

A copy of the approved Instructional Policy and Board Policy of Sage International School of Boise can be found at Sage's website: <http://www.sageinternationalschool.org/our-board/sage-board-policies>

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# SAGE INTERNATIONAL SCHOOL OF BOISE INSTRUCTION POLICY



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# SAGE INTERNATIONAL SCHOOL OF BOISE BOARD OF DIRECTORS



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## Sage International School

### PERSONNEL

5500

#### Personnel Files

The Charter School maintains a complete personnel record for every employee, certificated and classified. Much of the information contained in employee personnel files is confidential and access to such files should be limited to the Principal, supervisor, the employee, the employee's designee or representative, and schools requesting information based upon Idaho Code ~~33-1210~~ for hiring.

A log of those persons, other than the Principal or other administrative staff, will be kept indicating the date and time of inspection, name of person requesting access, description of the records copies, if any, and the initials of the person providing the access and/or copies requested.

In accordance with federal law, Sage International School shall release information regarding the professional qualifications and degrees of teachers and the qualifications of paraprofessionals to parents upon request for any teacher or paraprofessional who is employed by Sage receiving Title I funds and who provides instruction to their child at that school. Access to other information contained in the personnel records of Sage International School employees is governed by Policy ~~1530~~ 4260 Records Available to the Public.

In accordance with state law ~~including Idaho Code 33-1210~~, not later than twenty (20) days after receiving a request, Sage International School shall release information regarding job performance or job related conduct, as defined by Idaho Code ~~33-1210(2)(b)~~, to schools requesting such information for hiring purposes. See Policy 5100 Hiring Process and Criteria and Procedure 5500P Procedures for Releasing Personnel Records to Hiring Schools.

#### Certificated Employees

Sage International School shall maintain official files for employees.

An employee's official file shall be kept in the administrative office. It should, at a minimum, include the following records:

1. Application materials;
2. Contracts of employment;
3. Communications from the administration;
4. Performance evaluations;
5. Rebuttals to performance evaluations;
6. Parental input materials;
7. Written reprimands, directives, commendations, or awards;
8. Original statements and releases to and from hiring school districts and charter schools;
9. Original acknowledgement of receipt of professional liability insurance providers list;

10. A copy of the employee's job description signed by the employee;
11. A signed acknowledgement that the employee has received a copy of Sage International School's sexual harassment policy;
12. A signed acknowledgement that the employee has received a copy of Sage International School's email and internet use policy;
13. Documentation of additional training received, course work completed, in-services attended, etc.;
14. Documentation of fingerprints and background checks;
15. Documentation of record and/or reference checks pursuant to Idaho Code 33-1210;
16. Rebuttal documents;
17. Copies of certifications from the Office of the Superintendent of Public Instruction;
18. Transcripts of credits earned (for credit review purposes);
19. Salary schedule placement; and
20. Any information relevant to the evaluation of the employee.

The file may contain notes and observations. Letters of recommendation will be kept in a separate, sealed file maintained by the Principal or a separate, sealed portion of the personnel file. Personal notes of supervisors should be placed in the personnel file if they are relevant to the evaluation of the employee.

Each employee will be provided written notice of all materials placed in an employee's personnel file. Notice shall be provided within ten (10) days of placement of information in the employee's file or, if possible, presented to the employee prior to placement in the file. An employee will have the opportunity to attach a rebuttal to any information placed in the employee's personnel file. An employee will have twenty-one (21) days from the date of written notice of placement to attach a statement or notification of rebuttal.

Upon request, an employee or the employee's designee or representative will have access to the employee's personnel file, with the exception of letters of recommendation, and will be provided copies, upon request, within a reasonable period of time. The request, inspection, and/or copying of the file will be logged indicating the date and time, name of person requesting access, description of the records copied, if any, and the initials of the person providing the access and/or copies requested.

~~Before any entry is made into a non-certificated employee's personnel file, the non-certificated employee shall be required to review and sign such entry. Should an employee refuse to sign a document going into the personnel file, the document shall still be placed into the employee's file with a note containing the date it was presented to the employee, that the employee refused to sign the document, and the signature of the administrative employee who presented the document to the employee for signature.~~

#### Other Files upon Separation

Idaho law recognizes that other files may be kept relative to employees, such as investigative files. Upon separation of employment, all documents from such files, including investigative files, shall be moved into the employee's personnel file. Names of students, fellow employees, or complainants (with the exception of the employee's administrative supervisor or other administrative authors) shall be redacted from such documents before they are placed in the personnel file. Copies of such documents shall be provided to the employee within ten (10) days of placement in the personnel file and written notice of their inclusion in the file by sending such to the employee's last known address. The employee shall be given the opportunity to file a rebuttal to such information in the same manner outlined above.

### Record Keeping Requirements Under the Fair Labor Standards Act

In addition to the information to be placed in an employee's personnel file set forth hereinabove, any and all payroll information required by the Fair Labor Standards Act shall also be kept for each employee as follows:

1. Records required for ALL employees:
  - A. Name in full (same name as used for Social Security);
  - B. Employee's home address, including zip code;
  - C. Date of birth if under the age of nineteen (19);
  - D. Gender (may be indicated with Male/Female; M/F; or a Mr., Mrs., Miss, or Ms.);
  - E. Time of day and day of week on which the employee's work week begins;
  - F. Basis on which wages are paid (such as \$5/hour, \$200/week, etc.);
  - G. Any payment made which is not counted as part of the "regular rate";
  - H. Total wages paid each pay period; and
  - I. I-9.
  
2. Additional records required for non-exempt employees:
  - A. Regular hourly rate of pay during any week when overtime is worked;
  - B. Hours worked in any work day (consecutive twenty-four-(24)-hour period);
  - C. Hours worked in any work week (or work period in case of 207[k]);
  - D. Total daily or weekly straight-time earnings (including payment for hours in excess of forty (40) per week, but excluding premium pay for overtime);
  - E. Total overtime premium pay for a work week;
  - F. Date of payment and the pay period covered;
  - G. Total deductions from or additions to wages each pay period;
  - H. Itemization of dates, amounts, and reason for the deduction or addition, maintained on an individual basis for each employee;
  - I. Number of hours of compensatory time earned each pay period;
  - J. Number of hours of compensatory time used each pay period; and
  - K. Number of hours of compensatory time compensated in cash, the total amount paid and the dates of such payments.

Cross Reference: ~~15304260~~ Records Available to the Public  
5100 Hiring Process and Criteria  
5205 Job Descriptions  
5240F Sexual Harassment/Intimidation in the Workplace Policy  
Acknowledgement  
5330F Employee Electronic Mail and On-Line Services Use  
Acknowledgment  
5340 Evaluation of Certificated Personnel  
5500 Personnel Files  
5820 Evaluation of Non-Certified Staff

Legal Reference: 29 USC 201, et seq. Fair Labor Standards Act  
29 C.F.R. § 516.2 and 3 Record keeping requirements  
I.C. § 9-340C Records Exempt from Disclosure – Personnel Files, etc.  
I.C. § 33-517 Non-certificated personnel  
I.C. § 33-518 Employee personnel files  
I.C. § 33-1210 Information on past job performance

Policy History:

Adopted on:

Revised on:



## Sage International School

### STUDENTS

3340

#### Corrective Actions and Punishment

All students shall submit to the reasonable rules of Sage International School. Refusal to comply with written rules and regulations established for the governing of Sage International School shall constitute sufficient cause for discipline, suspension, or expulsion.

For the purposes of Sage International School's policies relating to corrective action or punishment:

1. "Temporary Suspension" is the exclusion from Sage International School or individual classes for a specific period of up to five (5) school days. ~~Administrators may temporarily suspend.~~

The Principal may temporarily suspend any pupil for disciplinary reasons, including student harassment, intimidation or bullying, or for other conduct disruptive of good order or of the instructional effectiveness of the school. Prior to suspending any student, the Principal shall grant an informal hearing on the reasons for the suspension and the opportunity to challenge those reasons. Any pupil who has been suspended may be readmitted to the school by the Principal who suspended him or her on reasonable conditions prescribed by the Principal. The Board of Directors shall be notified of any temporary suspensions, the reasons for them, and the response to them.

2. "Extended Temporary Suspension" is the exclusion from Sage International School or individual classes for an additional ten (10) school days. Only the Principal or the Board of Directors can extend an initial temporary suspension.
3. "Prolonged Temporary Suspension" is the exclusion from Sage International School or individual classes for an additional five (5) school days. Only the Board can extend a temporary suspension for an additional five (5) days and only upon a finding that immediate return to school attendance by the temporarily suspended student would be detrimental to other pupils' health, welfare, or safety.
4. "Expulsion" is exclusion from Sage International School. Only the Board has the authority to expel or deny enrollment to any pupil who is an habitual truant, who is corrigible, whose conduct is such as to be continuously disruptive of school discipline or of the instructional effectiveness of Sage International School, or whose presence is detrimental to the health and safety of other pupils, or who has been expelled from another school in the State of Idaho or any other state. Sage International School will provide written notice of any student who is expelled or denied enrollment to the prosecuting attorney within five (5) days of the Board's actions.

No pupil shall be expelled nor denied enrollment without the Board of Directors having first given written notice to the parent or guardian of the pupil stating the grounds for the proposed expulsion or denial of enrollment and the time and place where such parent or guardian may appear to contest the action of the Board. The notice shall also state the rights of the pupil to be represented by counsel, to produce witnesses and submit evidence on his own behalf, and to cross-examine any adult witnesses who may appear against him. Within a reasonable period of time following such notification, the Board shall grant the pupil and his or her parents or guardian a full and fair hearing on the proposed expulsion or denial of enrollment. However, the Board shall allow a reasonable period of time between notification and the hearing to allow the pupil and his or her parents or guardian to prepare their response to the charge.

5. "Discipline" constitutes all other forms of corrective action or punishment, including brief exclusions from a class for not more than the remainder of the class period and exclusion from any other type of activity conducted by or for Sage International School. Discipline shall not adversely affect specific academic grade, subject, or graduation requirements, as long as all required work is performed.

Except in extreme cases, students will not be expelled unless other forms of corrective action or punishment have failed, or unless there is good reason to believe that other forms of corrective action or punishment would fail if employed. Suspensions or expulsions shall be used only for instances of serious student misconduct.

Students with disabilities may also be suspended under these same rules if the suspension will not constitute a change in placement. If a student with a disabling condition accrues ten (10) or more days' suspension per incident, the Child Study Team who has knowledge of the student's disabling condition will determine if there is causal relationship between the disabling condition and the student's misconduct. If such a relationship exists, the student's educational placement may not be changed without parental approval or a court order, pending a due process hearing under IDEA.

Likewise, before a recommendation on the expulsion of a disabled student is submitted to the Board, the Child Study Team must meet to determine if there is a causal relationship between the disabling condition and the student's misconduct. The Board shall consult legal counsel before expelling any disabled student.

When a disabled student is acting in such a way that he or she poses a danger to him or herself or to another student or property, or substantially disrupts his or her educational program or that of other students, an emergency suspension may take place. Emergency suspensions may not last longer than ten (10) school days. The Principal shall convene the Team for reviewing the student's record before the student is readmitted to Sage International School and no later than the tenth (10<sup>th</sup>) day of suspension.

Once a student is expelled in compliance with Charter School policy, the expulsion shall be brought to the attention of appropriate local or state authorities, in order that such authorities may address the student's needs.

No student shall be expelled, suspended, or disciplined in any manner for any act not related to the orderly operation of Sage International School or school-sponsored activities or any other aspect of the educational process.

Cross Reference: 3330                      Student Discipline  
                          3360                      Discipline of Students with Disabilities

Legal Reference: 20 U.S.C. 1400, et seq.    Individuals with Disabilities Education Act  
                          I.C. § 33-205            Denial of School Attendance  
                          I.C. § 33-512            Governance of Schools

Policy History:

Adopted on:

Revised on:

## Sage International School

### STUDENTS

3440

#### Student Fees, Fines, and Charges/Return of Property

~~Within the concept of free public education, the Charter School shall provide an educational program for the students as free of costs as possible. Sage International School shall charge no fee for any course for which academic credit is awarded.~~

A student may be charged a reasonable fee for any ~~non-credit course or non-curricular activity such as an extra-curricular activity, student-activity, or membership in a voluntary club or association not reasonably related to a recognized academic and educational goal of the Charter School or for any course or activity held outside normal school functions.~~ The Board may waive the fee in cases of financial hardship.

The Board delegates authority to the Principal to establish appropriate fees and procedures governing the collection of fees and to make annual reports to the Board regarding fee schedules. ~~Fees may be required for the actual cost of breakage and of excessive supplies used in courses such as commercial, industrial arts, music, domestic science, science, or agriculture.~~

~~Additional fees may be charged for “enhanced programming and materials” which are voluntary enrichments to the curriculum beyond what is necessary to meet the learning expectations for a particular grade or course (i.e. students may wish to use a superior product or consumable than that provided by the school, in which case they may be asked to pay the additional cost for the upgrade).~~

A student shall be responsible for the cost of replacing materials or property lost or damaged due to negligence. ~~If school property in a student’s possession is lost, broken, or otherwise damaged, the student may be charged the lesser of the fair market value of the item at the time or the cost of repair.~~

Sage International School may require, as a condition of graduation, issuance of a diploma or certificate, or issuance of a transcript, that all indebtedness incurred by a student be satisfied, or that all books or other instructional material, uniforms, athletic equipment, advances on loans, or other personal property of Sage International School be returned.

Legal reference: I.C. § 33-603      Payment of Fees or Returning of Property

#### Policy History:

Adopted on:

Revised on:

## Sage International School

### STUDENTS

3570

#### Student Records

Charter School student records are confidential, and information from them shall not be released other than as provided by law. State and federal laws grant students and parents certain rights, including the right to inspect, copy, and challenge Charter School records. The information contained in Charter School student records shall be kept current, accurate, clear, and relevant. All information maintained concerning a student receiving special education services shall be directly related to the provision of services to that child. Sage International School may release directory information as permitted by law, but parents shall have the right to object to the release of information regarding their child. Military recruiters and institutions of higher education may request and receive the names, addresses, and telephone numbers of all high school students except for those whose parents have notified Sage International School not to release this information.

The Principal shall implement this policy **consistent with** state and federal law **and may develop** administrative procedures **to assure compliance with state and federal law**. The Executive Director or a designee shall inform staff members of this policy, and shall inform students and their parents of it, as well as their rights regarding student school records.

**Cross Reference:**     **3575**   **Student Data Privacy and Security**  
                              **4260**   **Records Available to the Public**

**Legal Reference:** 20 U.S.C. § 1232g Family Education Rights and Privacy Act  
34 C.F.R. 99        Family Education Rights and Privacy Act  
**I.C. 33-133        Student Data – Use and Limitations**  
I.C. § 33-209      Transfer of Student Records -- Duties  
I.C. § 32-717A     Parents’ Access to Records and Information  
No Child Left Behind Act of 2001, P.L. 107-334

#### Policy History:

Adopted on:

Revised on:

## **Sage International School**

### **STUDENTS**

**3570P**

#### Student Records

##### Maintenance of Student Records

Sage International School shall maintain a record for each student that shall contain information, including but not limited to the following:

1. Birth certificate;
2. Proof of residency;
3. Unique student identifier;
4. Basic identifying information;
5. Academic transcripts;
6. Immunization records;
7. Attendance records;
8. Intelligence and aptitude scores;
9. Psychological reports;
10. Achievement test results;
11. Participation in extracurricular activities;
12. Honors and awards;
13. Verified reports or information from non-educational persons;
14. Verified information of clear relevance to the student's education;
15. Log pertaining to release of student's record; and
16. Disciplinary information.

Information in student files shall be maintained for a period of 5 years after a student graduates or permanently leaves Sage International School.

Records for a special education student with disabilities who graduates or permanently withdraws from Sage International School, including eligibility documentation, IEPs, consents, and written notices, will, for at least six (6) years, be maintained until such time or when Sage International School has been given written consent from the parent and/or adult former student to destroy the records or transfer the records to the parent or to the student if the student has succeeded to the rights of the parents. Such written records of individual students are confidential and shall be shredded or burned under supervision of the staff member responsible for the records if not released to the parent(s) and/or adult former student. The records manager should maintain a log that documents the date of destruction or release of records.

The Principal's designee shall be responsible for the maintenance, retention, or destruction of a student's records, in accordance with Sage International School's procedure established by the Principal.

The unique student identifier is a number issued and assigned by the State Department of Education to each student currently enrolled or who will be enrolled. The unique student

identifier shall follow the student from each school or Local Education Agency (LEA) or upon return to a school or LEA after an absence no matter the length of absence.

### Access to Student Records

Sage International School shall grant access to student records as follows:

1. Sage International School or any Sage employee shall not release, disclose, or grant access to information found in any student record except under the conditions set forth in this policy **and consistent with the provisions of state and federal law.**
2. The parents of a student under eighteen (18) years of age shall be entitled to inspect and copy information in the student's school records. Such requests shall be made in writing and directed to the records custodian. Access to the records shall be granted within fifteen (15) days of Sage International School's receipt of such a request.

Where the parents are divorced or separated, both shall be permitted to inspect and copy the student's school records unless a court order indicates otherwise. Sage International School shall send copies of the following to both parents at either one's request, unless a court order indicates otherwise or parental rights have been terminated by court order or parental agreement:

- A. Academic progress reports or records;
- B. Health reports;
- C. Notices of parent-teacher conferences;
- D. School calendars distributed to parents/guardians; and
- E. Notices about open houses and other major Sage events, including pupil-parent interaction.

When the student reaches eighteen (18) years of age, graduates from high school, marries, -enters military service, or becomes legally emancipated all rights and privileges accorded to the parent become exclusively those of the student. The parents of dependent students, as defined by the I.R.S. (i.e. student termed dependent for income tax purposes) may have access to student educational records if the parents establish, via either a copy of the applicable tax forms and/or a Parental Affidavit for Educational Records attesting to the student's dependent status.

Access shall not be granted to the parent or the student to confidential letters and recommendations concerning the admission to a post-secondary educational institution, applications for employment, or the receipt of an honor or award, if the student has waived his or her right of access, after being advised of his or her right to obtain the names of all persons making such confidential letters or statements.

3. Sage International School may grant access to, or release information from, student records to employees or officials of Sage International School or the Idaho State Board of Education, provided a current, demonstrable, educational or administrative need is

shown, without parental consent or notification. Access in such cases shall be limited to the satisfaction of that need.

4. For purposes of an audit or evaluation by a federal or state-supported education program, and to comply with federal requirements related to such a program. The receiving entity must be a state or educational authority or another entity allowed by the Family Educational Rights and Privacy Act (FERPA), or must be an authorized representative of such an entity.

For each new audit, evaluation, or enforcement effort, Sage International School shall enter into a written agreement when designating anyone other than its employee as its authorized representative. Sage International School shall be responsible for using reasonable methods to ensure, to the greatest extent practicable, that the authorized representative

- i. Uses the personal information only for the authorized purpose;
  - ii. Protects the personal information from further unauthorized disclosures or other uses; and
  - iii. Destroys the personal information when it is no longer needed for the authorized purpose. Such destruction shall be effected by any specified time period set forth in the written agreement.
5. Sage International School may grant access to, or release information from, student records without parental consent or notification to any person, for the purpose of research, statistical reporting, or planning, provided that no student or parent can be identified from the information released, and the person to whom the information is released signs an affidavit agreeing to comply with all applicable statutes and rules pertaining to school student records. Any such release in this regard shall be consistent with Idaho Code and Policy 3575 relating to the limitations on the release of student data.
6. Sage International School shall grant access to, or release information from, a student's records pursuant to a court order or appropriate subpoena. In most instances, the parent or qualified student shall be given prompt written notice of such order or subpoena, a general statement of the documents which will be released, and the proposed date of release of the documentation requested. However, there are very limited circumstances under the USA Patriot Act where schools are required to disclose information without notice to the parent or student to the Attorney General of the United States upon an ex parte order in connection with the investigation or prosecution of terrorism crimes or other such specified situations when the court order prohibits disclosure (i.e. Federal Grand Jury Subpoena or Law Enforcement Subpoena wherein such order indicates disclosure is not permitted).
7. Sage International School shall grant access to or release information from any student record as specifically required by federal or state statute.
8. Sage International School shall grant access to, or release information from, student records to any person possessing a written, dated consent, signed by the parent or eligible



student with particularity as to whom the records may be released, the information or record to be released, and the reason for the release. One (1) copy of the consent form will be kept in the records, and one (1) copy shall be mailed to the parent or eligible student by the Principal. Whenever Sage International School requests the consent to release certain records, the records custodian shall inform the parent or eligible student of the right to limit such consent to specific portions of information in the records.

9. Sage International School may release student records to the principal or an official with similar responsibilities in a school in which the student has enrolled or intends to enroll, upon written request from such official.
10. Prior to the release of any records or information under items ~~5~~, 6, 7, ~~and 8~~, and 9 above, Sage International School shall provide prompt written notice to the parents or eligible student of this intended action except as specified in item ~~5~~ 6. This notification shall include a statement concerning the nature and substance of the records to be released and the right to inspect, copy, and challenge the contents.
11. Sage International School may release student records or information in connection with an emergency, without parental consent, if the knowledge of such information is necessary to protect the health or safety of the student or other persons. The records custodian shall make this decision taking into consideration the nature of the emergency, the seriousness of the threat to the health and safety of the student or other persons, the need for such records to meet the emergency, and whether the persons to whom such records are released are in a position to deal with the emergency. Any release that is made must be narrowly tailored considering the immediacy, magnitude, and specificity of the information concerning the emergency and the information should only be released to those persons whose knowledge of the information is necessary to provide immediate protection of the health and safety of the student or other individuals (i.e. law enforcement, public health officials, trained medical personnel). The exception is temporarily limited to the period of the emergency and does not allow for a blanket release of personally identifiable information from a student's records. Sage International School shall notify the parents or eligible student as soon as possible of the information released, the date of the release, the person, agency, or organization to which the release was made, and the purpose of the release and the same information shall be recorded in the student's record log.
12. Sage International School will comply with an *ex parte* order requiring it to permit the U.S. Attorney General or designee to have access to a student's school records without notice to or consent of the student's parent/guardian.
13. Sage International School **may** charges a **nominal** fee for copying information in the student's records. No parent or student shall be precluded from copying information because of financial hardship. **See Policy 4260 for information regarding Sage International School copy fee schedule.**

14. A log of all releases of information from student records (including all instances of access granted, whether or not records were copied) shall be kept and maintained as part of such records. This log shall be maintained for the life of the student record and shall be accessible only to the parent or eligible student, records custodian, or other such person. The log of release shall include:

- A. Information released or made accessible;
- B. The name and signature of the records custodian;
- C. The name and position of the person **obtaining requesting** the release or access;
- D. The legitimate interests the parties had in requesting or obtaining the information;**
- E. The date of the release or grant of access; ~~and~~
- F. A copy of any consent to such release; ~~and~~
- G. Any additional information required by state or federal law.**

### Directory Information

Sage International School may release certain directory information regarding students, except that parents may prohibit such a release. Directory information shall be limited to:

1. Name;
2. Address;
3. Gender;
4. Grade level;
5. Birth date and place;
6. Parents'/guardians' names and addresses;
7. Academic awards, degrees, and honors;
8. Information in relation to Charter School-sponsored activities, organizations, and athletics;
9. Major field of study; and
10. Period of attendance at Sage International School.

The notification to parents and students concerning school records will inform them of their right to object to the release of directory information.

### Military Recruiters/Institutions of Higher Education

Pursuant to federal law, Sage International School is required to release the names, addresses, and telephone numbers of all high school students to military recruiters and institutions of higher education upon request. The notification to parents and students concerning school records will inform them of their right to object to the release of this information.

### Student Record Challenges

The parents may challenge the accuracy, relevancy, or propriety of the records, except for grades and references to expulsions or out-of-school suspensions if the challenge is made when the

student's Charter School records are being forwarded to another school. They have the right to request a hearing at which each party has the right to:

1. Present evidence and to call witnesses;
2. Cross-examine witnesses;
3. Counsel;
4. A written statement of any decision and the reasons therefore; and
5. Appeal an adverse decision to an administrative tribunal or official, to be established or designated by the State Board.

The parents may insert a written statement of reasonable length describing their position on disputed information. Sage International School will include the statement in any release of the information in dispute.

Procedure History:

Promulgated on:

Revised on: