



Unleashing Potential

**Parent/Student  
Handbook  
2018-2019**

“Body and Soul, I am wonderfully made.” Psalms 139:14

**800 Satellite Blvd, Suwanee, GA 30024**

**Phone 678-318-3588; Fax 770-945-1371**

**[www.sageschool.net](http://www.sageschool.net)**

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Dear Parents,

The Sage School family comprised of teachers, parents, and students will partner together in the education of the whole child. Our goal is to assist our students in reaching their true potential. It is only together that we can meet this goal successfully.

Language instruction forms the core of the education of a Sage School student. At Sage, Orton-Gillingham remediation, simply the best education a student with language learning differences including dyslexia can receive, remains pure and unaltered. Yet it is only one of many facets in a student's education here.

Our classroom teachers, also trained in the Orton-Gillingham Approach, apply its tenets in every facet of their teaching. The instruction is multi-sensory, direct, and explicit. The teachers, with an enormous fund of knowledge and experience, know how best to approach the instruction of each child in the school community.

The faculty of Sage School does not limit their teaching to academics, however. The physical, social, emotional and spiritual growth of each child affects his or her success in our school community and in the world at large.

Though the rules in the handbook pages that follow may sometimes seem overly specific or structured, we know our students well: they thrive in an environment where the rules are explicitly stated, where the boundaries are clearly set, and where discipline is consistent and fair. However, it is important to note that each situation is handled on an individual basis because our students are, indeed, individuals with personalities, backgrounds and learning styles unique to them.

Please familiarize yourself with this handbook and support us in the daily education of your child.

Sincerely,  
*Sherry Cannon*  
Head of School  
Sherry Cannon, M Ed

## **I. Sage Overview**

### *Sage School Mission*

Providing intensive dyslexia remediation utilizing the tenants of Orton-Gillingham with a highly trained faculty in a Christian atmosphere.

### *Sage School Beliefs*

We believe:

- Students with the gift dyslexia have great potential in school and life.
- Sage helps students with a specific language learning difference including dyslexia through a customized program.
- Academic success can best be achieved through immersion in the Orton-Gillingham Approach and other research-based teaching methods.
- Small class size, low student-teacher ratios and multi-sensory instruction create the optimal setting for remediation.
- The School's extensively trained teachers understand dyslexia, believe in their students and will meet their current educational needs.
- Students at Sage develop high self-esteem, become self advocates and view themselves as competent, independent learners.
- Students are best served by an actively engaged and caring, supportive community of parents, teachers, administrators, specialists and classmates.
- The Sage School embraces opportunities to serve the greater community of dyslexic learners.

### *Sage School Founded*

The School was founded in 2009 by Angela Patton to teach children with learning and dyslexia-related differences that cause difficulty with reading and specific language skills.

### *Sage School Purpose*

Using the Orton-Gillingham Approach, the School trains students to overcome individual learning differences.

*Sage School Scripture:* “Body and soul, I am wonderfully made.” Psalms 139:14

*Sage School Organizational Structure:* Sage is a 501c3 educational nonprofit. It is governed by a Board of Directors. The Head of School reports to the School Board.

### **Sage Scripture**

“Body and Soul, I am wonderfully made.” Psalms 139:14

### **Sage Mascot**

The Warriors

## II. Dyslexia Facts and Information

The word dyslexia is derived from the Greek “dys” (meaning poor or inadequate) and “lexis” (words or language). Dyslexia is a learning disability characterized by problems in expressive or receptive oral or written language. Problems may emerge in reading, spelling, writing, speaking, or listening. Dyslexia is not a disease; it has no cure. Dyslexia describes a different kind of mind, often gifted and productive, that learns differently. Dyslexia is not the result of low intelligence. Intelligence is not the problem. An unexpected gap exists between learning aptitude and achievement in school. The problem is not behavioral, psychological, motivational, or social. It is not a problem of vision; people with dyslexia do not “see backwards.” Dyslexia results from differences in the structure and function of the brain. People with dyslexia are unique, each having individual strengths and weaknesses. Many dyslexics are creative and have unusual talent in areas such as art, athletics, architecture, graphics, electronics, mechanics, drama, music, or engineering. Dyslexics often show special talent in areas that require visual, spatial, and motor integration. Their problems in language processing distinguish them as a group. This means that the dyslexic has problems translating language to thought (as in listening or reading) or thought to language (as in writing or speaking).

### What Characteristics Accompany Dyslexia?

Few dyslexics exhibit all the signs of the disorder. Some common signs include the following:

- Lack of awareness of sounds in words, sound order, rhymes, or sequence of syllables
- Difficulty decoding words—single word identification
- Difficulty encoding words—spelling
- Poor sequencing of numbers or of letters in words when read or written (e.g., b-d; sing-sign; left-felt; soiled-solid; 12-21)
- Problems with reading comprehension
- Difficulty expressing thoughts in written form
- Delayed spoken language
- Imprecise or incomplete interpretation of language that is heard
- Difficulty in expressing thoughts orally
- Confusion about directions in space or time (right and left, up and down, early and late, yesterday and tomorrow, months and days)
- Confusion about right or left handedness
- Difficulty with handwriting
- Difficulty in mathematics - often related to sequencing of steps or directionality or the language of mathematics
- Similar problems among relatives

### How can I be more informed?

**READ:** Sage School can suggest books on subjects related to dyslexia. *Basic Facts about Dyslexia: What Everyone Ought to Know* by Angela Wilkins, Alice Garside, and Mary Lee Enfield, Ph.D., is a brief look at the “basics” of dyslexia. This is an excellent initial book for parents and individuals who have just learned that they or their child may have dyslexia. Sally

Shaywitz's *Overcoming Dyslexia* is a must have in addition to *The Dyslexic Advantage* by B & F Eide.

**LEARN:** Additionally, we suggest that parents attend an International Dyslexia Association conference. The Georgia branch of the IDA hosts an annual conference in the area. The national conference is also an excellent source of information. The location varies from year to year. Information will be found in the Sage Page newsletter as it becomes available with regard to local and national conferences. The Academy of Orton-Gillingham Practitioners and Educators (Orton-Gillingham Academy) also hosts an annual conference. The location varies year to year.

Sage School presents several informational evenings during the school year. These events are open to the public. The Dyslexia Simulation provides a glimpse into what reading and writing is like for a dyslexia person. This powerful evening is highly recommended for anyone interested in dyslexia. The other event is a showing of "The Big Picture, Rethinking Dyslexia" by James Redford. In this movie successful leaders reflect on their Dyslexic experiences, as a high school senior must overcome the challenges of Dyslexia to achieve his dream of getting into a competitive college. This will be followed by a panel discussion of dyslexia specialists.

**RESEARCH:** You may visit The International Dyslexia Association's web site: [www.dyslexiaida.org](http://www.dyslexiaida.org) to learn more about dyslexia.

**JOIN:** Join the International Dyslexia Association to receive their quarterly newsletter, "Perspectives," and their journal, *The Annuals of Dyslexia*. Visit their web site [www.interdys.org](http://www.interdys.org) to find out how to become a member.

### **III. Orton-Gillingham History and Information**

#### **Who Were Orton and Gillingham?**

The Orton-Gillingham Approach was named for a neurologist and pathologist, Samuel Torrey Orton (1879-1948) and a psychologist and educator, Anna Gillingham (1878-1963).

**Samuel Torrey Orton** (1879-1948), a neuropsychiatrist and pathologist, was a pioneer in focusing attention on reading failure and related language processing difficulties. He brought together neuroscientific information and principles of remediation. As early as 1925, he had identified the condition of dyslexia as a medical diagnosis requiring an educational treatment.

**Anna Gillingham** (1878-1963), was a gifted educator and psychologist with a superb mastery of the language. Working with Dr. Orton, she trained teachers and compiled and published instructional materials based on Dr. Orton's theories.

#### **What is the O-G Approach?**

The Orton-Gillingham approach is language-based, multisensory, structured, sequential, cumulative, cognitive, and flexible. Its breadth, perspective, and flexibility prompt use of the term "approach" instead of "method."

**Language-based.** The Orton-Gillingham approach is based on a technique of studying and teaching language, understanding the nature of human language, the mechanisms involved in learning, and the language-learning processes in individuals.

**Multisensory.** Orton-Gillingham teaching sessions are action oriented with auditory, visual, and kinesthetic elements reinforcing each other for optimal learning. The student learns spelling simultaneously with reading. In this respect, Orton-Gillingham differs from traditional phonics instruction.

**Structured, Sequential, Cumulative.** The Orton-Gillingham teacher introduces the elements of the language systematically. Students begin by reading and writing sounds in isolation. Then they blend the sounds into syllables and words. Students learn the elements of language, e.g., consonants, vowels, digraphs, blends, and diphthongs in an orderly fashion. They then proceed to advanced structural elements such as syllable types, roots, and affixes. As students learn new material, they continue to review old material to the level of automaticity. The teacher addresses vocabulary, sentence structure, composition, and reading comprehension in a similar structured, sequential, and cumulative manner.

**Cognitive.** Students learn about the history of the English language and study the many generalizations and rules that govern its structure. They also learn how best they can learn and apply the language knowledge necessary for achieving reading and writing competencies.

**Flexible.** At best, Orton-Gillingham teaching is diagnostic-prescriptive in nature. Always the teacher seeks to understand how an individual learns and to devise appropriate teaching strategies.

**Emotionally Sound.** In every lesson, the student experiences a high degree of success and gains confidence as well as skill. Learning becomes a rewarding and happy experience.

Source: The Academy of Orton-Gillingham Practitioners and Educators

### **What is the Academy of Orton-Gillingham Practitioner and Educators?**

The purpose of the Academy is:

- to establish and maintain professional and ethical standards for educators and practitioners of the Orton-Gillingham approach;
- to examine, approve, recognize and certify those individuals who have demonstrated competence as practitioners and instructors of the Orton-Gillingham approach and to accredit institutions where such instruction is offered;
- to insure professional growth of Orton-Gillingham practitioners and instructors by sponsoring continuing education programs;
- to sponsor, promote, and undertake research relevant to Orton-Gillingham instruction;
- to broaden public awareness of the Orton-Gillingham approach

- to broaden public awareness of the nature and educational needs of children and adults with dyslexia.

### **Parent Education Meetings**

Throughout the year, the Head of School, Mrs. Cannon, will host informational sessions to inform and mentor parents through their journey at Sage School. Guest speakers and group discussions make up the meetings so that parents can learn more about dyslexia, educating dyslexic students, and gain insight into what other parents are experiencing.

## **IV. Academic Information**

### **Conferences**

Sage School hosts parent-teacher conferences two times each year in September and May. If you would like to schedule a parent-teacher conference at other times during the school year, we offer conferences most Fridays after dismissal from 12:30-3:00. Please contact your child's teacher to set up a conference.

Impromptu conferences are not permitted.

### **Consultations**

Sage School's staff feels strongly that if a student needs more than we can provide in terms of emotional support, then outside counseling can be of benefit. We also believe it serves the student's best interests to have open communication between the therapist and the school.

Therapists who share the same beliefs and academic philosophy as Sage School are more likely to understand the total picture and offer more constructive support and suggestions.

If your child is currently seeing a therapist, we require the Administration be informed. Be assured confidentiality will be maintained and respected.

### **Grading**

Academic Achievement Grades:

Kindergarten, first grade, enrichment teachers will use progress grades when awarding grades for achievement and effort on report cards according to the following scale:

#### Kindergarten and First Grade

E= Excellent performance, surpasses all expectations

S= Satisfactory performance, meeting class expectations

N= Needs improvement, not consistently meeting class expectations

U= Unsatisfactory, does not meet class expectations

Second- Eight Grade

Grade Weights

A=90-100 Excellent Progress

Homework 25%

B=80-89 Above Average Progress

Assessments (tests, quizzes) 25%

C=74-79 Average Progress

Class Work 35%

D=70-73 Below Average Progress

Projects 15%

U=0-69 Unsatisfactory Progress

**Conduct**

The teacher of each class is also responsible for evaluating the conduct of each student and assigning a conduct and effort grade to each student. Conduct grades will be reported as follows:

E=Excellent

S= Satisfactory

N=Needs improvement

U=Unsatisfactory

**New Family/Parent Night**

If you are a new family, you will not want to miss this parent only meeting. This is an opportunity for parents to meet the teachers and administration to learn expectations, plans for the year, procedures and curriculum choices. This meeting occurs in August and January. All parents are welcome whether it's your first year or fourth year.

**Enrichment classes**

Each week all students will attend classes in art, drama, and STEAM Lab. Students will have recess daily immediately after lunch and at other times indicated on their schedule.

**Homeroom/Bible**

The student's Bible class is also their homeroom class. All students begin their day with Bible.

**Homework**

At Sage, we believe that homework is a valuable learning experience. Homework can accomplish any or all of the following:

- Reinforce academic skills introduced in the classroom

- Communicate the curriculum to parents
- Encourage self discipline in the student
- Assist the student in becoming more self directed
- Provide for different rates and styles of learning

Homework is the student's responsibility. Students need to accept the credit or the consequences of their choice to complete or not complete their homework. The parent's responsibility is not to help with the production of results. It is to see to the provision of time and place for the work to be done, to help with the organization of it, and, under certain circumstances, to read aloud problems or passages when understanding gives trouble.

The child should be able to do the actual work independently. If for some reason your child struggles with a homework assignment, the parent should inform the teacher explaining the situation.

We expect students to make every effort to complete their work. There is a difference between an honest attempt at completing the homework and a total disregard for it.

### **Homework guidelines**

The amount of work and the time it should take is largely determined by the age and grade of the child. Each evening students should spend approximately:

- Kindergarten up to 10 minutes
- First grade up to 10 minutes
- Second grade up to 20 minutes
- Third grade up to 30 minutes
- Fourth grade up to 40 minutes
- Fifth-Sixth grade up to 50 minutes

Time for special projects is in addition to the times listed above.

Sage does not mandate that teacher's assign homework. If no homework is communicated through the newsletter, email, or Agenda (4<sup>th</sup>-6<sup>th</sup> grade only) AND the binder pockets are empty, reading aloud to your child, using an audio book, or free reading times based on the minutes recommended above, is a good idea.

Homework in Kindergarten-Third grade is only graded on completion. Fourth through Sixth grade teachers have the option of grading for accuracy.

### **Hints for Parents**

Parents should:

- Provide an area reasonably free from distraction that includes a work surface and proper lighting.
- Have a consistent homework time set aside every night.
- Remind student when it is time to begin homework and help get him or her situated.
- Leave the student to do their work.

- Check back every 10 minutes and provide assistance if appropriate.

### **When your student says “Mom! I can’t do this” or “I don’t remember”**

- Check your child’s agenda.
- Ask if your child brought notes and textbooks home.
- If he or she can, ask your child to read the question aloud. Sometimes, hearing the words makes more sense than reading them.
- Don’t do the work, but read the question and re-phrase. Maybe he or she doesn’t understand what the question is asking.
- Suggest that your child begin by answering the questions for which he or she knows the answers. This will do two things: first, show an approach to test taking (which will be handy later on) and second, perhaps get “the juices flowing.” Once children answer the questions about what is at the forefront of their memories, they may remember the other bits of information tucked away.
- Praise your child for doing their homework, especially if they attend to it without prompting. Recognizing that they are showing responsibility is a powerful motivator.

### **Consequences for not turning in homework**

If a student does not return homework by the due date, a “No Homework” form will be sent home that must be signed by the parent and returned to the teacher the next day. Automatically, 25% will be deducted from the grade on that assignment.

If the signed “No Homework” form and completed homework are not returned the second day, the student will call a parent and explain why the homework was not completed. Automatically, 50% will be deducted from the grade on that assignment.

On the third day after an assignment was due, if the homework and signed “No Homework” form have not been returned, a 0 will be given as the grade on that assignment.

### **Make Up Work**

Generally, children that are too ill to attend school are too ill to work on assignments at home. When students are not well enough to attend school, we believe it is important they get plenty of rest and concentrate on getting better so they can return to school as quickly as possible. For that reason, students will receive assignments they missed **upon their return to school**. If a student is absent for more than one day, a twenty four hour notice is required for make up work to be prepared by the teacher.

### **Orton-Gillingham Class**

Sage School tutors have extensive training and experience in the Orton-Gillingham approach. Our content teachers have each received training in the Orton-Gillingham approach resulting in a cohesive team. Therefore, as a student moves through their daily class schedule, they experience consistency in the manner in which they are taught.

As a student moves from group to group, year by year, there is a conscious change in our approach to educate your child. Students will see an increase in work quantity and quality demands while progressing from grade to grade.

The O-G class is considered to be one of the most important classes your child attends. Therefore, if at all possible, please schedule doctor appointments for a time of day that will not conflict with your student's tutorial session.

### **Report Cards**

Student report cards will be sent electronically at the end of each quarter, per the calendar. Reports are withheld if the student's tuition or other monies owed are outstanding. Grades and mid-quarter progress reports are available for review online through Renweb.

### **Standardized testing**

The ITBS-Iowa Test of Basic Skills is given each spring. A variety of other assessments (like the GORT, WIST, CRST, GMADE, TOWL and curriculum tests) are given in the classroom to gain insight into each child's abilities and needs, as well as to monitor progress.

### **Use of Outside Tutors**

Please notify Sage School if you engage an outside tutor for your child. It is critical to the development of our students that the tutor's teachings not conflict with Sage School's philosophy or teaching approach.

## **V. Attendance Policy**

### **Philosophy and Policy**

Sage School's Attendance Philosophy:

Perfect attendance is expected because it is necessary for achieving our educational goals. Consider the following: Children with learning difficulties, and especially children who have problems with transition, self-discipline, or anxiety need consistency. We strive for a high rate of attendance. This requires daily reinforcement of skills. Interruption of an established routine results in loss of continuity and momentum, requiring time to reestablish the routine and the student's investment level. We encourage parents and students to make prompt and consistent attendance a priority.

If a child observes a parent's non-commitment to the program, such as facilitating absences for the sake of personal recreational pursuits, the parent is unconsciously sending a message that school is not that important. By encouraging a child to have consistent, punctual attendance at school, teaches important attitudes and work ethics necessary for a successful future.

### **The Ripple Effect of Poor Attendance & Tardiness**

Most parents realize school work is missed when a student is absent. A day missed from school may never really be made up. Most learning is a sequential process beginning with the simple

and building to the complex—from alphabet sounds to reading, from counting to multiplying, from families to countries, or from minnows to molecules. When a student is absent, this sequence is interrupted. Frequent absences cause numerous voids in this continuum of learning. The student who is frequently absent plays catch-up, day after day, until frustration grows and smothers the enthusiasm held on the first day of school.

### **Absences**

Parents may either call the school receptionist and explain the reason for the absence(s) or send a signed note when a student returns to school explaining the specific reason for the absence(s), the date of the absence(s) and a daytime phone number. If the student fails to bring a note or call the receptionist, the absences will be regarded as unexcused until a parent provides a written explanation. In compliance with state law, only those absences due to the following reason are excused.

1. Student illness
2. Serious illness or death in the student's immediate family
3. A court order or an order by an government agency
4. Personal Absences- must be preapproved by the Dean of Students
5. Conditions rendering attendance impossible or hazardous to the health or safely.  
The absence is excused if the public school system in the student's county of residence is closed
6. Religious holidays

Personal absences require pre-approval in order to be considered excused. Personal absences including family travel and extracurricular activities are discouraged but will be considered on an individual basis according to previous attendance records and academic standing. The Associate Head of School must be contacted by email at least one week in advance to obtain pre-approval for an excused absence.

Absences for chronic or extended illnesses (more than three days) will be excused only when verified by a physician's statement.

### **Unexcused Absences**

All absences other than those previously discussed are considered unexcused. The policy for parent notification of absences is as follows:

- Absent without notice for two days: receptionist contacts parents by phone, written note or email.
- Five unexcused absences: an attendance letter will be mailed to parents/guardians where a student accumulates five unexcused absences. Teachers may request a meeting with the parents/guardians. The attendance letter will be filed in the student's permanent record.
- Seven unexcused absences: an attendance letter will be mailed to parents/guardians where a student accumulates seven unexcused absences. The receptionist will notify the

homeroom teacher who will meet with the parents to provide support to improve the student attendance.

- Ten unexcused absences: an attendance letter will be mailed to parents/guardians where a student accumulates ten unexcused absences. A meeting will be set up with the parents/guardians, homeroom teacher and Dean of Students.

### **Make Up Work Policy**

Students will have two school days for every day of excused absence to complete make up work without a penalty. The responsibility for initiating make up work belongs to the parent and student. It is expected that all missed work will be completed. If not completed, the student will be given a 0 for the missing assignment. If a student is absent for four consecutive days, the teacher will modify the amount of work that is required to be completed.

### **Tardy Policy**

If a student arrives after 8:05 (when car line is over) they are considered tardy. Parents must bring their child to the reception desk and sign them in.

### **Check In/ Check out**

If you are aware of the need for an early check out in advance, please send a note to your child's homeroom teacher. The note must include:

- Date
- Student name
- Time of dismissal
- Reason for dismissal
- Name of person coming for student
- Telephone number where the parent or guardian can be reached for verification
- Signature of the parent or guardian

Anyone checking out students must show a government issued photo ID and must be listed on the student's authorized check out /pick up list.

If you call approximately ten minutes before your arrival, we can have your child waiting for you at the reception desk. Students must be signed out at the reception desk. Parents are not permitted to pick up their child directly from class.

In an effort to keep disruptions to a minimum we strongly discourage check outs after 2:15pm Monday through Thursday and 11:15 am on Fridays.

If a child checks out before 11:45 am, they are counted absent for that day. If they check into school after 11:45am, they are also considered absent for that day.

## **VI. Dress Code**

### **Dress Code( Monday- Thursday)**

Student dress at Sage School should reflect pride in themselves and the school. The administration will make the final judgments, interpretations and decisions concerning the dress code.

### **Sage School Colors:**

Classic Navy, Evergreen, Heather Grey, Khaki and Classic Evergreen Plaid.

### **Uniform Policy**

Students must come to school properly dressed and remain in dress code until leaving campus. Students attempting to deviate from the intended code, with additional items, deletions or changes will not be allowed on campus. All clothing worn as part of the dress code must be clean and in good condition (no rips or frayed edges.)

The dress code for girls and boys:

- Pants must not be sagging but should fit at the waist.
- Finished shirts may be worn outside of the pants but cannot be overly long. Shirts with shirttails must be tucked in and a belt worn.
- A Sage Hoodie may be worn during the day as a jacket inside the school. All other jackets must have the Sage logo or be removed while in the building.
- Shoes: For safety reasons, backless shoes commonly known as Crocs, flip-flops, mules, open back shoes, high heeled shoes and sandals are not allowed. Tennis shoes are always a good choice. Shoes can be of any color.
- Caps/hats are not allowed.

The dress code for girls:

- Girls skirts/shorts will be no shorter than three inches above the knee.
- Accessory apparel, including leggings, tights, scarves, undershirts and camisoles must be a color and style that tastefully coordinates with the Sage uniform color scheme.

The dress code for boys:

- Shorts will be no shorter than three inches above the knee.
- Accessory apparel including scarves and undershirts must be a color and style that tastefully coordinates with the Sage uniform color scheme.

### **Appearance Guidelines**

The appearance guidelines for boys and girls:

- Undergarments must not be visible at any time.
- Colognes/perfumes should not be worn.

- Tattoos are not allowed.

The appearance guidelines for girls:

- Age appropriate make up is acceptable.
- No more than two ear piercings per ear is permitted. Earrings may not be located on any part of the ear other than the ear lobe. No other piercings may be visible.

The appearance guidelines for boys:

- Students may not have visibly pierced body parts or earrings.

### **Uniform Information**

Shirts: All must be ordered through the Target Group. Everyone is required to have an Evergreen collared shirt to wear on field trips.

Pants: Girl's/boy's pants may be purchased anywhere; they do not have to be purchased through Land's End or Target Group.

Shorts & skirts/skortis must be ordered through the Target Group.

Jacket/Sweatshirts: All jackets must be a solid Sage color with the Sage school logo.

Spirit wear: All spirit wear must be purchased through The Target Group. This includes Sage School T-shirts, Hoodies, and Sweatshirts.

### **Dress Code(Fridays)**

On Fridays, students have the option to wear their regular uniform or participate in Sage spirit days. Students may wear blue jeans, blue jean shorts, khaki pants/shorts along with a spirit wear shirt, t-shirt or sweatshirt. Only a spirit shirt purchased from the Target Group is acceptable. Shirts purchased last school year from the Target Group are permissible.

Jeans must not have holes. Shorts must be three inches above the knee.

### **Uniform Free/ Dress Down Day**

There may be a day that age rewards students with a "uniform free/dress down" day. A uniform free day allows students to wear any clothing of their choice with the following guidelines considered: no sandals, Crocs, or flip flops, no spaghetti straps or tank tops, no bare midriffs, no pants with revealing holes, no shirts with advertisements or inappropriate wording and shorts/skirts must be fingertip length.

### **Theme Thursday**

In September through May one day a month is designated as Theme Thursday. The Theme is listed on the school calendar. Students are encouraged to wear clothing that reflects the theme. If a child does not want to participate in Theme Thursday, they should wear regular uniform attire. The uniform free clothing guidelines also apply to Theme Thursdays.

## **VII. General Policies and Procedures**

### **Admissions**

Sage offers rolling admissions so we enroll students throughout the school year as long as we have space available.

Sage School does not discriminate on the basis of sex, race, color, creed, religion, or national origin in the administration of its educational policies, admissions policies, scholarship programs, or other school administered programs and activities.

### **Birthdays**

Parents are welcome and encouraged to bring in a special treat on their child's birthday. The treat will be given out the last 10 minutes of lunch. No birthday "parties" will be held during the school day. No party invitations may be distributed at school unless each child receives an invitation. \*\*For the sake of our students who have allergies, please refrain from bringing to school ANY nut products for sharing with the class.

### **Calendar**

The school calendar is posted on the web site. [www.sageschool.net](http://www.sageschool.net)

### **Car Line**

**Morning Drop-Off**-Drop off is in the rear of Sage School from **7:50 a.m. until 8:05 a.m.**

Students are not allowed to enter the school building prior to 7:50 a.m. unless they have signed up for before school care. A staff member will be waiting on the sidewalk to greet students. Do not allow students to leave your car until a staff member is present. Upon exiting the car, students should follow the sidewalk and enter building.

Students must finish their breakfast in the car. They will not be allowed to finish their breakfast in the building. Hot chocolate and coffee are not allowed.

If we are aware of a serious traffic situation affecting several families we will remain outside for a few extra minutes.

### **After 8:05 a.m.**

Parents must sign students in at the reception desk. They cannot be dropped off at the curb.

### **Afternoon Pick-Up**

Dismissal begins at 3:00 p.m. on Monday – Thursday and 12:30 p.m. on Fridays.

### **Drivers please:**

- Do not talk on cell phones when the car line is moving.

- Stay in your car at all times while in the parking lot.
- Do not leave your car unattended.
- Park your car in appropriate parking areas if you wish to exit your car for any reason.
- Hang the car tag from your rear view mirror and leave it until your child is in the car.
- Do not try and carry on extended conversations with the Sage staff member while in car line.

### **Car Pool Courtesy**

Notify your carpool driver if your child's plans have changed for a particular day.

### **Late Fee**

Students who are not picked up by 3:15 p.m.(12:15 on Friday) will go to after school care. The one hour rate of \$10 will be assessed.

### **Non-Designated Student Pick-Up Drivers**

We assume that any person with your child's car tag is authorized by the parent /guardian to pick up the child. If you do not want to give someone your car tag, we will need written permission if your child is to be picked up by someone not on the authorized pick up list. Please state the date of pick up, the person's name, contact information and relationship to the child. Students will only be permitted to leave the school with persons listed on the authorized pick up list, the person indicated in a note you send in, or a person with your child's car tag.

### **Car Pooling Driver Emergency**

In the event of an emergency (the driver cannot be on time), the carpool driver is responsible for contacting both the parents and the school.

### **Change of Contact Information**

If your contact information changes it is the parents responsibility to make the changes in Renweb. Also please inform the receptionist so she can be sure all staff is informed. It is important that our office records contain the correct contact information at all times.

### **Child Abuse**

Sage School is committed to providing the best possible and most appropriate learning experiences for all our children. Occasionally, there are factors in a student's appearance that lead to suspicions of child abuse or neglect. Georgia law requires that all educators and other school employees, including volunteers, report suspected child abuse or neglect to the proper authorities in order that children may be protected from harm and so that the family may be helped.

### **Communication**

We are a community that depends on good communications. We want you to be able to communicate with the school, the administration, the faculty, and with each other as quickly and easily as possible.

We cannot accept verbal messages brought in with a child. Please either email the teacher or send a written note when you need to communicate with the teacher or administration.

We have made every effort to detail Sage School's policies and procedures in this Handbook. If we have not addressed an area of interest, or if we have been unclear in stating our policies, please do not live with your uncertainty. Let us share what we tell our students: "if you are not certain about something, ask someone." Our faculty and staff are here for you. Our Sage Page (digital newsletter), teacher newsletters – "The Monday Message", and calendars also serve to update the Sage School community on school events, happenings and other school news. Please be aware that while we strive to return calls and emails as promptly as possible our faculty and staff have a 24 hour deadline to return all communication.

### **Student Electronic Devices**

In some cases, students may find it necessary to bring their personal technological device on school property. In this case, the following rules apply:

1. The school is not responsible if the device is lost or broken. Parents send their child to school with their technological device at their own risk.
2. Social media apps are not permitted to be used on school grounds.
3. Taking photographs or recording other students is not permitted.

Violation of these rules will result in the student no longer being allowed to bring their device to school.

### **Social Media**

Interaction between Sage families and Sage faculty and staff through social media about a student or school topic is not allowed. Sage requests that parents not to contact faculty and staff about their child or school matter through any other web-based form other than Renweb or Sage School email. Your child's privacy and security are very important to us. Sage has a Facebook, Instagram, and Twitter Account, but the best way to communicate with your child's teacher is phone face to face, phone, or email.

## **Extended Day Program**

**Before School Care:** Before school care begins at 7:15 a.m.

**After School Care:** After Care is offered Monday – Thursday only. It is not offered on Fridays or Early release days.

Students receive a snack provided by Sage School. If you would like to provide your own snack, please feel free to do so. Students are encouraged to do homework during this time. Afterwards, students participate in various games, activities and playground time. The after school teacher does not check homework for accuracy or completion.

After school care may be scheduled in advance by completing the monthly registration form which is sent home at the end of each month. Drop in after school care is also available. No advance notice is required. Simply call the reception desk the day that after care is needed. Parents will be invoiced via email at the end of the month.

## **Field Trips**

Field trips are an integral part of the regular academic program. We encourage students but do not require students to attend field trips. If a student does not wish to attend the field trip, they may remain at school.

Field trips serve not only to reinforce lessons taught in the classroom but, just as importantly, allow many of our students to put their educational experiences into practice. Each field trip presents the student with a different perspective on lessons learned at school. Our teachers are provided with the opportunity to observe student interactions in a more informal setting; learning more about each student ultimately helps the teacher understand the student in the classroom.

The cost of field trips is included in tuition. Depending on the trip, parents may be asked to send in funds for lunch or souvenirs. The teachers will provide details of upcoming field trips as soon as plans are complete. **Parents are expected to participate** throughout the year by volunteering to help **transport and chaperone**. Any changes in drop-off or pick-up times will be communicated to parents as far in advance as possible.

If you have any questions regarding a planned field trip, please contact the teacher planning the trip.

Students are required to have a Sage Evergreen collared shirt to wear on field trips.

### **Holidays**

The holidays of Halloween, Valentine's Day, Thanksgiving and Easter will be celebrated by the students within the school day. At Christmas and the last day of school, parents are invited to join in the celebration. Details will be provided later in the school year.

### **Legal Matters**

In the event that Sage becomes involved in legal matters related to current or former student, the parent/and/or legal guardian must pay all costs incurred by the school which are associated with the litigation.

### **Newsletters**

Our school wide newsletter, the Sage Page, is emailed biweekly. Faculty will also send out newsletters called the "Monday Message" though email about twice a month.

### **Phone Messages- phone number 678-318-3588**

The receptionist answers all calls and routes them to the appropriate party or takes messages. Faculty and staff will return calls as promptly as possible. The school utilizes voicemail during non-business hours.

### **Parent/Teacher/Student Communications**

Sage School encourages direct communication between parents and teachers. Your student's homeroom teacher and the Administration should also be informed of any significant matters involving your child. In consideration of the teaching schedule, we ask that you avoid impromptu conferences and arrange for a mutually agreeable time to meet by placing a call or leaving a message with the office. Although parent/teacher conferences are scheduled during the year, we strongly encourage any parent who has questions to communicate concerns as they arise, rather than wait for a scheduled conference.

Situations may occur at home or outside of school that have the potential to affect a student's concentration or mood. During school, if your child is behaving in a way that is uncharacteristic, we will be better equipped to handle the situation if we are aware of the underlying reasons. Any such information will be considered confidential and should be relayed to the Administration so they may, with parent consultation, decide how and if the school can accommodate.

Please notify the school if your child begins taking or changes medication during the school year.

### **RenWeb**

Sage uses RenWeb School Management Software. Teachers post student grades in Renweb. It also provides a school family directory.

### **Room Representatives**

Each homeroom will need one Room Representative to work with the teacher to coordinate parties and other special events. Room Reps must have good communication, organizational and

delegation skills. Room Reps should not solely host all parties; other parents want to be and should be involved.

Each person will be given an opportunity to volunteer for Room Rep positions at Open House. Should more than one person sign up to be the Room Rep, Administration will make the final decision.

Goals of a Room Representative:

- To work with the teacher, other parents and school administration in coordinating special events
- To divide work and expenses evenly among willing parents
- To foster fellowship among parents

General Duties:

- Attend a Room Rep meeting in August
- Send home a letter introducing yourself and provide contact information to the other families in the class before the end of August.
- Send a reminder to parents who have volunteered for a special event.
- Have school administration proofread all communication to be sent home to parents.
- Organize a Christmas and end of the year gift for teachers and staff.

Please note: Room Reps and party hosts may ask for monetary donations for parties, gifts, etc. but a specific dollar amount cannot be requested.

Room Reps and party hosts are encouraged to request help from all parents in the classroom before soliciting donations.

### **School Photographs**

School pictures will be taken in the fall and spring

### **Special Events**

Sage hosts several special events throughout the school year. For dates and times, please refer to the Parent Calendar and website. While every effort is made to plan accordingly, please note some events dates or times may change. For the most up to date information on events, parents should read the Sage Page.

### **Inclement Weather & School Cancellations**

Sage School does not automatically close or delay school when Gwinnett County does. Sage School will make the decision to close school due to inclement weather based on a variety of factors. The primary factor is the safety of our students, their families and our employees. If school is closed, released early or delayed, parents will be contacted via a Renweb Emergency Alert. This will be in the form of an email and a text message. It is vital that all Renweb parent contact information is kept updated.

Many of our families travel a good distance to reach Sage. Weather conditions at the student's home may be drastically different than in Suwanee. Therefore, an excused absence will be given if the schools in the county where the student lives are closed.

Sage reserves the right to implement "school from home" or "digital learning days" and 2 optional snow days to supplement any days missed due to inclement weather. Time and coursework completed at home will be counted and graded.

### **Lost and Found**

Sage maintains a lost and found box in the lunchroom. Any items that cannot be identified will be placed in it. **Please write your child's name on all jackets, coats and sweatshirts!**

### **Lunch**

Monday- Thursday students must bring a lunch.

Students should have a balanced lunch that includes 1 protein, 1 fruit/vegetable, and 1 grain. Milk and water are the only acceptable drinks for lunch and they must be in a sealed container. All foods should be nutritious. "Luncheables," fruit snacks, dessert cakes, carbonated beverages, candied granola bars, chips and other processed foods are discouraged. Suggestions: Sandwiches, raw vegetables, fresh fruit, pretzels, crackers

Food must be in containers that students can open on their own. No glass containers, please. We suggest an insulated thermos to keep food warm and cold packs to keep food cold.

Students in kindergarten through fourth grade are not permitted to microwave their lunch.

Fifth - sixth grade may use the microwaves as long as they can do this without assistance from an adult. Due to dismissal at 12:30 on Friday, students do not have a lunch time. Parents should send a heavier snack on Fridays.

If a student forgets their lunch, Sage will provide a light lunch of cheese crackers, a fruit cup, animal crackers and water. A \$3 fee is charged if a student forgets their lunch and Sage provides the lunch. First, we will make an effort to call parents when a child forgets their lunch.

Lunch guests: Due to the size of our facility, lunch guests must be preauthorized and arranged with the receptionist.

Please do not bring fast food to your child for lunch.

### **Snacks**

Snacks are eaten in the classroom around 9:30 each day. Healthy snacks are suggested.

Suggestions: Fresh fruit, raw vegetables, pretzels, crackers, cheese etc.

Water is the only acceptable drink for snack and must be in a sealed container.

### **Publication Authorization**

Sage’s advertising and marketing strategy uses a variety of mediums. Video footage and photographs may be taken of students and special events and used on the school web site, in printed materials, or on social media. The child’s full name will never be used. As a part of the Renweb online enrollment, parents have option to decline agreement to the publicity authorization. In this case, the child’s image will not be used for publicity purposes.

### **Recordkeeping/Reports**

Private schools must report their enrollment to the local public school Superintendent where the student resides within 30 days of the first day of school. The report must include the name, age and county of residence.

### **School Office Hours**

Administration            7:30 am-3:30 pm

### **School Hours**

Monday-Thursday        8:05 am-3:00 pm

Friday                      8:05 am-12:30 pm

### **School Transition**

The decision concerning departure from Sage School is always individual and complex due to the specific mission of the school and the individual child. Sage School is designed to be the optimal learning environment for dyslexic children. Sage School encourages students to remain as long as the school provides the best possible learning situation for the child.

Some students leave because they have graduated. Other students leave because they have acquired the skills to succeed in another school setting. Unfortunately, others leave Sage School because our program has not meshed with the philosophical ideas of the family. In rare cases, a student is asked to leave because of social-emotional problems or rules violations.

Whatever the cause, our goal is to transfer a student to an appropriate educational setting as soon as Sage School is no longer the optimal learning environment for the child. Decisions concerning departure from the school are made by the Head of School and faculty. Factors influencing such decisions include academic achievement, social, emotional development, attendance, lack of cooperation from parents and failure to fulfill the financial contract obligations.

Each Sage student will remain a member of the Sage family even after they no longer attend Sage. Former students and families are encouraged to keep in touch.

### **Technology Policy**

Sage recognizes that electronic media, including the internet, provide access to a wide variety of instructional resources in an effort to enhance educational opportunities. Use of electronic resources must be in support of and consistent with the vision and mission of Sage. All users of

electronic media services must maintain strict compliance with all applicable ethical and legal rules and regulations regarding access.

It is important to note that even with filtering software in place, with a global network it is impossible to control or predict all materials a user may accidentally or purposefully discover on an electronic source. Sage will do everything in our power to prevent our students from gaining access to unwanted information. A user will be held accountable for the deliberate misuse of technology. Sage expressly disclaims any obligation to discover all violations of inappropriate internet use.

The following uses of Sage technology and electronic resources are prohibited.

- Any violation of applicable school policy or public law.
- Instant messaging or social networking on school computers.
- Any activity that is immoral or contrary to Sage's moral and ethical standards.
- Any attempt to bypass school filtering software.
- Accessing or transmitting of immoral, disrespectful, obscene, pornographic, profane, lewd, vulgar, rude, defaming, harassing, threatening, disrespectful or otherwise inappropriate images or information or receiving such information from others.
- Any commercial use, product advertisement, display of personal information or promotion of political candidates.
- Any violations of copyright, trade secret or trademark laws.
- Any attempt to damage, disrupt, or interfere with the use of any computer or electronic information resources.
- Any attempt to access information beyond the users authorized access to the electronic information resources.
- Any destruction, defacement, theft or altering of school equipment.
- Any storing of illegal, inappropriate or obscene material on school owned equipment.

Sage makes no warranties of any kind, whether expressed or implied, for the services provided in connection with the use of the internet or computer equipment. Neither Sage nor any supporting internet providers will be responsible for any damages that an internet user suffers. Sage expressly disclaims any liability in connection with the loss of data resulting from delays, failure to deliver, mistaken deliveries, viruses, service interruption or other unforeseen events caused by Sage or the internet service provider. Information obtained by the user is at the user's own risk. Sage expressly denies any responsibility for the accuracy or quality of information obtained through any internet service.

Sage will implement security procedures to internet access to protect against unacceptable use. Computer users are responsible for the security of their files and passwords. Sharing of user names and passwords is not permissible. Any security problems should be reported immediately.

Any violation of Sage policy will result in consequences that may include suspension, expulsion and/or referral to legal authorities. Sage reserves the right to monitor and review any materials on any machine at any time in order for the school to determine any inappropriate use

of computer resources. The Head of School may suspend or terminate computer access for any reason.

If a parent does not want their student to have access to the internet, they must submit a written request to Sage.

### **Visitors**

Any visitor must report to the reception desk to sign in and receive a visitor nametag.

### **Volunteers**

All parents are expected to be active in helping Sage School realize its mission. We know parents today have many commitments outside work and home. Our goal is to provide you with the opportunity to contribute your talents and expertise in a way that will not tax your time. You can help by giving just a few hours. We will attempt to match your interests with an area of need in the school. If you wish to learn how you can help, please contact the school.

The Sage annual fundraisers are the Fun Run, Gala, and Clay Shoot. Sage needs parent volunteers with all types of experience and skills to make these events a success. Committees for soliciting donations, sponsorships, event planning, decorating, acknowledgments, set-up, check-out, and clean-up will be created. Please consider how you can get involved.

### **Website**

This is our primary communication tool. Please check it regularly for announcements, calendar updates, newsletter postings, and to access Renweb for enrollment and re-enrollment, etc. The web address is [www.sageschool.net](http://www.sageschool.net).

### **Yearbooks**

A yearbook will be available for purchase online. Please be aware there are a limited amount of yearbooks and yearbooks must be purchased by the deadline to ensure receipt. A parent volunteer is responsible for creating the yearbook. A sign up sheet will be available at Open House.

## **VIII. Student Health and Medical Policies and Procedures**

### **Health records**

As stated in the Georgia code 1950-51 Op. Attorney General page 47, all students must have the Georgia Department of Human resources (DHR) certificate of immunization (Form 3231) on file. All students must also submit the DHR Certificate of Ear, Eye and Dental examinations (Form 3300). Both forms can be obtained from your child's pediatrician or your local health department. If parents oppose vaccinations on the grounds of religious beliefs, they must sign an immunization waiver. Any missing enrollment documents will result in Sage holding report cards until the documents are received.

## **Is your child too sick for school?**

**We require students to be fever and symptom free for at least 24 hours. Fever free means no fever without the use of fever reducing medicines.**

Children should stay home from school if any of the following symptoms are present 24 hour before the beginning on the school day.

- A fever of over 100 degrees
- At least one event of diarrhea or vomiting
- Frequent cough
- Persistent pain (ear, stomach etc.)
- Widespread rash

**Flu** – please keep the child at home for 48 hours after fever has broken( without the use of fever reducing medication.

**If your child was sent home from school due to illness DO NOT send them to school the next day.**

Common Childhood Illnesses-Some illnesses spread easily at home and at school. Keep in mind that regular hand washing is the single most important thing you can do and teach your child what to do to help prevent the spread of infections.

If your child is diagnosed with strep throat, pink eye, fifth's disease, chicken pox, measles or other highly contagious illnesses, please contact the school immediately. We will inform other families as necessary.

### **Head lice**

Upon returning to school, students will be checked by a staff member before returning to the classroom. The Lice Ladies of Atlanta are experts in this area. We reserve the right to require a statement from the Lice Ladies stating the child is lice free before allowing the child to return to class.

### **Pink eye**

Students can usually return to school 24 hours after the antibiotic drops have been started and if symptoms have improved. Sage will NOT administer eye drops for pink eye.

### **Medical Attention**

In the event of an accident, first aid will be administered by a staff member. In addition to soap and water, the following over the counter topical ointments may be administered: Antibiotic ointment, calamine or Benadryl. If you do not wish for any or all of these medications to be used on your child, please notify Sage in writing.

If a student becomes ill or injured at school or on a school sponsored trip, the staff will make all reasonable attempts to contact the parents. However, if a parent cannot be reached, only those

people listed as emergency contacts will be contacted. By signing the Parent/Student Handbook signature page, parents give their permission for emergency measures deemed appropriate by the school or staff to be administered.

### **Medication Administration**

Sage will administer both prescription and nonprescription medications under certain circumstances as long as the appropriate documentation is on file and Sage medication guidelines are followed. Sage does not have a nurse on staff. School employees will not assume any liability for supervising or assisting in the administration of medication. Neither the school nor its staff can guarantee that any student will take a particular medication correctly.

Sage School students are not permitted to have medication or cough drops of any type in their possession. Sage students are only permitted to take medication at school if it is dispensed by Sage staff pursuant to the parent's or physicians specific written instructions. Pain relievers and other over the counter medications **will not** be provided by the school.

### **Occasional Use Over The Counter Medicines (Tylenol®, Cough Drops, etc.)**

If you wish for these to be available for your child, please send them in **their original childproof container** which is clearly labeled with the student's name and the appropriate dosage for the student. Medications received in anything other than their original childproof container will not be administered. Student should give the medication to their teacher immediately upon entering the school.

### **Prescription Medication**

A Physician's Request is required for **all prescription medication** which will be given during school. **Sage will not administer prescription medicine without a Physician's Request Form on File.**

The medicine (if in tablet/capsule form) is to be placed in a compartmentalized pill container which has been clearly labeled with the student's name, the medication name and dosage. The pill container should be the type which has the days of the week clearly marked. The medication is to be placed in the appropriate day's compartment.

For Epi-Pens and inhalers, the medicine, in the original container, must be given to the school office. Unused medications should be retrieved from the school office at the end of the school year.

If your child experiences a health condition which may require prescription medication as necessary, please have the physician complete the form and under "Time to be administered," and "Anticipated period of use" note "as/when necessary."

The school cannot accept medication which is past the expiration date or prescribed to a family member.

## Medical Forms

Sage requires that all students have a General Medical Form and Parental Permission/Emergency Medical Authorization/Medication Instructions on file. These forms are a part of the Rebweb enrollment packet.

A Physician's Request is required for **all prescription medication** which will be given during school. Sage School takes the process of handling your student's medication very seriously. We only administer prescription medication prescribed by a physician. We will follow the specific instructions that accompany the medication, and we will make arrangements for the administration of medicine. Thus, in order to enable Sage to dispense medication to students and to ensure there is absolutely no misunderstanding regarding the medicine your child has been prescribed to receive during school hours, we require **all** students who receive medication at school to have on file the Physician's Request to Give Medication Form. If your child has been prescribed medication by more than one physician, a form must be completed by each prescribing physician.

Under no circumstances will your child be permitted to receive prescription medicine at school if a form is not on file. In addition to providing the form, parents must keep Sage School informed of all medications that their child is taking. We require this information in the event of an emergency.

## Severe Allergy Policy

Sage will employ the following procedures when a student has a food allergy which requires keeping an Epi-Pen onsite.

- All teachers and staff will be notified of the allergy and epi-pen location.
- The Epi-pen will be kept in the lunchroom in the first aid cabinet. It will be taken on field trips.
- While Sage cannot guarantee a completely nut free facility, the student's teacher will notify other parents in the homeroom of the severe allergy in the case there is a special event, regular snack, etc. The student will have an assigned seat in the classrooms and lunchroom. This area will be labeled with a sign stating, "nut free zone".
- The parent should send in special snacks if the child cannot eat food provided by other parents for birthdays and special events. We will store them for those occasions.

## Weather Conditions

Weather conditions are monitored to ensure the safety of our students during both hot and cold weather. Students will not be allowed outside if the heat index reaches 95 degrees and/or the smog alert is a "Code Red, Purple or Black". Please send a jacket with your child every day during the winter. Even if they do not go outside for very long, they will still need a jacket. Children time outside will be limited if the temperature or wind chill is 42 degrees or lower.

## **IX. Code of Conduct, Honor Code and Discipline**

It is important that all students have a positive and successful learning environment. Please support our efforts by reviewing these expectations with your child to encourage appropriate behavior. All Sage School students need to take their academic studies seriously. Sage is an environment where it is OK for children to get smart and be smart.

### **Student Code of Conduct**

Sage students will:

1. Treat others as I would like to be treated
2. Show respect to Sage teachers and staff
3. Be prepared for class
4. Walk quietly in the hallways
5. Keep our building clean and neat
6. Use good manners during lunch and snack

### **Bullying**

Sage School seeks to provide the best educational setting for all its students and promotes an environment where students are able to learn free from harassment and bullying of any kind.

Sage defines bullying as any intentional written, verbal or physical act, which a reasonable person would perceive as being intended to threaten, harass or intimidate.

### **Bullying Reporting**

Any student who believes he or she is being harassed or bullied, or any student who witnesses an incident of harassment of another student, should report the incident to any teacher, the homeroom teacher, a member of the Administration, or any other trusted adult employed by the school. Any school employee receiving such a report must inform the Associate Head of School.

### **Bullying Investigation**

Any allegation a student has harassed another student will be investigated by the Associate Head of School and such other staff members as he or she shall designate to assist. The Associate Head of School shall be responsible for rendering a report to the Head of School as to the findings of the investigation and for recommending what action, if any, shall be taken.

Any student found guilty of harassment is subject to disciplinary consequences up to and including immediate expulsion. Students who continue to practice harassment despite disciplinary measures and/or counseling will be suspended, expelled, or refused re-enrollment for the following year.

### **The Honor Code**

“Honor is everything.” The Honor Code means telling the truth whenever asked, in any situation at Sage School. The Honor Code also means that students do their own work and have received no help from classmates or others. Finally, The Honor Code means not turning in an assignment

that was taken word-for-word, in part, or completely, from a downloaded computer or other type of resource. All work submitted should be in the student's own words.

### **Honor Code Violations**

The Honor Code stands as the core of Sage School's system of values and morals. We hold honesty to be vital to the development of each child in our care. It is important that each child be accountable for the choices he or she makes. When a student violates the Honor Code, he or she makes a choice that hurts the entire Sage School Community.

After the child openly discusses the infraction in a private setting and understands why the behavior is a concern, he or she writes a description of the incident, why it was wrong, and what will be done if the situation occurs again. This description is typically completed during an in-school suspension. Assistance with writing is provided where needed. The student then privately shares this description with the Head of School. Depending on the severity of the occurrence, additional consequences may be given.

### **Parent Code of Conduct**

A Christian school is made up of people: parents, administrators, teachers and students. As with all people, those associated with a Christian school have the potential for misunderstanding, disagreement, and even wrongdoing. Nevertheless, it is God's will that we live and work together in harmony.

Jesus said, "A new commandment I give to you, that you are my disciples, if you love one another." John 13:34-35.

Because of our human nature we may at times irritate others, resulting in misunderstanding or strong disagreements. In Matthew 18:15-17, Jesus gives His formula for solving person to person problems. It is called "the Matthew 18 Principle".

The following are the words of Jesus: "Moreover if your brother sins against you, go and tell him his fault between you and him alone. If he hears you, you have gained your brother. But if he will not hear, take with you one or two more, that by the mouth of two or three witnesses every word may be established. And if he refuses to hear them, tell it to the church. But if he refuses even to hear the church, let him be to you like a heathen and a tax collector." Matthew 18:15-17. We expect parents to follow the Matthew 18 Principle to resolve conflict in their interactions with other families and school staff. There are several clear principles that Jesus taught in solving people to people problems.

In summary, the Matthew 18 principle requires that individuals talk to each other about problems. If unresolved at the two people level, the matter is prayerfully and in an orderly fashion moved upward in the organizational structure.

There are several clear principles that Jesus taught in solving people to people problems.

One: **Keep the matter confidential.** The very pattern of sharing the problem only with those directly involved establishes the principle of confidentiality. Gossip about faculty, staff, students or families will not be tolerated.

Two: **Keep the circle small.** The first step and usually the only step needed in solving a person to person problem is for one of the two people involved to initiate a face to face dialogue. If a parent has concerns about their child they must talk to the teacher first. The parent may come to the Associate Head of School for suggestions on how to approach the teacher.

Three: **Be straight forward.** Sometimes it is difficult to be straightforward and tell someone the very heart of the matter. But resolution can only come when issues are lovingly yet clearly presented.

Four: **Be forgiving.** This implies that once the matter is resolved we should wholeheartedly forgive the person whose fault has offended us.

### **Discipline Policy**

We believe the function of the discipline system should be educational rather than punitive. Our goal is to help students understand the difficulty troublesome behavior causes, and then help them develop the self-control and strength to choose to avoid similar difficulties in the future.

## **Strategy & Goals**

Under our disciplinary system, the school's goal is to help students learn to evaluate, judge, and monitor their own behavior. For this strategy to be effective, students must come to trust the system and the faculty and to believe in the value of truthfulness. We take care to respond to unacceptable behavior firmly and consistently. We may condemn the behavior, but never the person. We recognize that everyone, adults as well as children, makes mistakes and uses bad judgment more often than we would like. We firmly believe that making a mistake, breaking a rule, or behaving in an unacceptable manner does not mark an individual as a bad person. It simply points to an area where more learning and strength are required.

## **Consequences**

The first step for violation of school rules will be silent lunch. Parents will be notified the day of the rule violation.

Whenever possible, disciplinary responses are designed to increase in a series of gradual steps from mild to severe levels to give students the room they need to make mistakes while they learn and grow.

## **Disciplinary Penalties Continuum**

If rule violations continue on a regular basis a student will move up the penalty continuum as the situation warrants.

1. Conferences between student and teacher and/or Administration, or between parents and teacher and/or Administration.
2. Loss of privileges
3. Short-term, in-house suspensions from class
4. Suspensions from school of varying lengths
5. Dismissal and transfer to another school

## **Causes for Immediate Suspension or Dismissal**

Certain actions are so grave in their effect on the school's environment they may result in immediate suspension or dismissal from the school, thereby circumventing the normal procedure of slowly escalating responses. Such actions include, but are not necessarily limited to, the following:

1. Using or possessing alcoholic beverages or drugs on campus or at a school function off campus or outside of school.
2. Bringing a weapon to school.
3. Threatening or acting to seriously jeopardize the safety of another.
4. Threatening or acting to harm one's self.
5. Destruction of school property.

