

# SPOKANE INTERNATIONAL ACADEMY



2017-18

## Parent/Student Handbook

Spokane International Academy is a K - 8th grade public school of choice that focuses on high academic standards, developing individuals with strong character and helping our students develop a global worldview.

### Mission Statement:

*Spokane International Academy empowers its students with the academic skills, habits of mind and global competence necessary to complete advanced courses in high school and a four-year college degree in order to become leaders who can powerfully transform our communities.*

### REACH Values:

- **Respect** : We treat every person as they would want to be treated
- **Enthusiasm**: We remain positive and are excited to learn new things
- **Achievement**: We hold our teaching and learning to the highest standards and take pride in our work and the process of learning
- **Citizenship**: We understand that everyone has a place in our community and a role to play in order for our community to function at its best.
- **Hard Work**: We never give up, regardless of the circumstances, because it is by persevering through difficulty that we become stronger.

(This handbook has been shortened to include the most frequently asked questions. For our full Family Handbook,

which contains all of our school policies and procedures, please visit the Parents tab on our website)

### **Academic Program:**

The goal of our school is to increase each student's academic capacity, personal character and understanding of the world through intentional and rigorous practice in each of these three areas as defined by our mission.

### **Career/College Preparatory Curriculum:**

SIA works to prepare all students with the skills necessary in order to pursue post-secondary options upon graduating from high school. All curriculum, assessments, and pedagogy are aligned to state and national standards. All students will also study Spanish, music, art, physical education and technology. Due to this focus, the daily expectations may be higher than your child has experienced at other schools.

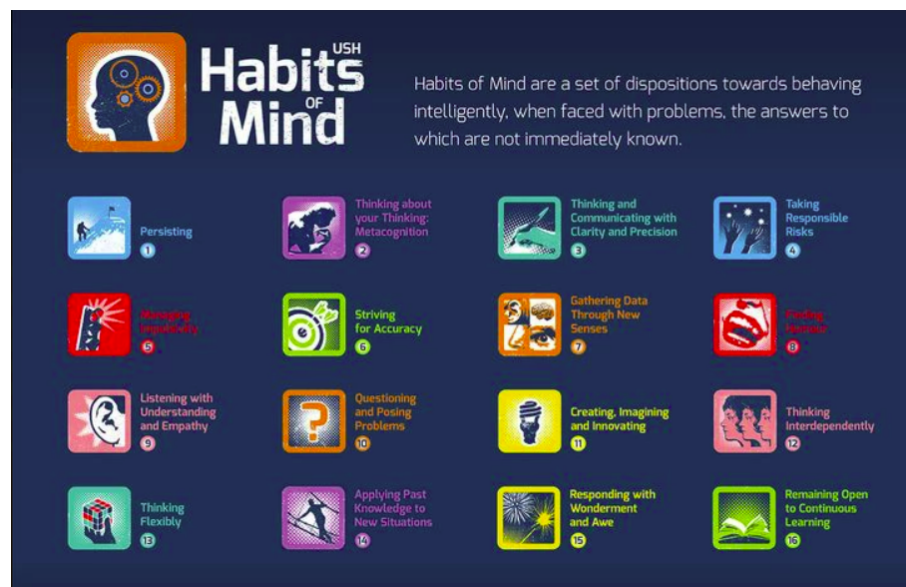
### **Habits of Mind:**

Students at SIA will engage in daily character development through the use of our REACH core values and the Habits of Mind. These values will be explicitly taught through daily activities that challenge students to discuss and respond to real-world situations. Students will be expected to display our REACH values throughout our program and any time they are out in the community representing SIA.

### **Global Competence:**

Our program is designed to develop the citizens, workers, and leaders our nation needs in the 21st century - preparing them to understand the world by studying its cultures and languages, as well as how its economic, environmental and social systems work. We focus on developing the knowledge and skills that empower our students to: investigate the world, weigh multiple perspectives, communicate their ideas,

take action, and apply disciplinary and interdisciplinary expertise.



### **Attendance Policy:**

Children are expected to be at school every day they are healthy enough to attend; however, parents should not send their children to school when they are ill. If a child is absent 3 or more consecutive days because of illness, a doctor's note will be required upon return. If a note is not received within a week of these absences, they will be converted to unexcused and will remain as so in our system. Also, any time a child is absent due to a doctor's appointment, they will also need a note when they return to excuse the absence.

If a child is going to be absent or tardy a parent/guardian needs to call the office before 8:30 am. When calling, please provide your name, the student's name, and the reason for the absence. For the safety of your children, all unreported absences will be followed up with a phone call on the day of the absence.

Any students arriving to the school after 7:45 must be signed in at the office by the person dropping them off. Students who sign themselves in may be required to call home to verify the tardy with the primary contact on their student account.

### **Unexcused Absences/Tardies:**

In order for students to be successful at school, they need to keep absences to a minimum.

Excused absences include: medical appointments, illness/injury, bereavement, family emergencies. All other absences will be considered unexcused including family vacations, sports, etc.

Students who accumulate 5 unexcused absences will be placed on an attendance contract with the school. At 10 unexcused absences students will be automatically unenrolled from SIA and asked to attend their neighborhood school.

Accumulated student tardies also have a large impact on a student's ability to be successful at school and on the general operations of our program. We realize issues will occasionally arise in the morning that cause a family to be late. Students will be allowed up to 5 unexcused tardies per year without penalty.

Following this, each subsequent unexcused tardy will count as 1/2 of an unexcused full-day absence. These unexcused absences will accumulate along with the other actual unexcused absences towards the maximum limit of 10 days allowed.

### **Accumulated Absences:**

The primary rationale for consistent attendance is the strong relationship between student attendance and student achievement. Teacher effectiveness is the strongest school-related determinant of student success, but chronic

absenteeism reduces even the best teacher's ability to provide learning opportunities. If a student reaches 15 total absences (excused or unexcused) during the school year, they will be retained in their current grade level for the following school year.

<b>5 Unexcused Absences</b>	<b>Required Attendance Contract</b>
<b>10 Unexcused Absences</b>	<b>Unenrolled from SIA</b>
<b>15 Total Absences (unexcused and excused)</b>	<b>Automatic retention in current grade for following school year</b>
<b>More than 5 Unexcused Tardies</b>	<b>Each additional tardy will count as ½ of an unexcused day</b>

### **Calendar Information:**

Monday-Thursday 7:45 am - 3:15 pm

Friday 7:45 am - 1:00 pm

\*See school calendar on our website for more detailed information regarding our annual schedule. \*

## **Registration:**

Registration for the Spokane International Academy waiting list, or any available seats for the current year, may be made at the school office or through the school's website.

A child must be five years of age on or before **September 1st** to enroll in Kindergarten. For a full, detailed explanation of Spokane International Academy's enrollment policy, please see the school's website or inquire at the front office.

## **Late Student Admissions:**

Should a seat become available after the lottery, students will be offered seats in the order of the waitlist. No new students will be accepted after December 31st for that academic year. We will also not add any new students in the 8th grade year, only students who attend SIA during their 7th grade year will be able to attend SIA in 8th grade.

## **Withdrawals/Transfers:**

Withdrawal procedures are handled through the main office. Students wishing to withdraw or transfer to another school must complete the following steps:

1. Complete a withdrawal form and bring it to the main office for discussion, review, and action.
2. Return or pay for all schoolbooks and property.

## **Transportation:**

SIA offers limited transportation due to the level of state funding we receive. Please see our website for information related to our transportation program.

It is important that you are at your child's bus stop ready to pick them up when they arrive. The bus driver will not wait at the the stop to ensure students are picked up as we assume that someone will be there ready to pick them up.

## **Curriculum Overview:**

SIA is accountable to the state of Washington for ensuring that our students demonstrate mastery of the Common Core State Standards (CCSS). This is done through an inquiry and discussion based educational program. SIA is also an International Baccalaureate (IB) candidate World School. To learn more about IB, visit [www.ibo.org](http://www.ibo.org).

## **Testing Programs:**

Throughout the year students will take interim assessments to measure their proficiency against grade level expectations. Students will also take the Smarter Balanced Assessment Consortium (SBAC) test, as required by the state of Washington.

## **Academic Dishonesty:**

Cheating on tests or quizzes, copying papers, lying to school personnel, forging signatures of teachers or guardians, or plagiarism will not be tolerated. The consequences will be a disciplinary referral that may result in academic penalties such as a reduction in grades or loss of academic credit. Disciplinary action may also include in school or out of school suspension.





## **Promotion/Retention Policy**

Placement, promotion, and retention decisions shall be made in the best interest of the student after a careful evaluation of all the factors relating to the advantages and disadvantages of alternatives. The educational program at Spokane International Academy provides for the continuous progress of children from grade to grade so long as the student demonstrates a proficiency in each of the standards of their current grade level and an overall willingness to consistently display our REACH values. Students who do not show proficiency in grade level standards, or meet other promotion requirements, will be retained at their current grade level for the following year.

The school recognizes that the rate of physical, social, emotional, and academic growth will vary among individual students. Since each student grows at his/her own rate, these

individual growth characteristics shall be recognized in classroom programming.

Students in our Middle Academy are required to maintain a 70% in each of their core courses as well as complete all projects to a satisfactory level. Students are also required to maintain the following overall GPAs in each grade level to be promoted as well: 6th = 2.0, 7th = 2.5, 8th = 3.0. Students who earn a grade of “F” during any semester throughout the year, will automatically repeat their current grade the following school year. We accommodate the academic program for students with IEPs and 504 plans, so the grade and GPA expectation extends to them as well.

Middle Academy students are also required to complete 20 service learning hours annually. More information on these hours will be provided by advisory teachers and our Dean of Students at the beginning of the school year. Students must complete these by the Friday prior to the last day of school each year.

## **Behavior and Discipline:**

Students are expected to abide by all policies and expectations that have been developed by Spokane International Academy to ensure the orderly operation of the educational program. When a student breaches these policies and regulations, teachers, the student and stakeholders have a shared responsibility in taking necessary action to redirect the student's behavior. Every reasonable effort will be made to transform a student's insufficient behavior through alternative means before implementing more severe



actions, such as a suspension or expulsion. It is expected that all students exhibit their dedication to our Core Values. Adherence to these values points to responsiveness and appreciation for the values, as well as a readiness to take responsibility for his/her performance and education. A student who continually struggles to meet the expectations for conduct and behavior will be put on a behavior contract within their classroom and with our Dean of Students. Students who continue to struggle following that, and other interventions, may be asked to transfer back to their neighborhood school.



### **Medication at School:**

School regulations require that all medication be given only by a doctor's written orders and dispensed from a pharmacy labeled container. Medication should be given in school only if times cannot be arranged for all doses to be given outside of

school hours. If medication must be dispensed at school, you will need to bring in the Medication Request Form, filled out by the doctor, and the medication to the office. It is the parent/guardian's responsibility to know when the dosage will run out and to supply the school with more if needed.

**No medication, even non-prescription medication (cough drops, ibuprofen, etc.), may be brought to school and taken by students without written permission from the parent/guardian and supervised by school staff.**

### **Early Dismissal Requests:**

Please make every effort to adhere to regular dismissal times. If your child needs to be dismissed early, please call the school in advance or send a note to school with your child. Students will only be excused from class once you arrive to limit the amount of instruction time they miss. Only authorized adults whose names are on file in the main office may pick up your child. Please provide the main office with names and telephone numbers of adults who may pick up your child. Please update the names if your family situation changes.

### **Electronic Devices:**

In keeping with the school's commitment to creating and maintaining a positive environment, there may be an occasion when an inappropriate item may be confiscated from a student. Examples of such instances would be, but are not limited to, cell phones, MP3 players, headphones, recording devices, tablets, gaming devices, etc. On the first offense, all confiscated items will be returned at the end of the day. The second offense will result in the item being confiscated until the end of the week. Any student having any items confiscated three times or more, risks losing all retained items until the end of the year.



## **Emergency Drills:**

Emergency drills are required by law and constitute an important safety precaution. An evacuation plan is posted in each room. Students will practice the plan and are expected to respond immediately to drills in an orderly fashion. Students not cooperating during an emergency drill may be subject to disciplinary action.

## **Home/School Communication and Social Media:**

We will make every attempt to keep you informed of school events and your child's progress. Please check your child's backpack, your email, and our parent communication tool Bloomz.

SIA uses Bloomz as our internal social media feed. Staff can post updates about classroom activities, ask for volunteers/supplies, and add events to the calendar. To join Bloomz, you can download the app for your smartphone or visit [www.bloomz.net](http://www.bloomz.net) to set up an account. SIA's school code and your child's class code will be given out during orientation in August and can be requested through the office at any time.

SIA will also be using Schoolmessenger. This service allows us to send text alerts directly to your phone. This will only be used in case of an emergency, school closure (snow), or similar events that require immediate notification to all families. You do not need to set up an account, you will be automatically enrolled for notifications through Skyward.

We also encourage you to contact your child's teacher with any questions or concerns you may have. We ask that you contact your child's teacher by phone message, Bloomz, or by e-mail. Teachers and staff are usually unavailable after 5 pm

and most likely will not return your message until the following day.

Please remember to practice civil discourse when seeking to understand a situation. We request that any incident that may require a deeper level of understanding or may involve heightened emotions be done in person and not via electronic communication. It is very difficult to decipher tone in electronic correspondence and can lead to misunderstanding or unnecessary conflict.

## **School Safety:**

All students have the right to learn in an atmosphere that is safe, conducive to learning, and free from disruptions. The school shall enforce that right. It is important that students demonstrating habitual or major disciplinary behaviors, and their parents, understand that such behavior shall not be tolerated. Inappropriate behavior will result in removal from class, loss of privileges, suspension from school, or possibly expulsion.



## **Dress Code:**

### **Student Tops**

The school uniform top is our Red or Navy Blue Polo shirts (short or long-sleeved). Students must wear polos that are ordered through our online store or the school office. They may not wear a plain solid colored polo of these colors to school without our logo on it. Fridays are SIA t-shirt days. Students may wear any SIA t-shirt received through the school on Friday.

Shirts must also be size appropriate and tucked in at all times. All Spokane International Academy students will receive one navy blue uniform polo upon initial registration with the school. If students choose to wear a jacket or sweatshirt during the day, it needs to be purchased through our online store or be a plain, navy blue, zip up sweatshirt/button up sweater.

### **Student Bottoms**

The school uniform bottom is Khaki, Navy Blue or Black pants, shorts or skirts. Hemlines for both boy's and girl's shorts/skirts must be no shorter than one inch above the knee.

Bottoms must also be size appropriate, free of any logos, writing or embellishments (sequins, etc.) and the hemlines must be stitched on the inside. No exterior stitching or "cargo" pockets allowed. Students may also not wear jeans or denim even those that appear to be more professional/dress in nature.

### **Jewelry/Piercings**

Students will keep accessories to a minimum (e.g., hoop earrings should not exceed the size of a quarter coin). Small

nose stud piercings are acceptable; however, piercings of any other exposed body parts will need to be removed prior to coming to school. Students with "gauges" will not be allowed to exceed 6G (4.0mm).

### **Student Hair/Makeup**

A student's hair must be a natural hair color, worn neatly, and in such a way that does not distract from the educational environment. Hair ribbons, pins, bands etc. must follow the same guidelines for socks, leggings and tights (plain white, navy blue, or black).

### **Long Sleeve Under Shirts**

If a student chooses to wear a long sleeve shirt under their uniform polo, the shirt needs to be a plain, long sleeve shirt that is the same color as the polo they are wearing (red, grey or navy blue).

### **Socks, Leggings, Tights, Shoes and Backpacks**

Any visible socks, stockings, tights, or leggings need to be either plain white, navy blue or black. Students will need to wear or bring athletic shoes on a daily basis for participation in PE, recess and field studies. Students may bring any backpack they choose. However, it cannot depict anything illegal, violent, illicit or suggestive in the form of logos, pictures, words or symbols.

### **Interpretation of Dress Code**

Any interpretation of the dress code will be determined solely by the administration at Spokane International Academy including what dress might interfere with the educational process and items that present a safety hazard. Violations of the dress code will have assigned consequences and will be at the discretion of the administration.

Any student who arrives at school that is not in proper dress will need to contact someone to bring them appropriate attire before entering the learning environment.

## School of Choice Disclaimer:

This handbook is intended to clearly define answers to some of the more frequently asked questions we receive. A full version of this handbook is available on the parent section of our website. This handbook does however constitute the expectations that we hold for students and families at SIA. SIA is a choice program and part of the choice families make about attending our school is to abide by these policies.

If at any time these policies no longer match the expectations your family has for the educational program you would like to participate in, we would kindly ask that you explore other options. These policies have been developed in collaboration with high performing programs around the country and have yielded tremendous outcomes for students in a variety of settings. They also set the foundation for the work we do with students on a daily basis and they ensure that those that want to learn can everyday that are at our school.



*We are so excited you have chosen SIA and welcome you to our school. If you need further clarification about these expectations we invite you to reach out to our Dean of Students Mrs. Pettey at [pettey@spokaneintlacademy.org](mailto:pettey@spokaneintlacademy.org).*

