

SAGE DAY LOWER AND MIDDLE SCHOOL

CODE OF CONDUCT: 2019-2020

An effective instructional program requires an orderly school environment. Sage Day seeks to provide an environment that encourages students to take responsibility for their conduct and cultivate an internal awareness of the consequences and impact of their actions. Therefore, Sage Day adopts this policy, which sets forth the behavioral expectations of its students, and the disciplinary consequences for failing to comply with such behavioral expectations.

Sage Day expects students to conduct themselves in a manner 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 and collaboration 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 Sage Day and community property.

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.

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

Each student is also expected to observe, practice and assist others in adhering to the Sage Code:

Success

Achievement

Growth

Empowerment

Expectations for Student Conduct

The following specific behaviors exemplify the conduct expected of students in keeping with the Sage Code:

Students will mentally prepare themselves for the process of learning by being free from drugs, tobacco and alcohol, complying with the dress code policy, and developing positive and respectful attitudes that will allow for success in the classroom and beyond.

Students will act respectfully towards staff members, their fellow students and Sage Day property by always being honest, forthcoming and courteous, by displaying care for the property of others, and by resolving disputes and differences peacefully.

Students will be held accountable for their actions, and they will take responsibility for their behavior and learning by attending school regularly and promptly, cooperating with others, respecting the rights and opinions of others, timely completing homework and preparing for each class, accepting constructive criticism, and making personal choices based on sound reasoning and decision making.

Students are expected to treat staff and other students with respect at all times and are not to break the concentration of a group or class at work. Students who disrupt classes with noises, comments, sleeping, unwillingness to participate, harassment of a peer or staff member, profanity, or other problematic behaviors will be confronted immediately.

Responses to Code of Conduct Violations

In the discretion of the Sage Day administration, students violating the expectations contained herein shall be subject to discipline or remedial action, as appropriate.

Discipline

The following disciplinary measures may be applied to address student misconduct. These measures are sequential and organized in order of severity.

1. Admonishment – privately admonish student for unacceptable conduct and warn that additional misconduct will result in a more severe penalty.
2. Temporary removal from the classroom – remove student from classroom and direct student to report to the building Principal or his/her designee to address the misconduct.
3. Deprivation of privileges – students violating the Code of Conduct may temporarily lose their rights to the privileges typically afforded to Sage Day students, such as the right to go off-campus and the right to use the hallway lavatories. For more serious violations, students may be deprived of the opportunity to participate in the Sage Day graduation ceremony.
4. Detention – students may be subject to detention as a consequence of their misconduct. In recognition that Sage Day students often travel over thirty minutes to our schools, these detentions will typically be held during school hours, including breaks and/or lunch. In the administration's discretion, detentions may also be held before or after school, when appropriate.
5. Grading –students who cheat or plagiarize will be disciplined in accordance with Sage Day's plagiarism guidelines.
6. In-school Suspension – a student may be removed from his/her regular classes, and be required to participate in an in-school suspension program for a length of time to be determined by the administration.

7. Suspension from school – students who commit more serious violations of this Code of Conduct may be given an out-of-school suspension and be denied access to Sage Day for a period of time to be determined by the administration. In accordance with N.J.A.C. 6A:14-2.8(c), if the out-of-school suspension is to last for more than ten consecutive or cumulative school days it shall constitute a “change of placement.” In such circumstances, Sage Day shall provide services to the extent necessary to enable the student to progress appropriately in the general education curriculum and advance appropriately toward achieving the goals set out in the student’s IEP. In addition, Sage Day shall convene an IEP meeting with the sending school district to determine whether revisions to the IEP are necessary.
8. Termination of Placement – For serious and/or repeated violations of this Code of Conduct, a student’s placement at Sage Day may be terminated. Such termination shall be completed in accordance with the Procedures for Termination of Placement set forth in the Sage Day Policy and Procedures Manual, which procedures reflect the requirements of N.J.A.C. 6A:14-7.7. Before Sage Day may terminate the placement of any student, Sage Day shall immediately notify the sending school district and participate in an IEP meeting within ten school days.

Remedial Action

Not all violations of the Code of Conduct warrant or require disciplinary action. When it is determined by the administration, in consultation with the Clinical Director or therapist, that discipline is not appropriate, the following remedial measures may be taken to correct student conduct.

1. Develop a behavioral contract in consultation with the student, which ensures that the student has a voice in the outcome and can identify ways to change his/her behaviors.
2. Require the student to write a reflective essay, to ensure that the student reflects on and understands the impact of the misconduct.
3. Provide social skills training, such as impulse control, anger management, development empathy, and/or problem solving.
4. Meet with student to ensure understanding that if misconduct continues, formal disciplinary action will be imposed.
5. Require a meeting between the student, the therapist and/or the Clinical Director to discuss the behavior.
6. Schedule a parent conference to examine and discuss the misconduct.
7. Restitution and restoration – for students who have damaged Sage Day or community property, require the student to make restitution. The student may be required to restore the property to its former condition, in kind or cost of the labor.

This list is illustrative only. The administration is encouraged to implement any remedial action appropriate for the student.

Factors for Determining Consequences

In assessing whether Sage Day should impose discipline or instead pursue remedial action, the following factors, among others, should be considered:

1. Age, developmental and maturity levels of the student.
2. Student’s classification.
3. The nature of the student’s disability, to the extent relevant.
4. Degrees of harm to student, other students and/or Sage Day property.
5. Surrounding circumstances.
6. Nature and severity of behavior.
7. Incidents of past or continuing patterns of behavior.

This list is non-exhaustive, and the administration may consider any relevant and appropriate factors.

Code of Conduct/Disciplinary/ Behavioral Guidelines

While the Sage Day administration recognizes that no list of offenses will ever be complete, set forth below is a list of specific behavior that violates the Code of Conduct, along with a list of recommended discipline for the first, second and third incidents of such misconduct.

<u>Offense/Violation</u>	<u>First Action</u>	<u>Second Action</u>	<u>Third Action</u>
Absences (Unauthorized/School Refusal) (Please see Handbook for policy on Absences)	- After 3 chargeable absences for quarter -Outreach to the parents/guardians -Student must meet with Administration to review policy and make attendance plan -Student/parent informed in writing after 3 chargeable absences -Refer to therapy	- After 5 chargeable absences --District informed in writing of every 5 chargeable absences -Meeting with parents/guardians, administration, therapist and District	-After 20 total absences -Meeting with district, parents/guardians and administration - Letter sent for 21 cumulative chargeable absences indicating possible retention. -Appeal considered -Possible change of placement proceedings
Academic Dishonesty Cheating/Plagiarism	-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.	-Prior responses as applicable -Zero for the assignment -No opportunity to recoup credit -Parent/Guardian Conference -Refer to therapy -District informed	-Prior responses as applicable -Zero for the assignment -No Opportunity to recoup credit -In school suspension -Parent/Guardian and School District Conference
Serious Offences 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	-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	-Prior responses as applicable -Depending on severity, possible Termination proceedings	-Prior responses as applicable -Termination proceedings initiated immediately

<p>Threatening Behavior <i>Updated 8.18.16</i></p> <p>-Verbal and/or physical behavior that is deemed to be of a threatening nature (that does not fall within the guidelines of HIB)</p>	<ul style="list-style-type: none"> - Parent notification - Suspension (In-School or Out-of-School at administrative discretion) - Referral to therapist - Possible student mediation 	<ul style="list-style-type: none"> -Prior responses as applicable -Parent notification - Minimum 2 days Out-of-School Suspension - Re-entry Meeting involving Child Study Team - Reflective Assignment with Therapist 	<ul style="list-style-type: none"> -Prior responses as applicable - Minimum 5 day Out-of-School Suspension - Possible termination and/or change of placement
<p>Disruptive/Insubordinate/Disrespectful Behavior, Noncompliance/Willful Defiance, Inappropriate Language</p>	<ul style="list-style-type: none"> -Parent/Guardian/District Informed by Administrator/Therapist -Loss of Privileges Reflective assignment -Detention -Referral to therapy 	<ul style="list-style-type: none"> -Prior responses as applicable -Parent/Guardian, District Informed by Administrator -In School Suspension 	<ul style="list-style-type: none"> -Prior responses as applicable -Parent/Guardian, Administration and District Conference -Out of School Suspension -Possible termination proceedings
<p>Dress Code/Make-up/Hygiene (See Handbook for Specific Dress Code Regulations)</p>	<ul style="list-style-type: none"> -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) 	<ul style="list-style-type: none"> -Prior responses as applicable -Letter to Parent/Guardian (cc to district) -Detention assigned -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) 	<ul style="list-style-type: none"> -Prior responses as applicable -Parent/Guardian Conference , Inform district -Loss of Privileges -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) -student may be sent home
<p>Electronic Devices/Unacceptable Use (Including to Cell Phones, DVD Players, Portable games, CD Players, iPods, Portable Radios (see Acceptable Use Policy)</p>	<ul style="list-style-type: none"> -student warning, item to be put away 	<ul style="list-style-type: none"> -Prior responses as applicable -Parent/Guardian informed. -Confiscation until the end of day. -Lunch & Break Detention 	<ul style="list-style-type: none"> -Prior responses as applicable -Device must be turned in daily until determined by administration -confiscation of device-returned to parent at family therapy.

<p>Elopement/Running Away/Leaving School Property (If it is determined that a student's efforts to elope/run away from school grounds places the student or others in immediate physical danger, the student may be restrained in accordance with Sage Day's seclusion and restraint policy. Such techniques shall <i>not</i> be utilized otherwise to address delopement issues).</p>	<ul style="list-style-type: none"> -Administrator contacts local police - Administrator informs Parents/Guardians -Conference with Administration, District, and Therapist -Suspension 	<ul style="list-style-type: none"> -Prior responses as applicable -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 	<ul style="list-style-type: none"> -Prior responses as applicable, including all previous notifications -Termination Proceedings
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<p>Exiting/Leaving Class (Please refer to Handbook for Hall Pass Procedure)</p>	<ul style="list-style-type: none"> -Verbal Warning by Staff -Refer to therapy 	<ul style="list-style-type: none"> -Prior responses as applicable Administrator informs Parents/Guardians/District -Loss of privileges -lunch/break detention -Refer to therapy 	<ul style="list-style-type: none"> -Prior responses as applicable -Inform Parents/Guardians -Meeting with Administration, District and Therapists -in school suspension
<p>Gambling/Profit Making Activities</p>	<ul style="list-style-type: none"> Parent/Guardian/District Informed by Administrator -Loss of Privileges 	<ul style="list-style-type: none"> -Prior responses as applicable -Parent/Guardian, Administration, and Therapist Conference -In-School Suspension 	<ul style="list-style-type: none"> -Prior responses as applicable -Out of School Suspension -Parent/Guardian, Administration, Therapist and District Conference
<p>Harassment, Intimidation and Bullying (HIB) and Dating Violence</p> <p>All reported incidents of HIB and dating violence will be reported to the School Safety/School Climate Team, and will follow the timeline that is outlined beginning on page 45 in the Student Handbook.</p>	<p>The School Safety/School Climate Team 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>If the reported incident occurs on a sending district board of education bus, at a sending district board of education school-sponsored event, or off school grounds, Sage Day and the sending school district will collaborate as to whether an investigation would be most effectively conducted by Sage Day or by the sending school district. Regardless of who conducts the investigation, Sage Day reserves the right to impose appropriate discipline.</p>		
<p>Inappropriate Boundaries (Physical/personal Space)</p>	<ul style="list-style-type: none"> -Verbal warning by staff -Parent/Guardian Informed -Referral to therapy 	<ul style="list-style-type: none"> -Prior responses as applicable -Parent/Guardian/District Informed by Administration/therapist -Student meeting with Administration and Therapist -Loss of Privileges 	<ul style="list-style-type: none"> -Prior responses as applicable -In School Suspension -District informed by Administrator -Parent/Guardian, student, therapist and administration meeting
<p>Inappropriate Computer Usage (See Handbook for full Technology & Media Policy)</p>	<ul style="list-style-type: none"> -Verbal Warning by Administration -Parents/Guardians Informed -Loss of computer privileges for that day -Refer to therapy -Search of computer files -Legal action depending on content of usage; contact made administrator; district informed 	<ul style="list-style-type: none"> -Prior responses as applicable -Loss of computer privileges for 1 school week -parents/Guardians informed -loss of electives and detention -Search of computer files -Legal action depending on content of usage; contact made administrator; district informed; -loss of non academic computer privileges 	<ul style="list-style-type: none"> -Prior responses as applicable -Meeting with parents/guardians, student, district and administration -loss of non academic computer privilege for possibly the remainder of the school year (at the discretion of administration) -Possible Legal action depending on content of usage; contact made administrator; district informed

		-possible in school suspension	
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<p>Controlled Substances/ Alcohol/Vaping*: Student Suspected of Being Under the Influence on School Property</p> <p>*Given the uncertainty of what substances are contained in odorless electronic smoking devices, the inability of school officials to verify the contents of such devices through a visual or olfactory inspection, and the documented prevalence of using electronic smoking devices to vape dangerous concentrations of marijuana and other illicit substances, effective on September 4, 2018 students who are discovered in possession of or using an electronic smoking device in the school building, on school grounds, or during a school function will be immediately referred to the Principal or other designated school official in accordance with this Code of Conduct.</p> <p>-- --If there is a reasonable suspicion that the referred student is under the influence of marijuana or other controlled dangerous substance, the student will be referred for an Immediate Mandatory Medical Exam/Urine Drug Test</p>	<p>-Parent/Guardian/District Informed by administrator (If Urine drug screen returns positive an Alcohol/ Drug assessment and program completion is mandatory)</p> <p>In case of vaping, device will be confiscated pending urine screen. Upon Sage Day receipt of negative urine screen report device will be returned only to parent.</p> <ul style="list-style-type: none"> -Loss of Privileges -Suspension -Possible legal action -Advise therapist -Conference with Parent/Guardian/Admin 	<p>--Prior responses as applicable -Consideration of termination</p>	<p>-Prior responses as applicable -Parent District Informed -Mandatory Medical Exam & Testing -If student is determined to be under the influence: termination.</p>
<p>Controlled Substances: Possession, Suspected Distribution of, both On and Off School Property</p>	<p>-Immediate Police Involvement -Termination</p>	<p>N/A</p>	<p>N/A</p>
<p>Smoking &] Use of Tobacco-based substances</p>	<p>-Substance/device will be confiscated, and the device will be returned to the parent immediately</p>	<p>- Substance/device will be confiscated, and the device will be returned to the</p>	<p>- Substance/device will be confiscated, and the device will be destroyed.</p>

	<ul style="list-style-type: none"> -Student calls Parent/Guardian to inform. -Loss of privileges & lunch detention (2 wks) -1 day in-school suspension 	<ul style="list-style-type: none"> parent at the end of the school year -Meeting with Parent/Guardian District informed -Loss of privileges & lunch detention (1 mo.) -2 day out-of-school suspension 	<ul style="list-style-type: none"> -Parent/Guardian & District informed. -Out of school suspension pending Conference with Parents/Guardians, Admin, District and Therapist to consider termination
<p>School Bus/Transportation Misconduct</p> <p>(If the misconduct occurs on a sending district board of education bus, Sage Day will consult with the sending school district before imposing discipline)</p>	<ul style="list-style-type: none"> -Prior responses as applicable -Verbal warning by School admin/staff -Parents/Guardians informed -Bus driver report and Incident report to be filed -Refer to therapy -If vandalism, restitution to bus company -Possible lunch detention 	<ul style="list-style-type: none"> -Prior responses as applicable -Meeting with parents/guardians, Student, and Administration -Possible suspension of bus service for a set amount of time at the discretion of Administration and, dependent upon the severity of the infraction -Lunch detention 	<ul style="list-style-type: none"> -Prior responses as applicable -Meeting with Parents/Guardians, Administration, Student and District. -Possible withdrawal of transportation privilege - Suspension (in or out of school – at admin discretion)
<p>Sexual Assault</p>	<ul style="list-style-type: none"> -Immediate Police Involvement -Termination 	<p>N/A</p>	<p>N/A</p>

<p>Student Refusal to Attend Therapy (Individual, Group, Family)</p>	<ul style="list-style-type: none"> -Parent/Guardian Informed -student will meet with clinical director -Meeting with Therapist and Administration 	<ul style="list-style-type: none"> -Prior responses as applicable -Parent/Guardian & District Informed -Meeting with Therapist and Administration -Possible Loss of Privileges and/or Suspension (depending on severity of oppositional behavior). 	<ul style="list-style-type: none"> -Prior responses as applicable -Parent/Guardian, Administration, and District Conference -Possible Loss of Privileges and/or Suspension -Possible termination proceedings
<p>Tardiness (chargeable) --For chronic tardiness refer to policy on absences.</p>	<ul style="list-style-type: none"> -Student must report to the main office -Warning from Admin -Possible follow-up call made to Parents/Guardians 	<ul style="list-style-type: none"> -Prior responses as applicable -Student must report to office -Break & Lunch Detention -Refer to therapy 	<ul style="list-style-type: none"> -Prior responses as applicable -Meeting with Parents/Guardians, Admin, Therapist, Student and District
<p>Theft/or Attempt of Theft</p>	<ul style="list-style-type: none"> -Meeting with parents, student and administration -Restitution -In School suspension -District informed by administration -Possible legal action -Refer to therapy 	<ul style="list-style-type: none"> -Prior responses as applicable -Meeting with Parents/Guardians, Administration, Student, Therapist, and District -Restitution -Out of School Suspension -Possible legal action -Possible Termination Proceedings 	<ul style="list-style-type: none"> -Prior responses as applicable -Termination
<p>Truancy/or Incitement of others for same/Class Cutting</p>	<ul style="list-style-type: none"> -Parent Contact by Administration -Zero grade in each class -in school suspension 	<ul style="list-style-type: none"> -Prior responses as applicable -Parent/District contacted by Administration -3-5 days in-school suspension -Zero Grade in each class 	<ul style="list-style-type: none"> -Prior responses as applicable -possible placement change
<p>Unauthorized Occupancy/Loitering</p>	<ul style="list-style-type: none"> -Verbal direction by staff/administration -Possibly notification of Parents/Guardians -Possible loss of privileges -Advise therapist 	<ul style="list-style-type: none"> -Prior responses as applicable -In school suspension -Meeting with parents, administration and student -District notified by administration; possible legal action (Disorderly Persons Complaint considered) 	<ul style="list-style-type: none"> -Prior responses as applicable - Termination considered

Vandalism/ Willful Damage to Property	-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	-Prior responses as applicable -Legal action; police notified by administration -Meeting with Parents/Guardians, administration, student, District and therapist -In/Out of school suspension per administration	-Prior responses as applicable -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, at any occurrence, which may be either more intensive or less intensive than those actions indicated below.

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.

In accordance with N.J.A.C. 6A:14-2.8(c), if a long term out-of-school suspension is to last for more than ten consecutive school days, or if various short term out-of-school suspensions combined last for more than ten cumulative school days, it shall constitute a “change of placement.” In such circumstances, Sage Day shall provide services to the extent necessary to enable the student to progress appropriately in the general education curriculum and advance appropriately toward achieving the goals set out in the student’s IEP. In addition, Sage Day shall convene an IEP meeting with the sending school district to determine whether revisions to the IEP are necessary.

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.

Termination shall be completed in accordance with the Procedures for Termination of Placement set forth in the Sage Day Policy and Procedures Manual, which reflects the requirements of N.J.A.C. 6A:14-7.7. Before Sage Day may terminate the placement of any student, Sage Day shall provide written notice to the student’s sending school district, which includes the reasons for this action, and participate in an IEP meeting within ten school days.