for the Principal to enforce the prohibition against harassment, intimidation or bullying. Anonymous complaints that are not otherwise verified, however, shall not be the basis for disciplinary action.

1. Non-disciplinary Interventions.

When verified acts of harassment, intimidation or bullying are identified early and/or when such verified acts do not reasonably require a disciplinary response, students may be counseled as to the definition of harassment, intimidation or bullying, its prohibition and their duty to avoid any conduct that could be considered harassing, intimidating or bullying. If a complaint arises out of conflict between students or groups of students, peer mediation may be considered. Special care, however, is warranted in referring such cases to peer mediation. A power imbalance may make the process intimidating for the victim and therefore inappropriate. The victim’s communication and assertiveness skills may be low and could be further eroded by fear resulting from past intimidation and fear of future intimidation. In such cases, the victim should be given additional support. Peer mediation may be deemed inappropriate to address the concern at the discretion of the School administration.

2. Disciplinary Interventions.

When acts of harassment, intimidation and bullying are verified and a disciplinary response is warranted, students are subject to the full range of disciplinary consequences. In and out-of-school suspension may be imposed only after informing the accused perpetrator of the reasons for the proposed suspension and giving him/her an opportunity to explain the situation. Expulsion may be imposed only after a hearing before the Board of Directors, a committee of the board or an impartial hearing officer designated by the Board of Directors in accordance with Board policy. This consequence shall be reserved for serious incidents of harassment, intimidation or bullying and/or situations where past interventions have not been successful in eliminating prohibited behaviors.

Nothing in this policy prohibits a victim from seeking redress under any provision of Ohio law that may apply.

To the extent state or federal funds are appropriate, the School shall require that all students enrolled in the School be provided with age-appropriate instruction of this policy annually. The School may form a prevention task force and/ or programs to educate students about this policy, such as holding an assembly on harassment, intimidation and bullying for Parents and Students, to raise the level of awareness and help prevent the prohibited conduct.

The School shall incorporate training on this policy into the in-service training required under R.C. 3319.073. The School may provide training, workshops, or courses to other Staff and volunteers who have direct contact with students. R.C. §§ 3313.666, 3313.667, 3319.073 See also Policy No. 271 Student Code of Conduct; Policy No. 273 Expulsion and Suspension; Policy No. 232 Technology and Internet Acceptable Use; Policy No. 234 Electronic Communication Devices; Policy No. 261 Student Expression; Policy No. 262 Student Bill of Rights/Responsibilities; and Policy No. 264 Sexual and Other Forms of Harassment

Cyber-bullying

Cyber-bullying is defined as the use of information and communication technologies such as e-mail, cell phone, pager, text messages, instant messaging (IM), personal web sites, and online personal pooling web sites, whether on or off school campus, to support deliberate, repeated, and while behavior by an individual or group, that is intended to threaten or harm others, or which causes emotional distress to an individual. The physical location or time access of a technology-related incident cannot be raised as a defense in any disciplinary action initiated.

Corrective Action

It is important to remember that the Academy's rules apply going to and from the Academy, at the Academy, on Academy property, at Academy-sponsored events, and on school transportation. In some cases, a student can be suspended or expelled from the Academy.

Ultimately, it is the Principal's responsibility to keep things orderly. In all cases, the Academy shall attempt to make corrective action prompt and equitable and to have the corrective action match the severity of the incident.

Alternative to Suspension (ASP)

The ASP program is designed to provide an alternative academic environment for students who are otherwise having a difficult time operating in a small or large group environment. If ASP is assigned to a student, concurrent/parallel coursework will be given that meets the same academic objectives as they are listed in the lesson plans by the teacher. ASP is not an in-school suspension and is not reported to the Ohio Department of Education.

Out-of-school Suspension

Out of School Suspension (OSS) is defined as the removal from Academy up to 10 days. Removal from extra-curricular activities.

Expulsion/Involuntary Removal

The Principal may expel a student from the Academy for a period not to exceed the greater of eighty school days or the number of school days remaining in this semester or term in which the incident that gives rise to the expulsion takes place, unless the expulsion is extended consistent with the Code of Conduct and state law (see ORC 3313.66).

Two types of corrective action are possible, informal corrective action and formal discipline.

Informal Corrective Action

Informal correction action takes place within the Academy. It includes (but is not limited to): counsel with student, remove certain privileges, arrangement of student and/or parent conferences, behavior contracts, changes of seating or location, recess, lunchtime, and before or after-Academy detention.

Detentions

A student may be detained after school or asked to come to school early by a teacher, after giving the student and his/her parents one (1) days' notice. The student's parents are responsible for transportation.

Formal Discipline

Formal discipline removes the student from the Academy. It includes emergency removal for up to seventy-two (72) hours, suspension for up to ten (10) school days, and expulsion from the Academy. Suspensions and expulsions may carry over into the next school year. Removal for less than one (1) school day without the possibility of suspension or expulsion may not be appealed. Suspension and expulsion can be appealed.

Discipline of Students with Disabilities

Students with disabilities are entitled to the rights and procedures afforded by the Individuals with Disabilities Education Improvement Act (I.D.E.A.) and the Americans with Disabilities Act (A.D.A.), or Section 504 of the Rehabilitation Act of 1973.

Procedures for Suspension, Expulsion and Emergency Removal

Suspension

Suspension is defined as the denial to a student for a period of at least one (1) but no more than ten (10) school days.

After alleged misconduct becomes known to Academy administrators, the student shall be given written notice of the intention to suspend and the reasons for such action by the Principal or BIS, or assistant administrator. The student will be given an opportunity to appear at an informal hearing before the Principal or assistant administrator, or designee, to challenge the reasons for the possible suspension or to otherwise explain his/her actions.

Within one school day after the time of a student's suspension, the Principal, BIS, assistant administrator, or designee shall send written notice of the suspension to the student and his/her parent, guardian, or custodian and the Treasurer of the Board of Trustees. The notice shall specify the duration of the suspension and the reasons, therefore. It also shall include notification of the right of the student or his/her parent, guardian or custodian to appeal the suspension to the Board of Trustees or its designee the Principal, within fourteen (14) calendar days of the first date of suspension, to be represented in the appeal proceeding, and to request that such hearing be held in executive session if conducted by the Board of Trustees. At the conclusion of the suspension or expulsion, parents and student are required to participate in a re-entry meeting to establish a student success plan.

This procedure shall not and need not be followed in cases where a student is removed from one or more curricular for a period of less than twenty-four (24) hours and is not subject to suspension or in cases where a student is removed from any extracurricular activities.

Expulsion

Expulsion is defined as the denial to the student, for a period of more than ten (10) Academy days but less than eighty (80) Academy days (except for circumstances identified below), of permission to attend Academy and to take part in any Academy function.

Prior to any expulsion, the Principal shall give the student and his/her parent, guardian or custodian written notice of the possibility of expulsion and shall provide the student and his/her parent, guardian or custodian with an opportunity to appear in person before the Principal or designee and challenge the reasons for the possible expulsion or otherwise explain the student's actions.

The notice shall include the reasons for the possible expulsion, notification of the right of the student, guardian, custodian or their representative to appear before the Principal or designee to hear and to challenge the reasons for the possible expulsion or otherwise to explain the student's actions, and notification of the time and place to appear. The time to appear shall not be earlier than three (3) nor later than five (5) days after the notice is given unless the Principal grants an extension of time at the request of the student, or his/her parent, guardian, custodian or representative. Such extensions shall not exceed five (5) days. If an extension of time is granted, the Principal or designee shall notify the student and his/her parent, guardian, custodian or representative of the new time and place to appear.

Within one school day after the time of any expulsion, the Principal shall send written notice to the student and his/her parent, guardian or custodian and the Treasurer of the Board of Trustees. The notice shall specify the duration of the expulsion and the reasons, therefore. It also shall include notification of the right of the student of his/her parent, guardian or custodian to appeal the expulsion to the Board of Trustees or to its designee within fourteen (14) days of the expulsion, to be represented in the appeal proceeding, to be granted a hearing before the Board or its designee in order to be heard against the expulsion, and to request that such hearing be held in executive session if conducted by the Board.

The Principal shall initiate expulsion proceedings pursuant to R.C. 3313.66 with respect to any student who has committed an act warranting expulsion under the Academy's policy regarding expulsion even if the student has withdrawn from Academy for any reason after the incident that gives rise to the hearing but prior to the hearing or decision to impose the expulsion. If, following the hearing, the student would have been expelled for a period of time had the student still been enrolled in the Academy, the expulsion shall be imposed for the same length of time as on a student who has not withdrawn from the Academy.

The Principal is authorized to expel a student from the Academy for a period not to exceed one year for committing an act that is a criminal offense when committed by an adult and that results in serious physical harm to persons as defined in Division (A)(5) of Section 2901.01 of the Revised Code or serious physical harm to property as defined in Division (A)(6) of Section 2901.01 of the Revised Code while the student is at the Academy, on any other property owned or controlled by the Board, or at an interscholastic competition, an extracurricular event, or any other Academy program or activity not located either in an Academy or property owned or controlled by the Board. Any expulsion under this division shall extend, as necessary, into the school year in which the incident that gives rise to the expulsion takes place. The expulsion period may be reduced on a case-by-case basis for such reasons as the age and mental capacity of the student, the student's prior disciplinary record, the degree of remorse shown, and any other fact deemed mitigating by the Principal under the particular circumstances.

Whenever a student is suspended or expelled for possession or use of drugs or a firearm, knife, or other weapon, the Principal shall notify law enforcement. Such notification is to be given within two (2) weeks after the suspension or expulsion in a manner that complies with the provisions of R.C. 3321.13(B)(3).

Emergency Removal

Emergency Removal is defined as the denial of student instruction when the student presence poses a continuing danger to persons or property or an ongoing threat of disrupting the academic process taking place either within a classroom or elsewhere on the Academy premises, for a period not exceeding seventy-two (72) hours of permission to attend the Academy and to take part in any Academy function.

When circumstances are such that a student's continuing presence in the Academy pending completion of the procedures set forth in sections A or B is reasonably certain to pose a continuing danger to persons or property or an ongoing threat or disrupting the academic process taking place either within the classroom or elsewhere, on the Academy premises or at Academy sponsored or related activities or events, the Principal or assistant administrator, or designee, may remove a student from curricular or extracurricular activities or from the Academy premises, without complying with the notice and hearing requirements of sections A or B. In like circumstances, a teacher may remove a student from curricular or extracurricular activities under his/her supervision, without complying with the notice and hearing requirements of sections A

or B. As soon as practicable after making such removal, the teacher shall submit reasons, in writing, for such removal to the Principal.

If a student is removed under this section, written notice of the reason(s) for the removal and written notice of the hearing to be held regarding the removal shall be given to the student as soon as practicable prior to the hearing. The hearing must be held within seventy-two (72) hours from the time the initial removal is ordered.

The hearing shall be held in accordance with the procedure set forth in section A above, pertaining to suspensions, unless it is probable that the student may be subject to expulsion. In that event, the hearings shall be held in accordance with the procedure set forth in subparagraph B above, except that the hearing shall be held within seventy-two (72) hours of the initial removal. The Academy official who ordered, caused or requested the student's removal under this provision shall be present at the hearing, unless unable to attend.

This procedure shall not and need not be followed in cases when a student is removed from one or more curricular or extracurricular activities for a period of less than twenty-four (24) hours and is not subject to suspension or expulsion.

Disciplinary Removal. Disciplinary Removal is an action less severe than suspension, expulsion or emergency removal and is defined as the removal of the student from a class or other curricular activities for less than twenty-four (24) hours. A student may be removed from a class or other curricular activity where the student engages in conduct which tends to interfere with or disrupt the class or curricular activity or for a violation of code or Academy rules and regulations. When a student is removed from a curricular activity for more than twenty-four (24) hours, the student shall be given notice of the removal and the reasons for the removal. The student will be given an opportunity to appear before the Principal or assistant administrator, or designee, to hear the reasons for the removal and to explain his/her actions.

Other Matters. The student and his/her parent, guardian, or custodian may be requested to come to the Academy for a conference with the Principal, BIS, or assistant administrator, or designee. This conference shall normally be held no later than the date the student is scheduled to return to the Academy from a suspension or expulsion. Personnel employed by the Academy to direct, supervise, or coach a pupil activity program may prohibit a student from participating in that program for up to five school days for violation of Academy rules, violation of program standards or other cause deemed sufficient by the Academy. The Principal, BIS, or assistant administrator, or designee, may suspend a student from any particular or all extracurricular activities of the Academy for any extended period of time.

Drug-free School

In accordance with Federal Law, the Sagewood Board of Directors prohibits the use, possession, concealment, or distribution of drugs by students on the school grounds, in school or school-approved vehicles, or at any school-related event. Drugs include any alcoholic beverage, anabolic steroid, controlled substance, or substance that could be considered a "look-a-like" controlled substance. Compliance with this policy is mandatory for all students. Any student who violates

this policy will be subject to disciplinary action, as specified in the student handbooks, up to and including expulsion from Sagewood, Sagewood will also notify law enforcement officials. Sagewood is concerned about any student who is a victim of alcohol or drug abuse and will facilitate the process by which s/he receives help through programs and services available in the community. Students and their parents should contact Sagewood principal or counseling office whenever such help is needed.

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SECTION VI – RECEIPT OF HANDBOOK

Please visit CHATA’s website at <https://sagewoodprep.org/resources/> and go to the Parent Resources tab to view the Student-Parent Handbook. If you prefer, you may request a hard copy of the handbook from the school.

2025-2026 Academic Year Universal Consent Regarding Release of Student Information
Complete one form for each student in your family. Please print information when appropriate.

Student’s First and Last Name

Grade or Homeroom

I. Permission for Release of Directory Information:

I give consent (or do not give consent) for my student’s school to release Directory information (student’s name, address, parent’s/guardian’s name, telephone number, date and place of birth, participation in officially recognized activities and sports, weights, and heights of members of athletic teams, dates of attendance, and degrees and awards received).

I give my consent I do not give my consent
 I give my consent to release only to parent-teacher or organizations and booster groups supporting school sponsored activities and programs.

II. Permission to Display Photograph, Audio, Video or Electronic Images:

I give consent (or do not give consent) for photographs, audio, video or electronic images of my student, to be used by Sagewood for exhibition, public display, publication, publicity materials, advertising, a news media story, video, audio, or other electronic media, such as the Internet, television, CD-ROM, or DVD. I understand that my student’s full name may also be used with such display except that only my student’s first name will be used on Sagewood websites.

I give my consent I do not give my consent

III. Permission to Display Student Work:

I give consent (or do not give consent) for original written materials, artwork or other work created by my student during the course of instruction to be used by Sagewood for exhibition, public display, publication, publicity material, advertising, a news media story, video, audio, or other electronic media, such as the Internet, television, CD-ROM, or DVD. I understand that my student’s full name may be used with such display except that only my student’s first name will be used on the website. If consent is denied, such denial shall not apply where the student’s material is incorporated into a greater or larger body of work (such as a student’s voice in a choral recording).

I give my consent I do not give my consent

IV. Permission for News Stories:

I give consent (or do not give consent) for quoted statements given by my student, or photographs, audio, video or electronic images of my student, with possible identification by full name, to be used for the purpose of news stories or interviews about Sagewood or educational experiences by our area news media.

_____ I give my consent

_____ I do not give my consent

VI. Permission for Educational Correspondence:

I give consent (or do not give consent) for my student to participate in letter writing as part of the educational experience to people outside Sagewood (e.g.: pen pals, thank-you letters, letters to authors, or letters to public officials), and I understand these letters may include the student’s full name and may include other personally identifiable information about the student.

_____ I give my consent

_____ I do not give my consent

VII. Agreement to Internet Usage Terms and Policies

I give consent (or do not give consent) for my student to use internet per the Internet Use Agreement outlined within the handbook. I further agree that any violation of the regulations will result in the termination of Internet privileges for my student. Any violation may result in access privileges being revoked, school disciplinary action may be taken, and/or appropriate legal action.

_____ I give my consent

_____ I do not give my consent

Please endorse one of the following options:

YES, I have received and read the Academy Handbook. We understand the rights and responsibilities pertaining to students and agree to support and abide by the rules, guidelines, procedures, and policies of the Academy. We also understand that this handbook supersedes all prior handbooks and other written material on the same subjects; that this handbook should not be construed to accord any rights or privileges to students or families beyond those accorded by law; and that this handbook may be revised at any time, with or without notice.

Parent Name (Print):	
Parent Signature:	
Student Enrolled:	

*Please fill out page 30 and 31 for each child enrolled at Sagewood. Thank you very much!

-----OR-----



NO, I do not agree to the terms and conditions in this document. I understand that by choosing to *not* endorse these protocols, I agree to withdraw my child(ren) voluntarily (or involuntarily after 105 class hours have passed).

Parent Name (Print):	
Parent Signature:	
Student(s) Enrolled:	
Student(s) Enrolled:	
Student(s) Enrolled:	