

Parent and Student Handbook

2025-2026

SAGE Campus



Be Safe - Be Responsible - Be Respectful

3141 East Cheery Lynn Rd.

Phoenix, AZ 85016

602-955-0355



PARENT AND STUDENT HANDBOOK

School Year 2024-2025

The purpose of this handbook is to inform the students, parents, guardians, teachers, staff, and principals of this school about the shared responsibility in creating and sustaining an environment that enhances student achievement.

Please read these guidelines and expectations to thoroughly understand the details. Adhering to the guidelines, we can work together to ensure this school becomes a safe and supportive environment for the students, parents, teachers, and staff.



Table of Contents

Career Success Schools	6
Welcome to Career Success Schools – Sage Campus!	7
Career Success Mission Statements	8
CSS Mission	8
CSS Vision	8
Core Values	8
General School Information	9
Letter from the Principal	10
Career Success Schools Organization	11
2025-2026 District Student Calendar	12
SECTION A: Student and Parent Rights and Responsibilities	13
What are the guidelines and why are they needed?	13
When do these guidelines apply?	13
2025-2026 SCHOOL-PARENT COMPACT	14
Students Have a Right To:	14
Students Have a Responsibility To:	15
Parents and Guardians Have a Right To:	16
Parents and Guardians Have a Responsibility to:	17
Administrators Will:	17
Section B: General Information	18
Office Hours	18
Attendance & Routines	18
Absences	18
Breakfast and Lunch	18
Birthdays	18
Snacks	19
Personal Possessions	19
Lost and Found	19
Visitors on Campus	19
1. Classroom Visits	19
2. Volunteering on Campus	20
Telephones and Cell Phone Policy	20
Homework Policy	20
Homework Guidelines by Grade Level	21
1. Reading Expectations (K–8)	21
2. Family Role in Homework	21
3. Weekend & Holiday Homework	21



4. Late Work & Support	21
Parent Communication Policy	22
1. Parent-Teacher Communication	22
2. Parent Notifications	22
3. Communication with Administration	23
4. Digital Communication	23
5. Parent Involvement and Feedback	24
6. Messages to Students	24
Arrival, Tardiness, Dismissal, and Early Departure Procedures	24
1. Arrival	24
2. Late Arrivals	24
3. Dismissal	24
4. Early Departures	25
5. Parking Lot Procedures	25
DAILY SCHEDULE	26
Health Services	28
Medication Policy	28
1. Medication Requirements	28
2. Student Possession	28
3. Consent & Documentation	28
4. Refills & Transportation	28
5. Emergency Forms	28
Communicable Diseases	29
Uniform Guidelines	30
Student Dress Code	30
Core Uniform	30
1. General Appearance (All Students)	31
2. Grooming Standards	31
Section C: EDUCATION BASICS	32
Conduct and Character at Sage	32
Standards of Conduct & Code of Behavior	32
Friendliness, Order, and Formality	32
The Art of Good Manners	33
Additional Guidelines	33
Sage Expectations	34
Discipline Policies	34
Responding to Misconduct	34
Student Conduct Code	35
Teacher and Administrator Roles	36



Our Commitment	36
Code of Conduct Matrix	36
Restorative Practices and Agreements	39
What are Restorative Practices?	39
What are Restorative Agreements?	40
When are restorative practices and agreements used?	40
What happens when a restorative agreement is broken?	40
Restorative Agreement	41
Equal Educational Opportunities & Anti-Harassment Policy	42
Reporting and Investigation Procedures	42
Title IX: Sex-Based Discrimination & Harassment	42
Title IX Coordinator Contact Information	43
Technology Use and Internet Safety Policy	44
Student Responsibilities	44
Monitoring and Privacy	44
Technology Use Rules	44
Our Commitment to Digital Safety	45
Parent/Student Handbook & Title One Compact Acknowledgement Form	46



Career Success Schools

Tech High School

3816 N. 27th Avenue

Phoenix, Arizona 85017

Phone: 602-285-5525

Fax: 602-285-0026

Office Hours: 8:00 a.m.– 4:00 p.m.

Robert L. Duffy High School

2550 E. Jefferson Street

Phoenix, Arizona 85034

Phone: 602-393-4200

Fax: 602-393-4205

Office Hours: 8:00 a.m.– 4:00 p.m.

STEM Academy (7-12)

8503 N. 27th Ave

Phoenix, Arizona 85051

Phone: 602-687-8282

Fax: 602-687-8283

Office Hours: 8:00 a.m.– 4:00 p.m.

Sage Campus (Pre-K-8th grades)

3141 E. Cheery Lynn Rd

Phoenix, Arizona 85016

Phone: 602-955-0355

Fax: 602-955-4805

Office Hours: 7:30 a.m.-3:30 p.m



Welcome to Career Success Schools – Sage Campus!

We are a K-8 charter school dedicated to helping you grow into a confident, capable learner ready for success in middle school, high school, and beyond.

At Sage, we:

- Provide the academic foundation and support needed to help you meet the expectations for promotion at every grade level.
- Teach essential skills that will prepare you for lifelong learning and future career opportunities.

It is important that you understand why you're here and the role you play in your learning journey. We expect you to work hard, stay focused, and take pride in your progress—because your success matters to all of us.

You are responsible for your education, and we are here to guide and support you. That means:

- A strong, up-to-date curriculum
- Caring, committed teachers
- Engaging, student-centered learning
- A safe and welcoming school environment

At Career Success Schools, we offer a unique, high-quality education designed just for you. As a charter school, families choose us—and we are honored you've chosen Sage. Now it's your turn to make the most of every opportunity.

We're proud to partner with you on your path to success.

Thank you for being part of the Career Success family!



Career Success Mission Statements

CSS Mission

Our mission is to create innovative pathways leading to meaningful success through personal relationships and customized instruction. We are committed to the relentless pursuit of preparing every student for college/career and life.

CSS Vision

Empowering students with the skills to succeed in life through meaningful connections and relevant learning

Core Values

- Commitment
- Continuous Learners
- Accountability
- Collaboration
- Innovation



General School Information

Career Success Schools – Sage Campus is a public charter school serving students in **Pre-K through 8th grade**. Our instructional approach is focused on **skill-building, hands-on learning, and academic mastery**, aligned to the **Arizona Academic Standards** and designed to support students' growth at every stage of development.

We place a strong emphasis on **reading, writing, and mathematics**, while also incorporating **science, social studies, the arts, physical education, and technology** to provide a well-rounded education. In addition to core academics, students participate in learning experiences that promote **critical thinking, collaboration, problem-solving, and communication**.

Our curriculum is developmentally appropriate for each grade level and supports:

- Mastery of foundational skills
- Preparation for successful promotion to the next grade
- Readiness for high school and long-term academic growth

Instruction is delivered through a combination of **whole-group, small-group, and individualized learning**. Students are encouraged to take an active role in their learning and to develop personal responsibility, curiosity, and a positive mindset.

Each school day is structured to maximize learning time while balancing academics with recess, enrichment, and social-emotional development. A low student-to-teacher ratio allows for **personalized instruction** and the building of strong relationships between teachers and students.

At Sage Campus, we are committed to **nurturing confident, capable learners** who are prepared not just for school—but for life.



Letter from the Principal

Dear Sage Families,

It is my great pleasure to welcome you to the 2025–2026 school year at Sage Campus! I am honored to serve as your principal and excited to continue our shared journey in education.

With over 21 years in education as both a classroom teacher and administrator, I bring a deep commitment to student growth and achievement. I began my career teaching in the Cartwright Elementary School District, where I spent 7 years as an elementary teacher. I then transitioned to Summit High School, teaching mathematics for another 7 years. I moved on to be an administrator for 6 1/2 years at Arizona Cultural Academy before transitioning to Sage last January. I hold a Bachelor's degree in Elementary Education, a Master's in Teacher Leadership, and a Ph.D. in Curriculum and Instruction.

Through every step of my journey, I have held firmly to one belief: **every student can succeed**. At Sage Campus, our goal is to create a learning environment that nurtures this belief by fostering **positive, structured classrooms with high academic expectations**, while also supporting the **social and emotional needs** of every student.

Our first day of school is **Monday, August 4, 2025**. School begins promptly at **8:00 a.m.** and ends at **3:00 p.m., Monday through Thursday**, and **8:00 a.m. to 12:00 noon on Fridays**. **Breakfast is served starting at 7:30 a.m.** each morning. Please help us start strong by ensuring your child is present from the very first day—**attendance is especially important** at the beginning of the school year when we introduce school expectations, routines, and build community.

To encourage excellent attendance, we'll be hosting **special raffles and prizes** during the first few weeks of school. We're excited to celebrate students who show up ready to learn!

I look forward to working with each of you to make this school year a successful and rewarding one for your child. Please don't hesitate to reach out—I welcome your questions, feedback, and partnership.

With great anticipation,

Dr. Christine McGee
Principal, Sage Campus
cmcgee@csschools.com
602-955-0355

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Career Success Schools Organization

Governing Board Members 2025-2026

Board President

Charter Rep/CEO/Business & Operations – Career Success Schools

Kevin Zirk

Board Secretary

Financial Planner – Broker Primerica

Dr. Daniela Bulmi

Board Member

Educational Director – Accord Healthcare Institute

Ditza Ben Shalom-Pillow

Board Member

FA Director – SMART

Jeffrey S. Olson

Board Member

Managing Member – Shefrin, Olson & Olive

District Administration

Dr. Edith Garcia-Macklin- Superintendent/Charter Representative, Rosemary Boeing- Comptroller



2025-2026 District Student Calendar



SECTION A: Student and Parent Rights and Responsibilities

What are the guidelines and why are they needed?

Career Success Schools are dedicated to partnering with students and parents to provide an environment that is safe, supportive, and conducive to learning. To help promote and maintain this environment, we offer the following guidelines and clarifiers:

- Students and parents have specific rights and responsibilities
- Administrators have the responsibility to address conduct that violates student and parent rights and responsibilities
- Teachers and administrators will provide guidance and instruction to help students resolve discipline problems in a manner that supports student personal, social, and educational development
- Everyone will strive to ensure consistent application of disciplinary action
- The school assures the rights of students and parents if disciplinary action is taken

Disciplinary consequences will be non-discriminatory, fair, age-appropriate, and correspond to the severity of the student's misbehavior. We strive to avoid removing students from classes and activities whenever possible.

All district personnel selecting discipline measures for students will be aware of student disabilities defined under both Section 504 and IDEA. The specific procedures that must be followed for students who are considered disabled under these laws will be addressed, including determining whether the misbehavior is a manifestation of the student's disability.

When do these guidelines apply?

- During regular school hours
- While being transported on a school bus or other School sanctioned transportation
- At times and places where the principal or other school official or employee has jurisdiction over students (e.g., field trips, dances, school sporting events)
- When students are going to and from school (i.e. portal to portal)
- During other school-related activities

Additionally, the principal is authorized to begin disciplinary action when a student's misconduct on or off campus has a detrimental effect on other students or the orderly educational process. For example, if the violation is directly connected to a prior violation on campus, or is likely to produce such violations, the principal may act immediately.



2025-2026 SCHOOL-PARENT COMPACT

Career Success Schools believes that education is a collaborative involving the School, the student, and parents/guardians. In support of this collaboration, we realize that each party has rights and responsibilities. This section identifies these rights and responsibilities as a set of general guidelines. These lists are meant as guidelines, not to be considered comprehensive or all-inclusive. Career Success Schools, the parents of the students (enrolled in classes, participating in activities, using services, and involved with programs funded by Title I, Part A of the Elementary and Secondary Education Act (ESEA), enrolled students, and the entirety of school staffs agree that this compact outlines how each party will share the responsibility for improving student academic achievement and develop how the school and parents will build partnerships to help the students achieve Arizona's education standards.

Students Have a Right To:

1. Learn in a safe, clean, orderly, and emotionally positive climate— one that is unbiased, nonjudgmental, and free from prejudice, discrimination, verbal or physical threats and abuse
2. Receive high-quality instruction that is comprehensible and appropriate to their level of academic and linguistic development
3. Be expected to achieve high levels
4. Be taught in ways that are responsive to student's individual needs
5. Receive appropriate accommodations and modifications to class and school environments and curriculums to meet individual needs (after the approved supporting documentation has been completed)
6. Express their ideas and perspectives on issues and topics relevant to their education, including school policies and procedures
7. Participate in school-sponsored student activities, including extracurricular activities
8. Be treated with respect and as a unique individual with differing needs, learning styles, and abilities in a manner that encourages and enhances self-esteem
9. Be treated fairly and equitably by teachers and administrators
10. Have school rules and disciplinary actions enforced in a fair, consistent, reasonable, equitable, and non-discriminatory (e.g., age, disability, sexual orientation, and gender, the status of a parent, religion, national origin, ethnicity, race, color, pregnancy) manner
11. Request an interpreter or translator at any step of a disciplinary process
12. Be free from retaliation and fear of retribution from all members of this compact
13. Work with teachers and administrators who will follow all district policies related to known allegations of discrimination, harassment, hazing, bullying, and incidents that require mandatory reporting to government agencies

14. Be treated in a manner that is respectful of and responsive to their cultural traditions
15. Access to instructional materials for supplementary and recreational use, including materials that may be available in other languages
16. Access to non-instructional interpretation services when communicating with the School, and in some cases, to translated copies of certain school forms and documents
17. Receive a copy of this handbook
18. Have access to quality learning resources, including learning technology
19. Have access to their formal student records
20. Have access to school assignments/homework while serving a disciplinary suspension for the duration of the suspension and have options for alternative instructional opportunities for any remaining suspensions

Students Have a Responsibility To:

1. Respect the rights, feelings, and property of fellow students, parents, school staff, visitors, guests, and school neighbors
2. Conduct themselves appropriately and respectfully while on school grounds, school buses, at bus stops, at any school-related activity, and in the classroom, so as not to interfere with the rights of another student to learn and to contribute to a safe and orderly environment that is conducive to learning
3. Participate fully in the classroom, curriculum, and learning process during the entire class period
4. Make positive contributions to an environment that allows fellow students to have equal access to educational opportunities
5. Make positive contributions to an environment that allows fellow students to be free from discrimination, harassment, hazing, and bullying
6. Attend school daily according to the school district-adopted calendar; arrive on time, bring appropriate materials, and be prepared to participate in class and complete assignments
7. Makeupwork resulting from an absence
8. Strive for academic growth and achieve their personal best
9. Display behavior that does not compromise the safety of other students and/or staff
10. Immediately report discrimination, harassment, hazing, bullying, and other criminal activities to a teacher or school administration
11. Follow discipline-adopted guidelines

12. Protect and take care of the school's property
13. Abide by the school policies and regulations
14. Assist staff in running a safe school, and in helping maintain the safety and cleanliness of the school environment

Parents and Guardians Have a Right To:

1. Know whether the student's teacher
 - A. Has met State qualification and licensing criteria for the grade levels and subject areas in which the teacher provides instruction
 - B. Is teaching under emergency or another provisional status through which State qualification or licensing criteria have been waived
 - C. Is teaching in the field of discipline of the certification of the teacher
2. Know whether the child is provided services by paraprofessionals and, if so, the paraprofessional's qualifications.
3. To request any of the information listed above in this subsection from a school's front office
4. Receive official reports at the end of each block, and when requested, of the student's academic progress, attendance, and behavior
5. Conference with teachers, counselors, and the administration
6. Receive explanations from teachers about their student's grades and disciplinary procedures
7. Access and review school records about their student
8. Receive a copy of this handbook
9. Receive an oral and a written notification anytime a student receives in-school suspension or is sent home for any safety or disciplinary reasons (including suspensions)
10. Request an interpreter or translator at any step of the disciplinary process
11. Request a review of all disciplinary actions relating to their student
12. Non-instructional (not related to academic instruction) interpretation services when communicating with the School, and in some cases, to translated copies of certain school forms and documents
13. Direct their student's education, upbringing, and moral or religious training
14. Make health care decisions for their minor child
15. Be notified promptly if an employee of this state, any political subdivision of this state, any other governmental entity or any other institution suspects that a criminal offense has been



committed against the minor child by someone other than a parent unless the incident has first been reported to law enforcement and notification of the parent would impede law enforcement or child protective services investigations

16. Appropriately express their ideas and perspectives on issues and topics relevant to their child's education, including school policies and procedures
17. Be treated in a respectful manner
18. Privacy (See "Notification of Privacy Rights of Parents and Students on page 30)
19. To have opportunities to volunteer and participate in their child's class and to observe classroom activities. (Parents/guardians must schedule with the teacher and the principal to attend classroom activities. All visitors must check with the front desk at the start of each visit)

Parents and Guardians Have a Responsibility to:

1. Communicate and collaborate with teachers to support student achievement
2. Attempt to participate and be active at their student's school
3. Be partners with school staff by sharing appropriate ideas for improving student learning
4. Be partners with school staff by helping to prevent and resolve student discipline problems
5. Assume responsibility for the student's timely regular attendance
6. Promptly provide the School with explanations for student absences or tardiness
7. Ensure student compliance with school and district policies and regulations
8. Reinforce the importance of students' adherence to values and behaviors described in the parent and student handbook

Administrators Will:

1. Model appropriate behavior and expect appropriate behavior from students and teachers
2. Hold students and teachers accountable for student learning
3. Expect parents/guardians to be collaborative partners regarding student achievement
4. Communicate positive core values and behavioral expectations,
5. Explain this handbook in an age-appropriate manner
6. Make decisions regarding students and staff for safety reasons
7. Discipline students under guidelines



Section B: General Information

Office Hours

The school office is open from **7:30 a.m. to 3:30 p.m., Monday through Thursday**, and from **7:30 a.m. to 3:00 p.m. on Fridays** during regular school days. The office remains open during most school breaks but will be **closed on all national holidays**.

Attendance & Routines

At Sage Elementary School, we prioritize **attendance and punctuality** as essential life skills and critical components of academic success. Please ensure your child **arrives by 8:00 a.m.** daily, as instructional time begins promptly. Late arrivals can cause students to miss important instruction and disrupt the learning environment.

While we understand that illness and emergencies do arise, we encourage families to schedule appointments, vacations, and other activities **outside of school hours**. The Arizona State Board of Education and Sage Elementary recognize **consistent attendance** as vital for student progress and learning.

A copy of the school calendar is included in this handbook to help with planning. Let's work together to make school attendance a top priority!

Absences

If you know in advance that your child will be absent, please notify both the office and your child's teacher **in writing** as early as possible. This allows teachers to plan accordingly and help your child stay on track.

In cases of illness, please call the front office by **7:45 a.m.** to report the absence. You may leave a message on the school's voicemail if calling before hours. A written note must accompany your child upon return. If an illness lasts longer than **three days**, a **doctor's note may be required**.

Breakfast and Lunch

We are proud to participate in the **Community Eligibility Provision (CEP)**, which means **breakfast and lunch are provided free of charge** to all students for the **2025–2026 school year**. Meals are provided by **L & M Catering**, including on early release days. Please refer to the monthly school newsletter for updates and menus.

Birthdays

We love to celebrate our students, and **birthdays are special occasions!** However, in order to protect feelings and promote inclusivity, we ask that **party invitations not be distributed at school**, unless the entire class is invited.

Outside events should not be discussed at school to avoid making any student feel left out. In-class



celebrations are allowed but should be **simple, warmhearted, and brief**. Teachers will communicate specific classroom expectations around birthday celebrations.

Snacks

Some classrooms may allow snacks during designated times. Your child's teacher will communicate classroom-specific snack guidelines.

Personal Possessions

To keep our school environment safe and distraction-free, **students should not bring** the following items to campus:

- Gum or candy
- Toys or games of any kind
- Electronic devices (e.g., cell phones, tablets, smartwatches, music players)
- Expensive jewelry or collectibles

Any unauthorized electronic device used between **8:00 a.m. and 3:00 p.m.** will be **confiscated** and must be **picked up by a parent or guardian**. Money should only be brought for school-related fees, field trips, or fundraisers and will be collected by teachers. The school is **not responsible for lost or stolen personal items**.

Lost and Found

To help return misplaced items, we encourage you to **label all personal belongings**, including uniforms, jackets, and lunchboxes, with your child's full name using permanent marker. Lost items will be stored in the school's Lost and Found. **Unclaimed items will be donated** to those in need at the end of each quarter.

Visitors on Campus

To protect the safety of our students, **all visitors must check in at the front office** upon arrival—whether you're dropping off an item, visiting a classroom, or picking up a student early. Unauthorized visitors may be subject to trespassing enforcement.

When attending daytime events or assemblies, please sign in and **refrain from calling your child to you** or disrupting classroom routines. For **after-school activities**, parents do not need to sign in, but some events may require signing a roster for grant or PTSO purposes.

1. Classroom Visits

- A. We welcome and value parent engagement! Families are invited to observe classroom instruction by scheduling visits **at least 24 hours in advance** with the classroom teacher.
- B. To ensure minimal disruption, classroom visits may be scheduled **Tuesday through**



Thursday, excluding the **first and last four weeks of school**. We kindly ask that parents not call children out of routine or interrupt instruction during visits.

2. Volunteering on Campus

- A. Parent and guardian volunteers are a vital part of our school community. If you wish to volunteer on campus, please schedule a meeting with the principal to review volunteer procedures and any accommodations needed.
- B. Volunteers giving more than **5 hours per month** are required to obtain an **Arizona Fingerprint Clearance Card**, in compliance with state safety regulations.

Telephones and Cell Phone Policy

Students may only use the school phone in **emergency situations** and **with direct permission from a teacher or staff member**. Personal arrangements, such as going home with a friend, should be made **prior to the start of the school day** and are not considered emergencies.

Due to limited staff availability, **non-emergency messages will not be delivered to students during instructional hours**.

Sage Elementary is a no cell phone campus.

- **Students are not permitted to bring or possess cell phones** during the school day.
- This includes having phones in backpacks, pockets, or lockers.
- If a student brings a cell phone to school, it must be turned in to the front office upon arrival and may be picked up at dismissal.
- Unauthorized use or possession of a phone during school hours will result in the phone being **confiscated and held for parent pick-up**.

Thank you for helping us maintain a focused, respectful, and distraction-free learning environment for all students.

Homework Policy

At Sage Campus, we believe homework should reinforce learning, foster responsibility, and strengthen the home-school connection. Homework is designed to be meaningful, manageable, and developmentally appropriate, supporting each child's academic and personal growth.

Homework Guidelines by Grade Level

Grade Level	Time Guidelines (Mon–Thu)	Focus Areas
K–2	10–20 minutes	Reading (daily), sight words, math fluency, family projects
3–5	30–45 minutes	Reading, math practice, writing, vocabulary
6–8	60–90 minutes	Reading, content-area assignments, writing, project-based learning

Note: Time ranges reflect total homework across all subjects, not per class.

1. Reading Expectations (K–8)

A. All students are encouraged to read (or be read to) at home **every night**. Daily reading builds fluency, comprehension, and a love of books. Suggested reading times:

- **K–2:** 10–15 minutes
- **3–5:** 20–30 minutes
- **6–8:** 30+ minutes (independent reading or assigned texts)

2. Family Role in Homework

- A. Encourage a routine and quiet space for completing work.
- B. Support independence—avoid completing work for your child.
- C. Communicate with teachers if homework becomes overly difficult or time-consuming.

3. Weekend & Holiday Homework

- A. Sage Elementary encourages minimal homework over weekends or school breaks, with the exception of:
 - **Long-term projects** (provided with extended timelines)
 - **Optional enrichment activities** (family reading, choice boards, STEM challenges)

4. Late Work & Support

- A. Grace periods and reteaching opportunities will be provided, especially in younger grades.

- B. Homework is one measure of learning and will not disproportionately affect grades.
- C. Teachers will offer support during school hours (lunch/recess help, after-school tutoring where available).

Parent Communication Policy

At Sage Campus, we believe that strong communication between parents, guardians, and the school staff is essential to ensure student success and to foster a positive school community.

1. Parent-Teacher Communication

A. Conferences and Meetings

- **Scheduled Parent-Teacher Conferences:** These conferences will be scheduled twice a year (fall and spring) for all K-8 students. Teachers will send home reminders with specific dates and times for conferences.
- **Requesting Additional Conferences:** Parents may request a meeting with teachers or administration at any time throughout the year.
- **Communication Channels:** Parents can contact teachers via email, phone, or through the school's online communication platform. Teachers will respond within 48 hours on weekdays.

B. Regular Updates

- Teachers will send home newsletters or updates via email about classroom activities, upcoming events, and important reminders.
- **Classroom Apps:** Some teachers may use communication platforms like ClassDojo or Remind to provide real-time updates, announcements, and reminders.

2. Parent Notifications

A. Emergency Notifications

- In the event of an emergency, parents will receive a notification via phone call, text, and email through the school's emergency alert system.
- Parents are encouraged to ensure that the school has up-to-date contact information.

B. School-wide Notifications

- The school will send out monthly newsletters via email, with information about school events, academic milestones, and community opportunities.

- If there are any school closures, early releases, or delays, parents will be notified through automated phone calls, texts, and emails. Updates will also be posted on the school website and social media channels.

C. Report Cards and Academic Progress

- **Report Cards:** Parents will receive report cards electronically or in hard copy at the end of each quarter.
- **Progress Reports:** Teachers will send progress reports every 4.5 weeks to keep parents informed about student performance.

3. Communication with Administration

A. Parent Concerns

- If a parent has a concern or issue, they are encouraged to first reach out directly to the teacher or staff member involved.
- If the concern is not resolved or requires further attention, parents may contact the school principal.
- Parents should expect a response within 48 hours for non-urgent matters.

B. School Events & Updates

- The school will notify parents of important events, changes, or updates through the school's website, email list, and social media accounts.
- Parents can sign up for email notifications to receive school-wide updates.

4. Digital Communication

A. School Website

- The school website will be the primary location for important information, such as event calendars, newsletters, and announcements.
- Parents and staff are encouraged to check the website regularly for updates.

B. Social Media

- The school maintains an active presence on social media platforms (e.g., Facebook, Twitter, Instagram) to share school news and highlights.
- Parents and staff should follow the official Sage Elementary School accounts for the latest updates.

C. Online Learning Platforms

- In the event of remote learning or for ongoing educational support, the school may use platforms such as Google Classroom, Zoom, or Seesaw. Parents will receive instructions on how to access these platforms, as needed.

5. Parent Involvement and Feedback

A. Parent Feedback

- Parents will have the opportunity to provide feedback through surveys sent out throughout the school year.
- Feedback can also be shared directly with teachers or administration at any time.

6. Messages to Students

- A. If you need to communicate any changes to your child's **after-school transportation**, please call the office **before 2:00 p.m.** This helps us ensure the message is delivered in a timely and organized manner.
- B. Lunches, water bottles, and other items should be brought to the **front office**, not the classroom. Office staff will make sure your child receives them.

Arrival, Tardiness, Dismissal, and Early Departure Procedures

1. Arrival

- A. Students may begin arriving on campus any time after **7:30 a.m.**, when campus doors open and **breakfast is served**. To ensure a calm and focused start to the school day, we ask that all students arrive **no later than 7:55 a.m.**, giving them time to settle in before instruction begins promptly at **8:00 a.m.** Arriving late disrupts the learning environment and sets a negative tone for the day—not just for the student, but for the entire class.

2. Late Arrivals

- A. Any student arriving after **8:00 a.m.** must report to the front office to receive a tardy slip before proceeding to class. Students arriving after **8:30 a.m.** must be signed in by a parent or guardian. For the safety and success of all students, we ask that families make every effort to ensure on-time arrival.
- B. Repeated tardies are taken seriously. After a student accumulates three tardies, a meeting with the principal may be scheduled to discuss the impact of lateness and determine appropriate next steps, which may include disciplinary consequences.

3. Dismissal

- A. Timely pick-up is essential. Students are eager to reunite with their families at the end of the day, and delays can cause them distress. We ask that parents arrive between **5 and 10**



minutes prior to dismissal time to allow for a smooth transition.

- **Dismissal times:**

- **Monday–Thursday:** 3:00 p.m.
- **Friday:** 12:00 p.m.
- All students should leave campus by **3:30 p.m.**, unless they are participating in an authorized after-school program.

B. Please note: **Teachers are on active duty during dismissal and cannot conference with parents at that time.** Your cooperation in allowing them to focus on student safety is greatly appreciated.

4. Early Departures

A. We kindly request that all **doctor's appointments and personal commitments be scheduled outside of school hours whenever possible.** Instructional time is valuable, and early departures disrupt student learning.

B. If your child must be picked up early, please notify the teacher and school office **in writing** in advance.

- Students being dismissed early must be signed out in the front office.
- No student will be released to anyone other than a parent or guardian without **written consent** on file.
- **Photo identification** is required for anyone picking up a child.

C. To protect instructional time and ensure student safety, early dismissals are **not permitted** after 2:30 p.m., **except** in the case of emergencies.

5. Parking Lot Procedures

A. To maintain safety and traffic flow:

- Enter on the west side of the parking lot
- Exit on the east side
- Follow all directional arrows
- Do not park in drop-off/pick-up lanes
- Use only marked parking spaces
- Drive slowly and cautiously at all times



DAILY SCHEDULE

Monday -Thursday

Time	Period	Description of Activity
7:30	School Opens	<ul style="list-style-type: none"> School opens for students
7:30-8:00	Breakfast	<ul style="list-style-type: none"> Breakfast served in the Multi Purpose room
8:00-8:20	Homeroom	<ul style="list-style-type: none"> Morning Announcements/ Attendance
8:20-9:05	Period 1	<ul style="list-style-type: none"> Classroom instruction
9:05-9:50	Period 2	<ul style="list-style-type: none"> Classroom instruction
9:50-10:35	Period 3	<ul style="list-style-type: none"> Classroom instruction Students arriving after this period will be counted for ½ day
10:35-11:20	Period 4	<ul style="list-style-type: none"> Elementary Lunch/ Middle School Classroom Instruction
11:20-12:05	Period 5	<ul style="list-style-type: none"> Middle School Lunch/ Elementary Classroom instruction
12:05-12:50	Period 6	<ul style="list-style-type: none"> Classroom instruction
12:50-1:35	Period 7	<ul style="list-style-type: none"> Classroom instruction Students leaving after this period will be counted for ½ day
1:35-2:20	Period 8	<ul style="list-style-type: none"> Classroom instruction
2:20-3:00	Intervention	<ul style="list-style-type: none"> Schoolwide intervention period
3:00	Dismissal	<ul style="list-style-type: none"> Bus departs @ 3:05
3:30	School Closes	<ul style="list-style-type: none"> Office closes
3:30-5:30	After Care	<ul style="list-style-type: none"> Student clubs, homework help

Friday

Time	Period	Description of Activity
7:30	School Opens	<ul style="list-style-type: none"> School opens for students
7:30-8:00	Breakfast	<ul style="list-style-type: none"> Breakfast served in the Multi Purpose room
8:00-8:30	Period 1	<ul style="list-style-type: none"> Morning Announcements/ Attendance Classroom instruction
8:30-9:00	Period 2	<ul style="list-style-type: none"> Classroom instruction
9:00-9:30	Period 3	<ul style="list-style-type: none"> Classroom instruction
9:30-10:00	Period 4	<ul style="list-style-type: none"> Classroom instruction Students arriving after this period will be counted for ½ day
10:00-10:30	Period 5	<ul style="list-style-type: none"> Elementary Lunch/ Middle School Classroom Instruction
10:30-11:00	Period 6	<ul style="list-style-type: none"> Middle School Lunch/ Elementary Classroom instruction
11:00-11:30	Period 7	<ul style="list-style-type: none"> Classroom instruction
11:30-12:00	Intervention	<ul style="list-style-type: none"> Classroom instruction
12:00	Dismissal	<ul style="list-style-type: none"> Bus departs @ 12:05
3:30	School Closes	<ul style="list-style-type: none"> Office closes

**** No After Care on Friday's**

Health Services

Medication Policy

To ensure the safety and well-being of all students, **all medications**—including both **prescription and over-the-counter (non-prescription)**—must be administered through the **school office** and in compliance with state and school regulations.

1. Medication Requirements

- A. All medications must be in the **original, clearly labeled container**.
- B. Labels must include the **student's full name, current date, name of the medication, dosage, and specific time(s)** to be administered.
- C. Over-the-counter medications must follow the **manufacturer's dosing guidelines** as printed on the packaging.
- D. **Parents/guardians must personally deliver all medications** to the front office. Students are **not permitted** to carry or transport medication to or from school.

2. Student Possession

- A. Students may not carry any medication on their person at school or during school-sponsored activities.
 - This includes—but is not limited to—cough drops, inhalers, and all prescription or non-prescription drugs.
- B. The only exception is with **prior written authorization** for emergency medications (such as inhalers or EpiPens), and in accordance with Arizona law and school policy.

3. Consent & Documentation

- A. Verbal permission and handwritten notes are valid for one day only.
- B. A signed Medication Consent Form must be submitted to the office within 24 hours.
- C. Any changes to medication or dosage must be submitted in writing immediately, along with an updated consent form.
- D. Medication will not be administered if all requirements are not met.

4. Refills & Transportation

- A. When a refill or new supply is needed, the school will send home a reminder note or the empty container with your child. For the safety of all students, **parents are strongly encouraged to transport all medication and supplies** to and from school.

5. Emergency Forms

- A. Each student must have a current **Emergency Medical Information Form** on file with the school. Please ensure this information is updated throughout the school year as needed.

Communicable Diseases

At Sage Elementary, our goal is to support the development of every child as a **healthy, well-rounded individual**—physically, mentally, emotionally, and socially. We understand that a child who is unwell cannot fully participate in learning or reach their full academic potential.

Managing the spread of communicable diseases in a school setting can be challenging. To help maintain a healthy environment for all students and staff, we kindly ask for your cooperation in keeping children home when they show signs of illness.

Please keep your child at home if they are experiencing any of the following symptoms:

- Restlessness or disrupted sleep during the night
- Sore throat
- Flushed or unusually red face
- Fever
- Rash of unknown origin
- Headache
- Runny nose or discolored nasal discharge
- Red, watery, or irritated eyes
- Swelling of the face or glands
- Frequent sneezing and/or persistent coughing
- Nausea, vomiting, or diarrhea

Important Reminder:

If your child has had a **fever, vomiting, or diarrhea**, please keep them at home for **at least 24 hours** after symptoms have resolved **without the use of medication**.

If you are unsure whether your child should attend school, we recommend contacting your family physician for guidance. Your efforts help protect the health of the entire school community and reduce the spread of illness.

Uniform Guidelines

At Sage Elementary School, we believe that a student's primary focus should be on learning, not on clothing. With that in mind, we have adopted a uniform dress code to promote equity, school pride, and a distraction-free environment.

School is our students' "place of business," and just like in a professional setting, we expect students to dress appropriately and respectfully. Our uniform policy helps eliminate peer pressure related to fashion trends, reduces economic barriers, and allows students to be recognized for who they are—not for what they wear.

While the initial investment in uniforms may seem costly, many families find that having a defined dress code saves money over time and simplifies the daily routine. The Sage uniform is intentionally designed to be simple, attractive, and flexible, allowing for easy mixing and matching of wardrobe items throughout the week.

Students are expected to be in full uniform each day. Failure to comply with the uniform policy may result in a phone call home, a request to change, or in some cases, being sent home to correct the violation. Parents will be contacted in the event of repeated non-compliance.

Student Dress Code

A consistent, modest uniform helps create a focused learning environment and lets our students represent Sage Elementary with pride. **Students who arrive out of uniform may be asked to change or, if necessary, be sent home to correct the infraction.**

Core Uniform

Item	Acceptable Colors	Guidelines
Shirt (required daily)	Navy blue or red collared polo (with or without the Sage logo)	Must be tucked in if designed to do so; long-sleeve polos are permitted in cooler weather.
Bottoms	Navy blue, tan/khaki, or black pants, shorts, skirts, or skorts	Solid color, free of rips, tears, or embellishments; skirts/shorts must reach the knee .
Outerwear	Navy blue, red, black, or school-branded sweaters, sweatshirts, or light jackets	Hoods are allowed outdoors only. Heavy coats (any color) may be worn outdoors but should be stored in the classroom or cubby during instruction.
Shoes	Student choice in style and color	Closed-toe and closed-heel only. No flip-flops, slides, slippers, or high heels.
Socks/Tights	Any solid color	Patterns are fine if not distracting or offensive.



1. General Appearance (All Students)

- A. **Hair:** Clean, neat, and of a conservative style; no extreme cuts, designs, or unnatural colors.
- B. **Accessories:**
 - Piercings limited to small ear studs or hoops (no gauges).
 - Visible tattoos or body art are not permitted.
 - Hats, caps, and headscarves may be worn **only** for religious or medical reasons.
- C. **Jewelry & Watches:** Simple and inexpensive. The school is not responsible for lost or damaged valuables.
- D. **Make-up & Nails (Girls):** Minimal, natural-looking make-up; no black nail polish. Nails should be well-manicured and moderate in length.
- E. **Biker Shorts:** May be worn **under** skirts for modesty but should not extend below the skirt hemline.

2. Grooming Standards

- A. We believe that high grooming standards support high academic standards. By arriving neat, clean, and properly dressed, students show respect for themselves, their classmates, and their school.
- B. **Remember:** When students wear the Sage uniform in public, they represent **all** of us. Thank you for helping your child honor our school community through proper dress and appearance.

If you have questions about the dress code or need assistance obtaining uniform items, please contact the front office.



Section C: EDUCATION BASICS

Conduct and Character at Sage

At Sage Elementary School, we believe that **character development and academic achievement go hand in hand**. Our goal is to create an environment where **respect, responsibility, and kindness** are not only taught but practiced daily. Through consistent expectations and a shared commitment to excellence, our students learn how to thrive both in and out of the classroom.

Standards of Conduct & Code of Behavior

Every student at Sage Elementary plays a vital role in maintaining a positive and respectful school community. We ask students to support a **schoolwide code of conduct** that upholds dignity, mutual respect, and responsibility.

Students are expected to:

- **Treat others with courtesy and compassion**
- **Demonstrate respect** for school property, materials, and classroom expectations
- **Comply with all safety guidelines and procedures**, including bus and public transportation rules
- **Arrive on time and be prepared to learn**
- **Conduct themselves in a polite, cooperative manner in all settings**

Adhering to these expectations helps foster the self-discipline necessary for academic and social success. Students who are unable or unwilling to follow this code may be subject to corrective action.

Friendliness, Order, and Formality

We want Sage to feel like a second home for students, while still upholding **structure and professionalism**. We believe children thrive in an environment that is warm but orderly, and where respectful boundaries are clear and consistent.

One small way we maintain a sense of formality is by using **respectful titles** when addressing adults—Mr., Mrs., or Miss followed by the last name. This practice helps students develop lifelong habits of courtesy and respect.

We also model professionalism by maintaining appropriate boundaries and encouraging students to **respect others' privacy**, including refraining from sharing or discussing personal family matters at school.

The Art of Good Manners

At Sage, we strive to teach **not only what students should know—but also how they should behave**. Good manners reflect consideration, empathy, and self-control—skills that will serve our students in every stage of life.

We expect our students to practice the following behaviors daily:

- **Listen attentively** when others are speaking
- **Make eye contact** when speaking to someone
- **Use a pleasant tone** of voice
- **Avoid interrupting**—especially during adult conversations (unless it's an emergency)
- **Do not argue with adults**. If you believe there is a misunderstanding, politely ask to speak privately.
- **Never point, stare, or mock others**, regardless of differences
- **Use appropriate language**—profanity is strictly prohibited and may result in disciplinary action
- **Speak kindly or remain silent**
- **Keep hands and feet to yourself**—no pushing, hitting, teasing, or crowding
- **Avoid instigating conflict**—provoking others to react will result in consequences for both parties
- **Be honest and truthful**—integrity is the foundation of trust
- **Play fair and be inclusive**—treat others the way you want to be treated
- **Practice courtesy as a daily habit**, not just an act when someone is watching

Additional Guidelines

To help maintain a safe, focused learning environment, please note the following:

- **Gum and candy** are not allowed at school, whether in pockets, backpacks, or mouths.
- **Toys, trinkets, trading cards, or personal gadgets** should not be brought to school. If these items are brought without permission, they will be held by the office and released only to a parent or guardian.

Sage Expectations

Expectation	Be Safe	Be Respectful	Be Responsible
Classroom	<ul style="list-style-type: none"> Keep hands, feet and objects to yourself Always walk Sit correctly 	<ul style="list-style-type: none"> Listen and follow directions Voice Level: 0-1 Use appropriate language 	<ul style="list-style-type: none"> Be on time Be prepared Be on task Use/ care for equipment/ materials
Bathroom	<ul style="list-style-type: none"> Keep hands, feet and objects to yourself Always walk 	<ul style="list-style-type: none"> Voice Level: 0 Respect others privacy Use bathrooms supplies wisely 	<ul style="list-style-type: none"> Flush, wash, dry, goodbye Keep bathroom clean Report any issues
Cafeteria	<ul style="list-style-type: none"> Keep hands, feet and objects to yourself Always walk Sit facing your table 	<ul style="list-style-type: none"> Listen and follow directions Voice Level: 1 Be polite and courteous Stand in line and wait your turn 	<ul style="list-style-type: none"> Keep your area clean Raise your hand to leave table
Playground	<ul style="list-style-type: none"> Keep hands, feet and objects to yourself Follow game's rules Use equipment properly Think safety 	<ul style="list-style-type: none"> Listen and follow directions Voice Level: 3-4 Use kind words to others Take turns 	<ul style="list-style-type: none"> Put equipment back into place Keep area clean Defend victim being bullied Head back to classroom on time
Hallway	<ul style="list-style-type: none"> Always walk Walk on the right Allow others to pass 	<ul style="list-style-type: none"> Listen and follow directions Voice Level: 0-1 Be polite and courteous 	<ul style="list-style-type: none"> Go straight to your new location Have a hall pass
Bus	<ul style="list-style-type: none"> Keep hands, feet and objects to yourself and inside the bus Always remain seated Enter/exit in orderly fashion Enjoy electronic devices off the bus 	<ul style="list-style-type: none"> Listen and follow directions Voice Level: 0-1 Thank your driver 	<ul style="list-style-type: none"> Keep the bus clean Enjoy your food and drinks before you board the bus

Discipline Policies

At Sage Elementary School, we are committed to cultivating a **positive, respectful, and safe learning environment** for every student. When students make mistakes or violate our shared expectations, our goal is to guide them toward better choices through **clear, consistent, and developmentally appropriate consequences**.

We view discipline not just as correction, but as an opportunity for **growth, reflection, and restoration**. We believe in helping students take responsibility for their actions and learn from their missteps in a supportive environment.

Responding to Misconduct

While most behavioral issues can be resolved through classroom management strategies and teacher-student conversations, there are times when further action is necessary. The following **disciplinary measures may be taken**, depending on the **nature and severity of the behavior**, the student's **age and developmental level**, and any **previous disciplinary history**.

In general, **first-time or minor infractions** may result in lighter consequences, while **repeated or serious violations** may lead to more significant disciplinary action. Please note that, based on the circumstances, **the school administration reserves the right to determine the appropriate level of**

consequence, and certain steps in the progression may be skipped altogether if warranted.

Examples of possible consequences include, but are not limited to:

- Verbal warning or redirection
- Parent/guardian notification or conference
- Loss of privileges
- Restorative conversations or reflection activities
- Before or after school detention
- In-school suspension or removal from class
- Out-of-school suspension (up to 10 days)
- Behavior contract or intervention plan
- School or community service
- Referral to counseling or social-emotional supports
- Expulsion (in accordance with state law and due process)

Serious offenses, especially those involving threats or acts of violence, harm to others, or damage to property, may result in immediate suspension or recommendation for expulsion—even on a first offense.

Student Conduct Code

The following are **examples of behaviors** that may result in disciplinary action. This list is not exhaustive but provides guidance on the types of conduct considered unacceptable at Sage Elementary:

- Disrespect toward staff or peers
- Disruption of the learning environment
- Use of inappropriate or offensive language
- Physical aggression or fighting
- Bullying, intimidation, or harassment (including cyberbullying)
- Defiance or refusal to follow instructions
- Destruction or theft of school or personal property
- Bringing prohibited items to school
- Truancy or repeated tardiness
- Inappropriate use of technology

- Any threat or action that compromises the safety of students or staff

Teacher and Administrator Roles

Teachers are the first line of support for students and may assign appropriate consequences such as warnings, parent contact, or detention. For more serious or repeated behaviors, students may be referred to the principal or designee. The **principal makes the final determination** on disciplinary outcomes once a student is referred to the office.

We do **not use corporal punishment** at Sage Elementary School. However, staff members may use **reasonable physical restraint** only if necessary to protect students or staff from immediate harm, to prevent injury, or to maintain order during a violent or disruptive incident.

Our Commitment

Our discipline approach reflects our belief that:

- Every child is capable of learning from their behavior.
- Consistency, fairness, and empathy build trust and accountability.
- Restoring relationships and repairing harm is just as important as applying consequences.

We value our partnership with families and appreciate your support in reinforcing positive behavior both at school and at home. Together, we can help students learn, grow, and become thoughtful, respectful members of our school community.

Code of Conduct Matrix

Problem	Definition	Range	Consequences
Acceptable Use of Computer/Internet Violation	The agreement signed by parents and students allows access to Sage computers/ lab.	Min Max	Loss of computer privileges Legal action Suspension or Expulsion
Alcohol, Drugs, and Paraphernalia	Use or possession of alcohol or illegal drugs and related paraphernalia on campus or at school-sponsored activities.	Any offense	Police report Suspension Expulsion
Arson	Deliberately starting a fire of any type or possession of arson related material such as matches, lighters, etc.	Min Max	Suspension, Restitution, Police Report Expulsion, Restitution, Police Report

Assault - Physical and Verbal	<i>Any</i> use of physical or verbal means to force, degrade, insult, or injure another person. <i>All</i> parties involved will be subject to disciplinary action.	Min Max	Suspension Expulsion Police report
Disorderly Conduct	Horseplay, interruptions, and other actions which disrupt educational activities or demonstrate a disregard for others and their property.	Min Max	Detention Suspension
Disruptions– Classroom	Serious disruption to the classroom that disrupts the educational environment and prohibits others from learning.	Min Max	Detention Suspension
Disruptions Campus and School Events	Serious disruptions at an activity or on campus which detract from the mission of Sage.	Min Max	Detention Suspension Expulsion
Forgery	Deliberately signing, writing, or copying of a document under the guise of someone else	Min Max	Detention Parent conference Suspension
Gang and Hate Group Activity	Any behavior and/or communication determined to be gang related in nature.	Min Max	Suspension, Police report Expulsion, Police report
Harassment and Interference	Unwelcome advances or actions (verbal, visual or physical), which create an intimidating, hostile, or offensive environment.	Min Max	Parent conference Written apology Suspension Expulsion
Insubordination and Disrespectful Behavior	Failure to follow reasonable instructions from a person in authority, or failure to act in a respectful manner to any staff member, adult, or peer	Min Max	Detention Suspension Expulsion
Loitering	Present in or around school grounds before or after school hours without a legitimate reason or does not have permission to be on-campus from a school administrator.	Min Max	Detention Parent Conference Suspension Expulsion Police Report

Out of Area	Students not in designated areas before or after school, during class, or during lunch time.	Min Max	Detention Suspension
Profanity	Use of words and/or gestures which are offensive or disruptive, including obscene jokes, swearing, cursing, and gang signs.	Min Max	Parent contact Apology letter Detention Suspension
Theft	Taking of school property or the property of another student.	Min Max	Restitution Detention Suspension Expulsion Police report
Threats and Verbal Abuse	Use of words and/or gestures to threaten a student with physical violence or to demean them.	Min Max	Apology letter Parent Contact Detention Suspension Expulsion Police report
Tobacco Possession and/or Use	Possession or use of any tobacco product on campus or at school activities.	Min Max	Suspension Expulsion
Truancy and Tardiness	Unexcused absences from class or late arrival to class without a reason.	Min Max	Detention Citation Court Expulsion
Vandalism and Inappropriate Use of School Property	Destruction or misuse of any school property.	Min Max	Restitution Conference Detention Suspension Expulsion Police report

Weapons and Explosives	Any instrument, such as a knife, gun, ammunition, other explosives, sharp objects, etc. that include the purpose of intentionally causing harm to others.	Any offense	Expulsion Police report
Weapons, Fireworks and Potential Weapons	An object not normally used for causing harm, but with the potential to do so, including fireworks.	Min Max	Parent Conference Suspension Expulsion Police report
Uniform Violation	Presence at school not attired in the school approved uniform.	Min Max	Warning Parent contacted Student sent home to change Detention Suspension Expulsion
Unregistered Medications (includes over-the-counter medicine)	Use, sharing of, or possession of prescription and over the counter medications not registered and administered through the office.	Min Max	Parent conference Confiscation Suspension Expulsion

Restorative Practices and Agreements

The goal of implementing restorative practices and agreements in the 2020-2021 school year is to return our students to their classrooms and reduce the number of suspensions, detentions, and overall time out of their classrooms. Through agreements with their school communities and restoring their place in the school, students have a chance to repair the relationships that they may have jeopardized by not meeting school behavior expectations. Accompanied with the use of PBIS (Positive Behavior Interventions and Supports) systems in each Career Success School we will strive to be an environment where students have a chance to acknowledge their behavior and form a plan of guidance with an administrator to gain their school communities respect, trust, and praise.

What are Restorative Practices?

Restorative practice is an effort made towards the belief that those affected by harm can work together to repair it and that this collaboration leads to true accountability and a better understanding of how we as a school community can work better together. Our practices will restore our student's right to learn and a teacher's right to teach.

What are Restorative Agreements?

To learn from their actions, students will sit with an administrator and complete a restorative agreement that addresses the expectation they are not meeting, addresses who it's affecting, and asks them to create a plan to repair any relationships damaged. Students are to take ownership of this agreement and plan and are expected to sign and date the document along with the administrator that helped them.

When are restorative practices and agreements used?

During any Level 1 Action. These are all minor offenses, which include: provocation, recklessness, inappropriate language, and/or any violation of school policy as it's related to any of the behavior matrices located in the school. All of these actions are redeemable and can be learned from. These acts do not cause any physical harm and at most damage the relationships and trust within their school community and through an agreement which addresses school expectations with a plan to repair them, students can easily find themselves back in a setting where they can be rewarded/acknowledged for positive behavior.

What happens when a restorative agreement is broken?

As stated in the Action Level chart regarding Level 2, "Parent Notification and Conference Request Combination of two or more of the above actions." Completion of a restorative agreement addresses a single level 1 action, and a violation of the agreement is the same action happening a second time. With a plan set forth in place created by a student and an administrator designed to deter that action from happening in the future, a parent notification and conference request should be implemented immediately when the agreement is broken, giving the parent/guardian an opportunity to see the agreement that was collaborated on. From there, administrators, students, and parents/guardians can formulate a new plan on how to move forward, which will allow the student to return to the classroom/school setting where they can continue to work on meeting expectations and another chance to become a positive and productive student with added expectations and guidance from our students' families.

See Next Page for Restorative Agreement Template

Restorative Agreement

Our goal is to teach students how to interact and manage their relationships in their school community; to understand that their actions impact us all. Our plan is to acknowledge how to stay in school, contribute to their own success, and help be a part of a safe and positive learning environment.

<p><u>Becoming aware of my impact.</u></p> <ul style="list-style-type: none"> • <i>How the action effected those around me?</i> • <i>Who did it effect?</i> 	
<p><u>Obligation to take responsibility for action(s).</u></p> <ul style="list-style-type: none"> • <i>What were you obligated to do at the moment?</i> • <i>Obligations to self?</i> • <i>Obligations to community?</i> 	
<p><u>Take steps to make things right.</u></p> <ul style="list-style-type: none"> • <i>What is your plan to restore the relationship(s) with those effected and to restore your student rights?</i> • <i>Who can you identify as someone to help complete those steps?</i> 	

Student Name (Print) _____

Student Signature _____

Administrator signature _____ Date: __/__/____

Equal Educational Opportunities & Anti-Harassment Policy

At Career Success Schools, we are deeply committed to providing a safe, inclusive, and respectful learning environment for every student. All members of our school community have the right to learn, grow, and thrive without fear of discrimination or harassment.

Career Success Schools strictly prohibits discriminatory harassment of any kind—whether actual or perceived—based on:

- Race or color
- Religion or religious beliefs
- Sex, gender, or gender identity
- Age
- National origin or ethnicity
- Sexual orientation
- Disability or differing abilities
- Citizenship or immigration status
- Primary/home language
- Political beliefs or affiliation
- Marital or parental status
- Status with regard to public assistance
- Limited English proficiency
- Cultural, family, or social background
- Or any other characteristic unrelated to a student's individual ability or conduct

This policy also protects individuals from harassment or discrimination based on association with others who fall into these protected categories.

Reporting and Investigation Procedures

Career Success Schools is committed to responding promptly and thoroughly to any reports of discriminatory behavior or harassment. We encourage students, staff, and families to report any concerns—whether formal or informal, verbal or written.

All complaints will be taken seriously and investigated promptly. Appropriate corrective actions will be taken in response to any conduct that violates this policy. Retaliation against any individual who reports harassment or discrimination is strictly prohibited.

Title IX: Sex-Based Discrimination & Harassment

Under Title IX of the Education Amendments of 1972, discrimination based on sex—including sexual harassment and gender-based harassment—is prohibited in all Career Success Schools educational programs, activities, and employment practices.

Career Success Schools is dedicated to maintaining an educational and working environment free from sex discrimination and harassment. Any student or staff member who believes they have been subjected



to sex-based discrimination is encouraged to report the incident using our Title IX grievance procedure.

Title IX Coordinator Contact Information

Jeremy Howell
Career Success Schools – Title IX Coordinator
8537 N. 27th Ave., Phoenix, AZ 85051
(602) 396-7896
jhowell@csschools.com

Mr. Howell is the designated and authorized Title IX Coordinator for Career Success Schools and is responsible for ensuring the district's compliance with Title IX requirements, including overseeing the resolution of complaints and implementation of equitable practices.



Technology Use and Internet Safety Policy

At Career Success Schools – Sage Elementary Campus, the use of technology is an important part of our instructional program. Computers, internet access, and telecommunications tools are provided to support student learning, foster digital literacy, and prepare students for success in an increasingly connected world.

With these opportunities comes the responsibility to use technology safely, respectfully, and appropriately at all times.

Student Responsibilities

All students are expected to demonstrate good digital citizenship and responsible behavior when using school technology. Use of school computers and network access is a privilege—not a right—and must be treated with care and respect.

Any misuse or violation of technology guidelines may result in restricted access, loss of privileges, and/or disciplinary consequences, including suspension or expulsion in cases of serious or repeated misuse.

Monitoring and Privacy

Career Success Schools – Sage Campus reserves the right to monitor, access, review, and delete any files or internet activity conducted on school computers or the school network. This includes email, downloads, browser history, and online communications. Students should have no expectation of privacy when using school technology.

Content that is inappropriate, illegal, or violates school policies may be shared with school administration, law enforcement, or other appropriate authorities.

Technology Use Rules

To maintain a safe and productive learning environment, all students must follow these guidelines when using school technology:

1. No personal devices (USB drives, phones, music players, etc.) may be connected to school computers without explicit permission from a teacher.
2. Do not bypass or attempt to subvert the school's internet filters or firewall protections, including the

use of proxy servers or VPNs.

3. Streaming or downloading music, games, or non-educational videos is not permitted.
4. Images may only be downloaded when directly related to coursework and must comply with copyright laws.
5. Only class-related videos may be viewed, and only when directed by a teacher as part of an assignment.
6. Social media platforms (e.g., Facebook, X/Twitter, Instagram, Snapchat, TikTok, etc.) may only be accessed under teacher supervision and strictly for educational purposes.
7. Searching for or viewing content related to violence, weapons, drugs, gangs, sex, or any inappropriate or offensive material is strictly prohibited.
8. Instant messaging, chat rooms, and online communication tools are not allowed unless explicitly approved by a teacher for educational use.

Please note: Classroom teachers may establish additional rules to ensure student safety and maintain a productive digital learning environment.

Our Commitment to Digital Safety

We are committed to equipping students with the skills to be safe, respectful, and responsible digital citizens. With your partnership, we can ensure that technology enhances learning while protecting students from digital risks.

If you have any questions about your child's access to technology or need support understanding these expectations, please contact the school office.



Parent/Student Handbook & Title One Compact Acknowledgement Form

Please return this form to your child's teacher.

Sage Elementary strives to be one of the best schools in our neighborhood. We can accomplish this mission by working as a team with you, faculty, staff, parents and the community. You, the students, are the most critical members of this team. Your success as a valued member of the school can be measured when:

- You take responsibility for your actions
- You help create a positive school culture and climate
- You show pride in your school
- You always do your best

Please initial and sign that you have read the following sections included in the Career Success Schools – Sage Elementary Parent/Student handbook, and agree to the procedures:

	Parent/Guardian initials	Student initials
Attendance Policy		
Tardy Policy		
Dress Code		
Student Behavior		
Computer Rules		

I acknowledge that I have received a copy of the Sage Elementary School Handbook. As a student/parent at Sage Elementary School, I understand that I am expected to read and understand the information presented in the handbook.

Student Signature

Date

Parent Signature

Date