



Abiqua
School

Family Handbook

Revised October 2024

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History + Background

History

The idea of Abiqua School 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 School to Abiqua Academy. The high school division closed at the conclusion of the 2022-23 school year, and the school changed its name back to Abiqua School.

Accreditation

Abiqua School 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.

Memberships

Abiqua is an Associate Member of the Oregon School Activities Association (OSAA). This means that Abiqua students are eligible to participate in athletics and activities offered by the school district in which the family resides. The family may request a district transfer to facilitate participation in activities offered by a school closer to Abiqua.

Mission

Abiqua School inspires its students in a challenging academic environment guided by our core values of Honor, Empathy, Accountability, Respect, and Teamwork.

Values

Abiqua School 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 School 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 School 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 School has the following expectations:

The School will:

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

Abiqua expects parents to:

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

Visitors + 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 Family 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 20%. 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 School 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 School 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 School's fiscal stability. All parents contribute in some way to this amazing event.

Communication

General Communication via FACTS Data Base

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 School's website provides the following:

- Calendar with daily and weekly updates
- Ability to update family and student information
- Access to academic gradebooks, assignments, and attendance for middle school parents
- Faculty to parent communication

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 School is confident that you will establish a relationship of candor and trust with faculty to freely discuss concerns.

Communication with Administrative Staff

Abiqua School 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**, Associate Head of School, Director of Admissions
- **Jonathan Hansen**, Director of Technology and Safety
- **Laurel Goschie**, Director of Childcare & Extended Day, Business Office
- **Gwynndolyn McKinley**, Front Desk Coordinator, Registrar
- **Shane Saucedo**, Director of Facilities

Student Evaluation + Parent Conferences

To evaluate skill development, Abiqua School implements national standards in each content area. Students in Pre-Kindergarten through Intermediates (Fourth Grade) receive narrative progress reports, while Middle 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.

Goal-Setting Conference (October/November)

At the beginning of the year, teachers, students, and parents participate in a Goal-Setting Conference to target specific areas of growth. Students accept responsibility for and plan involvement in their own learning, setting their goals for the year with their parents and their teacher.

Mid-Year Conference (January/February)

Conferences are held mid-year to evaluate progress toward performance standards and a half-semester written report is presented.

Final Conference (June)

A comprehensive report card is presented to the parents at the end of the year. Teachers may request a final conference to discuss expectations over the summer or share a portfolio of work.

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 is the first to 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 School has staff members that offer tutoring, and these services are contracted directly with the teacher. 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 School 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 School 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, sexual orientation - 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 School'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 School 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 School 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 and personal behavior. As such, bullying, violence or threats of violence, or the harassment of others will not be tolerated.
- Courtesy, respect, and consideration of the members of the Abiqua community are encouraged and expected at all times in person, written, or online.
- 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 School's ability to discipline students who engage in conduct that, in the sole discretion of the school, is detrimental to Abiqua School, other students and/or staff, or disrupts or otherwise interferes with the educational process, environment, community, and/or the mission of Abiqua School.

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, he 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 School 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 + Teen Dating Violence

Abiqua School 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 School 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 School 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 School. 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 School 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 School 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.
4. Without a student's consent, sexual contact occurs because the student is under the influence of drugs or alcohol, is unconscious, or is pressured through physical force, coercion or explicit or implicit threats.

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. The person who initiated the complaint shall be notified when the investigation is initiated and concluded and as to whether a violation of the policy was found to have occurred, to the extent allowable under state and federal student confidentiality laws.

When a student, the student’s parent(s), or a staff member files a complaint alleging behavior that may violate the sexual harassment policy, the complainant shall promptly receive a written notification describing:

1. Their rights;
2. Information about the internal complaint process;
3. Notice of civil and criminal remedies that may be provided by the legal system and that those remedied may be subject to statutes of limitations;
4. Information about student services available to the student through the school including any counseling services, nursing services, or peer advising;
5. Information about the privacy rights of the student or staff member and legally recognized exceptions to those rights for internal complaint process and services available through the school or district;
6. Information about, and contact information for, state and community-based services and resources that are available to students and staff subject to the violence or harassment;
7. Notice that students who report information about possible prohibited conduct and students who participate in an investigation under a policy may not be disciplined for violations of the district's drug and alcohol policies that occurred in connection with the reported prohibited conduct and that were discovered as a result of a prohibited conduct report or investigation unless the student gave another person alcohol or drugs without the person's knowledge and with the intent of causing the person to become incapacitated and vulnerable to the prohibited conduct.

The written notification required in this section pertaining to sexual harassment will also be available on the school's website for student's, student's parent(s), staff members and members of the public.

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 School 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 School 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.

Education Records

Education records are those records maintained by Abiqua that are directly related to a student. This includes, but is not limited to grades, transcripts, class lists, student course schedules, health records, and student discipline files. Abiqua shall maintain confidential education records of students in a manner that conforms with state and federal laws and regulations. Abiqua employees shall access only those education records required for legitimate needs of the employees' job duties.

Abiqua shall comply with a request from parents or guardians to inspect and review records without unnecessary delay. Education records shall not be otherwise disclosed except as provided by state or federal law, including in response to valid subpoenas and court orders. Abiqua will attempt to notify the parents or guardians of the request and that Abiqua believes it is legally required to disclose certain records.

Abiqua employees shall prevent unauthorized use or disclosure of education records and immediately report the misuse or any accidental disclosure to the Head of School or Assistant Head of School. Employees who improperly access, copy, alter, destroy, and/or disclose education records in violation of this policy are subject to discipline, up to and including termination.

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 School 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. All applications must be submitted for review to FACTS (a link is on the Abiqua School 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.**

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 either by phone (503) 399-9020 or by email info@abiqua.org to the Abiqua School 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 at the front desk.

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 School 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.**

Progressive action will be taken to address and prevent chronic absenteeism. Students who are chronically absent run the risk of falling behind in their work, which can adversely affect their grades. The school will contact families when it feels that a student's absences are negatively affecting their education. The school may require a meeting between an administrator and the family to develop a plan to improve the student's attendance. If the school doesn't see improvement, the student's contract for the following school year may be withheld.

Confirmation of Absence

Abiqua School 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@abiqua.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.

Abiqua Campus 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 (may not be available first couple weeks of school).

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 (Preschool, 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 and Abiqua Adventure programs at no extra cost to parents.

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 School 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.

Hats will only be worn outside the school building. 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 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 through Eighth Grade 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

Fees

- Before Care is offered at no cost.
- After Care is a flat fee of \$20.
- Child Care 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., 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 School'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 School offers:

- Co-Ed Soccer
- Co-Ed Cross-Country
- Girls' Volleyball
- Boys' Basketball
- Girls' Basketball
- Co-Ed Track & Field

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.

Classes

Numerous high-interest classes such as yoga, LEGO robotics, painting, baking, 3D animation, Chess, ceramics, etc. are offered seasonally for Lower and Upper School students.

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 School 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 on file. Parents participating in field trips must complete a background check through the Front Desk.

School Day Field Trip Guidelines

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

- Chaperones must pay attention to the overall safety of all students.
- Only parents signed up to chaperone may attend field trips.
- Siblings are not allowed.
- Chaperones must agree to transport more than just their own child (K-4).
- 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.
 - 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.
- Chaperones should stay with their assigned group and may not leave the group unless they have conferred with 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 + Injury

Abiqua School Sick Policy

- If your child has cold symptoms (runny nose, sneezing, sore throat), they must stay home until symptoms improved.
- 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 24 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, his 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 **Child Care Emergency Plan form**.

Abiqua School 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 School'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.

Head Lice

Parents are notified when head lice are present at Abiqua School 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 Drills + 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 + 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 School 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 School or its employees, and none should be disparaged. Abiqua School encourages all students and staff to appreciate and be knowledgeable about each other's religious and cultural views.