



Student and Parent Handbook

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TABLE OF CONTENTS

1.0 Introduction

- 1.1 Handbook Acknowledgement
- 1.2 Seven Peaks School Overview
- 1.3 SPS Mission and Vision
- 1.4 IBO Mission Statement

2.0 School Structure & Administration

- 2.1 Administration
- 2.2 Board of Trustees
- 2.3 Philanthropy and the Peaks Fund

3.0 School Communication and Emergencies

- 3.1 Communication Methods
- 3.2 Obligation to Stay Informed; Change of Address/Telephone Number
- 3.3 Emergencies
- 3.4 Snow Days
- 3.5 Extended Care

4.0 Attendance, Absence, Illness, Medication

- 4.1 Attendance and Records
- 4.2 Leaving During School Day
- 4.3 Tardiness
 - 4.3.1 Primary School Tardies
 - 4.3.2 Middle School Tardies
- 4.4 Absences
- 4.5 Communicable Diseases
- 4.6 Medications

5.0 Student Services, Testing, Conferencing, Assessment, Guidance/Special Education

- 5.1 Guidance and Special Education
- 5.2 Parent-Teacher Conferences
- 5.3 Standardized Testing

6.0 Student Life and School-Wide Information

- 6.1 School Code of Conduct
- 6.2 Behavioral Conduct, Expectations and Sanctions Guidelines
- 6.3 School Dress Requirements
- 6.4 Prohibited Items
- 6.5 Playground Rules and Access
- 6.6 Animals on Campus
- 6.7 Cell Phone Usage by Students
- 6.8 Lost or Damaged Items
- 6.9 Homework
- 6.10 Physical and Health Education
- 6.11 Extracurricular Activities
- 6.12 Trips & Activities Off Campus

6.13 E-bike/scooter policy

7.0 Early Years Specific Information

7.1 Health Policy

7.2 Security Policy

8.0 Middle School Specific Information

9.0 Parent & Community Involvement

9.1 Parents Working with Schools/Schools Working with Parents

9.2 Background Checks

9.3 Volunteering

1.0 INTRODUCTION

1.1 Handbook Acknowledgement

This Handbook contains important procedures that guide Seven Peaks School's operations. Seven Peaks School (SPS) is not operated pursuant to a set of strict, discreet and inflexible policies and procedures. Rather, this Handbook, together with the school's policies, the Staff Handbook, and the discretionary daily operating procedures and guidelines of the school's administrative team, form a collection of flexible instructions for running the school. The provisions of this Handbook are intended to provide general information regarding the daily operations of the School, and may be modified without notice and deviated from by SPS at its discretion. Nothing in this Handbook shall grant any rights, privileges, or expectations, and it does not constitute a contract (express or implied) with Seven Peaks School.

Please take the time to familiarize yourself with this handbook and review the information with your student(s).

1.2 Seven Peaks School Overview

Founded in 1996, Seven Peaks is an independent school located in Bend, Oregon, serving Pre-Kindergarten through 8th grade students. Our beautiful facility sits next to 24 acres of playing fields with views of the majestic Cascade Mountains. In addition to spacious classrooms we have a fully equipped science lab, design lab, art, music & performing arts room, and a full-court gymnasium. Seven Peaks has been authorized in both our middle and primary schools by the International Baccalaureate Organization (IBO). We are a fully authorized IB World School. As such, our primary school is known as our Primary Years Programme (PYP) and our middle school is known as our Middle Years Programme (MYP).

The primary school wing features a two-classroom Early Years Program (PK) and one class each, kindergarten through fifth grade. Together they make up the Primary Years Programme (PYP). Students spend most of the school day with a homeroom teacher, traveling to other rooms for instruction in Visual Arts, Performing Arts, P.E., Design, and Spanish, maintaining approximately 18 students per classroom.

The middle school wing is made up of students in grades 6-8, with two sections for each grade. Together they make up the Middle Years Programme (MYP). Instruction is

delivered by IB subject matter teachers with approximately 18 students per classroom. Instruction is in Language and Literature, Individuals and Societies, Visual Arts, Performing Arts, Spanish, Design, Math, Science, and P.E.

The school layout and small class sizes promote differentiated instruction ensuring every student has a chance to excel. Our teaching techniques, family involvement, and engaging, inquiry-based classrooms produce confident, curious, and well-educated graduates ready for high school and beyond.

1.3 SPS Mission/Vision

Seven Peaks School is a mission-driven school. The mission and vision as approved and upheld by the Board of Trustees are as follows:

Mission: To inspire a lifelong love of learning in our students.

To enable our children to thrive in a complex world.

To challenge them within a safe and nurturing community.

Vision: Seven Peaks students will emerge intellectually curious,
confident in their education and individuality,
compassionate towards others,
and inspired to do good in the world.

1.4 IBO Mission Statement

As an IB School, we are also obligated to follow and support the mission of the IBO. This mission is as follows:

The International Baccalaureate® aims to develop inquiring, knowledgeable and caring young people who help to create a better and more peaceful world through intercultural understanding and respect.

To this end the organization works with schools, governments and international organizations to develop challenging programmes of international education and rigorous assessment.

These programmes encourage students across the world to become active, compassionate and lifelong learners who understand that other people, with their differences, can also be right.

2.0 SCHOOL STRUCTURE & ADMINISTRATION

2.1 Administration

Seven Peaks School is governed by a Board of Trustees, and managed and administered by its Head of School and Assistant Head of School, who are responsible for the advancement and daily operations of the school. Additional administrative roles may include, but are not limited to the following: Director of Admissions, Marketing Director, Director of Development, Office Manager, Business Manager, Registrar, Student Services, etc. As an IB school, oversight of the MYP and PYP is facilitated by IB Coordinators in each school.

2.2 Board of Trustees

Seven Peaks School is an Oregon non-profit 501(c)(3) corporation. The Board of Trustees sets policies and tuition, approves major expenditures and initiatives, and is responsible for the school's short and long term strategic planning. The Board of Trustees meets regularly during the school year. Please refer to the school's website for members and contact information. The Board does not direct daily operations of the school.

2.3 Philanthropy at Seven Peaks

The school maintains a deliberate policy of setting tuition to reflect the cost and value of a Seven Peaks education, while offering a financial aid program to provide many local families the opportunity to receive a Seven Peaks education. Seven Peaks School also relies on generous annual giving and special giving from our current and past families and community members to meet the annual budget, provide financial assistance to families who qualify, hire and retain the best faculty, maintain and improve the school's facilities, meet regional and national professional development standards for independent schools, and to provide additional programs and opportunities for Seven Peaks students.

All giving to the school goes to the Seven Peaks School Foundation, a 501(c)3 nonprofit established in 2004. The Foundation's sole purpose is to protect and support Seven Peaks School, including owning the land and building that the school operates in, and providing annual charitable distributions to the school that provide mission-centric and strategic support as described above.

Every year, all families and community members at Seven Peaks School are encouraged to support via the fall annual fund, also known as the Peaks Fund, and the annual Spring Gala. Your early and consistent annual giving to Seven Peaks School is greatly appreciated and makes an impact on all of our students, faculty, staff, and future students. To learn more about the ways to support Seven Peaks School, please contact the Director of Development.

3.0 SCHOOL COMMUNICATION AND EMERGENCIES

3.1 Communication Methods

Our goal with communication is to ensure parents know what is happening at the school as a whole, and also what is happening with their individual student in a manner that is convenient, current, and coordinated. To do so, we predominantly use digital communication in a variety of ways.

Student Achievement & Reporting: For both schools (MYP and PYP), Seven Peaks distributes report cards twice per year: once at the midpoint of the school year and once in June. These report cards are meant to communicate broad student progress and achievement and copies are placed in the student's file.

School E-Newsletter: Our weekly e-newsletter, the "Peaks Post," is our primary all-school communication that includes notices, upcoming events, student activities, accomplishments, deadlines, and downloadable forms for such things as ordering

lunches, yearbooks, and Seven Peaks Spirit Wear. *Parents are expected to read this communication regularly and ensure an accurate email address has been provided to the school.*

Direct Emails: Seven Peaks School staff members make a conscious effort to be mindful of the overall number of emails arriving in parents' email inboxes. Important individual student information from teachers, and letters from the administration that require a timely delivery, are generally emailed directly to parents.

Learning Management System: In the MYP, Seven Peaks School uses a Learning Management System (LMS) called Toddle for day-to-day topical information for students and parents including homework, assignments, announcements, and important information. All parents of middle school students should regularly check Toddle.

School Website (www.sevenpeaksschool.org): Seven Peaks School uses its website as a source of information for the Seven Peaks School community as well as for prospective families. Unless published in another public source (newspaper, television, press release, etc.) and approved by the parents of the student, Seven Peaks School does not identify individual student names with photos.

Seven Peaks App: For the 2023-24 school year, Seven Peaks will roll out a new App that is linked to our website. The seamless continuity between the school's website calendar and the App will help clarify communications, details for events, and consistency in information sharing.

3.2 Obligation to Stay Informed; Change of Address/Telephone Number

Every parent has an ongoing obligation to read and review the school's digital and other communication for timely and important information. As this is the Head of School's primary mode of communication, it is essential the school be notified of a change of home address, email address, and/or telephone number. *Please contact the office as soon as possible with new contact information.*

3.3 Emergencies

Crisis Management: The School has a crisis plan in place and is prepared to handle emergencies. Parents should see the Head of School for more information.

Emergency Communication: In the event of an emergency or school closing, Seven Peaks School will communicate with parents via an emergency email and the school app. Parents are urged to provide the school with an email address at which they wish to receive emergency information. If possible, this should be an address checked frequently throughout the day.

Reunification Site: In the case of an emergency when students are evacuated from the school site, emergency communication will include directions to a local site where students will be able to be reunified with their parents/guardians.

Health and Safety: Every reasonable effort will be made to contact the parent/guardian of a sick or injured student. The school may also take necessary actions (i.e., call 9-1-1) to deal with emergencies in the event a parent/guardian cannot be contacted or if the situation warrants immediate emergency care.

Fire Drills/Lockdown Drills: Fire drills will be conducted monthly. The entire school will be vacated in an orderly fashion as soon as the signal sounds. Students are expected to report to their designated space outside and be accounted for by the assigned teacher. Total cooperation and appropriate behavior is necessary during all drills and in emergencies. Each drill will be documented. Lockdown and earthquake drills will be conducted once each semester.

3.4 Snow Days

Watch for postings on the SPS app, email, and website for updates and notifications from our front office.

3.5 Extended Care

After school supervision is a fee-based service organized by SPS. Extended Care is available Monday-Friday from 7:30am – 8:00am. Afternoon care is from 3:00 pm-5:00 pm Monday-Thursday and 1:30-3:30 on Fridays. Contact the front office for fee details and to enroll your child.

4.0 ATTENDANCE & ABSENCE

4.1 Attendance and Records

Attendance is critical to student success. Students are expected to be at school, on time, and attend all classes and programs. Dental and medical appointments should be made outside of school hours whenever possible.

It is the responsibility of both student and parent to follow up with the teacher to get an overview or outline of key content missed, and bridge the learning needed during non-school hours and without teacher supervision or assistance.

Please note that our unique learning approach does not always lend itself to easy make-up work as you might find in a traditional classroom. Teaching methods such as inquiry and project-based learning are hard to duplicate outside of class time.

The school keeps an accurate record of attendance and all teachers keep daily records of attendance.

4.2 Leaving During the School Day

The office staff must have parent permission to dismiss a student during the school day. Parents may either phone or email the office. Because student safety is paramount, a parent or guardian must sign the child out in the “Student/Visitor In/Out Log” at the front office. Upon return to school the student or parent must sign back in. Primary school students must be signed back in by a parent or guardian. Middle school students may sign themselves back in with the permission of a parent or guardian.

4.3 Tardiness

All students should arrive to class punctually and with all of the necessary equipment to avoid missing any vital work and disrupting the class. Students should be in the classroom and prepared to participate in learning starting at 8:00am.

4.3.1 Primary School Tardies: If a student in the lower school is repeatedly late for class in the morning, the school will work closely with the student and his or her parents/guardians to ameliorate the issue.

4.3.2 Middle School Tardies: Because tardies detract from the instructional time for both the tardy student and the class, there are consequences put in place for students who are tardy. Tardiness will be classified as either 'excused' or 'unexcused.' Unexcused tardies will subject the student to consequences affecting free time at school (e.g. lunch, recess, etc.). Tardies will not count against a student's academic progress. Excused tardies will usually be allowed for unforeseen extenuating circumstances, or pre-arranged events. A simple parent request that a student be excused for being tardy will not be considered without a valid reason given. In most cases the validity of the reason given will usually be obvious, but in difficult cases the issue will rest upon the judgment of the Assistant Head of School in consultation with office staff and appropriate faculty, and will follow the behavioral protocol in place.

4.4 Absences

Absences: Students who attend school regularly have the best chance at academic success. We believe each classroom is at its best when all students are present and contributing to the learning. Because Seven Peaks emphasizes collaborative learning and the integration of learning across academic disciplines, extended absences cannot truly be made up. However, Seven Peaks does not adjudicate traditional "excused" and "unexcused" absences. Should absences become detrimental to a student's progress, we will work with families to plan for appropriate solutions.

Extended Absences: Students who are absent for extended periods of time (an academic school week or more) will need to find ways to make up for missed material in order to keep up with their class. Teachers will be helpful, but cannot create individual programs for students to make up for missed learning. Parents who wish to take their students out of school for extended periods of time may want to find outside tutors or other resources to help them with this task. Extended absences due to illness or family emergencies will be treated on a case by case basis. Planning extended vacations when school is in session is discouraged.

Illnesses: If a student is ill, please call or email the front office as soon as possible to notify us of the absence so we can alert teachers.

For the protection of all, if any of the following signs and symptoms are present, your child should be kept at home for at least 24 hours after the last sign or symptom:

- Elevated temperature (100.0° or higher)
- Diarrhea
- Persistent headache

- Inflamed or sore throat
- Nausea or vomiting
- Unexplained rash
- Wheezing
- Earache
- Pink or red eye(s)

Communicable Diseases: Students with communicable diseases or conditions must report them to the school at once. This includes but is not limited to: COVID-19, chicken pox, head lice, impetigo, pink eye/conjunctivitis, ringworm, scabies, scarlet fever, strep throat, or fifth disease.

When the school becomes aware students have been exposed to a communicable disease, the school will make every effort to contact the families of the exposed students.

Students may only return to class following the resolution of a communicable disease with a doctor's note verifying the student has fully recovered and is no longer contagious.

Medication: All nonprescription and prescription medications must be brought to the school office in original containers. A medical inventory sheet must be completed and signed by the parent or legal guardian giving information about the medication, frequency, times of administration, name and phone number of the physician prescribing the medication, and a parent's signature authorizing the office staff to administer the medication.

Students must not bring medications with them to class; this includes any over-the-counter drugs such as cough drops, aspirin, etc.

5.0 ACADEMIC SERVICES AND ASSESSMENT

5.1 Guidance/ Special Education

Seven Peaks School does not offer special education resources to meet the needs of every learner who would qualify for an IEP within the public school system. However, we host CARE team meetings to assist parents and staff in determining what level of classroom accommodations and parental involvement are necessary in meeting unique academic needs of the student. Often our approach to differentiated learning in a small classroom setting is precisely the sort of accommodation that makes learning accessible to a diverse range of learners.

5.2 Parent-Teacher Conferences

Conferences provide an opportunity for teachers to review a student's progress with their parents or guardians, as well as identify areas of growth and strategize for future

success. There are two scheduled conferences, one in the Fall and one in the Spring. Every student is assigned a conference time, regardless of academic progress. The school office will inform parents/guardians in advance of the conference times and dates, usually providing some flexibility and choice in setting up the conference. There may be some conferences that include students, but most conferences are for parents only. If a conference requires the student to be present, parents/guardians will be informed well in advance. If a conference is required outside of these set dates, either at the request of the parent/guardian or the teacher, the parties will simply need to work together to schedule the conference. This is usually done through email communication between parent and teacher. Teachers also have office hours and encourage parents to contact them as needed.

5.3 Standardized Testing

Standardized Testing: While Seven Peaks School is not required to administer standardized tests, the school believes some tests can provide insight into how students compare to other students at the national and international level. The school uses a nationally normed test called the Measures of Academic Progress (MAP) test to provide information about how students are doing on a national level. These tests are designed to provide parents, staff, and administration information about how students are doing relative to expectations for national academic standards. The MAP reading and math tests correlate with national standards, allowing the school to determine if students are meeting or exceeding grade level benchmarks. MAP measures individual student growth through each school year. Students are tested in grades 2 through 8 in language usage, math, and reading. Students are tested two (2) times during the school year to assist teachers, parents, and administration in measuring student achievement, growth, and to inform instruction. Fall and spring scoring information for students in grades 2nd- 8th will be distributed in the spring after the fall-spring sequence has been completed. Fall scores will be shared only at a family's request. The reason for this is that since the test measures progress, Fall scores alone tell us very little. It is the progress from Fall to Spring that the test really measures.

6.0 STUDENT LIFE AND SCHOOL-WIDE INFORMATION

Seven Peaks School maintains high expectations of our students. This includes the expectation of positive school behavior, enthusiastic involvement in school activities, respect for self and others, positive contributions to the educational environment, and good citizenship in the broader community of Central Oregon.

All staff members will be vigilant to remind students of these expectations in as positive a way as possible, and the school requests that parents take an active role reinforcing our core values. Any community member witnessing poor or disrespectful conduct from any other member of the community is asked to please take the time to address it directly. *If the behavior warrants, please inform a school staff member immediately.*

6.1 School Code of Conduct

It is the responsibility of the entire SPS community (students, staff and parents) to model our values by conducting themselves respectfully at all school-related activities, including classroom lessons, field trips, explorations, and during any other school-sponsored event. Failure to meet behavioral expectations will result in

disciplinary action by the school. Any behavior offense the school deems serious will result in immediate disciplinary action, up to and including suspension or expulsion.

6.2 Behavioral Conduct, Expectations and Sanctions Guideline

Overview: Students are expected to regulate their conduct when on school grounds, traveling to or from school, at school sponsored events, or athletic activities. The school reserves the right to hold students accountable for behavior that did not occur on school property or behavior that occurred at other schools. In general and whenever possible, the school will take a restorative approach to student discipline. In this approach, consequences are determined with the goal of restoration to full and safe participation in the school rather than any punitive goal. Even when it is clear that a student can no longer participate in the Seven Peaks Community, the school will always seek to act in the best interest of the student while also protecting the integrity and safety of the community. At no point should the disciplinary goal of the school be punitive in nature.

Student Conduct: The Seven Peaks community agrees that student conduct and behavior is closely associated with academic learning and social/emotional adjustment. Citizenship and overall comportment is vitally important to the realization of our school's mission. Therefore, all students are required to adhere to the rules of conduct and submit to corrective action taken as a result of conduct violations. Further, Seven Peaks recognizes that it must take reasonable steps to help students learn from mistakes and fairly remediate their choices.

Unique Behavioral Needs: Seven Peaks School does not maintain specialized staff members trained to meet the needs of students with special behavioral needs. Therefore, Seven Peaks cannot serve students who exhibit behavior that impedes the school's mission or the overall well-being of the classroom. All students must be able to follow our general expectations:

General Expectations Include:

- Conform to reasonable standards of acceptable behavior
- Respect the rights, person, and property of others
- Preserve the degree of order necessary for a positive learning environment
- Submit to the authority of staff and respond accordingly

Further, the purpose of school rules shall be to encourage student conduct conducive to the development of the habits of responsible citizenship, the emotional and physical health of others and the overall attainment of Seven Peaks' educational goals and mission.

When determining disciplinary sanctions, consideration will be given to the following factors:

- Nature, severity and frequency of infraction
- Developmental and chronological age of student
- Prior demonstrations of citizenship, both appropriate and inappropriate

Seven Peaks is proud of its students and their ability to demonstrate positive citizenship throughout the school community. However, on occasion it may be necessary to place significant restrictions upon a student in order to maintain a safe and orderly school environment.

Behavioral Infractions (include but are not to be limited to the following):

- Abusive language, inappropriate language, profanity or hate speech
- Aggressive or threatening behavior to self or others (physical, emotional, mental)
- Arson
- Chronic and continued disruption of the educational process
- Failure to comply with reasonable directions issued by staff
- Harassment/Intimidation/Bullying - including digital citizenship
- Inflicting physical or emotional harm on self or others
- Plagiarism
- Collusion
- Duplication of Work
- Sexting
- Vandalism
- Retaliatory behaviors
- Weapons (real or objects used as weapons)
- In possession of or under the influence of illegal substances

- Bullying
 - Definition: “Bullying is unwanted, aggressive behavior among school aged children that involves a real or perceived power imbalance. The behavior is repeated, or has the potential to be repeated, over time” (U.S. Department of Health & Human Services). Students must respect all members of the school community.
 - Bullying includes many different negative behaviors. Bullying can take three forms: physical (hitting, kicking, spitting, pushing, taking personal belongings); verbal (taunting, malicious teasing, name calling, making threats); and psychological (spreading rumors, manipulating social relationships, or engaging in social exclusion, extortion, or intimidation). Bullying in any format, including over social media sites or other electronic devices or equipment, is strictly prohibited.
 - Bullying is a very serious offense that will result in immediate correction, up to and including suspension or expulsion.
 - Defining a behavior as “bullying” requires a team approach that involves the parents/guardians, teachers, administration, and school counselor. Parents are encouraged to ask if a behavior might be considered bullying before definitively calling a reported behavior “bullying.”
 - Students should actively discourage and or intervene when they see behaviors that might be considered bullying. Creating a safe and welcoming school community requires that students look after the well-being of each other.

- Regardless of whether or not a behavior is determined to be bullying, all cases will be treated individually and resolutions will be designed according to the particular needs of each situation.

If significant behaviors occur or accrue that erode the health, well-being, and educational benefit of any classroom, we will partner with families to implement some or all of the following interventions with age-appropriate development considered. Due to any mitigating or aggravating factors, some discipline plans may not include all of the interventions below or may skip certain interventions.

If necessary, Seven Peaks School reserves the right to dismiss any child without engaging in the Progressive Discipline Plan.

Progressive Discipline & Dismissal Procedures: After customary classroom interventions and strategies have been exhausted and patterns of inappropriate behavior persist, school administration will become involved with interventions, corrective measures, and the progressive discipline steps outlined below.

Interventions and Corrective Measures: Interventions and corrective measures that may be used in any step of the process include:

- Parent conferences: Communication of specific student conduct concerns and how they are impacting the greater community
- Incentive plans: Specific plans designed to encourage and recognize appropriate behaviors over a given period of time
- Student behavior contracts: Plans outlining specific expectations including sanctions for violation
- School service: Working in service of school facilities, maintenance, or beautification as a restorative act appropriate to the behavior being corrected
- Restriction: Students restricted from certain activities or areas at school
- Consultation: At family's expense, observation and consultation with third-party specialists
- Modified daily schedule
- Daily check-In/check-out procedure
- Schedule change (middle school)
- Safe Schools Alliance referral
- Class Suspension (short or long term)
- Suspension from school or in-school suspension
- Expulsion

Step One: The teacher will inform the parents of the child's inappropriate behavior. An in-person meeting will be scheduled with parents, school staff, and a school administrator. The school will document student behavior along with school response. The teacher and administrator will discuss the behavior report with the parent and communication between the parent and school will be documented.

Step Two: Should the child's inappropriate behavior continue beyond step one, a meeting will occur with parents, school staff and a school administrator. At this time, a behavior intervention plan may be created explicitly stating required behavior changes and target dates for improvement. Depending upon age, student participation may be required.

Step Three: After effort has been made to work with parents and students, and after behavior modification does not succeed as required by the behavior contract and within its limits, enrollment may be terminated. Depending upon the severity of the behaviors, dismissal may be immediate.

Disciplinary Approach: Occasional minor behavior infractions (i.e. gum chewing, socializing during class, failure to bring supplies) are typically dealt with at the classroom level. Teachers give reminders to students and contact parents if the behaviors continue. Chronic or major behavior infractions will be handled by the administration, led by the Assistant Head of School.

School administration may develop and implement disciplinary guidelines as it deems appropriate for the safe and orderly management of the school. School administration retains the sole right and authority to determine and implement the appropriate disciplinary action for any student.

6.3 School Dress Requirements

Seven Peaks School places a high level of importance on international understanding and cultural sensitivity and therefore recognizes that clothing is deeply embedded in cultural norms and expectations and will, as much as possible, respect the differences that exist between us. Students, staff and parents should dress in a respectful manner that would not be considered offensive to other members of the community.

Student Dress Requirements: Students must wear appropriate clothing that is comfortable, clean and in good repair. Clothing should be safe and allow students to focus their attention and the attention of others on learning and school activities. Clothing that in any way distracts from the educational goals of the school is subject to prohibition.

- No distinction will be made in our dress code requirements that would establish different standards for different genders.
- No articles of clothing may contain obscene, offensive or distracting messages.
- Clothing must conform with a traditional school environment. Older children should be aware that they are models for younger children in the school.
- Any clothing that is too revealing or that distracts from the instructional integrity of the classroom is prohibited. These general rules may be adjusted based on the judgment of school staff. Parent and guardian support of the administration's judgment on these matters is appreciated and expected.
- Clothing that fails to cover undergarments is not allowed.

- Students should come to school with warm coats, gloves, hats, and boots during the winter months to participate in explorations, extended field trips, outdoor time with class, and recess.
- Shoes must be worn at all times. Athletic shoes are required for PE (no sandals or black soled shoes allowed). Primary students may not wear flip flops to school.

The school shall make the sole determination if a student is in violation of the dress code. Violations will result in the student being asked to call home for appropriate clothing, wear P.E. clothes, or use t-shirts provided in the main office.

6.4 Prohibited Items

Students may not possess the following items on school property or at school events:

- Alcoholic beverages, narcotics, over-the-counter medications, cigarettes, tobacco products, inhalants, cigarette lighters, matches, and look-alikes. All medications (over-the-counter and prescription) are to be stored and dispensed by the office
- Weapons, mace, fireworks, knives, or guns of any kind, whether real or replicas
- Toys (except when a teacher instructs students to bring a toy, e.g. for show and tell)

If necessary, these items will be taken for safekeeping in a teacher's room or at the main office. Parents or students may claim them at the end of the day. The school is not responsible for the loss, theft, or damage of any personal items.

6.5 Playground Rules and Access

During school hours, Seven Peaks provides supervision at all times while students are enjoying recess on the playground. Students on the playground before or after school (before 8:00 a.m. or after 3:00 p.m.) are expected to be supervised by parents at all times. The following rules apply for playground use:

General

1. Students must be visible at all times by staff while on the playground
2. Students must stay off walls and fences

On the play structure:

No playing tag / running.

1. No picking students up to put them on the structure; they must be able to climb it themselves in order to play on it.
2. No pushing others
3. Wood chips stay in the play structure boundary
4. Slide down only, feet first
5. No climbing on the exterior of the tallest play structure

On the swings:

1. No jumping off or flipping out of the swings

2. Bottoms and bellies are okay (age appropriate)
3. Independent forward and backward swinging only

Using the playground equipment:

1. Balls are permitted only on the blacktop and grass areas

Playing Games:

1. Students must make a reasonable effort to include students who want to play in any game
2. Students must agree on the rules of a game before play starts. If students cannot agree, then they may play something else
3. No wrestling, tackling, horse, piggy backs, etc.
4. No gun play

6.6 Animals on Campus

With the exception of approved curriculum-related or service animals, Seven Peaks School is an animal-free campus. Students, staff, and families must not allow their pets or other animals on the school grounds at any time. When exceptions are made to this policy, or when a curriculum related even with an animal takes place, parents will be notified in advance of any contact with an animal at school and will have the opportunity to opt out of that contact.

6.7 Cell Phone Use by Students

Students may not use cell phones or cell phone linked smart watches or other similar devices during school hours. "School hours" is defined from the point a student is dropped off in the morning to dismissal in the afternoon, including aftercare and while participating in afterschool events including performances, sports, and MS explorations. Devices prohibited also include Bluetooth listening devices such as airpods, ear-buds, or the like that are not provided by the school. Phones and smart watches must remain turned off and be stored in a student's locker or in the school office. Smart watches may not be worn even if disconnected from a phone or with notifications turned off. Individual teachers may elect to allow students to use smartphones within classrooms *as an instructional tool only*. In these cases special arrangements will be made and clear parameters for use will be communicated to both students and administrative staff. Exceptions to these rules must go through the front office. Cell phone use on field trips and other school sponsored events will be handled on a case by case basis but parents and students should operate under the assumption that this policy will apply to any school event unless explicitly stated otherwise.

All parent communication during the school day must go through the school office. Students are not permitted to communicate with parents through cell phones during school hours. While convenient for parents, this is a major distraction for students and classes.

Students who fail to comply with this policy will be required to leave their phone or device in the office and parents will be notified. The phone will be released in person to a parent or guardian. No phone-in releases will be honored.

The use of cell phone photography and related social media applications, on school trips, at school events, and within our community--in or out of school--is subject to the highest ethical standards of the Seven Peaks Community. Responsible use of technology and its various applications is an important part of what it means to exercise exemplary digital citizenship. Failure to abide by these high ethical standards will be subject to disciplinary review by the administration. Consequences will be determined on a case by case basis.

6.8 Lost or Damaged Items

Books, P.E. & Wintermeister clothing, and other school items either lost or damaged during the school year, or not returned to the school by the last day of school, must be paid for according to the repurchase price. This includes Chromebooks, iPads, and other electronic equipment that students use in or out of class. Students will be notified of all charges and are expected to pay the fee for damages or reorders.

6.9 Homework

Homework at Seven Peaks School is a strategic part of the learning process and carefully used to further the purposes of an inquiry-based classroom. Often this means that homework will not be assigned unless it fits within the pedagogical rationale of the lesson. For subjects like mathematics, homework can be a regular, daily practice to develop skills. However, all homework needs to be carefully balanced between needed practice and the need to maintain a love for learning. Often homework will be project-based and what students do not finish in class will need to be finished at home in order to meet a project deadline. This is especially the case in middle school. In this way homework teaches important time management skills in the context of real consequences, rather than arbitrary due dates.

6.10 Physical and Health Education

All students enrolled at Seven Peaks School shall participate in physical education for the entire school year. If there are temporary or long-term health concerns prohibiting participation, please communicate with the Physical Education teacher or administrative staff.

6.11 Extracurricular Activities

Participation: Seven Peaks School encourages and supports students to participate in school-sponsored extracurricular activities, including, but not limited to, after-school athletics. Participation is a privilege and not a right. To be eligible to participate in such activities, students must be in good standing. Good standing means that a student is doing well academically and is demonstrating good behavior in all areas of school life. These standards are subjective and will be approached on a case by case basis. Permission to participate in extracurricular activities may be revoked in order to encourage student improvement in academics or behavior.

School Sponsored Activities:

Seven Peaks School will keep documentation on file for each participating student that includes:

- A signed permission statement from the student's parent/guardian
- A behavior and academic agreement signed by parent/guardian and student
- Emergency contact information for the student
- Physical examination record (if applicable)
- Proof of current accident or health insurance coverage

- A release signed by the parent/guardian absolving school from liability for injuries that may result from participation

Fees: Students must pay a fee to participate in school-sponsored extracurricular sporting activities, in addition to any Bend Parks and Recreation and/or other club fees. Fees are often used for transportation, purchase of new equipment, and maintenance of the facility. Each athletic season (e.g. volleyball, basketball, track and field) will carry its own fee requirement. Fees will be announced at the beginning of the season.

6.12 Trips & Activities Off Campus

Middle school Explorations and extended field trips are a critical component of the Seven Peaks School curriculum and are intended to give all students the opportunity to develop self-confidence, teamwork, leadership skills, and social values. The environments experienced through Explorations and extended field trip programs are invaluable classrooms for real-world, and context-driven learning. Field trips are an extension of classroom learning, and a chance for our students to experience and observe other educational opportunities.

Field trips take place for both PYP and MYP students throughout the year to reinforce curricular goals and to provide hands-on and experiential learning opportunities for students. Individual classes or groups of students may, from time to time, leave the campus for learning experiences away from school. Most field trips are addressed in the school's field trip permission paperwork, but others might require that parents sign an additional permission slip. The cost of field trips is generally covered in the annual activity fee. There may be times when an activity costs more than the activity fee would cover and parents will be asked to cover the difference.

- Whenever students are traveling away from school, they are subject to the same rules, regulations, and appropriate behavior observed at school.
- The Release of Liability form and Field Trip and Transportation Permission form are signed at the beginning of the year as part of the online enrollment requirements. These are authorizations for all field trips and Exploration activities for the year.
- Notification of field trips will be communicated in advance and may request parent/guardian participation.
- To drive on a field trip, we must have three items on file: Copy of valid driver's license, proof of auto liability insurance, and criminal history verification (background check).
- Field trip drivers are not to use cell phones while driving and will follow all the rules of the road.
- SPS does not cover the cost of fuel or mileage for parent drivers on any field trip.

7.0 EARLY YEARS SPECIFIC INFORMATION

7.1 Health Policy

A safe and healthy environment is important for all students. Seven Peaks School has implemented the following health and safety practices designed to decrease disease transmission and protect the health of your student, other students, and the community.

Classroom Health Procedures:

- Hand washing will be done several times a day including when staff / students arrive at school, before eating, after toileting, after wiping noses and cleaning up spills, etc.
- The environment and equipment will be cleaned according to a specific routine
- If the student should become ill while in school, the student's parent/guardian will be notified immediately
- Any ill student will be separated from the other students and be made as comfortable as possible
- A parent/guardian will be notified to pick up the ill student within a specified time frame

Immunizations: State law requires licensed child care providers to keep immunization records on file of all children. Records must include the name of the child, date of birth, date (month, day, and year of each immunization), and a signature of the health care provider who administered the immunization. Immunization records must be provided within 14 days of your child starting Seven Peaks School. Parents are responsible for providing current documentation each time their child completes a series of shots. Immunizations help protect all children and staff from severe diseases.

Preschool Security Policy: At Seven Peaks School children are cared for in as safe and secure an environment as possible. Background and reference checks are conducted on all staff members, and each member of staff must provide evidence of possessing a childcare workers license as required by the City of Bend or other authorized entity. In addition, the playground is fenced, providing security while the children are outside. The following additional security procedures have been adopted for the Pre-Kindergarten/Early Years program:

- No student will be left in a room or outside without a teacher
- All students are to be delivered and collected from the school classroom by their parents/guardian or authorized person
- Students are to be signed-in on the "Sign-In Sheet" in the classroom on arrival
- Any special instructions for the student, including who is collecting the child, if not the parent, should be included on the "Sign-In Sheet"
- If your student needs to be picked up by someone other than the parents, you will need to submit in writing, email, or by fax, the names and relationship to the child they will be picking up. It is best if your child knows of this change in advance. For your child's safety, no telephone calls authorizing pick-up will be accepted

All students must be independently toileting by the beginning of the school year. We realize that each child is different and has their own developmental timetable. Consistent problems will be referred to administration to discuss child readiness. Occasional accidents will occur, but consistent problems could lead to dismissal from the program until a student can demonstrate readiness.

8.0 MIDDLE YEARS SPECIFIC INFORMATION

Lockers: Each student in the middle school is assigned a locker at the beginning of the year. The locker is used to store books, lunch, and extra clothing items. Students are encouraged to carry books and supplies in a backpack to and from school, and use lockers as storage for backpacks once at school. All lockers are property of Seven Peaks School and students have no expectation of privacy. Lockers may be opened and searched at any time. At no time are students allowed to put a lock on their lockers.

Explorations: Explorations are offered to students in grades 6-8 on Fridays, and provide students with a chance to expand and explore many different learning opportunities, to intermingle with students from other grades, pursue their passions, and challenge themselves. *Parent volunteers are essential for offering our students a rich variety of learning opportunities.* If a parent has an interest in offering a particular Exploration, contact the office.

9.0 PARENT AND COMMUNITY INVOLVEMENT

9.1 Parents Working with Schools/Schools Working with Parents

Much new research has been conducted in recent years on the characteristics of good schooling. These studies consistently identify several features that make successful schools: a clear sense of mission or purpose, strong leadership, faculty involvement in school management, and good communication and partnership between parents and the school.

The National Association of Independent Schools (NAIS) has developed Principles of Good Practice for its member schools which promote high standards and ethical behavior in various areas of school life. The following principles provide guidelines from both the parent and school perspectives, defining their respective roles and responsibilities to help create and sustain an effective partnership. See <https://www.nais.org/learn/principles-of-good-practice/parents-working-with-schools-schools-working-with/>

Parents Working with Schools:

- Parents recognize that effective partnerships are characterized by clearly defined responsibilities, a shared commitment to collaboration, open lines of communication, mutual respect, and a common vision of the goals to be reached.
- In selecting an independent school, parents seek an optimal match for the needs of the student, their own expectations, and the philosophy and programs of the school.
- Parents are familiar with and support the school's policies and procedures.
- Parents provide a home environment that supports the development of positive learning attitudes and habits.
- Parents involve themselves in the life of the school.
- Parents seek and value the school's perspective on the student.
- When concerns arise, parents seek information directly from the school, consulting with

those best able to address concerns.

- Parents share the religious, cultural, medical, or personal information that the school may need to serve the student best.

Schools Working with Parents:

- The school recognizes that effective partnerships are characterized by clearly defined responsibilities, a shared commitment to collaboration, open lines of communication, mutual respect, and a common vision of the goals to be reached.
- The school clearly and fully presents its philosophy, program, and practices to parents during the admission process and encourages dialogue that clarifies parental expectations and aspirations for the student.
- The school seeks and values the parents' perspective on the student.
- Teachers and administrators are accessible to parents and model candid and open dialogue.
- The school keeps parents well informed through systematic reports, conferences, publications, and informal conversations.
- The school defines clearly how it involves parents when considering major decisions that affect the school community.
- The school offers and supports a variety of parent education opportunities.
- The school suggests effective ways for parents to support the educational process.
- The school actively seeks the knowledge it needs to work effectively with a diverse parent body.

9.2 Background Checks

All staff members and all volunteers who travel on explorations, extended field trips, and/or educational trips at Seven Peaks School, must submit to a background check. Please see the office manager for the appropriate form to complete the process.

9.3 Volunteering

Volunteering is essential to the Seven Peaks culture, and fundamental to its success. All families are expected to contribute 40 hours of volunteering each school year. However, volunteering is a privilege that may be revoked if the volunteer is unable to appropriately assist staff, or chooses not to follow the school policies and procedures.

Seven Peaks Community Organization (SPCO): The simplest way to learn more about the school and to get involved in school activities and events is through the SPCO. The SPCO supports the mission of the school and promotes community spirit and culture within the school. All parents are members and considered vital partners in educating our students. The SPCO's mission is "to support the entire Seven peaks Community (staff, students, family, and friends of the school) by creating a collaborative and inclusive environment to promote volunteering, involvement, connection, support, educational opportunities, and fun in our everyday school lives." The association neither participates in policy-making by the school nor functions as a lobbying group. The Head of School is closely involved in the SPCO nominating process and serves with the Heads of the SPCO. Cooperation and teamwork between the Head of School and the officers of the SPCO are crucial to the health of the school community. It is appropriate that the SPCO advertise its activities and events. However, the Association is not a public relations arm of the school and should play no role in the school's efforts to communicate about itself.

The SPCO meets frequently during the school year among its leadership and holds open community meetings throughout the school year. These community meetings are open to all parents and guardians, teachers, and friends of the school. There are many opportunities for participation, such as volunteering to help with teacher appreciation, sharing your profession during curriculum units, or assisting in the planning and organizing of events. Please see the SPCO page on the school's website to find a link for volunteer opportunities (<https://www.sevenpeaksschool.org/student-life/spco>). Alternatively, you can always reach out to the school office or your student's teachers for more information. Please watch the school newsletter, the Peaks Post, for other opportunities.

STUDENT ACKNOWLEDGEMENT

Code of Conduct

As members of the Seven Peaks School community, students, parents, and staff are respectful and responsible at all times. This includes speaking and behaving respectfully to others, as well as taking responsibility for one’s actions.

Students and families actively participate in school activities. Students are accountable for arriving at class on time, with completed assignments, and required materials on hand.

Students and visitors behave safely, with forethought, while at school or during school sponsored activities.

Students strive to improve both their studies and behavior. Teachers, students, and families set achievable goals for improvement and hold students accountable for working toward these goals. We all accept responsibility and learn from our mistakes. We encourage others to do their best as well.

“I, _____, as a Seven Peaks School student, will represent myself truthfully, respectfully, and honestly, and as part of the school community will uphold the Seven Peaks School Code of Conduct. I agree with these values and understand they are important in promoting personal responsibility, moral and intellectual leadership, and pride in myself and my school community.

STUDENT & PARENT ACKNOWLEDGEMENT

We have read the Seven Peaks School Handbook (either online or hard copy) and reviewed it together. We acknowledge, understand and agree to abide by all the guidelines and procedures outlined in the Handbook.

I/We understand that the Handbook is not a contract and that the provisions of the Handbook can be changed by the school at any time whether or not these changes have been posted. The most current version of the School Handbook will be available online through the school’s website.

Family Name/please print: _____

Student Signature: _____ Date: _____

Parent(s) Signature(s): _____ Date: _____

_____ Date: _____

Please sign and return this page to the front office.