



FORGE
INTERNATIONAL

Parent/Student Handbook

2019-2020

A Sage International School



208 S. Hartley Ln.
Middleton, ID 83644
208-614-0665
www.forgeintl.org

To Our Forge Families,

On behalf of the Sage International School Board and staff, welcome to the 2019-20 school year and thank you for choosing to be a part of Forge International School.

Forge International School engages students within an inclusive IB learning community, challenging all members to take risks and contribute locally and globally through open-minded inquiry. Our learning community includes our staff, our students, and our parents and it takes all of us working together to provide the best possible educational opportunities for our IB Learners.

With your support and engagement, we know that Forge International will reach its full potential and will continue to be an amazing, safe, positive and unique place for students to grow and learn. This Handbook shares important information about Forge's and Sage's policies and operations. Please read its contents and let our staff know if you have any questions. As you complete your review of this Handbook, please take time to read the 'Home and School Contract Guidelines' (last page) where we summarize how our staff, students, and parents can best support learning at Forge.

Our entire team looks forward to a great year at Forge International.

Sincerely,

Keith Donahue,
Executive Director

MISSION

Forge International - a Sage International School - engages students within an inclusive international learning community, challenging all members to take risks and contribute locally and globally through open-minded inquiry.

Website: www.forgeintl.org

Forge International School
208 S Hartley Lane
Middleton, ID 83644
208.614.0665

Sage International Central Office:
1513 Tyrell Lane, Suite 110
Boise, ID 83706
208.343.7243

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DAILY SCHEDULES

Monday –Thursday:

- K – 3: 8:30 am to 3:50 pm
- 4 – 6: 8:30 am to 4:05 pm

Friday:

Students do not attend school on Fridays. Forge International School utilizes Fridays to allow our teachers to participate in professional development, take continuing education classes, collaborate, and prepare for the following week. Providing our teachers with a student-free day each week to learn and grow professionally is a critical aspect of Forge’s success.

End of the School Day:

- 3:50 pm: K-3 will be released. Students riding school busses will gather in designated areas in the buildings.
- 4:00 pm: K-3 parent pickup should be complete
- 4:05 pm: 4-5 students will be released
- 4:15 pm: 4-5 parent pickup should be complete
- 4:20 - 4:30 pm: School bus arrival and departure

SCHOOL CLOSURE

Should inclement weather or emergency situations occur which would result in school closure, Forge International School will contact parents via phone, email, and text through School Messenger and post closure information on the website. School closure information will be announced on Channel 7-KTVB.

INTERNATIONAL BACCALAUREATE

Forge International intends to apply for candidacy for the Primary Years Program during the 2019-20 school year. For more information about IB and the PYP visit

<https://www.ibo.org/programmes/>.

THE IB LEARNER PROFILE

The aim of all IB programmes is to develop internationally minded people who, recognizing their common humanity and shared guardianship of the planet, help to create a better and more peaceful world. As IB learners we strive to be:

Inquirers. We nurture our curiosity, developing skills for inquiry and research. We know how to learn independently and with others. We learn with enthusiasm and sustain our love of learning throughout life.

Knowledgeable. We develop and use conceptual understanding, exploring knowledge across a range of disciplines. We engage with issues and ideas that have local and global significance.

Thinkers. We use critical and creative thinking skills to analyze and take responsible action on complex problems. We exercise initiative in making reasoned, ethical decisions.

Communicators. We express ourselves confidently and creatively in more than one language and in many ways. We collaborate effectively, listening carefully to the perspectives of other individuals and groups.

Principled. We act with integrity and honesty, with a strong sense of fairness and justice, and with respect for the dignity and rights of people everywhere. We take responsibility for our own actions and their consequences.

Open-minded. We critically appreciate our own cultures and personal histories, as well as the values and traditions of others. We evaluate a range of points of view, and we are willing to grow from the experience.

Caring. We show empathy, compassion and respect. We have a commitment to service, and we act to make a positive difference in the lives of others and in the world around us.

Risk-takers. We approach uncertainty with forethought and determination; we work independently and cooperatively to explore new ideas and innovative strategies. We are resourceful and resilient in the face of challenges and change.

Balanced. We understand the importance of balancing different aspects of our lives - intellectual, physical and emotional – to achieve well-being for ourselves and others. We recognize our interdependence with other people and with the world in which we live.

Reflective. We thoughtfully consider the world and our own ideas and experience. We work to understand our strengths and weaknesses in order to support our learning and personal development.

COMMUNICATIONS

Forge International School is committed to keeping our parents informed and to promote open lines of communication between Forge and our students and our families. Forge uses SchoolMessenger to provide parents information via instant messaging. As part of enrollment, parents are automatically signed up for SchoolMessenger to receive automated phone calls and emails. Parents must opt-in to receive text messages. Please contact the school for up-to-date instructions on opting-in for text messages.

For information about upcoming meeting, events, community activities, etc., please go to the Upcoming Events Calendar on our website: www.forgeintl.org

Teachers are available to answer your questions and should be your first point of contact. Typically, email is the best means, in non-time critical situations, to reach our teachers and/or to request a meeting with a teacher. You can find email addresses for teachers and all staff members in the Staff section of our web page.

The proper administrative channels are as follows:

1. Teacher
2. Micah Doramus, Head of School
3. Keith Donahue, Executive Director
4. Board of Directors

Please call the front desk if you would like to speak with a teacher or make an appointment with our administrative staff to discuss any aspect of Forge International School. We will schedule the requested meeting as soon as convenient for all persons involved.

Community Relations Policy: 4000, 4105

PARENT/TEACHER CONFERENCES

Forge International School holds parent/teacher conferences throughout the year. Teachers will provide parents with an electronic schedule of available meeting times.

In addition to the planned conferences, parents can always contact Forge International School teachers via email to request a meeting with the teacher. Parent/teacher communication is critical to student success and is strongly supported by Forge International School.

Instruction Policy: 2625

ATTENDANCE

Students are expected to be in class, seated and ready to learn at the start of each school day (8:30 AM). Any student not in their classroom when class begins will be considered tardy. Please ensure students are dropped-off early enough to allow them to get to their classroom on time.

TARDY: Forge International School considers students entering the classroom after the posted start time to be tardy. If the student arrives after school has started, the parent must enter the building with their student and sign their student in at the front desk. The tardy will be noted in Forge International's attendance records.

NOTIFICATION OF ABSENCE: It is imperative that you contact Forge to let us know if your student will be absent. Please email attendance@forgeintl.org or call our main office at 208-614-0665.

Please provide the following information:

- the student's first and last name and grade
- name of parent/guardian reporting the absence
- estimated date of return
- reason for the absence

If absence is due to a doctor's appointment, please provide note from doctor's office to verify absence. Notes may also be faxed to the main office.

Attendance Policy – Absence Process

Regular attendance is vital for a student's educational success as it provides the uninterrupted opportunity for students to receive instructional time that builds academic and life skills as well as self-esteem that contributes to a successful life.

When multiple absences occur, students miss out on valuable instructional time that can leave gaps in their learning. These gaps over time compound and often produce great frustrations and learning struggles as a student progresses through any educational system.

In support of our educators and their efforts to successfully teach all students our Absentee Policy (*see Sage International Student Policy, Section 3050 for more information*) is as follows:

- Elementary - K – 5 (per semester)
- Students are allowed only eight (8) absences per semester.
- Students and parents will receive a letter home from the office alerting them of a fourth (4th) unsupportable absence.

- Parents will receive a letter and a phone call on the student's eighth (8th) absence, the total allowable for unsupportable absences approved by the Sage International School Board.
- Upon nine (9) unsupportable absences, parents will be contacted by an administrator to arrange a meeting to establish an Absentee Contract. If that contract is broken the student may be sent in front of a panel to determine if enough content knowledge and skills have been developed to earn a promotion to the next grade, and/or the student will be referred to the Sage International School Board for potential dismissal from Forge International.

Supportable absences require prior notification from a parent/guardian. Supportable illness absences must be verified within 48 hours by an official Doctor's note. The student will be expected to complete the assigned work within a time period agreeable to the teacher(s) of the missed class(es).

The following guidelines are used to determine supportable absences:

- Activities or events organized for the purpose of continuing competition or as an extension of an approved school program as approved by administration (i.e. national or international competitions).
- Court appearance that is verified by official documentation.
- Professional appointments confirmed with documentation from professional personnel such as doctors, dentist and counselors.
- Extended educational trips with family or organizations while school is in session. The parent/guardian and student requesting this exception must meet the following to get approval for a supportable absence:
 - Submit a letter of request to administration at least two (2) weeks prior to the trip;
 - Have passing grades in all classes;
 - Have no more than six (6) absence total for the year;
 - Request work from teachers and turn in all pre-arranged work on or before the first day back to class.
- Religious observances verified by parent/guardian, church official, or document.

Student Policy: 3050

CHECKING STUDENTS OUT OF CLASS

For safety purposes, students will not be released to any person other than parent/guardian without written authorization from the parent/guardian.

To sign out your student from class, please use the Student Sign In/Out Sheet found at the front desk. After the student has been signed out of class, a staff member will contact the classroom teacher and request that the student be sent to the office.

All persons picking up a student may be asked to provide identification (driver's license) establishing their relationship with the student. If the name does not appear in Forge International School's student information system (Skyward), the person may not pick up the student without written authorization from the parent/guardian. Additional measures may be necessary to establish permission to pick up a student.

For planned professional appointments (dentist, doctor, etc.), please notify Forge International School and follow the above procedures at the time of the appointment.

GRADING AND ASSESSMENT

Assessment at Forge is designed to give all learners access to a rigorous curriculum aligned to the standards, practices and content expectations of the proposed International Baccalaureate (IB) Programmes and Idaho State Department of Education standards.

Grade Scale

Forge determines grades using a criterion-referenced scale. Grades for each course of study are determined using the criteria/content standards that are specific to each subject area, and trends are used to determine final grades.

Assessment Rubric: PYP

Mark	Descriptor
1	<ul style="list-style-type: none">● Very limited understanding of the required knowledge and skills with fundamental difficulties in many areas.● Student is unable to apply knowledge and skills in familiar situations, even with support.
2	<ul style="list-style-type: none">● Limited understanding of most of the required knowledge and skills with clear difficulties in some areas.● Student is only able to apply knowledge and skills fully in familiar situations with support.● There is occasional evidence of the skills of analysis, synthesis and evaluation.

3	<ul style="list-style-type: none"> ● A consistent and thorough understanding of the required knowledge and skills, and ability to apply them in some unfamiliar situations. ● The student generally shows evidence of analysis, synthesis and evaluation where appropriate and occasionally demonstrates originality and insight.
4	<ul style="list-style-type: none"> ● A consistent and thorough understanding of the required knowledge and skills, and the ability to apply them in a wide variety of unfamiliar situations. ● Consistent evidence of analysis, synthesis and evaluation is shown where appropriate. ● The student generally demonstrates originality and insight.

INDEPENDENT PRACTICE AND ENRICHMENT

Forge International School believes in giving students the opportunity to engage with family and extra-curricular activities that encourages a balanced lifestyle in conjunction with the IB Learner Profile Attributes. IB Learners are expected to be self-directed learners and seek beyond the walls of the school to engage in creativity, action, and service to make their academic learning more meaningful and relevant. We also believe in the power of independent practice and enrichment of academic content and skills as a vital part of creating lifelong learners. Forge believes in an intentional approach to assigning students independent practice and enrichment activities. Factors that may contribute to the need for assignment or recommendation of this work may include, but are not limited to, intervention, extension, investigation, exploration, inspiration, and/or explanation.

Instruction Policy: 2600, 2610, 2620, 2622

STANDARDIZED TESTING

Forge International School is a public charter school and as such is subject to the same testing requirements as all public schools in Idaho. Therefore, Forge International School administers standardized tests in accordance with state requirements. These tests measure knowledge and skills accumulated by students in various subject areas. These results are used by teachers to assess achievement levels.

TRANSPORTATION

PICK-UP / DROP-OFF INSTRUCTIONS

School specific pick-up and drop-off instructions and Traffic Plans are posted on the Home to School section of the Forge Website. PLEASE REVIEW BEFORE THE START OF SCHOOL.

Parents are NOT to park in:

- Bus zones
- Pick up/Drop off lanes
- Fire lanes

SCHOOL BUSES

Forge International School provides bussing for grades K–5 to and from the Forge campus. Parents who have students who ride the school bus must fill an online bus registration form which is located on our Bus Schedules page.

Non-Instruction Policy: 8100, 8110, 8115

PARKING LOT SAFETY

We all want to keep the students safe and alert driving is imperative. Please reduce your speed while you are on the Forge International School campus. Idaho law requires all passengers in a vehicle to be wearing a seatbelt any time a vehicle is in motion. Idaho law also prohibits texting while driving.

STUDENT LIFE

SCHOOL CLUBS

Forge International School has a variety of clubs in which students may participate. New School Sponsored Clubs must be approved by the Board. To apply to form a School Sponsored Club, a completed application must be submitted to school administration. The Sage International School Board considers (votes to approve) School Sponsored clubs at the September and January meetings.

An application to form a Non-Sponsored or Non-Curricular Club may be submitted any time of the year to the Head of School for approval.

This information, and the applications, can also be found on the Forge website, under Student Life.

Student Policy: 3225, 3225F

OUTDOOR ENRICHMENT

Forge International School partners with Sage International School to offer outdoor adventure trips for students over some of our week long school breaks. These outdoor enrichment trips are tuition based to cover the costs of transportation, park fees, food, etc. This is a great opportunity for students in grades 5 and over to experience the outdoors. Registration opens six weeks before departure. For more information, please visit the Student Life website.

VOLUNTEERS and VISITORS

VOLUNTEERS

Forge International values the added resources that volunteers bring to the school community. In order to maintain a safe learning environment, Forge International requires all volunteers to complete a background check and volunteer training. Completing these requirements ensures that all students are supervised by safe and responsible adults. Anyone that has not completed the approved volunteer process will be considered a visitor. Background checks will cost the volunteer \$26.25 plus a \$10.00 service fee to the printing agency. Fingerprinting should be arranged through the Forge International office.

VISITORS

In order to maintain a safe and orderly learning environment, Forge International School has established the following requirements for all visitors when on school grounds.

- All visitors, including parents/guardians, must report to the front desk upon arrival.
- The front desk will require all visitors to sign in using the visitor sign in sheet and will issue a visitor's badge. Visitors must wear this badge at all times while on school property.
- Anyone who is not a staff member, approved volunteer, or student will be considered a visitor.

Student Policy: 3560

Community Relations Policy: 4140

THE PARENT/TEACHER ORGANIZATION

The Forge Parent/Teacher Organization (PTO) supports student achievement and community through a strong partnership between our families and the school. The PTO operates independently of Forge International School and has their own board. They organize many community activities and are a great resource for parents and families. The PTO's web page can be found at: (INSERT HERE)

HEALTH AND SAFETY

KEEPING SICK STUDENTS HOME FROM SCHOOL

- Colds: Please keep your student at home if he/she has a fever over 100 degrees or is experiencing discomfort that would interfere with his/her ability to perform in school. (i.e. uncontrollable coughing, severe lack of energy). If your student experiences green nasal discharge that continues throughout the day, or a cough lasting longer than ten days, or is accompanied by fever or chills and is productive of discolored sputum, consult with your physician.
- Conjunctivitis (pink-eye): Following a diagnosis of bacterial conjunctivitis, the student may return to school after the first dose of prescribed medication. Students with viral infection may return when eyes are clear.
- Diarrhea/Vomiting: A student with diarrhea and/or vomiting should stay at home and return to school only after being symptom-free for 24 hours.
- Fever: The student should remain at home with a fever greater than 100°. The student can return to school after he/she has been fever free for 24 hours (without fever-reducing medicine such as Tylenol or Motrin).
- Impetigo (bacterial skin infection): The student with impetigo may return to school 24 hours after treatment has begun. A doctor's note or proof of prescription is recommended.
- Rashes: Common infectious diseases with rashes are most contagious in the early stages. A student with a suspicious rash should return to school only after a health care provider has made a diagnosis and authorized the student's return to school. A doctor's note is recommended.
- Strep Throat: A student with strep throat may return to school 24 hours after antibiotic treatment has begun.
- Head Lice: After a case of lice has been detected, Forge International School will contact the family of the student(s) involved and give them the option to pick their student(s) up to begin immediate treatment at home. If parents are delayed or are unable to pick their student(s) up, the student(s) will return to class until parents arrive or until school is dismissed, whichever comes first. Student(s) returning to class with head lice will be encouraged to avoid head to head contact. No student shall be excluded from school due to head lice. Forge will discretely check students who are symptomatic for head lice when referred by teachers or parents. Parents may only request head lice checks for their own children. Classroom checks will not be conducted but if it is known that a student with head lice is in close contact with other student(s) Forge will contact parents of those in close contact directly to request permission to do lice checks. Forge will not send home letters or emails regarding head lice in order to protect the privacy of student(s) and to

prevent undue alarm among the community. Education regarding screening and treatment options for head lice is available upon request from the school nurse.

STUDENT INJURIES

If a student is hurt or complains of illness, the teacher will send the student to the nurse's station. Simple cuts or bruises will be treated by applying a bandage or ice to the injury. We are unable to administer more serious medical treatment. The nurse will call the parent in the event of a more serious injury or illness. In the event of an injury, deemed critical, 911 will be contacted first, then the parent. It is essential that the school has up-to-date contact information at all times for each parent or guardian.

Student Policy: 3050, 3510, 3520, 3525, 3540

MEDICATION AT SCHOOL

Parents of a student who needs to take prescription or other medication during the school day must bring the medication to the front desk in a properly labeled prescription bottle or original container. All prescription medication must have a written authorization of the student's licensed health care practitioner. The parent/guardian must complete Forge International School's Authorization for Medication Form for all medications to be administered by Forge International's school nurse. This form can be acquired from the school nurse. Parents and students who fail to adhere to this procedure are in violation of Forge International's drug policy and may be subject to disciplinary consequences.

Homeopathic, herbal, and/or nutritional supplements will not be dispensed at school unless a prescription is provided to the school from a licensed professional with legal prescriptive authority. Forge International School reserves the right at any time to refuse to administer any medication or supplement that does not meet standards of safe administration.

Emergency medications are kept at the front desk and/or may be carried by a student for self-administration (i.e., epi-pen, inhaler, glucagon). Students who need to carry emergency medication to treat asthma, severe allergies, or epi pens may do so per Forge International School policies and procedures. Please contact the school nurse regarding required procedures for emergency medications at school.

Student Policy: 3510, 3300, 3520, 3540

SAFETY DRILLS

Safety drills and/or lock down procedures will be held monthly. In the event of an evacuation, when the alarm sounds, students will go quickly and quietly outside the building to designated areas. An announcement will be made when students are to return to class.

Non-Instruction Policy: 8300, 8300P

STUDENT RECORDS and SCHOOL PROPERTY

STUDENT RECORDS

Student records are privileged and confidential and shall not be disclosed except under the following circumstances:

- Threat of harm to self or others
- Reported or suspected student abuse/neglect
- Court order

Student Policy: 3570, 3570P, 3620

SCHOOL PROPERTY

Students are responsible for the proper care of assigned materials, chromebooks, computers, books, supplies and furniture supplied by the Forge International School. Students who deface property or equipment will be required to pay for damage done or replace the item and may be subject to disciplinary action.

Student Policy: 3370, 3440, 3560, 3270, 3270P

PERSONAL PROPERTY

Students should only bring items necessary for learning. Forge International is not responsible for lost, stolen or damaged items. Please write the student's name on items including school supplies, jackets, gloves, hats, etc. Staff will do their best to return found items to students.

BICYCLES, SCOOTERS, SKATEBOARDS

Students may only ride bicycles, scooters or skateboards on school grounds before or after school as a means of transportation for getting to/from school. Bicycles are to be kept in the bike racks. Scooters and skateboards must be kept in designated locations. Students should have locks to prevent theft. Forge International School is not responsible for lost, stolen, or damaged bicycles, scooters, or skateboards.

LOST AND FOUND

There are lost and found bins at various locations at the school. If your student is missing an item, please check in the lost and found. Items will periodically be donated to charity if left

unclaimed. Every effort will be made to return items that identify ownership before being donated. Items without any identification will be subject to donation.

STUDENT LUNCH

Forge International School has a hot lunch program. This program is under development and appropriate information will be added here as completed.

STUDENT BEHAVIOR

Forge International School will ensure that our school is safe and orderly, and free of intimidation and harassment. Appropriate, respectful student behavior is the cornerstone of the IB Learner Profile Attributes. As representatives of Forge, students shall follow the same code of conduct at extracurricular and co-curricular activities.

Student conduct that infringes upon the rights and property of others is prohibited. Student conduct that is disruptive of the educational process is prohibited. Inappropriate behavior will result in corrective action including but not limited to removal from class, behavioral plan and/or contract, parent conference(s), loss of privileges, removal from participation in extracurricular and/or co-curricular activities, suspension from school, referral to a support team, or other disciplinary action. Prohibited student behavior includes but is not limited to the following:

- Harassment (threats, teasing, name calling, intimidating other students)
- Inappropriate behavior (rough play, rules violation, disrespect, profanity or offensive language)
- Fighting (physical assault aimed at another)
- Vandalism (destruction or defacing of school property)
- Insubordination (willful defiance or choosing not to act as instructed by staff or administration)
- Gang or hate group activity
- Possession of a weapon, firearm, destructive device, explosive and/or a dangerous instrument. Full definitions can be found in Board Policy 3330
- Possession or use of drugs, tobacco, vaping or alcohol on school property or at extracurricular activities is strictly prohibited.
- Theft or possession of stolen property
- Excessive absences, tardiness, or truancy

Student Policy: 3290, 3295, 3295P, 3300, 3305, 3310, 3320, 3320P, 3330, 3340, 3340P, 3390

RESPECT PERSONAL SPACE

Students are to keep their hands and feet to themselves in a respectful manner. This includes, but is not limited to, public displays of affection, horseplay, pushing, shoving or bumping into each other. Violators may be subject to disciplinary action up to and including suspension or expulsion, depending on all the facts and circumstances, for violating the standards of student conduct.

DRESS CODE

The purpose of the Dress Code and Prohibited Items list is not to infringe on any individual student's right to freedom of expression, but rather to encourage students to dress for success and come to school properly prepared to learn. We ask for your support in providing a safe and orderly environment in which all students can learn.

We expect students to be well groomed and dressed in clothing that is appropriate to the learning environment and weather conditions. Students are not allowed to wear clothing that constitutes a health or safety hazard or is disruptive to the educational process. Prohibited items include:

- Articles of clothing or jewelry that advertise or promote drugs, alcohol, tobacco, violent acts, or that are demeaning, degrading or offensive to any person.
- Any clothing, jewelry or paraphernalia that may be construed as gang or violence related including hats, shirts, bandanas, colors, sagging pants, chains, etc.
- Any form of dress (including accessories and hair) that constitutes a health or safety hazard or disrupts the educational process.
- Brief garments including clothing that exposes the midriff, halter-tops, narrow tank tops, or tube tops, fishnets, muscle shirts, bicycle shorts or spandex, shorts or skirts above mid-thigh.
- Hats or head-wear including bandanas (except during times of inclement weather or for medical or religious reasons).
- Accessories and dress (including long belts, dangling earrings, necklaces or other jewelry) that may present a safety hazard.
- Skates on shoes.

Teachers and administrators may deny class entrance to students dressed or otherwise adorned inappropriately until arrangements may be made for their proper attire. All time missed from classes for failure to adhere to this policy will be deemed unsupportable absences. Students who are insubordinate or refuse to change the improper attire, or who repeat dress code violations may be subject to disciplinary action up to and including suspension or expulsion, depending on all the facts and circumstances, for violating the standards of student conduct.

Student Policy: 3255, 3390

SEARCH AND SEIZURE

Forge International School Student Policies 3370 and 3370(P) provide as follows with respect to search and seizure:

To maintain order and security in the schools, Forge International School personnel are authorized to conduct reasonable searches of school property and equipment, as well as of students and their personal effects.

SCHOOL PROPERTY AND EQUIPMENT AS WELL AS PERSONAL EFFECTS LEFT BY STUDENTS: School authorities may inspect and search school property and equipment owned or controlled by the school (such as lockers, desks, and parking lots), as well as personal effects left there by the student, without notice or consent of the student.

School Administrators may request the assistance of law enforcement officials to conduct inspections and searches of lockers, desks, parking lots, and other school property and equipment for illegal drugs, weapons or other illegal or dangerous substances or materials, including searches conducted through the use of specially trained dogs.

STUDENTS: School Administrators may search the student and/or the student's personal effects in the student's possession when there is reasonable ground for suspecting that the search will produce evidence the particular student has violated or is violating the law or Forge International School's student conduct rules or policies. The search itself must be conducted in a manner that is reasonably related to its objectives and not excessively intrusive in light of the age and gender of the student and the nature of the infraction.

In any instance where an item or substance is found which would appear to be in violation of the law, the circumstance shall be reported promptly to the appropriate law enforcement agency. In any situation where the School Administrator is in doubt as to the propriety of proceeding with any search or seizure, the School Administrator is authorized to report to and comply with the directions of any public law enforcement agency.

Student Policy: 3370, 3370P

CIVIL RIGHTS GRIEVANCES and/or TITLE IX

A person (grievant) who believes he/she has been the recipient of illegal discrimination or harassment, based on race, color, national origin, gender, religion, age, disability, political beliefs, sexual orientation, or marital or family status may file a grievance in accordance with this Board Policy 3210.

Report Forms:

Harassment Report Form for Students (Policy 3290F)

Complaint and Grievance Form (Policy 4120F)

BULLYING AND CYBER-BULLYING

It is the policy of Forge International School to maintain a safe school environment for all students while attending school and school sponsored activities. Bullying and cyber-bullying, regardless of the specific nature of the students' behavior, are disruptive to a safe school environment and are prohibited.

Forge International School defines bullying, harassment and/or intimidation as:

Any act that substantially interferes with a student's educational benefits, opportunities or performance, that takes place on or immediately adjacent to school grounds, at any school-sponsored activity, on school-provided transportation and that has the effect of:

- Physically harming a student or damaging a student's property;
- Knowingly placing a student in reasonable fear of physical harm to the student or damage to the student's property;
- Creating a hostile educational environment.
- Bullying also includes any act of retaliation taken against any person bringing a complaint of bullying, assisting another person in bringing a complaint of bullying, or participating in an investigation of an act of bullying.

Cyber-bullying includes, but is not limited to harassing, teasing, intimidating, threatening, or terrorizing another person by sending or posting inappropriate and hurtful email messages, instant messages, text messages, digital pictures or images, or website postings, including blogs, and vlogs, whether or not through Forge International School's computer network and the Internet, whether accessed on campus or off campus, during or after school hours.

In the situation that cyber-bullying originated from a non-school computer, but brought to the attention of school officials, any disciplinary actions shall be based on whether the conduct is determined to be severely disruptive of the educational process. In addition, such conduct must also be in violation of a school policy or state law. School Administrators shall in their discretion contact local law enforcement for violations that appear to be a violation of state law.

Bullying, cyber-bullying, intimidation and/or harassment will result in corrective action including but not limited to removal from class, parent conference(s), loss of privileges, suspension from school, referral to a support team, or other disciplinary action. Severe misconduct may result in police intervention and/or expulsion from Forge International School.

Forge International School will investigate complaints of bullying or cyber-bullying in accordance with Board Policy.

Links to Report Forms:

Harassment Report Form for Students (Policy 3290F)

Harassment Complaint and Form (Policy 3295F)

Student Policy: 3210, 3290, 3295, 3295P

SEXUAL HARASSMENT

It is the responsibility of Forge International School to ensure that all students have a safe school environment.

“Sexual harassment” is defined as whenever someone makes unwelcome advances, requests sexual favors, or engages in other verbal, non-verbal or physical conduct of a sexual or sex-based nature, imposed on the basis of sex, or as otherwise defined by law, that:

- Denies or limits the provision of educational aid, benefits, services, opportunities, or treatment, or that makes such conduct a condition of a student’s academic status; or
- Has the purpose or effect of:
 - substantially interfering with the student’s educational environment;
 - creating an intimidating, hostile, or offensive educational environment;
 - depriving a student of educational aid, benefits, services, opportunities or treatment; or
 - making submission to or rejection of such unwelcome conduct the basis for academic decisions affecting a student.

The terms “intimidating”, “hostile” and “offensive” include conduct which has the effect of humiliation, embarrassment, or discomfort. Examples of sexual harassment include, but are not limited to, unwelcome touching, crude jokes or pictures, discussions of sexual experiences, pressure for sexual activity, intimidation by words, actions, insults or name calling, teasing related to sexual characteristics, and spreading rumors related to a person’s alleged sexual activities.

Reporting of Alleged Sexual Harassment and/or Intimidation

Students who believe that they may have been sexually harassed or intimidated should contact a counselor, teacher, Title IX coordinator or administrator who will assist them in reporting the alleged harassment or intimidation consistent with Board Policies.

Disciplinary Action for Sexual Harassment – Employees and Students

Any student of Forge International School who is determined, after an investigation, to have engaged in sexual harassment will be subject to disciplinary action, including, but not limited to, suspension and expulsion consistent with the discipline policy.

Any person knowingly making a false accusation regarding sexual harassment may be subject to disciplinary action up to and including discharge with regard to employees, or suspension and expulsion with regard to students

Confidentiality

To the greatest extent possible, complaints will be treated in a confidential manner. Limited disclosure may be necessary in order to complete a thorough investigation.

Links to Report Form:

Harassment Report Form for Students (Policy 3290F)

Student Policy: 3210, 3290, 3290F

DISCIPLINE PROCEDURES

Disciplinary action may be warranted when a student's choices does not comply with Forge International School's IB attributes and policies, is disruptive to the educational process or infringes upon the rights, property and safety of others.

Information on Discipline Procedures can be found in Sage International School Board Policies.

Student Policy: 3330, 3340, 3340P, 3360

PLAYGROUND EXPECTATIONS

Time on the playground is meant to be fun for every student. Remembering that each of us is an important member of our community, every student has an important part to play in respecting all playground behavior expectations. All students need to play together fairly and respectfully.

To make the playground fun for everyone, students need to:

- Walk and have quiet voices in the hallways and buildings; run and play on the playground
- Clean up after eating snacks
- Hold on to playground balls and other equipment until you get out to the playground
- Throw playground balls on the field, not snowballs, rocks, dirt or sticks
- Speak kindly to one another and respect each other

- Stay within the designated playground area. If something goes over the fence, ask an adult to get it.
- Everyone is welcome to participate in playground games
- Return equipment to its proper place

TECHNOLOGY USE, RULES, ETIQUETTE AND SECURITY

Forge International School's computer systems are for use by authorized individuals only. Any unauthorized access to these systems is prohibited and is subject to criminal and civil penalties under Federal Laws. Individuals using these systems are subject to having all activities on these systems monitored by system or security personnel. Anyone using these systems expressly consents to such monitoring. Prosecution and/or account termination may occur without warning.

Students, staff and guests are expected to act in a responsible, ethical, and legal manner, in accordance with the missions and purposes of the networks they use on the Internet, and the laws of the states and the United States. For more information, please see Forge Policy 3270 and 3270P

Using the network is a privilege, not a right, and the privilege may be revoked at any time for unacceptable conduct.

UNACCEPTABLE CONDUCT: Includes, but is not limited to, the following:

- Using the network for any illegal activity, including violation of copyright or other contracts
- Unauthorized downloading of software, regardless of whether it is copyrighted or de-virused
- Circumventing the network internet filters
- Downloading copyrighted material for other than personal use
- Degrading or disrupting equipment or system performance
- Vandalizing the data of another user
- Hacking or gaining unauthorized access to resources or entities
- Willfully and knowingly accessing pornographic or other inappropriate sites
- Invading the privacy of individuals
- Using an account owned by another user without authorization
- Posting personal communications without the author's consent
- Posting anonymous messages
- Placing of unlawful or unlicensed information on a system
- Using abusive or otherwise objectionable language in either public or private message

- Sending of chain letters or broadcast messages to lists or individuals, or any other type of use that would cause congestion of the networks or otherwise interfere with the work of others
- Forging emails from Forge staff or parents/guardians

NETWORK ETIQUETTE

The user is expected to abide by the generally accepted rules of network etiquette. These include, but are not limited to, the following:

- Be polite. Do not become abusive in messages to others
- Use appropriate language. Do not swear or use vulgarities or any other inappropriate language
- Do not reveal personal information, including the addresses or telephone numbers, of students or colleagues
- Recognize that email is not private. People who operate the system have access to all mail

ELECTRONIC DEVICES

Forge International School does allow personal electronic devices in classrooms ONLY for educational instruction in accordance with Forge International School Board Policy. Forge strongly recommends that students do not bring any electronic devices for non-instructional use to school. This includes cell phones, iPods, iPads, pocket video games, MP3 players or similar items.

Students who choose to bring an electronic device to school do so at their own risk. Forge International School assumes no liability for damage, theft, etc.

If a student violates this policy, Forge International School Administration will determine consequences based on the severity and/or frequency the incident(s). Consequences may include but are not limited to confiscating the electronic device and requiring the parent(s) to pick up the device.

INTERNET SECURITY

Each Forge International School computer with Internet access has a filtering device that blocks entry to visual depictions that are obscene, harmful or inappropriate for students, as defined by the Children's Internet Protection Act. Security on any computer is a high priority. If students feel they can identify a security problem on the Internet, you should notify faculty members. They should not demonstrate the problem to other users. Students should not use another individual's account without written permission from that individual. Attempts to log onto the Internet with another person's identification without permission will result in cancellation of user

privileges. Any user identified as a security risk or having a history of problems with other computer systems may be denied access to the Internet.

Forge International School believes that the benefits to educators and students from access to the Internet (in the form of information resources and opportunities for collaboration) far exceed any disadvantages of access. Ultimately, parent(s) and guardian(s) of minors are responsible for their student's behavior, and this includes the use of the Internet. It is possible for all users of the worldwide Internet (including your student) to access information that is intended for adults. Although the school has taken reasonable steps to ensure the Internet connection is used only for purposes consistent with the curriculum, the school can neither prevent the availability of, nor begin to identify, inappropriate material elsewhere on the Internet. Computer security cannot be made perfect, and it is likely that a determined student can make use of computer resources for inappropriate purposes.

Please make sure that you have read through the Technology Use Rules, Etiquette and Security with your student.

Student Policy: 3270, 3270P, 3270F
Instruction Policy: 2150, 2150P, 2315

PARENT/STUDENT RIGHTS

The following is a description of the rights granted by federal law to students with handicaps. The intent of the law is to keep you fully informed concerning decisions about your student and to inform you of your rights if you disagree with any of these decisions.

You have the right to:

- Have your student take part in, and receive benefits from public education programs without discrimination because of his/her handicapping condition;
- Have the school district advise you of your rights under federal law;
- Receive notice with respect to identification, evaluation, or placement of your student;
- Have your student receive a free, appropriate public education. This includes the right to be educated with non-handicapped students to the maximum extent appropriate. It also includes the right to have the school district make reasonable accommodations to allow your student an equal opportunity to participate in school and school-related activities;
- Have your student educated in facilities and receive services comparable to those provided to non-handicapped students;
- Have your student receive special education related services if he/she is found to be eligible under the Individuals with Disabilities Education Act or Section 504 of the Rehabilitation Act;

- Have evaluation, educational and placement decisions made based upon a variety of information sources, and by persons who know the student, the evaluation data, and placement options;
- Have transportation provided to and from a program not operated by the district if the district places the student in the program;
- Have your student be given an equal opportunity to participate in nonacademic and extracurricular activities offered by the district;
- Examine all relevant records relating to decisions regarding your student's identification, evaluation, educational program and placement;
- Obtain copies of educational records at a reasonable cost unless the fee would effectively deny you access to the records;
- Receive a response from the school district to reasonable requests for explanations and interpretations of your student's records;
- Request amendment of your student's educational records if there is reasonable cause to believe that they are inaccurate, misleading or otherwise in violation of the privacy rights of your student. If the school district refuses this request for amendment, it shall notify you within a reasonable time, and advise you of the right to a hearing;
- Request mediation or an impartial due process hearing related to decisions or actions regarding your student's identification, evaluation, educational program or placement. You and your student may take part in the hearing and have an attorney represent you. Hearing or mediation requests must be made to the School Administrator;
- Ask for payment of reasonable attorney fees if you are successful in your claim;
- File a local grievance in the case of an alleged civil rights violation under Title IX.

Links to Report Form:

Complaints and Grievances Form (Policy 4120F)

Student Policy: 3210, 3280

Community Relations Policy: 4120

Family Educational Rights and Privacy Act Requirements (FERPA)

Annual Notice

This handbook serves as an annual notice of student and family FERPA rights. For additional details, please reference Forge International School Board Policy 3570F and 3570P.

All Board Policies can be found on the Forge/Sage International School website.



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www.forgeintl.org

School-Parent-Student Compact

Forge International School, and the parents of the students participating in activities, services and programs funded by Title I, Part A of the Elementary and Secondary Education Act (ESEA), agree that this compact outlines how the parents, the entire school staff, and the students will share the responsibility for improved student academic achievement and the means by which the school and parents will build and develop a partnership that will help children achieve Idaho's high standards.

School Responsibilities:

The Forge International School Staff will:

- Provide high-quality curriculum and instruction in a supportive and effective learning environment that supports children in meeting the State's student academic achievement standards.
- Provide parents with frequent reports on their children's academic and behavioral progress. In each classroom we will provide progress reports through Parent/Teacher conferences, samples of student work, updates on reading, writing and math assessments. We will initiate a parent contact at the first signs of a pattern of behavior that interferes with student learning.
- Set high expectations for staff, students and parents by ensuring challenging curriculum, implementing programs targeted at increasing student achievement and committing to recruit, retain and train qualified staff. Also, highlight/prepare ways that the parent can support or advance the learning environment at home.
- Provide parents opportunities to volunteer and participate in their child's class, and to observe classroom activities, as defined by grade level teams.
- Provide parents reasonable access to staff.

Parent Responsibilities:

We, as parents, will support our children's learning in the following ways:

- Establish routines to support our child's success in school:
 - developmentally appropriate bedtime

- monitor attendance
- independent practice, reading, and math
- nutrition and health
- grooming and hygiene
- Communicate the significance of success in school and its relationship with success in life.
- Volunteer time to the school during the school year, as schedule allows.
- Ensure that our child attends school on a regular basis and arrives at school on time.
- Make sure that our child's independent practice is completed and returned to school on time.
- Stay informed about our child's education and communicate with the school by promptly reading all notices from the school either received by our child or by mail and responding as appropriate.

Student Responsibilities:

We, as students, will share the responsibility to improve our academic achievement and achieve Idaho's high standards. Specifically, we will:

- Attend school regularly and arrive at school on time.
- Complete all daily independent practice and return it to school on time.
- Be responsible for giving my family members all information sent home from school.
- Consistently plan a portion of every day for a period of uninterrupted reading and math time.

Teacher _____ Student _____

Parent(s) _____

Date _____