

# **SAGE DAY LOWER AND MIDDLE SCHOOL**

## **CODE OF CONDUCT: 2015-2016**

Sage Day expects students to conduct themselves in keeping with their levels of development, maturity and demonstrated capabilities with a proper regard for the rights and welfare of other students and school staff, the educational purpose underlying all school activities, and the care of school facilities and equipment.

Sage Day believes that standards for student behavior must be set cooperatively through interaction among the students, parents/guardians, staff and community members, producing an atmosphere that encourages students to grow in self-discipline. The development of this atmosphere requires respect for self and others, as well as for district and community property on the part of students, staff and community members.

Sage Day believes that the best discipline is self-imposed, and that it is the responsibility of staff to use disciplinary situations as opportunities to help students learn to assume and accept responsibility for their behavior and the consequences of their behavior. Staff members who interact with students shall apply best practices designed to prevent discipline problems and encourage students' abilities to grow in self-discipline.

Depending upon the nature and severity of the behavior, the administration will have the discretion of taking action, at any occurrence, which may be either more intensive or less intensive than those actions indicated below.

Each student at Sage Day is recognized to have unique needs. In keeping with the Sage Day philosophy of integrating social, emotional and academic growth through the collaboration of students, families and staff, a student of Sage Day will be, or work toward being:

### **Emotionally Secure**

- Personally responsible
- Respectful of self and others
- Has integrity
- Demonstrates honesty
- Promotes emotional growth

### **Socially Responsible**

- Develops a balance between independence and interdependence on others
- Takes initiative
- Collaborates with the community
- Promotes social growth

### **Academically Capable**

- Possesses the life skills necessary for success
- Possesses technological competency
- Articulates confidently, clearly and imaginatively
- Creates and learns from his/her inquiry and experience
- Achieves to his/her highest potential
- Promotes academic growth

## Code of Conduct/Disciplinary/ Behavioral Guidelines

<u>Offense/Violation/Behavior</u>	<u>First Action</u>	<u>Second Action</u>	<u>Third Action</u>
<b>Absences</b> (Unauthorized)/School Refusal (Please see Handbook for policy on Absences)	-Outreach to the parents/guardians - After 3 chargeable absences for quarter 1. Student must meet with Administration to review policy and make attendance plan 2. Student/parent informed in writing after 3 chargeable absences -District informed in writing of every 5 chargeable absences -Refer to therapy	-Meeting with parents/guardians, administration, therapist and District	-Meeting with district, parents/guardians and administration - Letter sent for 21 cumulative chargeable absences indicating possible retention. -Appeal considered -Possible change of placement proceedings
<b>Academic Dishonesty Cheating/Plagiarism</b>	-Report incident to Administration and Parents. -Referral to therapy. -Coordinate specific educational, clinical interventions and disciplinary actions appropriate to the student and situation. -Zero for the assignment -Opportunity to recoup credit considered. -Educate the student about cheating and plagiarism.	-Zero for the assignment -No opportunity to recoup credit -Parent/Guardian Conference -Refer to therapy -District informed	-Zero for the assignment -No Opportunity to recoup credit -In school suspension -Parent/Guardian and School District Conference
<b>Arson Assault Bomb Threats Burglary Physical Violence/Fighting Possession of a Firearm/or any Weapons Possession/use of smoke or stink bombs, fireworks, incendiary devices Sounding False Alarm/Fire Terroristic Threats</b>	-Immediate Out of School Suspension -Appropriate Legal Action (list as first action here with call to be made by administrator) -Parents/Guardians/District notified by administrator -Conference with Parent/Guardian, District and Administration -referral for assessment -Possible Termination	N/A	N/A
<b>Disruptive/Insubordinate/Disrespectful Behavior, Noncompliance/Willful Defiance, Inappropriate Language</b>	-Parent/Guardian/District Informed by Administrator/Therapist -Loss of Privileges Reflective assignment -Detention -Referral to therapy	-Parent/Guardian, District Informed by Administrator -In School Suspension	-Parent/Guardian, Administration and District Conference -Out of School Suspension -Possible termination proceedings
<b>Dress Code/Make-up/Hygiene</b> (See Handbook for Specific Dress Code Regulations)	-Call to Parent/Guardian -Refer to therapy -Cover up/remove inappropriate clothes (to be addressed by administrator of the same sex and/or in the presence of a staff member of the same sex)	-Letter to Parent/Guardian (cc to district) -Detention assigned -Refer to therapy -Cover up	-Parent/Guardian Conference , Inform district -Loss of Privileges -Refer to therapy -Cover up-student may be sent home
<b>Electronic Devices/Unacceptable Use</b> (Including, but not Limited to Cell Phones, DVD Players, Portable games, CD Players, iPods, Portable Radios (see Acceptable Use Policy)	-student warning, item to be put away	Parent/Guardian informed. -Confiscation until the end of day. -Lunch & Break Detention	-Device must be turned in daily until determined by administration -confiscation of device-returned to parent at family therapy.

<p><b>Elopement/Running Away/Leaving School Property</b></p>	<p>-Administrator contacts local police          - Administrator informs Parents/Guardians          -Conference with Administration, District, and Therapist          -Suspension</p>	<p>Admin Notifies Parents/Guardians and District          -Admin notifies Local Police          - Termination considered          -If placement is maintained student must sign contract indicating understanding that further elopement will lead to</p>	<p>-All Previous Notifications          -Termination Proceedings</p>
<p><b>Exiting/Leaving Class</b> (Please refer to Handbook for Hall Pass Procedure)</p>	<p>-Verbal Warning by Staff          -Refer to therapy</p>	<p>Administrator informs Parents/Guardians/District          -Loss of privileges          -lunch/break detention          -Refer to therapy</p>	<p>-Inform Parents/Guardians          -Meeting with Administration, District and Therapists          -in school suspension</p>
<p><b>Gambling/Profit Making Activities</b></p>	<p>Parent/Guardian/District Informed by Administrator          -Loss of Privileges</p>	<p>- Parent/Guardian, Administration, and Therapist Conference          -In-School Suspension</p>	<p>-Out of School Suspension          -Parent/Guardian, Administration, Therapist and District Conference</p>
<p><b>Harassment, Intimidation and Bullying (HIB) and Dating Violence</b></p> <p>All reported incidents of HIB and dating violence will be reported to the School Safety Committee, and will follow the time line that is outlined on page 36 in the Student Handbook.</p>	<p>The School Safety Committee will inform the student's parents/guardians as well as their sending District of all reported incidents of HIB and dating violence. Depending of the severity and repetitive nature of the incident Consequences/Disciplinary Actions can include any of the following: loss of privileges, reflective assignment, referral to therapy, meeting with parents/guardians, in-school suspension, out of school suspension, termination and appropriate legal action.</p>		
<p><b>Inappropriate Boundaries (Physical/personal Space)</b></p>	<p>-Verbal warning by staff          -Parent/Guardian Informed          -Referral to therapy</p>	<p>-Parent/Guardian/District Informed by Administration/therapist          -Student meeting with Administration and Therapist          -Loss of Privileges</p>	<p>-In School Suspension          -District informed by Administrator          - Parent/Guardian, student, therapist and administration meeting</p>

<p><b>Inappropriate Computer Usage</b> (See Handbook for full Technology &amp; Media Policy)</p>	<ul style="list-style-type: none"> <li>-Verbal Warning by Administration</li> <li>-Parents/Guardians Informed</li> <li>-Loss of computer privileges for that day</li> <li>-Refer to therapy</li> <li>-Search of computer files</li> <li>-Legal action depending on content of usage; contact made administrator; district informed</li> </ul>	<ul style="list-style-type: none"> <li>-Loss of computer privileges for 1 school week</li> <li>-parents/Guardians informed</li> <li>-loss of electives and detention</li> <li>-Search of computer files</li> <li>-Legal action depending on content of usage; contact made administrator; district informed;</li> <li>-loss of non academic computer privileges</li> <li>-possible in school suspension</li> </ul>	<ul style="list-style-type: none"> <li>-Meeting with parents/guardians, student, district and administration</li> <li>-loss of non academic computer privilege for possibly the remainder of the school year (at the discretion of administration)</li> <li>-Possible Legal action depending on content of usage; contact made administrator; district informed</li> </ul>
<p><b>Controlled Substances/Alcohol: Student Suspected of Being Under the Influence on School Property</b></p>	<p>Parent/Guardian/District Informed by administrator</p> <ul style="list-style-type: none"> <li>-Immediate Mandatory Medical Exam/Urine Drug Test</li> <li><b>(If Urine drug screen returns positive an Alcohol/ Drug assessment and program completion is MANDATORY)</b></li> <li>-Loss of Privileges</li> <li>-Possible Suspension at discretion of administration</li> <li>-Possible legal action</li> <li>-Referral to Therapy</li> <li>-Conference with Parent/Guardian/Admin</li> </ul>	<ul style="list-style-type: none"> <li>-All first actions</li> <li>-Consideration of termination</li> </ul>	<ul style="list-style-type: none"> <li>-Parent District Informed</li> <li>-Mandatory Medical Exam &amp; Testing</li> <li>-If student is determined to be under the influence: termination.</li> </ul>
<p><b>Controlled Substances: Possession, Suspected Distribution of, both On and Off School Property</b></p>	<ul style="list-style-type: none"> <li>-Immediate Police Involvement</li> <li>-Termination</li> </ul>		
<p><b>Smoking &amp; Tobacco Use</b></p>	<ul style="list-style-type: none"> <li>-Substance will be confiscated</li> <li>-Student calls Parent/Guardian to inform.</li> <li>-Loss of privileges &amp; lunch detention (2 wks)</li> <li>-1 day in-school suspension</li> </ul>	<ul style="list-style-type: none"> <li>-Meeting with Parent/Guardian District informed</li> <li>-Loss of privileges &amp; lunch detention (1 mo.)</li> <li>-2 day out-of-school suspension</li> </ul>	<ul style="list-style-type: none"> <li>-Parent/Guardian &amp; District informed.</li> <li>-Out of school suspension pending Conference with Parents/Guardians, Admin, District and Therapist to consider termination</li> </ul>
<p><b>School Bus/Transportation Misconduct</b></p>	<ul style="list-style-type: none"> <li>-Verbal warning by School admin/staff</li> <li>-Parents/Guardians informed</li> <li>-Bus driver report and Incident report to be filed</li> <li>-Refer to therapy</li> <li>-If vandalism, restitution to bus company</li> <li>-Possible lunch detention</li> </ul>	<ul style="list-style-type: none"> <li>-Meeting with parents/guardians, Student, and Administration</li> <li>-Possible suspension of bus service for a set amount of time at the discretion of Administration and, dependent upon the severity of the infraction</li> <li>-Lunch detention</li> </ul>	<ul style="list-style-type: none"> <li>-Meeting with Parents/Guardians, Administration, Student and District.</li> <li>-Possible withdrawal of transportation privilege</li> <li>- Suspension (in or out of school – at admin discretion)</li> </ul>

<b>Sexual Assault</b>	-Immediate Police Involvement -Termination	N/A	N/A
<b>Student Refusal to Attend Therapy (Individual, Group, Family)</b>	-Parent/Guardian Informed -student will meet with clinical director -Meeting with Therapist and Administration	-Parent/Guardian & District Informed -Meeting with Therapist and Administration -Possible Loss of Privileges and/or Suspension (depending on severity of oppositional behavior).	-Parent/Guardian, Administration, and District Conference -Possible Loss of Privileges and/or Suspension -Possible termination proceedings
<b>Tardiness</b>	-Student must report to the main office -Warning from Admin -Possible follow-up call made to Parents/Guardians	-Student must report to office -Break & Lunch Detention -Refer to therapy	-Meeting with Parents/Guardians, Admin, Therapist, Student and District --For chronic tardiness refer to policy on absences.
<b>Theft/or Attempt of Theft</b>	-Meeting with parents, student and administration -Restitution -In School suspension -District informed by administration -Possible legal action -Refer to therapy	-Meeting with Parents/Guardians, Administration, Student, Therapist, and District -Restitution -Out of School Suspension -Possible legal action -Possible Termination Proceedings	N/A
<b>Truancy/or Incitement of others for same/Class Cutting</b>	-Parent Contact by Administration -Zero grade in each class -in school suspension	-Parent/District contacted by Administration -3-5 days in-school suspension -Zero Grade in each class	-possible placement change

<b>Vandalism/ Willful Damage to Property</b>	-Parents/Guardians informed -Parents/Guardians possibly liable for damages -Depending on the nature of the vandalism legal action; police notified by administration -District notified by administration -In School Suspension -Refer to therapy	-Legal action; police notified by administration -Meeting with Parents/Guardians, administration, student, District and therapist -In/Out of school suspension per administration	-Termination proceedings
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\* Any action occurring off school grounds at any time that has the potential of affecting the safety, order and discipline of the school will warrant administrative intervention and action. The penalties may be exceeded, if in the judgment of the administration, the circumstances so warrant.

Depending upon the nature and severity of the behavior, the administration will have the discretion of taking action which may exceed or be less than those actions indicated above.

**Suspension and Termination:**

Suspension is the temporary exclusion of a student from the school program. The administration may suspend a student from classes for any serious or continual violation of school policy. Suspension may either be in-school, in which case a student will be permitted to remain on school property but not permitted to attend classes, or out-of-school. A student may not participate in or attend any school related function or event during any suspension. If a student is serving an out-of-school suspension, he/she is not permitted on school property. During a suspension, a student is responsible for, and is expected to complete all academic work missed during the course of the disciplinary action. A student will be orally advised of a suspension and the reasons for this action. **It is mandatory that the student will reflect upon his or her behavior and attitude in writing.** No other challenge or appeal is permitted. The school will provide notice of all suspensions to the parents. In the case of out-of-school suspensions, a parent or guardian must meet with the administration prior to the student returning to regularly scheduled classes.

A written notice of in-school or out-of-school suspension will be sent to the parent and to the case manager with a summary of the infraction/behavior.

Termination is the permanent exclusion of a student from the program which indicates that Sage Day can no longer provide the structure and program necessary to meet the student's needs. The Child Study Team and parents will be informed of any chronic actions that are jeopardizing a student's placement in the program. Grounds for immediate termination include, but are not limited to physical violence, harassment, sexual harassment, criminal sexual contact, sexual assault, or threats judged as having serious intent. Prior to termination, the school will provide written notice to the student's Child Study Team and the reasons for this action.