



# Sage Microschool Policies & Guidelines

## 1. School Mission and Vision

### Mission Statement:

Sage Microschool is dedicated to providing a nurturing and academically rigorous environment that fosters the intellectual, social, and emotional growth of each student. We strive to cultivate a love for learning, critical thinking, and a sense of community in all our students.

### Vision Statement:

Our vision is to inspire students to become lifelong learners and responsible global citizens, equipped with the knowledge, skills, and values necessary to succeed in an ever-changing world.

## 2. Enrollment Policies

### Admissions Policy:

Enrollment at Sage Microschool is open to all students who meet the age and academic criteria. We do not discriminate based on race, color, religion, national origin, or disability. Admission is granted based on the availability of space, the student's readiness for the program, and alignment with our school's mission and values.

### Enrollment Process:

Parents/guardians must complete an application form, and participate in an interview with the school administration. Enrollment is confirmed once all required documents are submitted, and the enrollment deposit is paid.

### Withdrawal Policy:

Parents/guardians wishing to withdraw their child from the school must provide written notice at least 30 days in advance. Tuition will be prorated based on the number of days attended.

## 3. Attendance Policy

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### Daily Attendance:

Regular attendance is essential for academic success. Students are expected to attend school everyday unless they are ill or there is an emergency.



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### Absences:

Parents must notify the school by 9:00 AM if their child will be absent. A written note or email explaining the reason for the absence is required upon the student's return.

### Tardiness:

Students are expected to arrive on time. Three instances of tardiness within a semester will result in a meeting with parents to discuss strategies for improving punctuality.

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## 4. Code of Conduct

### Behavioral Expectations:

Students are expected to demonstrate respect for themselves, their peers, and the school community. Bullying, harassment, or any form of discrimination will not be tolerated.

### Classroom Behavior:

Students should participate in a respectful manner. Disruptive behavior will result in a warning, followed by appropriate consequences if the behavior continues.

### Disciplinary Procedures:

Behavioral infractions will be handled according to the severity of the incident. Consequences may include verbal warnings, loss of privileges, parent-teacher conferences, or suspension. Repeated offenses may result in expulsion.

### Dress Code:

Students are required to adhere to the school's dress code, which promotes a respectful learning environment. Clothing should be modest and comfortable for active indoor and outdoor hands-on play.

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## 5. Academic Policies

### Grading Policy:

Students' progress is monitored continually and progress reports will be issued twice every semester.

### Promotion:

Students must meet academic and social benchmarks to be promoted to the next grade level. If a student is not meeting these benchmarks, a meeting will be held with parents to discuss possible interventions.



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### 6. Health and Safety Policies

#### Illness Policy:

Students who are ill should not attend school. If a student becomes ill during the day, parents will be contacted to pick up the child. Students must be fever-free for 24 hours without medication before returning to school.

#### Medication Policy:

Parents should notify school if a student requires medication during school hours. Prescription and non-prescription medications must be administered by authorized staff. Parents must provide a written note and the medication in its original container.

#### Emergency Procedures:

The school has a comprehensive emergency plan in place for fire, natural disasters, and other emergencies.

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### 7. Parent Involvement Policy

#### Communication:

We believe in strong communication between the school and home. Parents will receive regular updates via communication folders, emails, messages, and parent-teacher conferences.

#### Volunteering:

Parents are encouraged to volunteer for school events and activities. Volunteer opportunities will be communicated throughout the year.

Additionally, parents may volunteer as guest teachers and share an activity/subject/hobby with the class. Contact the school to schedule a guest teaching day.

#### Parent-Teacher Conferences:

Parent-teacher conferences can be scheduled at any time by parents/guardians or teacher/administration when needed.

Parent conferences to discuss homeschool paperwork will be held twice a year. Exact dates will be communicated closer in time.



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### 8. Tuition and Fees

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#### Tuition Payment:

Tuition is due at the start of every year, semester, or month. After a grace period of five days, late payments will incur a late fee of \$50. Parents who are unable to make a payment on time should contact the school to make arrangements.

#### Refund Policy:

Tuition refunds will be prorated based on the number of days attended if a student withdraws from the school

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