



Family Handbook
Revised August 2023

Table of Contents

PARENT INVOLVEMENT	4
FUNDRAISING ACTIVITIES	5
COMMUNICATION	6
STUDENT EVALUATION AND PARENT CONFERENCE	7
STUDENT ADVOCACY	8
CODE OF CONDUCT	9
HARASSMENT, SEXUAL HARASSMENT, DOMESTIC AND TEEN DATING VIOLENCE	12
FINANCES	15
SCHOOL ATTENDANCE	16
CAMPUS ARRIVAL AND DEPARTURE	17
MEALS	19
DRESS CODE	19
PERSONAL POSSESSIONS	20
PHOTOGRAPHS	20
CHILDCARE INFORMATION	20
ABIQUA ADVENTURES	21
TECHNOLOGY	22
FIELD TRIPS	22
BIRTHDAYS AND CELEBRATIONS	24
ILLNESS AND INJURY	24
EMERGENCIES	26
OTHER POLICIES	27



ABIQUA

ACADEMY | PreK-8

History

The idea of Abiqua Academy developed around a kitchen table by a group of parents who had a vision of a school that strongly supported the academic, social, and emotional needs of students. Abiqua opened as a tax-exempt, 501 (c)(3) independent school in September of 1993 with 56 students. In 2005, Abiqua added a Middle School and expanded to Eighth Grade. In 2013, Abiqua added a prekindergarten program. In 2015, Abiqua opened its High School and changed the name from Abiqua Academy to Abiqua Academy. The high school division closed at the conclusion of the 2022-23 school year.

Accreditation

Abiqua Academy is fully accredited by [COGNIA](#) and is a candidate for accreditation through the [Northwest Association of Independent Schools \(NWAIS\)](#). This means that other educational institutions, including colleges, recognize and accept credit for courses offered by Abiqua.

Mission

Abiqua Academy engages and inspires young scholars in a challenging yet collaborative environment that optimizes the abilities of individual students. HEART values promote a compassionate community while empowering students with tools for lifelong learning.

HONOR | EMPATHY | ACCOUNTABILITY | RESPECT | TEAMWORK

Values

Abiqua Academy provides a challenging curriculum that reaches for high standards of academic excellence, offering integrated, thematic, and experiential learning led by master educators focused on each child's success. The school embraces a community that lives by its character education, symbolized by principles of Honor, Empathy, Accountability, Respect, and Teamwork (HEART).

Diversity

Abiqua Academy is committed to serving a cultural cross-section of students and faculty. The school considers applications for admission, as well as for faculty and staff selection, without regard to race, religion, ethnic group, sexual orientation, or gender identity. The school is dedicated to making inclusiveness, fairness, and justice obvious in the school community. Abiqua Academy strives to foster all aspects of diversity in the school community including family configuration. The school believes in acknowledging, sharing, and embracing differences while discovering all that is shared in common.

PARENT INVOLVEMENT

Expectations

The school believes in parents and teachers partnering for lifetime learning. Abiqua Academy has the following expectations:

The School will:

- Fulfill its mission
- Provide a safe, caring environment
- Communicate regarding your student's (students') progress and the school in general
- Invite you to be involved
- Keep consistent values and discipline

Abiqua expects parents to:

- Support Abiqua's mission
- Communicate with the school about your student(s)
- Attend school meetings and events
- Volunteer for the greater good
- Participate in fundraising efforts
- Support Abiqua Academy's values and discipline policies

Visitors and Volunteers

Parents are always welcome to visit Abiqua. Please notify administration and your child's teacher before you visit. If you have a concern that you would like to discuss with a faculty member, please make an appointment.

Parents, grandparents, retired professionals, and business owners are invited to participate and volunteer in a variety of ways inside and outside the classrooms. Faculty members will communicate specific ways parents can help in their respective classrooms, and Administration can guide volunteers to other opportunities. For the safety and security of our students, all persons that are on campus for

extended periods of time, while students are on campus, will be required to do a background check with the school's preferred provider. This includes but is not limited to vendors, employees, substitutes, and chaperones on overnight trips.

Parents often provide transportation and supervision on school day field trips. Prior to driving students, the school must have your current driver's license and insurance information on file, and a cleared background check.

When volunteering on campus, please sign in at the front office before heading to the classroom, and please sign out when you leave. In the event of an emergency, we must locate everyone in the building.

Abiqua Parent Organization

All parents are members of the Abiqua Parent Organization (APO). The purpose and goals for the APO are to help build and sustain community among the parents, students, faculty, administrators, and alumni of the school; facilitate communication and develop an effective partnership with the parents and school; encourage parent involvement, coordinate parent education programs and support Abiqua's fundraising endeavors. The APO seeks to provide Abiqua children with the most positive and safe educational experience possible.

FUNDRAISING ACTIVITIES

At many independent schools, tuition alone does not pay the cost of a child's education. The gap between tuition and the actual cost of operating our School is approximately 30%. Fundraising enables Abiqua to meet operating expenses not covered by tuition or fees. Abiqua depends on family and community support for various fundraising activities.

The largest operating cost is providing competitive salary packages complete with medical insurance and retirement benefits for full-time faculty and staff. Costs also include enhancements and equipment to support curriculum. Beyond the programs, costs include facility repairs and maintenance, as well as cash reserves that demonstrate the school's fiscal responsibility.

In the interest of coordinated, successful fundraising, the Board of Trustees works through its Development Committee, faculty, and administrative staff to oversee fundraisers conducted on behalf of Abiqua. The Development Committee is responsible for approving and supporting events that raise money to meet fundraising goals established in each year's budget as well as funds for capital and endowment projects. It solicits major donations, identifies potential grantors, and initiates and oversees the Annual Giving Campaign and Griffin Gala Auction.

Abiqua Academy Foundation is a tax-exempt, 501(c)(3) non-profit corporation. All financial contributions and/or in-kind equipment donations are tax deductible. Donors will receive a letter

acknowledging their gift. If you know of other individuals or businesses that would like to contribute to Abiqua, the Head of School can apprise you of current giving opportunities and of specific needs/wish lists. Financial Donations to Abiqua Academy Foundation may be extended in various forms: real estate, stock or bond certificates, planned giving, or wills.

Abiqua Annual Giving Campaign

Like most independent Schools, Abiqua conducts an Annual Giving Campaign that kicks off in early fall. The campaign lasts approximately six weeks but accepts gifts throughout the year.

Annual Giving allows parents, friends, and corporations to make tax-deductible contributions as undesignated, unrestricted gifts. Certain corporations will match your Annual Fund donation. Please check with your employer to determine if your corporation will match funds.

Griffin Gala

The Griffin Gala, held every spring, is the other annual fundraising effort to support the operations of the school. Our staff and parents coordinate this lively, adults-only dinner, silent and live auction to celebrate the achievements of the year while generating funds to ensure Abiqua Academy's fiscal stability. All parents contribute in some way to this amazing event.

COMMUNICATION

General Communication via FACTS

Abiqua uses a management software system called FACTS. A password-protected link allows parents and students access to portals to conveniently view information. **Please keep vital information updated: phone numbers, address, permission to pick up your student, and medical concerns.**

FACTS is intended to facilitate interaction to create a more vibrant, involved and informed community. The FACTS PARENTS portal link on Abiqua Academy's website provides the following:

- Calendar with daily and weekly updates
- Family directory
- Ability to update family and student information
- Access to academic gradebooks, assignments and attendance (Middle School Parents)
- Faculty to parent communication*
- Classroom requests and updates
- General information about Trustee actions

*All faculty and staff have email addresses listed on FACTS. Physical mailboxes for the faculty and staff are in the school office.

Teacher & Parent Communication

Communication is an important element of the school community and is the foundation for a successful relationship. Parents should communicate with faculty members first if they have specific questions or concerns regarding a student's well-being. Abiqua Academy is confident that you will establish a relationship of candor and trust with faculty to freely discuss concerns.

Communication with Administrative Staff

Abiqua Academy has a dedicated staff of administrators. Please reach out to the appropriate administrator with your question, issue, or observation.

- [Mark Novom](#), Head of School
- [Susan Cole](#), Assistant Head of School and Director of Admissions
- [Sheri Pilgrim](#), Director of Finance, Operations and Human Resources
- [Jonathan Hansen](#), Technology and Security Manager
- [Laurel Goschie](#), Director of Childcare and Extended Day, Business Office assistant
- [Gwynndolyn McKinley](#) Office Manager, Registrar
- [Tiffany Williams](#), Front Office Coordinator and Hot Lunch Coordinator

STUDENT EVALUATION / PARENT CONFERENCES

To evaluate skill development, Abiqua Academy implements national standards in each content area. Students in Pre-Kindergarten through Intermediates (Fourth Grade) receive narrative progress reports, while Middle School and High School students receive a combination of letter grades and narrative. National standards provide a focus for planning education programs and levels of excellence for student achievement. Reports cards are issued each semester, and the final report card is placed in the student's file.

Parent/Teacher/Student conferences present opportunities to discuss student progress and set personal goals for success. The discussion of the educational program and the progress of the child is

a means of emphasizing the mutual responsibilities of the home and school in the guidance of the child. The conference is a reciprocal report in which the teacher gains from parents some knowledge of the student's home environment and learns what non-school factors affect progress in school. Parents and teachers may request conferences outside of the planned conference schedule as needed.

Standardized Tests

The Educational Records Bureau (ERB) test for appropriate levels is given in the Spring to all students in grades Three through Eight. The data is represented as a percentile rank, which compares students' performance with the performance of a national norm group, as well as an independent norm to other students in independent schools. A standardized test is only one indicator of student achievement. The school uses these standardized tests as a diagnostic tool to evaluate and improve our curriculum at each grade level.

Homework

Homework is designed to develop responsible and independent work habits. For students in Primary through Middle School classes, some homework can be expected regularly. A general guideline for each day is ten minutes per grade level.

Teachers explain their homework expectations at the September Back to School Night. If your child is spending an unreasonable amount of time on a homework task or feeling frustration, stop the task and let the teacher know.

STUDENT ADVOCACY

An Abiqua classroom is unique in that it can accommodate a broad range of learning styles and abilities. However, sometimes children present with learning issues that make it difficult for them to function successfully in classrooms. Parents may be fully aware of students' special needs and inform the school of them upon enrollment, but often a teacher may first identify a student who has significant academic, behavior, or emotional issues that impact their educational experiences. At that time, the teacher will contact parents and draw support from our Student Advocacy Committee.

Abiqua wants to work with parents, teachers, and, where appropriate, outside professionals as a cooperative team to develop skills and strategies for students who need specific accommodations or modifications in their general classes/programs to be successful.

Abiqua reserves the right to refuse admission to any child who cannot be reasonably accommodated and who would require unreasonable changes within the Abiqua classroom environment.

Tutoring at Abiqua

A teacher may recommend tutoring for a student if a student is having trouble in a particular area. Parents have the right to engage a tutor of their choice. Abiqua Academy has staff members that offer tutoring, and these services are contracted through the school. These sessions are arranged before or after the regular school day, so the student will not miss any grade level instruction or enrichment

Student Recommendations

At times a parent will request that recommendations or forms be filled out for programs or schools outside the Abiqua community. This may include evaluations, assessments or school entrance information. Please allow at least one-week advance notice for teachers to complete these forms. If you are requesting copies of records, fill out the organization's "Transfer of Records" form and submit it to the Registrar. **The school sends these evaluations and records directly to the organization requesting them.**

CODE OF CONDUCT

The Abiqua Academy Pledge

Today I will honor people's differences.

I will do unto others as I want done to me.

People and their property will be safe.

I will show good sportsmanship in what I say, play and do.

At Abiqua we have FUN!

Our Approach

Members of the Abiqua Academy Community should strive to treat one another with honesty, respect, and generosity of spirit. Please respect one another, the school, the community, and the environment. Please respect differences in gender, generation, disability, ethnicity, race, and religion, all of which contribute to the diversity of the school community. Everyone should model appropriate behavior and adhere to the rules stated in this handbook.

The school's philosophy is to speak and interact with children compassionately to preserve or enhance their self-esteem. Abiqua Academy's HEART program is designed to develop strong social-emotional skills and methods to constructively address conflict. Most behavioral limits are set in the classroom according to the developmental level of the children in each class. Often students are involved in establishing their own classroom rules.

When an Abiqua Academy student engages in misconduct, the educator will identify the misbehavior and apply the appropriate consequence and/or intervention.

Violations will be handled on a case-by-case basis, allowing Abiqua Academy staff the opportunity to consider extenuating circumstances when disciplining our students. This sensitivity may result in different students receiving different but fair consequences and/or interventions. Each case is confidential and is not shared beyond the school and the parent.

Expectations

- Students are expected to live up to high standards of academic integrity and personal behavior. As such, students are expected to complete their own work on all assignments and assessments and treat others with courtesy and respect.
- The right of all individuals to learn without interference will be respected at all times.
- Each child will exercise respect for the school, school property, and the property of others.
- Students will support Abiqua's commitment to be a school free from weapons, alcohol, tobacco, or drugs.

This list is not intended to be all inclusive or to limit Abiqua Academy's ability to discipline students who engage in conduct that, in the sole discretion of the school, is detrimental to Abiqua Academy, other students and/or staff, or disrupts or otherwise interferes with the educational process, environment, community, and/or the mission of Abiqua Academy.

It is the policy of Abiqua to discipline students in a preventative, positive manner. Abiqua strives to resolve minor Code of Conduct/Rules infractions by initiating discussions between the student, teacher(s) and/or administration, and the student's parent(s) or guardian(s).

When, at the discretion of the head of school, an infraction is sufficiently serious or when the student is developing a pattern of infractions, a more formal response to the misbehavior may be taken. Examples of these consequences could be, but is not limited to, a school-home improvement plan, probationary period, detention, suspension, or expulsion.

Playground Expectations

Students will:

- walk quietly to and from the playground on the sidewalks and in the hallways
- stay within the boundaries of the playground; refrain from climbing fences
- gain permission from an adult prior to leaving the playground
- refrain from picking up or throwing anything that might cause injury, such as stones or sticks
- show respect to nature by refraining from picking flowers, breaking branches and pulling leaves from trees
- not be allowed the use of the equipment for the remainder of the day if they behave in an unsafe manner

Bus Behavior Expectations

Students Will:

- Use appropriate language and conversations
- Speak in quiet voices
- Keep hands and feet to themselves
- Stay seated until bus arrives at stop
- Be respectful to the bus driver and obey directions

Riding the bus is a privilege. If a student does not follow the rules, they will not be allowed to ride.

Enforcement Process

Abiqua strives to resolve minor Code of Conduct/Rules infractions informally by initiating discussions between the student, teacher(s) and/or administration, and the student's parent(s) or guardian(s). When, at the discretion of Abiqua, an infraction is sufficiently serious or when the student is developing a pattern of infractions, Abiqua may initiate a more formal response to the misbehavior.

Suspension and/or expulsion may be imposed without warning or the issuance of written findings, depending on the severity of the misbehavior in question.

The Abiqua Academy Board of Trustees will not be involved in any substantive decision-making regarding these discipline findings, although the Head of School may inform the Board when student conduct is investigated and/or disciplinary action is taken.

HARASSMENT, SEXUAL HARASSMENT, DOMESTIC AND TEEN DATING VIOLENCE

Abiqua Academy is committed to providing a safe, inclusive and productive learning and working environment. Harassment, including intimidation or bullying, cyberbullying, as well as sexual harassment, including teen dating violence, and domestic violence, are strictly prohibited and shall not be tolerated. Abiqua Academy complies with Senate Bill 197 regarding these issues. The Head of School or designee is responsible for ensuring implementation and compliance with the policy.

The jurisdiction of Abiqua Academy includes the school premises, facilities, or any school approved and sponsored activities, school-provided transportation, or any event in which students are under the supervision of Abiqua Academy. Incidents that occur beyond the physical boundaries of the school or school sponsored events may be included within the jurisdiction if such events impact the health and well-being of students or staff members, such as the use of cyberbullying. The prohibition also includes off duty conduct that is incompatible with school job responsibilities for the education and care of students.

“Third parties” include but are not limited to, school visitors and volunteers, Board members and parents, chaperones, contract employees, service providers or others associated with school programs.

Harassment of students or staff members shall include but is not limited to intimidation, bullying, or any act that substantially interferes with educational benefits, opportunities or performance that takes place within Abiqua Academy and the school community, including virtual and electronic communication venues. The activity may be based on but not limited to the protected class status of a person having the effect of:

- 1.) Physically harming a student or staff member or their property;
- 2.) Knowingly placing the individual in reasonable fear of physical harm or damage to that person’s property;
- 3.) Creating a hostile educational or work environment that interferes with the psychological well-being of the individual.

“School community” refers to persons associated with Abiqua Academy such as current or past students, alumni, family members, or staff members.

“Protected class” refers to a group of persons distinguished, or perceived to be distinguished, by race, color, religion, sex, sexual orientation, gender identity, national origin, marital status, familial status, source of income or disability.

Sexual Harassment of students or staff members shall include but is not limited to unwelcome sexual advances, requests for sexual favors and other verbal, nonverbal or physical conduct of a sexual nature when:

- 1.) The conduct or communication has the purpose or effect of demanding sexual favors in exchange for benefits;
- 2.) Submission to or rejection of the conduct or communication is used as the basis for educational decisions affecting a student or employment or assignment of staff members;
- 3.) The conduct or communication is so severe, persistent or pervasive that it has the effect of unreasonably interfering with a student’s educational performance or with an employee’s ability to perform his/her/their job; or creates an intimidating, offensive or hostile educational or work environment.

Examples of sexual harassment may include but not be limited to: physical touching in a sexual manner; graffiti of a sexual nature; displaying or distributing sexually explicit drawings, pictures and written materials; sexual gestures or obscene jokes; spreading rumors about or rating others as to appearance, sexual activity or performance.

“Teen dating violence” refers to a pattern of behavior in which: a person uses or threatens to use physical, mental or emotional abuse to control another person who is in, or has been in, a dating relationship with the person, where one or both persons are 13 - 19 years of age; or behavior by which a person uses or threatens to use sexual violence against another person who is in, or has been in, a dating relationship where one or both persons are 13 - 19 years of age.

“Domestic violence” refers to a pattern of behavior in which a person within a domestic household uses or threatens to use physical, mental or emotional abuse to control another person within the household.

Reporting procedures

Domestic Violence: School employees are mandatory reporters of domestic violence. When domestic violence is reported or suspected, the Abiqua employee must notify the Head of School or the HOS designee, and collaborate in the reporting process. Reports of domestic violence will be made in a timely manner to the Child Protective Service. The school does not investigate reports of domestic violence. Investigation is left to trained CPS caseworkers. Confirmed domestic violence by a staff member may be grounds for dismissal.

Harassment, sexual harassment, teen dating violence: Any employee or volunteer who has knowledge of conduct in violation of this policy shall report to the Head of School or designee who has overall responsibility for investigations. Remedial action shall not be based solely on an anonymous report. The Head of School or designee shall promptly conduct an investigation.

Any student who has knowledge of conduct in violation of this policy or feels he/she/they have been the victim of such conduct is encouraged to report concerns to the Head of School or designee. The student may report to another responsible adult at school such as a teacher. The school employee will be responsible to notify the Head of School or designee.

If a complaint is against the Head of School, the report shall be made to the Board chair.

Professional Development

Abiqua Academy will incorporate training about the prevention of harassment, intimidation or bullying, cyberbullying, identification of domestic and teen dating violence, appropriate responses and reporting procedures into regularly scheduled Professional Development for faculty and staff members.

Curriculum

Abiqua Academy will incorporate age-appropriate health and safety education about the prevention of harassment, intimidation or bullying, cyberbullying and appropriate responses into instructional programs. Identification of sexual harassment, domestic and teen dating violence will be addressed in grades 7 and up.

Outcomes

Students or staff members whose behavior is found to be in violation of this policy will be subject to discipline, up to and including dismissal. Individuals may also be referred to law enforcement officials and/or the Oregon Teacher Standards and Practices Commission.

Retaliation against any person who reports, is thought to have reported, files a complaint or otherwise participates in an investigation or inquiry is also strictly prohibited. False charges shall also be regarded as a serious offense and result in disciplinary action or other appropriate sanctions.

Compliance with school policies and procedures will assist in the creation and maintenance of a safe, inclusive and productive teaching and learning environment.

FINANCES

The Board of Trustees sets the financial policies and administers the financial affairs of the School. The Board, Head of School, and staff act as a team in ensuring fiscal responsibility in the use of Abiqua's resources. The Board of Trustees upon recommendation of the Finance Committee, approves the Annual Budget.

Tuition

Continuous Enrollment Agreements are sent on March 1 of every year for the following year enrollment. Tuition and fees are subject to change annually and are published separately. You may request a statement of your account by calling the Business Office. Credit card payments are accepted through PayPal. A 3% processing fee will be included.

Late Fees

Abiqua Academy reserves the right to pass on any fees the School incurs for NSF checks that are returned to the School.

Financial Aid

Funds are available for disbursement each year to students in Kindergarten through 8th grade. All applications must be submitted for review to FACTS (a link is on the Abiqua Academy website). Financial assistance information is confidential.

Priority for assistance is given to returning students who are receiving assistance and have completed documentation by the application deadline. Second priority is given to applications from currently enrolled students. The third priority is given to siblings of currently enrolled students. The final priority is given to students newly admitted to the school who meet the tuition assistance application deadlines and eligibility guidelines.

SCHOOL ATTENDANCE

Attendance

Lower School (Pre-K through 4th Grade): 8:30am* to 3:15pm

Middle School (5th Grade through 8th Grade): 8:45am* to 3:30pm

*All grades start late on Wednesdays at 9:30am

School begins promptly at designated start times. Classroom doors **open fifteen minutes before the start of the day**. Students are expected to be in their classrooms and ready to begin work at this time. All absences and tardiness are recorded on the student's record. See arrival procedure.

Attendance will be taken at the beginning of each school day and students who arrive late will be recorded as tardy. **Any student who arrives late must check-in at the front office upon arrival before proceeding to class.** If the school determines that a student has been tardy or absent excessively, parents will be notified.

½ Day Dismissal

Dismissal times TBD

Sibling Pickup

Lower School students may wait for Middle School siblings under supervision until 3:30. This must be arranged through the office. There is no charge to supervise siblings or carpool participants for the time difference between the Lower and Middle School programs.

Absences

Absences must be reported daily by phone (503) 399-9020 to the Abiqua Academy office as early as possible. If your child has an appointment outside of school during the school day, please make sure you sign in and sign out in the Student Checkout notebook.

Programs are planned carefully, and each day is important to your child. Your child is expected to make up missed classroom work and homework. Students who miss school will be provided reasonable support to catch up on missed work. However, teachers are not responsible for class activities or missed discussions. If parents believe their child is well enough to complete homework, they may request assignments and arrange to pick them up at the front office at the end of the day. Please make this request when calling in to report the absence. Middle School students should correspond directly with their teachers through their Abiqua Academy email to request missed assignments and homework.

Because absences and early dismissals interfere with a student's progress, every effort should be made to schedule routine medical and dental appointments, music lessons and other special events after school hours. If your child has an appointment, please advise the teacher and the office a day or two in advance so that the teacher can plan for the student to leave early. **Parents need to check the student out at the office before departing during the school day.**

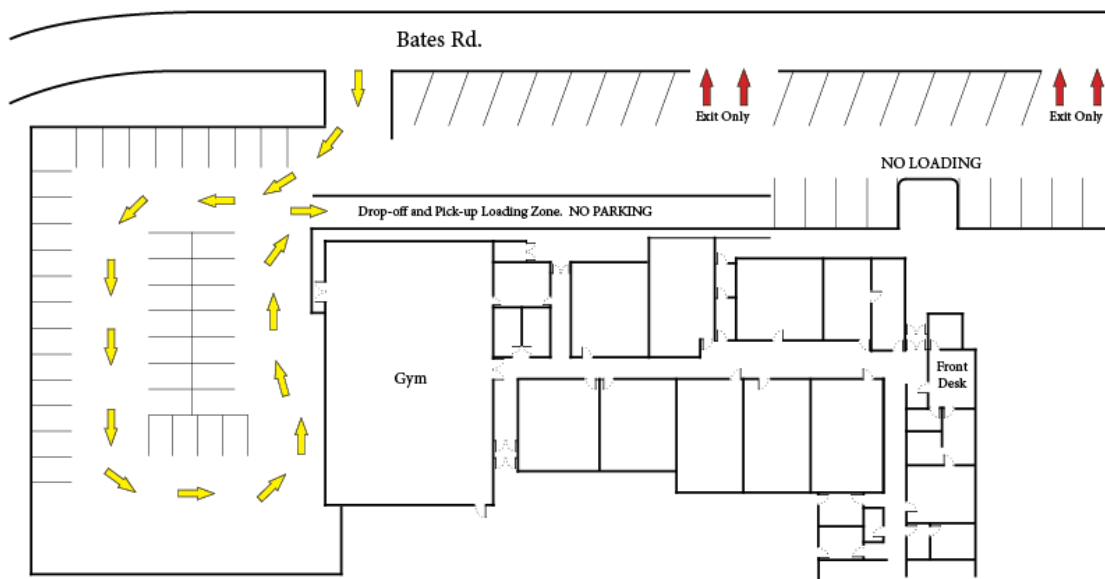
Confirmation of Absence

Abiqua Academy will inform you via a voice or text message if your child has not checked into school. The school strives for best safety practices, one of which is to be sure your child arrives safely to school. **Absences must be reported daily. Please email the teacher and info@abiquaacademy.org call 503-399-9020.** If your child is absent, and the school does not receive word from you, you will be alerted by 10:00 a.m.

Extended Leave

Please notify the school a month or more in advance to minimize the impact of the student's absence from school activities, plays, and special events that require participation. Please limit personal travel with students during the school year. Middle School students will be expected to make up assignments that are missed due to personal travel. While travel can be educational, it is important for classroom work to be sequential and consistent.

ARRIVAL AND DEPARTURE



Drop-Off at the FRONT of the school

During arrival and departure times, parents may use the **Drop-Off and Pick-Up Loading Zone**.

- **For the protection of students, everyone must enter the campus through their assigned door.** This minimizes the potential security risks to the community.
- **Only drop off students in the designated zone.**
- **Do not stop and drop off students at the front door**
- Parents must **stay in their cars** while in the zone. **Do not exit the car** and come into the building, leave your car unattended, or block the zone.
- Do not let your child out of the car before you reach the zone.
- Do not pull out of the line; **wait until the line moves forward** before exiting the line. There will be an adult at the door to greet the children and assist if needed.
- If you need to come in, **please park in either parking lot.**
- Do not block the parking lot entrance.

Pick-Up at the FRONT of the school

At dismissal, teachers will bring students out through the front of the building, where they will wait for their rides.

- Waiting cars should line up in the **Drop-Off and Pick-Up Loading Zone**, along the marked sidewalk at the front of the school.
- If you need to park, **DO NOT PARK IN THE ZONE.**
- Parents using the drop-off line should **STAY IN THEIR CARS**
- **Do not pull out of the line** until the front car is loaded and the line is directed to move forward
- When the **first vehicle is directed to leave**, other sequentially loaded vehicles may pull out and the rest will move forward as directed
- Please be prompt when picking up your child at the end of the school day. Remember that students may leave only with people who are listed on the emergency contact/release authorization form, unless you leave a note with the teacher indicating otherwise. Do not leave children in any car unattended, even momentarily.

MEALS

Lunches/Lunch Program

Students may bring a packed lunch every day or choose to order hot lunch.

Hot lunches are made in-house and available Monday-Thursday. All students are pre-registered and may simply order in the morning during attendance. Hot Lunch is \$6.50 per day, billed to your parent account. Menus are located near the kitchen and in FACTS under Resource Documents.

Lower School students eat in their classrooms, Middle School students may eat in designated classrooms or outside as directed.

Pizza Fridays

Every Friday, up to four slices of pizza (\$3.00 each) are available for lunch. Teachers take pre-orders on the Wednesday of that week. Please direct your child whether or not to order (Pre-K and Kindergarten parents can let teachers know).

Snacks/Special Treats

All classes offer morning snack time to students. Please pack a healthy snack separate from your child's lunch. Teachers will communicate their snack schedule and policy. Special occasions may be celebrated with treats or through a special privilege or activity subject to the discretion of the classroom teacher. Please check with your teacher prior to bringing in any group snacks. Snacks are provided in After-Care at no extra cost to parents. **If your student is enrolled in an after-school activity, snacks will not be provided.**

CLOTHING

The intent of these guidelines is to promote a safe, educational environment for your son or daughter, and to provide some guidance that will be helpful in the selection of school appropriate clothing. **Please label children's coats, hats and Abiqua logo wear.** Abiqua Academy spirit is valued, and logo wear will be available throughout the year for purchase.

Send your children to school in clothes that are appropriate for Pacific Northwest weather. Always send a coat or sweater since students go outside every day. Clothing should be comfortable and practical for messy activities. On the days when Lower School students participate in physical education, it is especially important to wear clothing that will not hinder freedom of movement and tennis shoes. A change of clothing should be sent with younger children in case of accidents.

T-shirts should have educationally appropriate logos and messages. Additionally, logos and messages

should not stereotype or demean others.

Middle School P.E. Attire

Students should have shorts or running pants, tennis shoes, socks and a t-shirt for P.E in a breathable P.E. bag. Students need to change out of PE clothes after the activity before their next class.

PERSONAL POSSESSIONS

It is expected that each student will be responsible for all he/she brings to school. Marking all articles of clothing and other personal belongings is helpful in assisting with identification of lost items. The lost and found area is next to the gym. Items left at the end of the year will be donated to a charitable organization.

If a student brings a cell phone to school, they may not use it without permission from the teacher. All cell phones should remain turned off or in “Do not Disturb” mode and safely stowed in the student’s backpack or cubby. If a student is using a cell phone without permission, the device will be confiscated until the end of the day.

PHOTOGRAPHS

Each year Abiqua contracts with a professional photographer for individual and class portraits, which the parents may purchase.

Photographs taken by faculty and staff are sometimes used for marketing purposes. Parents give consent or opt out through the enrollment contract and FACTS Webforms.

CHILDCARE INFORMATION

All students are pre-registered for Before Care and After Care, available on regular school days. Students must be registered for care for irregular days, including early dismissal, teacher in-service days, some breaks, and conferences. The program’s director and assistants plan special projects, provide snacks, supervise playtime, and offer individual attention.

Hours of Operation

- 7:30am - 6:00pm daily
- 7:30am to 5:00pm full* and half-day*

*Full day is defined as over 4 hours, and half day is defined as under 4 hours

Fees

- Before Care is offered at no cost.
- After Care is a flat fee of \$20.
- Childcare during breaks and conferences is a flat fee of \$70 for full-day and \$35 for half-day.

Families will be billed at the end of each month for these charges. **If you are late, and pick up your child after 6:00 p.m., or 5:00 pm on irregular days, there is a late fee of \$5.00 per minute which will be charged to your account.** If parents are attending an onsite meeting or conference, you will not be charged for childcare, but you must walk children down to the gym and communicate/inform child care staff of your whereabouts.

ABIQUA ADVENTURES

Sports, drama, and seasonal classes provide fun-filled after-school activities. Check Abiqua Academy's website for more information, sign-ups and fees.

Students must attend at minimum of 50% of the school day to participate in any Abiqua Adventure unless the absence is pre-arranged with school administration.

Middle School Sports

Depending on the level of interest in a particular year, Abiqua Academy offers

- Co-ed Cross-Country
- Co-ed Track and Field
- Boys' Basketball
- Girls' Volleyball

Student participation in sports is a privilege and is dependent upon appropriate academic progress and effort. If a student is unable to maintain this expectation, the student may miss activity time until it is deemed that sufficient progress has been made to warrant reinstatement in the activity.

Drama

Middle School (and sometimes Lower School) students may work on the stage or behind the scenes in up to two full drama productions per year.

Extended Day Opportunities

Abiqua Adventures are high-interest classes such as yoga, LEGO robotics, painting, baking, 3D animation, Chess, ceramics, and more that are offered seasonally for Lower and Upper School students. These classes will start at the end of the school day. The costs and schedules vary. See the website for more information. Snacks will not be provided during Abiqua Adventures.

Summer Adventures are our 6 weeks of summer camps offered in July and part of August. Each week is a separate camp with a theme. Registration opens in the spring and spots fill quickly. See the website for more information about costs, themes and dates.

TECHNOLOGY

Students are allowed access to the internet to perform research, utilize internet-based and app-based learning resources, communicate with teachers and other students. Research conducted on the internet provides students access to primary sources, relevant information, and various perspectives on issues.

Students are asked to use social media appropriately. Middle School students will be trained for appropriate use through the school's social curriculum and are asked to report any social media concerns to their teachers immediately.

The school's information technology resources, including email, internet access and Chromebook use, are provided to support educational purposes. Adherence to the Technology Use Policy is necessary for continued access to the school's technological resources.

FIELD TRIPS

Abiqua Academy has designed its curriculum to include expeditions off campus for all classes to encourage learning through direct encounters, reinforce what is taught in the classroom, provide an opportunity for students to use conceptual information, and help bridge the gap between the classroom and the community.

Parents often provide transportation and supervision on field trips. Prior to driving students, the school must have your current driver's license, insurance information, and a completed background check.

School Day Field Trip Guidelines

All parents and/or guardians of children at Abiqua Academy who are chaperoning on field trips need to be aware of the following guidelines:

- Chaperones must pay attention to the overall safety of all the students on a field trip.
- Chaperones that are driving must take children to the field trip destination and return these same children to the school. If for any reason alternate arrangements are made concerning

which students go with each driver, the teacher must be informed.

- As everyone arrives at the designated location, the teacher is responsible for the overall management of the group. Parents must support the teacher by being responsible for their small group of children.
- Chaperones need to help support a positive public image by correcting student's behavior. Please intervene whenever you are uncomfortable with a situation or whenever students are engaging in any behavior that you feel is dangerous or could result in an injury.
- Chaperones are expected to take children directly to their destination and return them directly back to school, without any unscheduled stops.
- Chaperones are requested not to show movies or allow video games while students are being transported in their car.
- In case of an emergency:
 - Secure the safety of all students in your car.
 - Contact appropriate safety, medical or police authorities at the scene (Call 911).
 - Contact the Head of School (503) 399-9020 who will follow-up with the appropriate contacts and referrals.
 - Stay with students.
- Behavior expectations of students in cars or other vehicles
 - Seat belts or car seats must be fastened in cars and in other vehicles.
 - Keep all body parts inside the vehicle.
 - Maintain voices at a quiet level, at the discretion of the driver.
- Chaperone will observe all pedestrian rules.
- Cross streets together at the corner only or in crosswalks.
- Students need to walk with the chaperone, observing all pedestrian laws and using crosswalks.
- Chaperones should stay with their assigned group and may not leave the group unless they have conferred with the teacher.
- **Chaperones must not include siblings unless they have permission from the teacher.**

Rules for Overnight Field Trips

Please review the rules for the school day field trips. In addition, on an overnight stay, chaperones may be responsible for children other than their own. Each room or sleeping arrangement for overnight trips will have at least one adult of the same gender to supervise students. If you are to chaperone a child other than your own, you are responsible for this child for the entire duration of the trip.

Additional rules for all participants

- Students need to eat the regular meals and snacks provided unless pre-arranged because of allergies.
- No smoking, alcohol, illegal or illicit drugs, or weapons are permitted.

BIRTHDAYS & CELEBRATIONS

Lower School teachers will explain how birthdays and holidays are celebrated in the individual classrooms. In Middle School, birthdays are typically celebrated with grades 5-8 during break. Please contact your child's teacher to schedule a birthday treat celebration in Middle School.

- If birthday gifts are delivered to the school, the student may pick them up at the office at the end of the day.
- Abiqua serves families of different religious and ethnic backgrounds. We encourage children to bring in items or information to share about their own family celebrations.

ILLNESS AND INJURY

Abiqua Academy Sick Policy

- Please keep your child(ren) home if they have cold-like symptoms (runny nose, sneezing, or sore throat) until symptoms have improved.
- Please keep your child(ren) home if they have a measured temperature equal to or greater than 100.4 F orally. They may return after they are fever-free for 24 hours without taking fever-reducing medication.
- In the case of individuals who experience symptoms such as diarrhea (3 loose stools in a day OR not able to control bowel movements) or vomiting (one or more episodes that are unexplained), they will not come to school until such time as our office receives a note from a medical professional or 48 hours after symptoms cease.
- If your child is experiencing a chronic condition or allergies, please call the school so we understand your specific situation.
- If your child experiences a minor injury at school, we send an ACCIDENT REPORT notice to the teacher and to home. This notice will have an explanation of the accident and the treatment given. All staff and faculty are trained in first aid and CPR and will notify parents immediately of an injury not considered minor.

Allergies

If your child has food allergies, please alert administration, their teacher, and food handlers. For students with allergies who are susceptible to a predetermined, life-endangering situation and require an Epi-pen on campus, parents and the health care provider must fill out the **Allergy Care form as well as a medication authorization form for the Epinephrine.**

Abiqua Academy has a legal obligation to accommodate a child with an allergy. We expect our community to comply.

Your child's teacher will notify you if children with allergies are in the classroom. These children's parents take the ultimate responsibility for their child's safety by providing their own treats and lunch for their children, but your help in this matter is greatly appreciated. Please be conscientious about the types of snacks and birthday treats you bring, taking careful precautions not to expose these students to the allergen.

Medication

Abiqua Academy's medication policy complies with Oregon state law. When your child must take any kind of medication at school, you are required to complete the Medication Form. If there is any question about the dosage, the school will not administer it to your child. **Please note: Non-prescription/OTC medication must be in their original containers and prescription medication must be in the original prescribed container.** Do not send medicine to school for your child to keep and take on her or his own. If your child is on medication, you must notify the office prior to class starting. A log will be maintained each time that medicine is dispensed to a student.

Medications by Routes Other than Oral

Ointments, eye or ear drops, suppositories, or injections that are ordered by an LHP can only be administered by student family members, registered nurses or licensed practical nurses, or self-administered by the student. The administration of medications by routes other than mouth cannot be delegated to unlicensed school staff except in an emergency. For example, a student with allergies who is susceptible to a predetermined, life-endangering situation and requires an Epi-pen on campus. In this case, parents and the health care provider must fill out a Child Care Emergency Plan.

Sunscreen falls under a similar category and requires a medical authorization form. Students over 6 years old are expected to apply to themselves. Students under 6 years old will receive assistance from their teachers.

Head Lice

Parents are notified when headlice are present at Abiqua Academy and precautions are taken at school by keeping personal belongings separate. Abiqua will do all it can to prevent the spread of lice at school. The school expects parents to be responsible for checking and treating their children.

EMERGENCIES

All staff and faculty are trained in First Aid and are CPR certified. Many have participated in intruder defense training. School doors are locked during operating hours with a single-entry point. Cameras are operational throughout the campus. In the event of a true emergency, children will be cared for until released to a guardian.

Fire/Earthquake Drills/Lockdown Drills

Fire drills are held monthly at Abiqua. Earthquake and Lockdown Drills are held twice per year. Teachers spend a minimal time talking to the students about the drill. In this way children are not alarmed. Such drills are designed to protect our children by preparing them to respond to an emergency with a sense of controlled urgency.

Snow and Other Emergency Closures

Abiqua typically follows the Salem-Keizer School District and on occasion the Cascade School District's closing schedule. The school will send a text message and email through our emergency system when there is a closure or an emergency. The media will mention the district only if there is a delay or closure. If you do not hear any information, it's safe to assume schools are open or have resumed their regular schedule. **In the case of a two-hour delay, school begins at 10:30 and 10:45. This start time will apply to Wednesday mornings as well.**

If a storm should develop while school is in session, and it appears that travel conditions will rapidly deteriorate, students will be sent home early. Under these unusual circumstances, parents will be notified through the school's emergency system, and they must arrange for emergency mid-day transportation for their children.

OTHER POLICIES

Alcohol/Other Drugs On or Off Campus

All school activities where students are involved shall be alcohol-and drug-free. All students have the right to attend school in a safe and secure environment, which is free from harmful substances. In order to protect the students' health, safety and welfare, Abiqua Academy reaffirms the traditional position of prohibiting the possession or consumption of alcoholic beverages and other substance-abuse drugs on campus and at all school-sponsored activities on or off campus where students are present.

Religion

No religious belief or non-belief should be promoted by Abiqua Academy or its employees, and none should be disparaged. Abiqua Academy encourages all students and staff to appreciate and be knowledgeable about each other's religious and cultural views.