

Mission Statement

The mission of Sage Academy is to challenge each student to learn, grow and excel in character, knowledge, wisdom and life.

MOTTO: Excel, Grow, Learn!

Mascot: Stallion- strong and powerful, a defender and protector.

Student Discipline Philosophy

Sage Academy staff will work to foster a love of learning in each child. As this appreciation for academic excellence influences every part of the school, behavior problems decrease. The students, to foster this atmosphere of quality learning must follow all policies and rules. Our goal is that each child will internalize the desire to follow the rules and procedures as they appreciate the benefits of this type of behavior for themselves and others. We want each child to become a problem solver and decision maker. The children will expect, showing respect to others, and expecting respect from others, to be normal behavior. Every student has a right to learn and every teacher has a right to teach. Therefore, no student may take away from the learning environment.

As a Character Counts school, we believe each person must take responsibility for his/ her behavior.

Student's Rights and Responsibilities

- Each student has the right to have a teacher who is able and willing to provide positive support, a love of learning, and a community atmosphere in the classroom.
- Each student has the right to have a teacher who will help the student learn to direct behavior in constructive directions.
- Each student has the right to know how learning at school will help achieve goals and what consequences of achievement might look like.
- Each student has the responsibility to actively seek to knowledge, and understanding.

Parent's Rights and Responsibilities

- Each parent has the right to expect each child will be treated with respect and kindness.
- Each parent has the right to expect that their child will in return treat others with respect and kindness.
- Each parent has the right to know that each child will be valued as an important member of the community at Sage Academy.
- Each parent has the right to know that every effort will be made to encourage and allow each child to realize his/her potential, discover new skills and to excel academically.

Selection of Students

The selection of students at Sage Academy is based on the date registration documents are received. If there are families that register multiple students, the siblings may be given preference over another applicant. Sage Academy will establish a waiting list of student names that may fill a vacancy when it becomes available. If a student on the waiting list has siblings in the school they will receive first priority. There is no preference given to any age, group, ethnicity, religious group, or economic group. Children will not be allowed to register for Kindergarten after December if they have not already been in attendance at another Kindergarten class at another school.

General Rules, Regulations, and Procedures

We at Sage Academy believe students who are motivated to abide by, and internalize following guidelines in school, will be successful and productive citizens in the community.

Attendance

A parent or guardian must call in each absence each day. Messages about attendance may be left on the school answering machine or with the school secretary. The school office will monitor the attendance of every child closely. Excessive unexcused absences will not be considered acceptable attendance policy and **will result in a review of continuing enrollment in Sage Academy.**

***Absences in excess of 7% of the days that school is in session are considered excessive. With a 180-day school calendar, excessive absences equal (13) or more days absent. These include both excused and unexcused absences. Students with excessive unexcused absences may be referred to a court of law. Unexcused absences are considered truancy. Regular attendance is the law.**

***Sage Academy has a closed campus policy. Students are expected to stay at school all day unless they are signed out at the school office by the parent or other authorized adult. The authorized adult must be listed on the student's information papers and must show identification.**

***Arizona Law 15-802 places the responsibility for school attendance on the parent. This law requires all children ages 6 to16 to attend school regularly. Regular school attendance has a direct impact on achievement and grades. We expect to see your child at school every day unless there is a medical reason for non-attendance. A doctor's verification may be required for medically related absences longer than three days. Please plan appointments after school hours whenever possible.**

Parents should contact the school with any questions or information.

Absence Reporting

1. Call the school by 9:00 a.m. to report your child's absence
2. Write a note documenting the child's name, the dates of absence, the specific reasons for the absence, and the parent's or guardian's signature
3. Absences for less than half a day will not be counted as a whole day absence
4. Students recovering from a contagious disease or condition- including measles, mumps, chickenpox, or head lice- will be examined by school staff before re-entry to the classroom.
5. Make up all class work as quickly as possible- make arrangements with the teachers involved. Homework can be picked up at the office or may be available online.
6. Parents may be contacted with questions about student absences

Tardiness

Students who arrive at school late must come to the school office where the parent/guardian must sign them in. School begins at 8:15. Morning Meeting is an essential part of the student's education and is considered part of the school day. If the children are not in the playground when your student arrives, they are considered tardy. Students arriving late will not be admitted to class or Morning Meeting without a late slip. Assignments that have been missed due to lateness must be made up at lunch time, recess, or after school. Help your child learn responsibility by getting them to school on time. The parents of chronically late students will be called to meet with the principal and may be referred to a truant officer for follow up (see attached addendum to the Tardy Policy).

Illnesses

The staff at Sage Academy is dedicated to helping students stay healthy. In order to protect all of our children from the spread of contagious diseases, we ask that you keep your child home from school if he/she exhibits any of the following symptoms:

- Nausea and vomiting
- Elevated temperature- any child with a temperature of 100 degrees or more may not attend school
- Red or inflamed eyes (pinkeye is very contagious. Do not send your child to school with pinkeye)
- Symptoms of cold or flu
- A contagious skin rash
- Chicken pox (students with chicken pox should be kept out of school until the blisters are scabbed over, and the child is free of fever for 24 hours)

***It is essential that we have current addresses and phone numbers so we can reach you in case of emergency. Update your child's information immediately after a change occurring.**

Medication

The Sage Academy staff may administer prescription and non-prescription medications. **The parent/guardian must complete a medical authorization form in order for the staff to administer medication. All medications are brought to the office by the parent or adult guardian.** All medications must be stored in the office in a locked box. A designated staff member will administer the medications. There is no nurse on campus, but the staff is trained in first aid and CPR.

In order for the Sage staff to administer medication, the following rules must be met:

- Medication must be stored in its original container.
- Prescription medication must be labeled by the pharmacist with the child's name and a current date.
- **Medication must be brought to and taken from the office by an adult.**

Immunizations

State law requires students to be immunized and the immunizations must be current in order to allow the student to continue attending school. Students may be exempt from the immunization requirement if the following has occurred:

- A doctor has certified that one or more of immunizations would endanger the child's life
- The parents/guardian have submitted a signed statement that the immunizations conflict with the personal, medical, or religious beliefs

Student Arrival

When students arrive at the school campus in the morning, they should stay in the designated playground areas. Teachers will be available to supervise your child at 8:00. Any child arriving prior to 8:00 must be supervised by his/her parent or be signed into the Before Care Program at Sage Child Development Center.

Student Dismissal

All students from Kindergarten to 6th Grade will dismiss at 3:15. Students in 7th and 8th Grade will be dismissed at 3:30. Students that are staying in extended care will be escorted by a Daycare employee to Aftercare. All other students are expected to leave the campus within fifteen minutes of dismissal time. If a student is not picked up promptly or does not leave promptly, the parents will be charged for extended care at the rate of \$5.00 per hour. Parents are asked to remain in their cars for pickup and a teacher will bring them to the car. Please do not use pickup time to conference with your child's teacher. If you have something important to speak to them about, you may park and wait until the teacher is done doing his/her dismissal duty and then speak to the teacher. If the teacher needs to talk to you, you will be directed to a conference spot to park to talk to him/her. No students will be allowed to be taken directly from their classroom at dismissal without an Early Release Pass. All children will be dismissed from the dismissal area.

Parental Participation

A certain amount of parental participation is expected and required. Parental participation is quite valuable to the student. Research shows that parental participation increases student learning, causes students to have a better attitude toward school, and allows students to experience improved scores on achievement assessments such as the AIMS/Terra Nova exams. This participation may take many different forms and these may be discussed with the school staff. We expect that every set of parents will participate in some form for two hours every quarter.

Visitors

All visitors must sign-in at the school office located in the church building. Each visitor will be given a badge to be worn during the time of the visit. We encourage parent/guardians to visit the classrooms; however, we request that you schedule the observation at least 24 hours in advance. We welcome observation but do not want interruption of instructional time. If you desire a conference with the teacher, schedule this with the teacher at a time when he/she is free to talk to you.

Address/Phone Number Changes/ Phone Use

If a student is injured at school, it is essential to contact parents quickly. Keep the school office and the child's teacher informed of any changes in phone numbers and addresses. We will be using mass electronic callings for reminders of upcoming events and due dates for trips, etc.

Students may use a designated phone in the office for emergency calls only. Students may have cell phones in their possession but the phone must remain off and in their backpacks during the entire school day. (No other electronics will be allowed at school.) Any phone that is found turned on or in use during the school day will be confiscated and returned at the student's request after school is dismissed. Loss/theft of a phone will not be the responsibility of the school.

Dress Code

Sage Academy has a standardized dress code policy. Respectable appearance is required. With this in mind, students will be required to wear the uniform prescribed by the school at all times. The uniform will be purchased from the school office or online to ensure uniformity in color and style. Orders will be taken prior to the Meet the Teacher and again mid-year. Students out of uniform for any reason will be sent to the office and the parents will be called to bring the proper clothes or pick up the child.

Uniforms must be worn properly. This includes shirts tucked in (not blousing over the belt), belts on, and shoes presentable. Several choices will be available for boys and girls. Uniforms must be the proper size- not too loose and not too tight. No undergarment with any print, or color other than a matching uniform color will be allowed. Long sleeved, collared, uniform colored shirts will be worn in cold weather. No underwear may be showing above the edge of the pants. Shoelaces must match the color of the shoes and must be tied. Pants must fit at the natural waistline and be proper length- no saggy or baggy oversized pants allowed. The hem of shorts must have no less than a 4-inch inseam and skirts must be long enough to touch the end of the middle finger when arms are resting at the person's side. Clothing will be free from rips and tears.

Jackets worn outside the classroom do not have to be uniform colors, but must be labeled with the child's name and must be removed while in class. If your child gets cold in class, they will be encouraged to buy a uniform colored, long sleeved, collared shirt from the school or a uniform colored hooded jacket.

Leggings worn under skirts will be black or white only.

Socks will be black or white or uniform colors.

Footwear will be closed toed shoes and the back must be strapped or closed. Our playground area is covered in woodchips and sandals do not allow for safe playing in woodchips. Footwear not permitted combat boots, flip-flops, sandals, platform shoes that increase a student's height more than one inch, heeled shoes, or rollerblades.

Jewelry will consist of simple earrings and necklaces only. No other piercing will be allowed. Boys may not wear earrings. Spikes, collars, chains or wallet chains are prohibited.

Hair/Makeup shall not be distractible. Unusual hairstyles are not permitted, including spikes, tails and Mohawks. Hats, nets, beanies, and visors are not allowed at school.

Grooming is also important. We encourage parents to take responsibility for each child's appearance before leaving the house each day. Being clean and well groomed sets the stage for a successful day. We do not encourage excessive jewelry or makeup. Earrings may require taping in certain sports' situations.

Character Counts' Days- Friday will be Character Counts Day and the children will wear their Character Counts' shirts with jeans or uniform bottoms only. All jeans will follow the same rules as uniform pants. If a child is unable to wear his/her Character Counts' shirt, he/she will be in full, regular uniform.

Sports Uniforms- Sports activities may require other clothing or shoes. These will be specified and anyone who is not conforming to the code will not be allowed to participate.

Sage will accept donations of acceptable uniforms to be supplied to parents at a nominal fee after imprinting with the school logo.

Dress Code Violations (cumulative):

1st time: The student will wear a 'loaner' item. The office will phone the parents and ask for clothes to be brought for the child.

2nd time: The student will wear a 'loaner' and parents will be called to pick up the child

3rd time: The parents will be contacted, a meeting will be arranged to discuss further consequences, and the child will be picked up to go home.

If there are further problems with dress code the child will be removed from class to an in-school suspension. Continuous violations may result in out-of-school suspensions. Continuous violations indicate a willful disregard for policy and procedures, not simply forgetting.

Toys, Games, and Personal Items

Students are not allowed to bring toys, games, skateboards, scooters, electronic games, tape or CD players, computer games, or other personal items to school unless these items are requested by a teacher for a special project or event. If children must bring toys to campus for later use at extended care, the toys must be kept in backpacks during the school day. We require that all items brought to school be labeled with the child's name in permanent marker.

Lost and Found

Items will be kept in the blue bins. Stored items will be displayed from time to time on the fence near pickup or fence by entrance to office. Parents should label all clothing items and valuables. Items not retrieved will be given to Good Will.

Character Program

Sage Academy uses the Character Counts' character-building program. This program is highly acclaimed and encourages young people to incorporate basic values into their lives. Character Counts teaches universally accepted values such as trustworthiness, respect, responsibility, fairness, caring, and citizenship. Everyone will be expected to model these values on a daily basis in behavior, clothing and appearance.

Disciplinary Problems

Should a discipline issue occur in a classroom, each classroom teacher will follow the procedure and behavior plan posted in his or her room. If the student does not respond or causes further disruption, the student will be referred to the office for a conference with the principal. The parents will be called if a conference is required or if suspension is necessary. Please note that the definitions of inappropriate behavior can be found on pages 13-14.

Improper Language

Students will not use improper or obscene language or gestures, including racial slurs, cursing, sexual remarks, or other profanity, to any person on campus or to and from school. Use of this sort of language or gesture may lead to out-of-school suspensions on a student and situation basis. Parents must monitor their own language since frequently the child is only repeating what they have heard from an adult.

Nonviolence Policy

Violent actions of any kind will not be tolerated. Students who hit another person, bully another person, or in any way injure another person will be out-of-school suspended. The person who initiates such a problem will incur severe consequences. The person who fights back will also receive appropriate consequences based on the circumstances. Some self defense is reasonable but must not:

- Be made in response to verbal provocation alone;

- Occur when assistance from a school staff member is a reasonable alternative;

- Occur when the student has a reasonable opportunity to remove himself/herself from the situation of otherwise flee; or

Involve a degree of physical force disproportionate to the circumstances, or exceed force necessary to avoid injury to one self or to others.

Children may not take aggressive action into their own hands; it must be reported to an adult immediately. Any assault will be reported to the parents involved as well as the police in appropriate situations.

The administrator, teachers, or other school employees entrusted with the care and supervision of a minor may use reasonable and appropriate physical intervention upon the minor to the extent reasonably necessary and appropriate to maintain order. Use of physical intervention shall not be construed to constitute corporal punishment within the meaning above. Similar physical intervention will be appropriate in self-defense, in the defense of other students and school personnel.

Severe Behavior Problems

Students who participate in any of the following actions will incur appropriate consequences.

1. Continuous defiance of the rules and /or authority of school staff
2. Stopping a class from functioning as a positive learning environment
3. Hitting
4. Inciting- encouraging others to fight
5. Vandalism of school property or a person's property
6. Throwing food
7. Obscene language, gestures, or literature
8. Theft
9. Possession of any item or substance that is against the law or might be dangerous to anyone.
10. Possession of any form of weapon, either real or play.

Any student found in violation of these policies may be automatically suspended and a due process hearing may be held to determine if the student should be expelled from Sage Academy. A meeting with the parents and director will determine consequences. Parents are expected to behave appropriately also as we work together to help all students feel safe.

Gang Policy

Sage Academy is a public, charter elementary school. Our sole focus is the academic and social development of our students. There is no place for any form of gang mentality in our school and this sort of thinking and activity will not be tolerated. This sort of anti-social mentality takes away from the safety and learning environment of the classrooms and the school as a whole.

By definition, a gang is a group of three or more people who have a name, claim a territory, have rivals/enemies, interact to the exclusion of others, and exhibit anti-social behavior often associated with crime or a threat to the community.

No Student will engage in gang-like or gang related behavior on the school premises, or to and from school.

No student may display or wear gang paraphernalia, insignias, graffiti, symbols, emblems, marks, drawings, or designs on his/her person or place them on property, whether school or personal. No student may participate in activities such as posturing or staring down other students, rude gestures, signing, fighting, threatening, intimidating, or asserting gang membership.

Any student that is found violating this policy will be referred for disciplinary action and may be referred to the police if that is deemed necessary.

Bullying/Harassment/Hazing

Bullying, harassment, and hazing are prohibited. Harassment and bullying mean physical or psychological abuse of another student by means of verbal or physical threats, intimidation, insults, or other aggressive behavior and include abuse based on race, ethnicity, gender, religion, or disability. Hazing means forcing a student to risk or suffer physical or mental harm or degradation to join, participate, or remain in a school-affiliated organization.

Any student that believes he/she has been harassed, bullied, or hazed should report the behavior to a teacher, administrator, or other school staff. Students who participate in these behaviors will be subject to disciplinary and up to criminal consequences.

Arizona Revised Statutes 15- 507

“A person who knowingly insults or abuses a teacher or school official on school grounds or while the teacher or school official is engaged in the performance of his/or her duty is guilty of a Class 3 misdemeanor with a possible penalty of up to 30 days imprisonment and/or up to a \$500 fine.” This law applies to all school staff and employees.

Student/Director Conferences

Student conferences may occur because of academic, social, or behavior concerns. Most conferences will occur with the teacher, some other school staff member or the Director. The conference will allow the student time to explain his/her actions. Student conferences do not require parental approval.

Detention

Student detention for minor problems will be served at recess time. Students who receive a written referral may serve detention according to the teacher’s discretion and coordination with after school staff. Parents will be notified a day in advance of before or after school detentions.

Parent/Director Conferences

Parents or school staff may request a parent conference. If the school staff is not successful in reaching the parents by phone the student will not be allowed to attend school until contact is made with the parents. A conference may be conducted for academic, social, or behavioral issues. The goal of the conference will be to improve student academics, social interaction, or behavior.

Parent Complaints

Order of events in a parent complaint:

1. Parent is encouraged to speak to classroom teacher directly or whomever the complaint involves. At this point it is the teacher's discretion as whether to involve the Director.
2. Parent may meet with the administrator and/or the teacher.
3. Parent is encouraged to write out the complaint for purposes of clarification.
4. Parent is encouraged to write complaint to the administrator.
5. The administrator will attempt to address the complaint immediately to correct the situation- this may mean further meetings with both the parent and the person addressed in the complaint.
6. If the situation is not resolved, the administrator will write a summary of the situation to be placed in the student's cum folder.
7. If the situation is not resolved, the administrator may bring the situation to the Governing Board for consideration.
8. If necessary, the Governing Board will make a decision about the situation and what consequences may occur for the parties involved. This will occur only after all other avenues of resolution have been exhausted and all due process actions have occurred. The Governing Board may require the services of legal council.

Behavior on Buses and Vans

Sage Academy uses vans and buses to transport students on field trips. Anyone driving the vehicle has the right to enforce the rules of safety and conduct. These are the rules:

- Follow the directions of the staff member
- Remain seated, belted, and facing the front of the vehicle
- Talk in normal tones. Loud or inappropriate language is not allowed
- Do not open or close windows without permission

Playground Policy

The playground is intended for play and enjoyment. All students must continue to follow the concept of respect for themselves and others.

1. Follow directions of any adult staff member
2. Play in designated areas only
3. Play games that are allowed by the school
4. Use playground equipment properly
5. Interact with others without disrespect or bullying
6. Do not litter
7. Use the restrooms at the proper times and in the proper way
8. Walk in quiet, orderly lines on the sidewalks

Cafeteria Behavior

We serve food at breakfast and lunch as a service to our students. Students are expected to maintain an atmosphere of neatness and courtesy. Each student will be expected to clean up following every meal. The following behaviors are expected:

1. Enter and leave with quiet voices
2. Never push or run
3. Keep lines orderly- no 'cuts' or saving places
4. Be courteous and show respect to all cafeteria workers
5. Respect each other
6. Pick up any trash that is dropped
7. Do not touch food on another person's tray

Purchase of Meals

Sage Academy participates in the federal school breakfast and lunch program. We operate by federal guidelines for free and reduced meal rates. Specifics are available in the office. Students may bring their own lunches, but there is no facility to store such lunches in a refrigerator. Milk may be purchased separately.

If a student, who usually brings a lunch, comes to school without a lunch, a lunch will be provided and a bill will be sent home to the parents. This must be paid immediately. If this becomes a pattern, the student will be given a sandwich and milk and the parents will be contacted for a conference to determine the problem.

Homework

Homework is intended to provide practice to supplement classroom instruction and to assist in developing good, consistent study habits. It is not meant to be punitive. Students are responsible for clarifying teacher expectations before they leave school if there is confusion. Homework must be finished and turned in when it is done. The amount of homework will vary with the grade level and the requirements of a particular subject area. Teachers will communicate homework assignments clearly on the board and are quite willing to clarify the assignment if there are questions. Completed homework must be signed by the parent/guardian, indicating that they have looked at the completed work. If your child has regular problems completing homework, contact the teacher for a conference. Homework could include assignments not finished in class. Your child's agenda will be the avenue to relay Homework information.

If a student is absent for any reason, makeup work must be completed as quickly as possible. If the student is going to be absent more than a day, it is suggested that someone pick up work to be completed at home. This prevents the student from falling behind the class. The student will have two days to complete work for every one day that has been missed.

Safety

Everyone is expected to abide by the following safety policies:

1. Respectfully care for safety equipment such as fire alarm systems, extinguishers, or any other safety item
2. Promptly report any unsafe condition such as defects in the building, grounds, or equipment that might cause a safety, health, or comfort problem
3. Report injuries immediately
4. Do not bring any kind of dangerous material to school
5. Respond quickly and quietly to emergency evacuations, following the instructions of staff
6. Do not bring an animal on campus without prior permission from the director
7. Ask questions when there is a doubt about your safety

School Property

Library books, textbooks and most supplies are issued free to each student. Students are responsible for the care of school property assigned for their use. Books are loaned to each student and are to be returned in good condition at the end of the school year. Any costs for damage that occurs beyond normal wear and tear will be the responsibility of the parents. The parent will be notified about the damage or vandalism and the cost for repairs. Report cards will not be issued for students with unpaid bills.

We will encourage respect for equipment as well as respect for each other.

Use of Technology

Use of any computer or network on the school campus will follow the guidelines established by Sage Academy and posted in every classroom.

Statement of Confidentiality

A student's cumulative (cum) folder is maintained in the school office and is kept strictly confidential with access only to teachers, administration, and parents upon request. All cum folders are official records, and are property of Sage Academy.

Parents have the right to view their child's cum folder but it is appropriate to give a 24-hour notice of request in writing. Any viewing is to be supervised and done in the school office. Nothing may be removed or altered in an official file during a viewing. If there is any question or dispute of contents, the matter must be directed, in writing, to the administrator for resolution. The administrator's response will be in writing and both become part of the official record.

All official records are kept for a minimum of seven years.

Release of Records

Records may be requested for transfer to another school by completing the required release of records form. Upon receipt of the required form, the student's file will be copied and the copy will be given to the parents or sent to the new school. Typically, in a school transfer, the new school will send a request for the release of record.

SAGE ACADEMY

PARENT/STUDENT HANDBOOK

This page is to be detached from the handbook, signed, and returned to the school office. By signing this form, you are stating that you have read, and agree with, the information found in the handbook.

I understand that I can call the school for clarification and ask questions regarding any concerns I may have.

Student name: _____

Parent Signature: _____

Parent name printed: _____

Date: _____