

Success ♦ Achievement ♦ Growth ♦ Empowerment

## **STUDENT / PARENT HANDBOOK**

2011-2012 ACADEMIC YEAR



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**Introduction:**

**The Student/Parent Handbook** is published to inform students and their parents of the rules, regulations and policies of our program. Please familiarize yourselves with the enclosed information and keep it for reference, as you are responsible for its contents.

**Mission Statement:**

Our mission is to provide a safe, small, therapeutic and challenging educational community that integrates social, emotional and academic growth through the collaboration of students, families, and staff to empower and prepare students with the skills needed to realize their potential and achieve success.

**Code of Conduct:**

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

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

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

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

**Emotionally Secure**

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

**Socially Responsible**

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

**Academically Capable**

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

**School Philosophy:**

At Sage Day, it is our mission to provide a safe, small environment in which we balance a therapeutic understanding with high expectations for the academic, social and emotional growth of our students.

We believe that education and optimal development require cultivation of personal accountability, and the values of respect, individual rights, integrity, honesty, and a healthy balance between independence and interdependence on others.

We believe in the power of a collaborative community of students, teachers, therapists, parents and administrators to promote social, emotional and academic growth.

We believe in empowering our students with the skills necessary for success in our rapidly changing society.

We believe that our students need to develop self-efficacy in order to be successful and achieve to their highest potential.

We believe in combining instructional practices based on current research in order to foster high-expectations and meet the diverse learning needs of both students and staff.

We believe that students and staff need to acquire and utilize 21<sup>st</sup> Century skills in learning.

We believe that the optimal environment is one in which students challenge themselves and have opportunities to take initiative, to problem-solve, to articulate confidently, clearly and imaginatively, to be creative, and to learn from their inquiry and experience.

Sage Day is accredited by **MSA (The Middle States Association of Colleges and Schools.)** and by NIPSA (National Independent Private Schools Association). Accreditation is based upon written evaluation criteria that address educational programs and services, school facilities and school staff.

Programs provided by Sage Day meet the requirements of the student’s individualized education program:

Students receive a program that meets all the requirements of a thorough and efficient education as defined in N.J.S.A. 18A: 7A-5C through g. These requirements shall be met except as the content of the program is modified by the IEP based on the educational needs of the student. Statewide assessment and graduation requirements shall apply. Participation in statewide assessments and/or exemptions from graduation requirements shall be recorded in the student’s IEP according to N.J.A.C.A6: 14-3.6(d) 5 and 7.

Sage Day provides services which are nonsectarian.

Sage Day complies with all relevant State and Federal anti-discrimination statutes.

**Sage Day Code:**

Act in a way that builds and promotes:

- S**uccess
- A**chievement
- G**rowth
- E**mpowerment



## FIVE PATHS TO SUCCESS & FIVE OBSTACLES TO AVOID

**Rationale: Energy = Coping minus defenses.**

At Sage Day, we strive always to enhance rather than deplete each individual's energy and sense of self. People have more energy to risk achieving, being creative, trying new things or trying new ways of being when they do not have to expend as much energy defending themselves. We therefore make every effort to follow these Five Paths and avoid their corresponding Obstacles.

### 5 PATHS TO SUCCESS

- **CULTIVATE COLLABORATION:** Working together with others in a focused and respectful manner. Sharing responsibility for the work. Acting in a way that allows a group to concentrate on the work at hand.
- **CULTIVATE SELF-IMPROVEMENT:** Making a habit of setting goals for oneself. Focusing on improving oneself rather than singling out others for blame or criticism. Recognizing that singling out others is not the path to feeling better about oneself.
- **CULTIVATE OTHERS:** Finding ways to support your peers in their efforts to focus on self-improvement. If nothing supportive comes to mind, silence is golden.
- **CULTIVATE RESPECT:** Treating everyone in the community with respect regardless of your personal feelings about a particular person. Making the effort to understand and appreciate differences.
- **CULTIVATE COMMUNICATION:** Communicating directly when you have a complaint, concern or issue with someone rather complaining to others about that person. This is the path to resolving problems is a more constructive and satisfying way.

### 5 OBSTACLES TO AVOID

- **AVOID BREAKING GROUP CONCENTRATION:** Disturbing or disrupting the focus of a group at work. Groups can achieve much more when they can devote maximum energy to the task at hand and minimum energy to trying to get members to focus on the task.
- **AVOID SCAPEGOATING:** Formally or informally choosing one person to blame, ridicule, exclude, cast-out, pick on, humiliate, etc. Scapegoating does not help people grow and achieve; it only helps them avoid working on themselves.
- **AVOID PUT-DOWNS:** Criticism given with intent to provoke or injure. A put down can be quite humorous, but also can be quite taxing and depleting to its target(s)
- **AVOID RUDENESS:** Any behavior that is ill-mannered, uncivil or discourteous. Rudeness begets rudeness and detracts from the rapport and respect needed to create a safe learning environment.
- **AVOID GOSSIP:** Negative communication about any third party. Gossip is poisonous in any community and especially in a therapeutic community. Our motto is: Negatives up, positives down. Complaints should be brought directly to the person who can do something about them.

## I. ATTENDANCE POLICIES

### **Daily Attendance:**

The success of the Sage Day student is dependent on regular attendance. Students begin earning credits toward a high school diploma upon entering the ninth grade. Adherence to the Sage Day attendance policy, which is based on NJ State guidelines, is an essential component of success in school. Although every student is expected to be in attendance each day, absences do occur.

Excessive absences severely limit a student's ability to make meaningful academic and social/ emotional progress. It is understood that many of our students will sometimes feel that they are having 'a bad day'. Parents and students should be clear that it is especially important on those 'bad days' that the student attends school. Attending on such days ensures the student access to the support essential to their continued growth and development.

Absences are regarded as being 'chargeable' or 'non-chargeable'. A chargeable absence counts toward the accumulated absences, excused or unexcused, provided each school year. Non-chargeable absences do not count toward the accumulated absences for purposes of this policy.

### **Examples of Chargeable Absences are:**

<u>Excused</u>	<u>Unexcused</u>
Illness	Truancy
Medical appointments	Class cut
Pre-approved college visits	Family obligations*
	Personal reasons
	No reason given

\* In exceptional circumstances family obligations may be excused with prior approval of Principal.

### **Examples of Non-Chargeable Absences are:**

- Religious holidays (as approved by NJ DOE)
- Suspension/ Administrative Exception
- Death in Immediate Family
- Partial/Inpatient Hospitalization
- Mandatory court appearance

*A student may not exceed a total of twenty (20) Chargeable Absences in a full school year.*

### **Attendance Recording and Notification:**

Attendance is recorded on a daily and individual class period basis as either Present or Absent with supporting notation indicating the known reason for the absence. A student marked as Present for the day must be in attendance for no less than four (4) hours on a given day. Students in attendance for a period of less than four (4) hours will be recorded as Absent, for purposes of this policy. The record will indicate the time of arrival or departure which is inconsistent with the schedule. A student marked as present for an individual class period must be in attendance for at least half of the class period, generally twenty (20) minutes. Students in attendance for less than 1/2 an individual class period will be recorded as absent, for purposes of this policy.

The Parent/ guardian and the responsible School District will be notified, in writing, as the student accumulates five (5) absences, chargeable and non-chargeable. Should the student accumulate a total of six (6) chargeable absences in a marking period or twenty-one (21) chargeable absences in a school year a Denial of Credit will be considered.

**Denial of Course Credit:**

The accumulation of excessive chargeable absences from school may result in the loss of credit toward high school graduation.

Students accumulating six (6) or more chargeable absences, *full day or for individual class periods*, in a marking period may be subject to a grade of 'N', indicating that no grade is awarded due to excessive absenteeism for that marking period. Students receiving an 'N' in a marking period may still successfully complete a year long course with a passing final grade and earn credit toward high school graduation. Students receiving a grade of 'N' for two (2) marking periods may request an appeal of the grade. If the appeal is granted the N shall be replaced with a grade of P (Passing) with a numerical equivalent of 65 and a GPA equivalent of 1.0.

Students accumulating a total of twenty-one (21) chargeable absences in a school year will receive a Denial of Credit letter indicating that they are no longer eligible to earn credit for the school year. This letter will also indicate a proposed meeting date to appeal this determination.

**Tardiness:**

The first time a student is late for school or any class the student shall receive a warning from the Administration. Students who are subsequently late for school or late for any class will be subject to break and lunch detention and loss of all privileges for that day. Students who drive to school may be subject to having their driving privilege suspended after 3 late arrivals. Students who are chronically late to the extent that they are absent from a class (or 20 or more minutes late as outlined above) 6 or more times in any quarter or 21 or more times in a school year may be subject to loss of credit for that class. Students who are chronically late for group therapy (2 or more times in any week or 4 or more times in any month) shall be considered out of compliance with their therapeutic contract with Sage Day and will be required to meet with Administration & Therapist. Following this initial meeting, continued chronic tardiness for group will require a meeting with Administration Therapist, Parents and Case Manager to consider their continued appropriateness for the program.

**Attendance Appeal Process:**

Once the Denial of Credit letter is issued and the student is placed on 'No Credit' status the Attendance Appeal Process begins. The Denial of Credit letter will indicate a proposed meeting date to appeal the determination that the student is no longer eligible to earn credit for the school year. Throughout this process it is imperative that the student be in attendance.

Appeal participants shall include, but are not necessarily limited to, the student and parent/ guardian, and a review panel consisting of the Sage Day School Principal and/or Clinical Director and the Child Study Team Case Manager.

The Attendance Appeal provides the student with the opportunity to discuss the absences which have resulted in the loss of credit. More importantly, this is also the opportunity for the student to share with the Appeal participants the steps to be taken by the student for improved attendance.

The Attendance Review Panel will consider the information provided at the Appeal and render a decision within five (5) days of meeting.

If the appeal is denied the student is expected to continue to attend school and participate in a manner consistent with the Code of Conduct.

If the student is determined to be eligible to earn credit for the school year the Review Panel may establish a new attendance threshold for the student. Should the student fail to comply with the expectations of the Review Panel it is not likely that a subsequent appeal will be considered.

**Attendance & Make-up Work**

***Chargeable Absences Excused & Non-Chargeable Absences***

When a student's absence is either excused or non-chargeable, the student is allowed to complete missing work/ tests for each day absent to receive full credit. All work/ tests must be completed within a time equivalent to the number of days absent. For example, a student absent for one day would be allowed one day to complete missed work. A student absent three days would be allowed three days to complete assignments.

It is the responsibility of the student to obtain any work missed and to complete and submit such work in a timely manner.

***Chargeable Absences Unexcused***

Students absent for reasons deemed as Chargeable Unexcused will not be provided the opportunity to make up missed work/ tests and will be graded accordingly.

**Reporting Absence from School:**

Legitimate reasons for absence may include sickness, religious holidays, bereavement, family emergencies, school functions, and court appearances. Work, vacations, oversleeping, missing the bus, or failure to obtain a ride to school are not considered valid excuses. "I'm having a bad day" is an especially poor reason to miss school at Sage Day. We are a therapeutic setting and are here to help you get through difficult times. A student should never be absent from school without his or her parent's or guardian's knowledge.

If a student will be absent for any reason, it is the responsibility of the parent or guardian to notify the office by 8:30 AM the morning of the absence. Students are not permitted to notify the school of their own absence unless they are age 18 or older. *Amended July 2004.*

If a student is absent for five consecutive days or more, Sage Day is obligated by law to inform that student's school district. Chronic absences may result in termination from Sage Day.

**Planned Absences:**

In general, doctors' appointments, driving tests, job interviews, vacations and other personal appointments should be scheduled after school hours or during school vacations. If an appointment must be made during school hours, it is the responsibility of the parent to notify the school in advance. All students leaving the premises when school is in session must be signed out in the Main Office. Students are responsible for all work missed during any excused absence. **It should be understood that planned absences will generally be unexcused. Students may not make-up work for any unexcused planned absence.**

*Amended July 2009.*

It must be understood that school administrators cannot approve the practice of parents taking their children on vacations during the school year. We recognize that, on occasion, limitations on a parent's vacation make it necessary to schedule a family trip during the school year, which may involve a lengthy absence from school. In such cases, parents should weigh carefully the advantages and disadvantages of the experience before making a decision to take their children out of school. The office should be notified of planned absences at least one week before the date of the absence. Students are required to make up all work within a time limit no longer than the length of the absence.

**Non-attendance / Non-participation Rule:**

A student who is absent from school for two or more days within any five day span during the school year, regardless of the reason, may lose the privilege of participating in school field trips or special functions in order to provide sufficient time to make up missed academic work.

**Class Cutting:**

Cutting class is a serious violation of trust and is prohibited. It is expected that each student will attend all assigned academic and elective classes. In accordance with the Sage Day Attendance Policy, any instance of class cutting will register a chargeable unexcused absence for that class. Depending on the severity of the infraction, cutting class may also result in loss of privileges, suspension and/or a meeting with parents. Should a student cut two or more classes within any five (5) day period, parents and the student's Case Manager will be called in for a meeting with the Administration,. Chronic cutting will result in termination from the program.

*Amended July 2009*

If a student wishes to be excused from a scheduled class to work on an independent project or receive tutorial support, **written** permission must be obtained from any teachers involved in this schedule change **and** from the Principal or Clinical Director before permission will be granted to miss the scheduled class. See Procedure for Official Excuse from Class. *Amended October 2009*

**Procedure for Official Excuse from Class:**

**A student may be excused from an afternoon elective up to three (3) times in a marking period to attend a Tutorial for academic support or to attend a mandatory rehearsal or meeting. The student must have a Permission to be Excused from Class Form filled out and signed in the following order:**

- 1. Teacher of the class from which student is seeking excuse.**
- 2. Teacher of the Requested class.**
- 3. Administrator.**

**No student is to be excused from any class more than three times in any marking period unless permission is granted in advance by the teacher of that class and both administrators. No non-rostered student is to be admitted to any class without the properly completed and signed form. Students attempting to attend non-scheduled classes without properly completed form will be subject to consequences for class cutting including loss of credit for the class, charged absences from class and loss of privileges. Staff not adhering to the policy will be subject to disciplinary action.**

*Amended October 2009*

**Truancy:**

Truancy is a major offense. A student who skips school, leaves class, leaves the school grounds, without permission is considered to be truant. If a student leaves school property and cannot be found immediately, parents and the local police will be contacted. A second instance of leaving school property without permission will result in immediate expulsion from Sage Day. In accordance with N.J. Statute 18A: 37-2, inciting another student to truancy shall be cause for suspension and possible expulsion. Any student leaving the supervised area of any off-campus activity shall also be subject to immediate expulsion from Sage Day. If a student is repeatedly truant, Sage Day or the student's school district will file a Truancy Petition with the Superior Court of the county in which the student resides. Continued truancy after the filing of the Truancy Petition will result in expulsion from Sage Day.

*Amended July 2005*

**Arrival at School:**

Students in the Mahwah Middle School arrive via bus and are supervised in the gym before the bell rings by staff members. A staff member is present at the door when the students arrive and monitor them in the coat room. Students who arrive before 7:45 are to report to the main office and will be supervised by the Administration or their designee.

Students at the Rochelle Park campus may arrive to school beginning at 7:30 and are supervised at the rear entrance and in the Cafeteria by staff members prior to the bell. Students are not allowed to loiter in the rear foyer, hallways or Gym. Students are allowed to walk to the Tasteful Deli and back (Forest Place to Rochelle Ave) but are not allowed to venture beyond the Tasteful Deli or to wander on any other streets. An Administrator will monitor students walking to and from the Deli. There is no loitering anywhere in the vicinity of Tasteful Deli or the surrounding area and no loitering in front of neighborhood homes.

Students at the Boonton campus who arrive before the 8:05 bell must report to the common room and check in with the staff member in charge. Once checked in they may not leave the building without permission. At 8:05 all students should report to their homerooms for attendance. Homeroom will be from 8:05 – 8:15. First period begins at 8:15. If a student arrives after 8:15 they must report to the main office before going to class.

**Dismissal:**

Dismissal in all schools is closely monitored by staff members. Students are to report to the boarding area where they will be directed by the Staff Coordinator of Buses. Supervision of students before boarding the buses will occur by staff members and the safety of the students will be a priority. Any parent giving permission to leave the school in any matter other than normal dismissal **must write a note**. This includes giving permission to go home with another student or designee. Written permission is to be presented to the Office Manager by 10:30 am. **The written permission must be hand delivered, faxed or emailed.**

**Verbal phone permission will not be accepted.** It is your responsibility to plan accordingly. The parent is expected to call the bus company canceling the afternoon bus. A student being picked up by another parent must also present a note. Parental permission is required even if a student is 18 years or older.

Amended, July 2009

**Emergency Closings, Delayed Openings and Early Dismissal:**

Emergency Closings, Delayed Openings or Early Dismissal may be necessary due to inclement weather or other emergency situation. The Principal shall consult with the Director of Clinical and Educational programs before declaring an Emergency Closing, Delayed Opening or Early Dismissal. Staff, parents/and or guardians will be notified via AmFAX regarding any Emergency Closing, Delayed Opening or Early Dismissal.

In the event of a Delayed Opening, unless otherwise specified by the Principal, school will open at 10 a.m. and dismiss at 2:30. This shall include Wednesdays, wherein the Wednesday dismissal will be adjusted to 2:30 p.m. from the usual Wednesday dismissal time of 12:30 p.m.. Since lunch is not generally scheduled for Wednesdays, the Principal shall ensure that all students have a lunch period and shall arrange for a light lunch to be provided for those students who have not brought lunch.

In the event of an Early Dismissal, students will be supervised in the school building until the bus companies and/or parents have picked up students.

Early dismissal for individual students is reserved for emergencies only and requires a note from a parent or guardian to be presented to the Office Manager by 10:30 AM with the student's name, the reason and time of dismissal, and a parent's signature. **Parents taking students out of school before dismissal must sign students out in the main office. Adult students (18 years or older) must sign themselves out before leaving the building. The adult student sign-out privilege is reserved for emergencies only and is not to be construed as standing permission to leave early. The Principal or Principal's designee must give consent for the adult student to sign out.**

*Amended July 2011*

## II. ACADEMIC POLICIES

Given the developmental differences between high school and middle school students there are some differences between academic policies in Sage Day's high school and middle school settings. Policies which are specific to either high school or middle school settings are labeled accordingly below.

### High School Policy:

#### Grade Determination:

The scholastic year is divided into two (2) semesters; each comprised of two (2) marking periods. The table below indicates how marking period grades and examination grades are weighted in calculating final grades.

Marking Period with Exam	Percentage of Final Grade
1 <sup>st</sup> marking period with 1st Quarter Exam	25%
2 <sup>nd</sup> marking period with Midterm Exam	25%
3 <sup>rd</sup> marking period with 3 <sup>rd</sup> Quarter Exam	25%
4 <sup>th</sup> marking period with Final Exam	25%

*Amended June 2009*

In order to pass for the year, a student must earn passing grades during a minimum of two quarters, including a minimum of one quarter during the second semester. Exam grades are included in the average for each quarter and are equivalent to 15% of each quarter grade and therefore account for 15% of the final grade.

Grading criteria are to be established and explained at the beginning of the year (or semester for semester courses) for each course according to the following procedure:

1. Instructor submits criteria in writing to the Principal for approval.
2. Instructor gives students and parents in written notice of grading criteria for each course.
3. Grading criteria for each course should also be posted on Computer network.

*Amended July 2010*

#### Cumulative (Final) Grade Criteria:

Cumulative grades are given at the end of the school year by averaging the marking period grade from each quarter. Academic and required classes are weighted at twice the weight of elective classes in calculating a student's cumulative grade point average.

#### Marking Period Grade Criteria: Academic Courses:

In general academic grades are weighted as follows

- 40% Tests, Projects, Quizzes, Assessments
- 30% Participation (Class-work, Attendance, Behavior, Preparation, Effort)\*
- 15% Homework
- 15% Exam

These grading criteria and percentages are to be used for every academic course without exception.

*Amended July 2009(High Schools)*

\*Note: Participation is regarded holistically. Students who are hesitant to speak or answer questions aloud should not be penalized for "lack of participation."

**Marking Period Grade Criteria: Elective & Physical Education Courses**

Elective and physical education grades are weighted as follows:

- 25% Preparation
- 25% Participation
- 25% Cooperation with group
- 25% Demonstration of skills

*Amended July 2009*

**Grading System:**

Letter grades are given at the end of each marking period for individual classes. A passing grade is **D** or above. Credit for courses is given at the end of the school year. All courses receive numerical grades. The following conversion table may be used to convert numeric to letter grades.

**Grade Conversion Table:**

<b><u>Range/100 pts</u></b>	<b><u>GPA Pts</u></b>	<b><u>Grade</u></b>	<b><u>Range/100 pts</u></b>	<b><u>GPA Pts</u></b>	<b><u>Grade</u></b>
<b>97-100</b>	<b>4.25</b>	<b>A+</b>	<b>73-76</b>	<b>2.0</b>	<b>C</b>
<b>93-96</b>	<b>4.0</b>	<b>A</b>	<b>70-72</b>	<b>1.75</b>	<b>C-</b>
<b>90-92</b>	<b>3.75</b>	<b>A-</b>	<b>68-69</b>	<b>1.5</b>	<b>D+</b>
<b>87-89</b>	<b>3.5</b>	<b>B+</b>	<b>65-67</b>	<b>1.0</b>	<b>D</b>
<b>83-86</b>	<b>3.0</b>	<b>B</b>	<b>65</b>	<b>1.0</b>	<b>P</b>
<b>80-82</b>	<b>2.75</b>	<b>B-</b>	<b>Below 65</b>	<b>0</b>	<b>F</b>
<b>77-79</b>	<b>2.5</b>	<b>C+</b>	<b>No credit (55)</b>	<b>0</b>	<b>N</b>

Student work is assessed using the average achieved during each marking period on the 100 point scale at left. The equivalent letter grade is the grade earned for that quarter. To average the final grade, the points for each quarter are averaged with equal weight to obtain a final average on the 100 point scale. This average is then converted to a final letter grade and the equivalent GPA points on a 4.25 scale. Per attendance policy (see pages 21-23), when a student has been absent for 6 or more days in any quarter or 21 or more days in a school year, a grade of No Credit (N) may be assigned. When obtained during any quarter, the N grade is averaged with other grades with a value of 55. A student receiving a grade of N for the year in any course will receive no credit for that course. *Amended June 2010*

**Exams:**

At the high school Exams are **cumulative**. The First Quarter Exam assesses knowledge of material from first quarter. The Midterm Exam assesses cumulative knowledge of material covered during the first semester. The Third Quarter Exam assesses knowledge from the third quarter. The Final Exam assesses cumulative knowledge from the entire course. **First and third quarter exams shall require no more than one class period to complete. Second Quarter (Midterm) and Fourth Quarter (Final) Exams shall require no more than two class periods to complete. A take home exam or paper may be substituted for an in-class exam with preapproval from the Principal.** At the middle school each exam assesses knowledge of material only from the quarter in which it is given. Effective September 1, 2009, all students are required to take quarterly examinations and no exemptions may be granted. However, students entering school mid-year will be tested only on material covered from their date of entry.

*Amended June 2009*

**Pass / Fail Grading:**

At the discretion of the Course Instructor and the Principal, students may be granted the right for assessment to be calculated on a *Pass / Fail* basis. The grade of P shall carry a numerical equivalent of 65 and a GPA value of 1.0. *Amended July 2010*

**Incomplete Grades:**

A teacher may give an incomplete grade for any given term if assignments were not completed and/or tests not taken due to non-chargeable or excused -chargeable absences. The work must be completed in a time span which does not exceed the length of the absence. If the work has not been completed within this time limit, the teacher will issue a grade based on work received averaging in grades of zero for any missing work. **Any incomplete grade must be converted to a standard letter grade by the Progress Report deadline for the next quarter. Incomplete grades received during the fourth marking period or on a final exam must be made up by July 31<sup>st</sup> or the last day of the summer program.**

**High School Honors Policy:**

**Academic Honors:**

Sage Day students can earn High Honors or Honors status each term by attaining the following grades in their courses:

*High Honors:* An academic average of 93 (A) for the marking period with no grade below an A- (90).

*Honors:* An academic average of 88 (B+) for the marking period with no grade below a B- (80).

Students who maintain High Honors throughout the school year will earn an appointment to The *Principal's List* and be recognized during the Commencement Ceremony. Names of students making the Principal's List will be engraved on a special plaque which is displayed in the Main Office.

A candidate for any Honors appointment who is in violation of any discipline policy or displaying behavior unbecoming an Honors Student will be denied appointment until such time that all violations and/or behavioral issues have been resolved. *Amended July 2005*

**Middle School Policy:**

**Grade Determination:**

The scholastic year is divided into four marking periods and an examination is given at the end of each marking period. The table below indicates how marking period grades and examination grades are weighted in calculating final grades.

Marking Period/Exam	Percentage of Final Grade
<b>1<sup>st</sup> marking period</b>	
1 <sup>st</sup> marking period exam (Lowest possible grade is 50)	25%
<b>2<sup>nd</sup> marking period</b>	
2 <sup>nd</sup> marking period exam (Lowest possible grade is 50)	25%
<b>3<sup>rd</sup> marking period</b>	
3 <sup>rd</sup> marking period exam (Lowest possible grade is 50)	25%
<b>4<sup>th</sup> marking period</b>	
4 <sup>th</sup> marking period exam (Lowest possible grade is 50)	25%

*Amended May 2007(Middle School)*

**Application Grades:**

In addition to the numeric grade assessment an application grade will be issued for all academic courses in the areas of preparation for class, participation, homework completion, behavior and completion of class work. The application grading scale is as follows: **S** = Satisfactory, **I** = Inconsistent, **N** = Needs Improvement. Application grades contribute to a student's ability to earn honors status. [See **Academic Honors**.

**Cumulative Grade Criteria:**

The marking period exam grade will be averaged into the final marking period grade for each subject area. The four marking period grades will be averaged into a final cumulative end of year grade.

**Marking Period Grade Criteria: Academic Courses:**

Academic grades are weighted as follows

40% Tests, Projects, Quizzes, Assessments

30% Participation (Class-work, Attendance, Behavior, Preparation, Effort)\*

15% Homework

15% Exam

These grading criteria and percentages are to be used for every academic course without exception.

*Amended July 2009*

\*Note: Participation is regarded holistically. Students who are hesitant to speak or answer questions aloud should not be penalized for “lack of participation.”

**Marking Period Grade Criteria: Elective & Physical Education Courses**

In general, elective and physical education grades should be weighted as follows:

25% Preparation

25% Participation

25% Cooperation with group

25% Demonstration of skills

*Amended May 2007*

**Grading System:**

Numerical grades are given at the end of each marking period for individual classes. Credit for courses is given at the end of the school year. A passing grade is **60%** or above. All courses receive numerical grades. The following conversion table may be used to convert numeric to letter grades.

**Grade Conversion Table:**

<u>Range</u>	<u>Grade</u>	<u>Range</u>	<u>Grade</u>
97-100	A+	73-76	C
93-96	A	70-72	C-
90-92	A-	67-69	D+
87-89	B+	64-66	D
83-86	B	60-63	D-
80-82	B-	Below 60	F
77-79	C+		

*Amended June 2007 (Middle School)*

**Marking Period Exams:**

At the middle school, examinations are held at the end of each marking period. These exams are cumulative and students are responsible for all material covered in their courses.

**Pass / Fail Grading:**

At the discretion of the Course Instructor and the Principal, students may be granted the right for assessment to be calculated on a *Pass / Fail* basis rather than as a numerical measurement.

**Marking Period Examination Modifications:**

All students are required to take marking period examinations and no exemptions will be granted.

However, students entering school during the marking periods will be tested only on material covered from their date of entry.

*Amended May 2007*

### **Incomplete Grades:**

A teacher may give an incomplete grade for any given term if assignments were not completed and/or tests not taken due to legitimate long-term absences. The work must be completed in a time span which does not exceed the length of the absence. If the work has not been completed within this time limit, the teacher will issue a grade based on work received averaging in grades of zero for any missing work. **Incomplete grades received during the fourth marking period or on a final exam must be made up by the last day of school.**

*Amended May 2007*

### **Middle School Honors Policy:**

#### **Academic Honors:**

Sage Day students can earn High Honors or Honors status each term by attaining the following grades in their courses:

*High Honors:* An academic average of 93 (A) in the 5 major academics (English, Math, History Science and 1<sup>st</sup> period) for the marking period with no grade below an A- (90) (in the academic and elective areas) and an application grade of Satisfactory (S) in all subject areas.

*Honors:* An academic average of 88 (B+) in the 5 major academics (English, Math, History, Science and 1<sup>st</sup> period) for the marking period with no grade below a B- (80) (in the academic and elective areas) and an application grade of Satisfactory (S) or Inconsistent (I) in all subject areas.

A candidate for any Honors appointment who is in violation of any discipline policy or displaying behavior unbecoming an Honors Student will be denied appointment until such time that all violations and/or behavioral issues have been resolved. *Amended May 2010*

### **National Junior Honor Society**

The National Junior Honor Society (NJHS) is the nation's premier organization established to recognize outstanding middle school level students. More than just an honor roll, NJHS serves to honor those students who have demonstrated excellence in the areas of Scholarship, Leadership, Service, Character, and Citizenship. These characteristics have been associated with membership in the organization since its beginnings in 1929. For more information regarding Sage Day at Mahwah's chapter of the National Junior Honor Society, please contact the school to request a copy of the organization's selection process and bylaws.

## **Middle School and High School Policy**

### **Academic Honesty: Cheating and Plagiarism:**

Sage Day is committed to promoting Academic Honesty in our students. Cheating is considered to be any attempt to gain academic credit for knowledge or work not genuinely a student's own. Plagiarism is the intentional presentation of another's words, research, or ideas as one's own. There are many reasons why students cheat or plagiarize (e.g., haste, anxiety about performance or grades, excessive competitiveness, perfectionism, lack of knowledge of proper paraphrasing or citation technique, lack of knowledge of what constitutes plagiarism, or pure desire to get over). When it is determined that a student has cheated or plagiarized the response shall be as follows:

In the first instance of cheating or plagiarism it is important to:

1. Report incident to Administration, Therapist and Parents.
2. Identify and explore the underlying reasons for the incident.

3. Coordinate specific educational, clinical interventions and disciplinary actions appropriate to the student and situation. Depending on the severity of a first offense and the student's response to discussions with teacher and administrators the student may, at the discretion of the Principal, be given the opportunity to complete an alternative assignment.
4. Educate the student about cheating and plagiarism.

Consistent with the typical response to cheating and plagiarism, any subsequent instances of plagiarism, or instance of plagiarism committed by a student after she has successfully completed instruction in cheating and plagiarism shall result in a grade of zero (0) for the assigned work or exam and further disciplinary action up to and including in-school suspension may be considered.

*Amended July 2011*

#### **High School Graduation Requirements:**

Each student must meet the educational requirements for his/her school district including:

1. **Attendance** that satisfies district and/or Sage Day's attendance requirements.
2. **Credit Hours** that satisfy district minimums.
3. **Course Distribution**, i.e., completion of all required core courses.
4. **HSPA** -attainment of minimal proficiency or exemption from the HSPA.
5. **Course Proficiency** - successful completion of all courses.

No student will be granted a diploma or certificate of promotion until all academic, disciplinary, financial, and/or other procedural obligations have been satisfied. A student with outstanding obligations may take part in commencement exercises. However, a diploma will not be issued until these obligations have been satisfactorily resolved.

#### **Middle School Promotion Requirements:**

Each student must meet the educational requirements for his/her school district including:

1. **Attendance** that satisfies district and/or Sage Day's attendance requirements.
2. **Course Distribution**, i.e., completion of all required core courses.
3. **NJ ASK**
4. **Course Proficiency** - successful completion of all courses.

No student will be granted a certificate of promotion until all academic, disciplinary, financial, and/or other procedural obligations have been satisfied. A student with outstanding obligations may take part in commencement exercises. However, a certificate of promotion will not be issued until these obligations have been satisfactorily resolved.

#### **Homework Policy:**

1. Homework counts as **15%** of each marking period grade. Thus, a student who does not complete any homework will not be able to receive a marking period grade higher than **85** for any given academic course.
2. Students are expected to maintain a homework assignment book.
3. Students are expected to hand in completed assignments on time.
4. Students are responsible for any work missed due to **any non-chargeable or chargeable excused absence from class. Students will not be allowed to make up work missed due to any chargeable non-excused absence(s).**
5. Students failing to turn in homework will be required to attend Practical Studies/ Tutorial classes in order to complete academic assignments.
6. Chronic missing homework assignments may necessitate a meeting between staff, student, parents, and administration.

*Amended July 2009*

#### **Academic Assistance:**

Any student can request academic assistance at any point during the course of the school year. If deemed necessary by the staff, a student may also be assigned to receive academic assistance in the form of

assistance from the Learning Consultant, tutoring from a teacher or assignment to a Practical Studies or Tutorial class.

**Progress Reporting: Parent -Teacher Conferences**

Parent-Teacher conferences are scheduled twice each school year. The specific dates for each year are indicated on the Academic Calendar. Parents, at the high school, schedule a ten (10) minute consultation with the teacher in each academic subject area and report cards will be issued. At the Middle School, parents will be given a scheduled appointment for ten (10) minute consultation with the teacher in each academic subject area and report cards will be issued. If there is an issue that requires further discussion, parents may make an appointment with the Principal and/or Clinical Director. Please note that all conferences with staff and Administration will be conducted **by appointment only**.

**Progress Reporting: Academic Progress Reports:**

Progress reports are mailed four times per year (at the mid-point of each marking period) to inform parents of student's progress in each academic subject.

**Progress Reporting: Report Cards:**

Report cards are issued four (4) times per year. Please refer to the academic calendar for the report card schedule.

**Changes in Academic Course Selection:**

A student must make an appointment with the Principal (Clinical Director at the Middle School) in order to request a change in his or her academic schedule.

**Changes in Elective Course Selection: (High School)**

Elective course selection is considered a firm commitment by the student for at least one semester and will be altered only:

- During the drop/add period during the first week of a semester or,
- If there is a conflict between courses due to a schedule change or,
- If a course has been removed from the curriculum due to lack of interest and,
- If the student has received authorization from the administration.

It should be noted that dropping a course after the drop/add period may result in loss of credit for the school year. *Amended July 2005*

**Extended Year Program:**

The Extended Year Program is five weeks in duration each summer. Specific start and end dates vary by campus. It is open to all students who have completed grades 5-11. Classes are held daily from 9:00 AM - 12:00 PM. Students are required to attend group therapy sessions twice weekly.

All students may attend this program for the purpose of enrichment. At the discretion of the administration and sending school district, some students may attend for credit to make up a grade of F when needed for graduation purposes. Students and parents should contact the administration for further information.

Students may not earn credits lost due to excessive absences during the school year by attending the Extended Year Program. Attending extended year sessions also cannot alter incomplete grades that subsequently received an F.

**Student Records and Confidentiality:**

**Notification of Rights under F.E.R.P.A.**

**For Sage Day**

The Family Educational Rights and Privacy Act (F.E.R.P.A.) affords parents and students over 18 years of age ("eligible students") certain rights with respect to the student's education records. These rights are:

1. The right to inspect and review the student's education records within 45 days of the day Sage Day receives a request for access. Parents or eligible students should submit to the Clinical Director or designee a written request that identifies the record(s) they wish to inspect. The Clinical Director or designee will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.

2. The right to request the amendment of the student's education records that the parent or eligible student believes is inaccurate. Parents or eligible students may ask Sage Day to amend a record that they believe is inaccurate. They should write the Clinical Director or designee, clearly identify the part of the record they want changed, and specify why it is inaccurate. If school officials decide not to amend the record as requested by the parent or eligible student, Sage Day will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

3. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that F.E.R.P.A. authorizes disclosure without consent. One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by Sage Day as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the Board of Trustees; a person, company, or school district partnership with whom Sage Day has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. The South Jersey Technology Partnership is an outside party that has been retained as a school official for the purpose of the electronic storage of pupil records. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by Sage Day to comply with the requirements of F.E.R.P.A. The name and address of the Office that administers F.E.R.P.A. are:

Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, SW  
Washington, D.C. 20202-5901



### III. HEALTH AND SAFETY POLICIES

#### **First Aid:**

Sage Day does not have a registered nurse on staff. In case of student injury, staff trained in Standard First Aid/CPR will provide basic first aid (ice, band-aids, etc.) and will determine whether immediate or follow-up medical care is needed. If immediate care is needed, the Principal or his/her designee will monitor the student and direct the Office Manager to call 911 or Emergency Medical Services (EMS). EMS will be contacted immediately in the case of suspected fractures, serious wounds, serious breathing difficulties, unconsciousness, or any other injury that prevents a student from being ambulatory. After the call to EMS, the Office Manager shall immediately contact a parent, guardian or the emergency contact identified on the Student Update Form. The Office Manager shall also contact a parent or guardian in the case of a less serious injury that may require follow up care.

In accordance with New Jersey Statute 18A:40 -12.7, Sage Day will also have and maintain at least one nebulizer in the Main Office for use by students with asthma. It will be the responsibility of the parent or guardian of any student who may require the use of the nebulizer to inform the school in writing, and to provide any necessary medication for storage in the Main Office.

#### **Immunization:**

To maximize the safety of all students, and in accordance with New Jersey Administrative Code 8:57-4.2, Sage Day will require the parent or guardian of each student to provide written documentation that a student has been immunized against the following communicable diseases: Diphtheria, tetanus, pertussis, poliomyelitis, measles, rubella, and mumps. In addition, beginning with the 2003-2004 school year, New Jersey Statute 18A:40-21.1 requires as a condition of enrollment that all students in grades 9-12 be immunized against hepatitis B. **Any student whose parent or guardian has not provided written documentation of all required immunizations by the first day of school shall not be permitted to attend school until such documentation is provided.**

#### **There are three exceptions:**

- 1) A written statement from any doctor that an immunization is medically contraindicated, will exempt a pupil from the specific immunization requirements for the period of time specified in the statement. NJAC §8:57-4.3.
- 2) A pupil shall be exempted from mandatory immunization if the parent or guardian objects thereto in a signed, written statement upon the ground that the proposed immunization interferes with the free exercise of the pupil's religious rights. "General philosophical or moral objection to immunization shall not be sufficient for an exemption or religious grounds." NJAC §8:57-4.4(a). This exemption may be suspended during the existence of an emergency as determined by the State Commissioner of Health. NJAC §8:57-4. 4(c).
- 3) The Commissioner of Health shall prepare and make available to all health care providers in the State and parents and guardians, upon request, a pamphlet which explains the benefits and possible adverse reactions to immunizations for pertussis. Specific information should include, among others. NJS §26:2N-2. "The circumstances under which pertussis vaccine should not be administered or should be delayed, including the categories of persons who are significantly more vulnerable to major adverse reactions." NJS §26:2N-2.b (1). A child shall not be required to receive a pertussis vaccine as a condition for admission to school if the child's health care provider states in writing that the vaccine is medically contraindicated pursuant to subsection b. (1) of section 2 of NJS §26:2N, and the reasons for the medical contraindications. NJS §26:24.

### **In-School Illness:**

Students who do not feel well enough to attend class should obtain a pass from a teacher and report to the office. If it is determined by the Principal, or his/her designee that a student is not well enough to remain in school, the Office Manager will contact a parent/guardian to inform them and to arrange transportation home.

### **Mandatory Reporting to DYFS:**

Sage Day recognizes the importance of the early detection of missing, abused or neglected children. New Jersey State Law (N.J.A.C. 6A: 16-11.1) requires all school personnel to report immediately any reported or suspected abuse or neglect of a student or a missing child to the Division of Youth and Family Services (DYFS). In addition, NJ State Law requires the Principal of a school to inform local law enforcement authorities whenever a report to DYFS has been made by the school.

*Amended July 2011*

### **Medications:**

Necessary prescription and over the counter (OTC) medication will be stored for students in the Main Office, and students will self-administer any medication only in the Main Office. No medications, except inhalers, will be carried by students. Students required to take prescription medication, or OTC medications such as Tylenol or Advil, during the school day will report to the Main Office after obtaining permission from their teacher. Medications shall be self-administered only in the presence of the Office Manager, Principal or Clinical Director. During off-site activities or after-school activities only medications for life threatening conditions may be self-administered and only in the case of potentially life-threatening illness. A designated Staff Member will carry any such medications and supervise the self-administration of medication by any student requiring medication during the trip. Students and parents need to be clear that Sage Day will not provide daily medication, including OTC products such as Tylenol or Advil, to any student. Students requiring any daily medication will be required to bring their own medications from home. **In accordance with the provisions of New Jersey Statute, Title 18A:40-12.3, a student will be allowed to self-administer medications, including OTC medications such as Tylenol and Advil, at Sage Day if, and only if:**

1. The student's parents or guardians have provided written authorization for the self administration of each specific medication by his/her child.
2. A student's parents or guardians have provided written certification from the student's prescribing physician that the student must take a specific medication (including dosage[s]) during the school day and that the student has been instructed in the proper method of self administration of medication.
3. Sage Day has informed the parents or guardians of the student in writing that Sage Day shall incur no liability as a result of any self administration of medication by the student and further, that the parents or guardians shall indemnify and hold harmless Sage Day, its employees or agents against any claims arising out of the self administration of medication by the student.
4. The student's parent or guardian has signed a statement acknowledging that Sage Day shall incur no liability as a result of any self administration of medication by the student and further, that the parents or guardians shall indemnify and hold harmless Sage Day, its employees or agents against any claims arising out of the self administration of medication by the student.

Also in accordance with 18A: 40-12.3, the parental permission shall be effective only for the school year in which it is granted and must be renewed in each subsequent school year. **It is absolutely essential that parents advise the school of any changes in medication, in writing, as soon as these changes are made.**

### **Medical Coverage:**

Sage Day does **not** provide medical coverage for your student. In the case of an emergency or injury, you must contact your personal medical insurance carrier.

**Medical Waivers:**

All students are required by New Jersey State law to participate in Physical Education as part of their regular course of study. The only exceptions are granted to students who have received a medical waiver from their home school district or a written temporary waiver from a physician. Any waiver granted by a physician must specify the specific limits on participation as well as the length of time for which the waiver is to remain in effect.

**Student Injury:**

All injuries sustained at school or as a result of participation in school activities must be reported directly to the Main Office. Parents will be informed if the student requires emergency medical intervention. In the case of an injury requiring immediate emergency attention, Sage Day will contact the local Emergency Medical Services.

## IV. GENERAL POLICIES AND PROCEDURES

### **Alcohol, Tobacco and Other Drugs Policy:**

The use and/or possession of any tobacco, drugs, or alcohol are strictly prohibited at Sage Day. Any student found using, possessing, or reasonably believed to be under the influence of any form of drug or alcohol during the regular school day or related school events shall be subject to immediate medical evaluation and suspension or expulsion. Any student found selling or distributing, or in possession of a quantity of any substance as defined in 18A:40A-9 (alcoholic beverages, controlled dangerous substances, anabolic steroids, or any chemical or chemical compound which releases vapors or fumes) with intent to sell or distribute, shall be subject to arrest and expulsion. Any tobacco use is prohibited on school grounds by New Jersey State Law, will be reported to the Administration immediately and will carry specific consequences.

In accordance with NJ Public Law 2001, Chapter 226, S421, smoking and the use of any tobacco products are not permitted at Sage Day School. Brand name cigarettes, cigars, pipes, hand rolled cigarettes, Bidis, chewing tobacco and any other form of tobacco are not allowed. Clove cigarettes are also prohibited. This means that there is no smoking, distribution or receiving of tobacco products on school property and no smoking, distribution or receiving of tobacco products during field trips or other activities sponsored by Sage Day. The use of Nicotine gum, patches or other nicotine aids is also prohibited at Sage Day. School property is defined as all internal areas of the school and all external areas of the campus including entranceways, the sidewalks and street areas surrounding the school, the courtyard, and the school parking lot. Be forewarned that simply handing your friend a cigarette will be considered distributing tobacco products or simply accepting or sharing a cigarette on school property or during a school-sponsored activity will be considered receiving tobacco products.

*Amended July 2005*

All rules regarding smoking apply to school-sponsored events, field trips, and school vehicles, and buses. Students in violation of the no smoking rule for the first time will be required to call their parents to inform them of this infraction. First-time violators will be subject to suspension for a period of one day as well as lunch detention and loss of all off-campus privileges for a period of not less than two weeks. Seniors who violate the no smoking rule will also lose senior privileges for the period during which they are on lunch detention/loss of off-campus privileges. Second offenders will be subject to suspension for a period of not less than two days, a meeting with parents, and lunch detention and loss of off-campus privileges for a period not less than one month. Students who violate the policy three or more times will be subject to a suspension of not less than three days as well as lunch detention and loss of all off-campus privileges for the remainder of the school year, and will be required to attend a meeting with parents and case manager to consider change of placement via dismissal from Sage Day. Three-time senior-offenders will lose Senior Privileges for the remainder of the school year. Students who commit their third tobacco-related offense after May 1, shall not have privileges restored until November 1 of the following school year. Chronic re-offenders will be subject to dismissal from Sage Day.

*Amended June 2006*

### **Alcohol & Other Drugs: Student Suspected of Being Under the Influence**

In accordance with New Jersey Statute 18A:40A-12 any student suspected, while at school, of being under the influence of any substance as defined in 18A:40A-9 (alcoholic beverages, controlled dangerous substances, anabolic steroids, or any chemical or chemical compound which releases vapors or fumes) must be reported to an Administrator immediately. The Administrator shall immediately notify the parent or guardian and shall arrange for an immediate examination of the pupil by a doctor selected by the parent or guardian or at the emergency room of the nearest hospital. The student shall be accompanied by a member of the school staff and a parent or guardian of the pupil if available” (New Jersey Statute 18A:40A-12). The cost for this examination is the sole responsibility of the parent or guardian.

Similarly any student suspected of overdosing on any substance whether during school or within 24 hours of coming to school shall be required to undergo immediate medical evaluation.

Any student referred for evaluation may not return to school without written medical clearance. If medical examination confirms that the student is under the influence or tests positive for any controlled substance the student must undergo a comprehensive evaluation by a certified substance abuse treatment facility to assess possible need for substance abuse treatment. Upon completion of this comprehensive evaluation, the student must follow and adhere to all treatment recommendations made by the evaluating facility. Failure to comply with any of the foregoing will result in a change of placement meeting and termination from Sage Day. Students are reminded that being under the influence in school will also result in suspension or expulsion. *Amended June 2006*

**Alcohol & Other Drugs: Student Suspected of Substance Abuse Outside of School**

If a student is suspected of or reports the abuse of any substance as defined in 18A:40A-9 (alcoholic beverages, controlled dangerous substances, anabolic steroids, or any chemical or chemical compound which releases vapors or fumes) outside of school, the Administration reserves the right to inform that student's parents and refer the student for a drug/alcohol urine screening. If a referral is made, the parents must have the screening conducted within twenty-four (24) hours. The student will not be re-admitted to school until the screening has been conducted. If the urine screening is positive for substances, the student will have to submit to another urine screening approximately two weeks from the initial urine test. If the second screening is positive, or there has been behavioral evidence of substance use, the student will be referred for a substance abuse evaluation and must adhere to any treatment recommendations. Students will not be allowed to return to school until they have complied with all directives of the Administration regarding their substance use. Parents are required to sign a release of information form allowing the Administration to be advised of urine screening results and/or information regarding treatment participation. Failure to comply with this policy will result in termination from Sage Day. The cost for any screening or follow-up treatment will be the sole responsibility of the parent or guardian.

*Amended July 2005*

Special note on Caffeine: Caffeine is a powerful stimulant. In excessive doses, caffeine may cause symptoms of anxiety and elevated heart rate. Students are forbidden to possess, consume or distribute caffeine pills, caffeine gum, caffeine mints, or any other concentrated caffeine product. Students are permitted to drink coffee, tea, and caffeinated soft drinks.

**Books:**

Books and equipment issued to students are loaned for the duration of each course. Textbooks are costly; the average cost is about \$75 per book. Students are **required** to cover textbooks and paperbacks and to care properly for all books and equipment. Books will be checked for damage when issued, at the end of each marking period, and upon return. Students will be charged for any damaged or lost books according to the schedule in the table below. Parents or Guardians will be notified by mail of any outstanding charges.

**Fine Schedule for Lost or Damaged Books**

<b><u>Condition</u></b>	<b><u>Age of Book</u></b>	<b><u>Fine Amount</u></b>
<b>Book Lost/Not Returned for ANY reason</b>	<b>Book of any age</b>	<b>Market Value of Book</b>
<b>Textbook or Paperback Uncovered During 2 or more Quarterly Checks</b>	<b>Book of any age</b>	<b>\$20 Textbook \$2 Paperback</b>
<b>Broken Binding/Torn/Water Damage</b>	<b>Book 2 yrs old or less</b>	<b>Market Value of Book</b>
<b>Broken Binding/Torn/Water Damage</b>	<b>Book Older than 2 years</b>	<b>\$35.00</b>
<b>Writing/Graffiti/page damage</b>	<b>Book of any age</b>	<b>\$25.00</b>

**Bulletins and Announcements:**

Daily Announcements are published to provide information to both students and staff. The information pertaining to students will be read during the homeroom period. A copy will be posted on the Shared Drive of Computer network and outside main office. Students absent during the homeroom period are responsible for the contents of the daily announcements.

**Field Trips:**

Field trips are an educational experience. Teachers may assign academic projects related to the outing. All field trips are school functions and therefore all rules regarding student conduct apply. Students not going on a trip or who are prohibited from participating will either follow their regular schedule or will report to a designated room for supervised work. Absence from classes due to a field trip does not excuse a student from in-class work, homework, or previously announced tests. Students who have authorization to drive to school are not permitted to use their vehicles for field trips or to transport other students in their vehicles. Certain field trip sites or facilities may require an additional permission form to be filled out by a parent or guardian. Any student leaving a field trip or evading supervision on a field trip shall be subject to an immediate meeting to discuss change of placement and shall be subject to expulsion from Sage Day. *Amended July 2005*

**Late Day Pick-Ups:** On occasion, Sage Day will plan a field trip that will exceed the hours of our regularly scheduled school day. In order for students to attend these outings, arrangements for transportation home must be made in writing by the parent or guardian and submitted to the main office one week before the trip.

**Fire & School Security Drill Regulations:**

Fire drills are a preparation and insurance against possible emergency. Students are expected to cooperate fully during all fire drills.

1. Please familiarize yourself with the fire directions posted in each room you occupy throughout the day.
2. Follow instructions of teachers and administrators in charge of your group. Be alert!
3. During an evacuation, if your exit is blocked, your teacher will instruct you to take an alternate route.
4. Students are to stay with their teacher or therapist so that attendance can be taken.
5. **NO ONE IS TO RETURN TO THE BUILDING UNTIL AUTHORIZED TO DO SO BY THE ADMINISTRATION AND/OR FIRE OFFICIALS IN CHARGE.**

*Amended July 2011*

**Food and Drinks:**

Students are permitted to eat in the cafeteria (Rochelle Park), common room (Boonton), gym stage (Mahwah) before the 8:00 bell, during the morning break and during their scheduled lunch period. All food should be consumed in the authorized areas unless a student has received permission to do so elsewhere. Food should not be brought into classrooms, administrative offices, or therapy offices without permission. Food and drinks are prohibited at any computer station. Students who throw food or drinks inside or outside any part of the building will be suspended from the cafeteria for a period of at least two weeks. These students will be also required to assist in cleaning the area they have defaced and may be subject to other consequences as determined by the Administration.

Students are permitted to drink beverages in classrooms and therapy offices only with the expressed consent of the staff members in charge. Some classrooms have a “water only” rule, and this rule must be observed. No beverages are permitted in the gym, or at the computer terminals. Students are expected to dispose of beverage containers in an appropriate manner. Students should consider this policy as a privilege that will be suspended if abused.

**Gum Chewing:** Students are permitted to chew gum during the course of the school day as long as it does not break group concentration and is disposed of properly. Students who fail to dispose of gum properly will be required to clean up improperly discarded gum and will lose their privilege. If a pattern emerges in which gum is being left on floors, furniture, or is otherwise improperly discarded, gum chewing may be prohibited entirely at the discretion of the Administration. *Amended July 2005*

### **Gambling and Profit-Making Activities:**

Gambling on the school grounds or in school vehicles is prohibited. This includes but is not limited to the use of dice, coins, betting, and/or cards.

Students are prohibited from engaging in any activities while on school grounds or at school sponsored functions which have as their purpose the personal monetary profit of the student.

### **Hall Passes:**

It is expected that students remain in their assigned classroom once the lesson has commenced. Should a student need to leave the room for any reason, a hallway pass must be obtained from the teacher or associate. **Barring emergencies, passes will not be issued during the first ten (10) minutes or last five (5) minutes of class.** If the classroom pass is in use, students will need to wait until the pass is returned before exiting the room. Students in the school corridors without a pass will be questioned by staff and may be subject to the consequences for cutting class. Chronic violation of this policy will result in a meeting with parents to determine appropriate remedies. Continued violation following this meeting will result in dismissal from Sage Day. **DO NOT LEAVE CLASS WITHOUT PERMISSION.**

### **Hospitalization/Psychiatric Intervention:**

Staff will report to the Administration any indication by a student that he, she, or another student has had suicidal thoughts or feelings or is considering harm to self or others. Indications of harm to self or others cannot and will not be kept confidential. When an Administrator receives a report of threatened harm to any student he/she or a qualified staff clinician shall immediately assess the level of potential risk. If the Administrator or assessing clinician determines that a student is at risk or harming him/herself or others parents shall be notified immediately. If necessary, the Administrator will contact the nearest hospital emergency room or suicide assessment unit, and/or the local police, and/or the Division of Youth and Family Services.

Any student requiring emergency psychiatric intervention or psychiatric hospitalization must receive medical clearance to return to school from the physician providing treatment and must attend a re-entry meeting with the Administration and a parent before he or she will be admitted back to school. If deemed necessary by medical personnel and/or the Sage Day Administration, a student transitioning from a psychiatric hospitalization may be required to attend a partial-hospitalization program before returning to school. In some cases, a student may be permitted to attend family therapy sessions before he or she is readmitted to school. Each case will be assessed and handled on an individual basis. (Amended July 2004)

### **Lunch and Cafeteria Procedures:**

1. Students are to go directly to their lockers at the Rochelle Park campus, and to their homerooms at the middle school and Boonton campus after the bell signaling the end of their final morning class and then report directly to the cafeteria area for lunch.
2. All students except seniors with privileges must remain in the cafeteria for the first fifteen (15) minutes of the lunch period.
3. Students can bring their own lunch or take part in the school lunch program.
4. With the exception of seniors at the Rochelle Park campus who have earned privileges, students are not permitted to leave the school grounds to buy lunch.
5. Students are responsible for disposing of all personal litter from the lunch tables in an appropriate manner.
6. Students must spend the final portion of their lunch period in authorized areas only. These areas are the Cafeteria, the Gym, and the Courtyard at the Rochelle Park and Mahwah campuses, and the common room at the Boonton campus. Students are not to loiter or wander in the hallways, stairwells, behind the stage, or anywhere else inside or outside the building at any time.

### **Off Limits Areas:**

Students are not allowed to leave the building for any reason without permission. Students are not allowed to loiter in the hallways, stairwells, parking lots, outside of the doorways of the building, or in any adjoining open areas without supervision. If asked to leave an area or to return to a supervised area,

students are required to comply. Students who venture into off-limits areas will be subject to loss of privileges, suspension and possible expulsion.

**Office Equipment Use:**

Students are not permitted to use the phone, copier, or fax machine in the administrative or therapy offices without permission.

**Participatory Rights:**

Every student has the right to become involved in the school community to the extent that he/she may:

1. Vote in school elections.
2. Hold student office.
3. Use school facilities for approved activities that have faculty supervision.

**Personal Belongings:**

Personal belongings are to be stored in lockers or in those areas designated by the administration. Musical instruments may be stored in the Main Office, at the high school and in the coat closet in the middle school. Small pocketbooks or backpacks may be carried during the day. Textbooks, materials and other belongings are not to be left in classrooms without specific permission to store these items in a specified location.

*Amended July 2005*

**Portable Radios, CD Players, DVD Players, Cell Phones, Beepers, I pods, and Other Electronic Devices:**

**Students are not permitted to use portable radios, CD players, DVD players, cell phones, i-pods, beepers, or pagers in the school building, on school grounds, or during any school activity (field trips, off-campus physical education classes, etc.).** All internet connections from portable gaming systems, phones, i-pods, etc. are not permitted. The staff reserves the right to confiscate and review contents on any electronic device. Any student found using any of these items will have them confiscated and returned at the end of the following day. Students who repeatedly violate policy will have confiscated items returned only to parents. If a student has an emergency situation for which such an item is necessary, a parent or guardian must petition the Principal in writing.



Students are allowed to use radios, CD players, radios with headsets, and electronic games during the morning break, lunch, prior to and after school, and while on school vehicles. **Any student using these devices during any academic or elective class session will have them confiscated and returned at the end of the school day. After the third offense the device will be returned at the end of the next school day. After the fourth offense, the device will be returned only to a parent. (Amended June 2010)**

**School Closing / Delayed Openings:**

In case of a delayed opening or school closing due to inclement weather, parents will receive an automated phone message via our AMFAX messaging system by 6:15 a.m.. Please note that your caller ID will display the AMFAX number as 411. The closing or delayed opening will also be announced on TV Channel 12 (News 12-New Jersey), on the web at [weatherclosings.com](http://weatherclosings.com). In case of a delayed opening, students are to report at the time designated during the AMFAX message. Staff reports to school 45 minutes before the delayed opening time. Therefore, students will not be permitted to enter the building more than 30 minutes prior to the delayed opening time. *Amended July 2007*

**Skateboards, Rollerblades, Wheeled Sneakers:**

Skateboards, Rollerblades, and wheeled sneakers may not be used or brought to Sage Day during the school day or during any Sage Day sponsored event unless specific permission is granted by the principal.

### **Student Council:**

The Student Council is comprised of two representatives from each class elected by their peers to serve for the length of the school year. Students will also elect one alternate representative per class to serve in the place of any council member unable or unwilling to fulfill their duties. Officers of the Student Council will be elected internally by the Council members.

The Student Council serves to:

1. Act as a liaison between the administration and the entire student body.
2. Work jointly with the administration, faculty, and student body in solving school concerns
3. To encourage a higher quality of school morale and involvement.
4. To recognize and protect the needs of the students.
5. To promote harmonious relationships in the school.

Any member in violation of academic or conduct standards will be suspended from serving on the Council until any infraction has been satisfactorily resolved. **Serious violations of conduct standards may result in suspension from the student council for the remainder of the school year.**

The teacher or teachers serving as Advisor to the Council has/have the right to suggest the dismissal of any member who conducts himself or herself in a way unfitting of a representative. The administration will make the final decision regarding such recommendations. Faculty Advisors will uphold the same standards of conduct that apply to all activities at Sage Day.

### **Student Driving / Parking Policy:** (High School)

Students driving vehicles to school must understand this is a privilege regulated by the following rules and responsibilities. Failure to comply with these expectations will result in suspension or revocation of driving privileges.

1. Students must arrive on time.
2. Students cannot return to their vehicle during the school day without permission.
3. Students will proceed cautiously while driving on school property. Any type of reckless driving is strictly prohibited. Students who drive to endanger the safety of others will have their parents and the police contacted in addition to the loss of their driving privilege.
4. Buses or other school transport vehicles have the right of way in all parking lots and driveways.
5. **Students are NOT to transport peers home from school without parental approval.**
6. Student drivers must leave the grounds promptly once dismissed from school. There is no loitering in the parking lot or on school property, not even in a parked car.
7. Students will park in the lot adjacent to the Church only. Vehicles parked in any other location or parked illegally may be towed.

\*\*\*Sage Day is not responsible for personal property in vehicles parked on school grounds. \*\*\*

### **Student Rights:**

All students have the right to attend school without fear of harassment, threats, intimidation or reprisals. Any student violating these or any other civil rights of students will be dealt with by the administration, and, depending on the severity of the violation may be suspended from school, expelled, and/or reported to the police department. (See Bullying Policy)

### **Therapy:**

A. Attendance

Every student at Sage Day is required to attend all scheduled therapy sessions each week. Families are required to attend all scheduled family sessions. Students must remain in class until the therapist comes to escort them to their session. Under no circumstances are students to wait for the therapist in the therapy waiting room or the administrative offices unless authorized to do so. While in session, students are expected to abide by the general rules of this program regarding behavior and conduct. Cursing, threatening, disrespect of therapists or group members or refusal to comply with redirection will not be tolerated. (Amended July 2004)

B. Confidentiality

All information shared during individual and group therapy sessions is considered confidential and will not be repeated. Students and staff are equally responsible for the protection of confidentiality. Students should realize that information reported to, or discussed with, teachers, associates, support staff and administrators is not confidential; and that those staff members are obligated to share any information that it is in the best interest of the student, his/her peers, and the school with the Administration.

EXCEPTION: If a therapist perceives a student to be at risk of causing harm to themselves or to others, the therapist is obligated to report such information to the administration.



### **Transportation Procedures:**

1. Students are required to arrive and depart the school grounds by authorized transportation only. Any alternate transportation arrangements must be submitted by a parent in writing to the main office by 10:30 AM that morning. The administration will not grant approval for 'last minute' requests to deviate from the regular transportation schedule.
2. All school rules are in effect on school buses, around bus stops, and during boarding and/or disembarking.
3. Students must obey their bus driver and /or aide at all times. The bus driver will report all violations of safety regulations as well as any behavior problems to the administration. The administration will deal with these cases on an individual basis.
4. The administration reserves the right to deny any student, at any time, the privileges of riding a school vehicle for a just cause. The school will notify a parent or guardian immediately should that student's riding privilege be suspended.
5. Smoking, drug or alcohol use, or the possession or distribution of any controlled substance on any school bus are prohibited and will carry the same consequences as using, possessing or distributing these substances on school property.
6. Buses and other transport vehicles will stop only at regularly planned stops.
7. Any parent picking up a student at dismissal, at Rochelle Park should park on Forest Place or in the parking lot on Terrace Avenue then walk into the courtyard in the rear of the building to meet his/her child. Parents parking or standing on Rochelle Avenue may be subject to a traffic violation.
8. Parents are responsible for notifying bus companies of student absences or alternate transportation arrangements.

### **Video Gaming:**

The use of handheld gaming devices or internet gaming sites is not permitted during classroom time. Students are permitted to utilize the gaming systems prior to the first bell, during break and lunch. It is understood students will share the time and equipment equally. In the event of conflict over game selection or playing time all students involved in the conflict will immediately lose playing privileges for the day. Students may use the games provided by the school or request to play a game brought from home with permission from the administration. Games conveying graphic violence and inappropriate images or language are not permitted.

### **Visitors:**

Visitors are not allowed in the school building, on school grounds, or on school vehicles without prior arrangement and approval from the administration. Should a parent(s) wish to meet with one of the Administrators or Teachers, they are asked to contact the office to schedule an appointment. In general, the following guidelines for visitors should be observed.

- Visitors will be directed to the main office.

- All visitors will be required to sign in and receive a sticker or other badge that clearly identifies the persons' name, areas or rooms to be visited and nature of their visit.
- A staff member will accompany the visitor to the room they are visiting.
- Visitors will return to the office to sign out.
- Students encountering visitors without identification should not confront the visitor but should report the unidentified visitor to the nearest staff member.

**Weapons Policy:**

Use or possession of any instrument which may be construed as a weapon or facsimile thereof (i.e., firearms, slingshots, knives, explosive devices, tear gas canisters and metal "stars") is strictly prohibited on school property. School property is broadly defined to include the school building, the school grounds, all school sponsored events, or activities which may be conducted off school grounds, school vehicles and buses.

Any student found in possession of a weapon will have it confiscated, have their parent or guardian contacted, and be suspended from school. If appropriate, the police will be contacted.

Any student brandishing a weapon with intent to do harm or threaten will be subject to arrest and immediately expelled from the program. (See also Offense by pupil involving firearm (18A: 37-8) below)

**Working Papers:**

Working papers can be obtained from the Office Manager in the main office. Students will need to have their physician complete the appropriate portions of the application.



## V. DISCIPLINE AND DRESS CODE

### Causes for Suspension or Expulsion of Pupils (18A:37-2.):

Any pupil who is guilty of continued and willful disobedience, or of open defiance of the authority of any teacher or person having authority over him, or of the habitual use of profanity or of obscene language, or who should cut, deface or otherwise injure any school property, shall be liable to punishment and to suspension or expulsion from school.

Conduct which shall constitute good cause for suspension or expulsion of a pupil guilty or such conduct shall include, but not be limited to, any of the following:

- Continued and willful disobedience;
- Open defiance of the authority of any teacher or person, having authority over him;
- Conduct of such character as to constitute a continuing danger to the physical well-being of other pupils;
- Physical assault upon another pupil;
- Taking, or attempting to take, personal property or money from another pupil, or from his presence, by means of force or fear;
- Willfully causing, or attempting to cause, substantial damage to school property;
- Participation in an unauthorized occupancy by any group of pupils or others of any part of the school or building owned by any school district, and failure to leave such school or other facility promptly after having been directed to do so by the principal or other person then in charge of such building or facility;
- Incitement which is intended to and does result in truancy by other pupils;
- and
- Knowing possession or knowing consumption without legal authority of alcoholic beverages or controlled dangerous substances while on school premises.

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

The Child Study Team and parents will be informed of any chronic actions that are jeopardizing a student's placement in the program. Grounds for immediate expulsion include, but are not limited to physical violence, harassment, sexual harassment, criminal sexual contact, sexual assault, or threats judged as having serious intent. Upon expulsion, the school will provide written notice to the student's Child Study Team and the reasons for this action.

*Amended July 2005*

**Assault by Pupil Upon Teacher, etc: Suspension; Expulsion Proceedings (18A:37-2.1).**

Any pupil who commits an assault, as defined pursuant to N.J.S.2C:12-1, upon a teacher, administrator, or employee acting in the performance of his/her duties and in a situation where his/her authority to so act is apparent, or as a result of the victim's relationship to Sage Day, not involving the use of a weapon or firearm, shall be immediately suspended from school consistent with procedural due process pending suspension or expulsion proceedings.

**Assault: Offense by Pupil Involving Assault, Removal from School's (18A:37-2.2.)**

Any pupil who commits an assault upon a teacher, administrator, other employee of Sage Day or another student, with a weapon, on any school property, on a school bus, or at a school-sponsored function shall be immediately removed from the school pending a hearing before the administrators.

**Offense by Pupil Involving Firearm, Removal from School's Program (18A:37-8.)**

Any pupil who is convicted or adjudicated delinquent for possession of a firearm or a crime while armed with a firearm or found knowingly in possession of a firearm on any school property, on a school bus, or at a school-sponsored function shall be immediately removed from the school's program pending a hearing before the administrators to remove the pupil from the program.

**Correcting Misconduct:**

Students should fully realize that any member of the school staff has the authority and obligation to correct student misconduct at any time. A deliberate refusal to obey a reasonable request made by school personnel will result in an intervention by the Administration. A pattern of refusal to cooperate will result in a meeting with parents and a Child Study Team representative to discuss the possible need for a change in placement/expulsion.

**Cutting, Self-Mutilation or other Self-Injurious Behavior by Students –**

Cutting, self-mutilation and other self-injurious behavior (e.g. deliberate purging) can be particularly disturbing symptoms due to their persistence and the potential for serious injury. This symptom pattern presents further complications in a therapeutic school for adolescents due to the adolescent tendency to emulate behaviors of peers as well as the tendency of some cutters to display their injuries as a badge of courage or as a cry for attention. As with any symptom, the thrust of intervention will be to support the student in bringing the issues underlying the symptoms into individual therapy so that working through can take place. Given the potential for imitative and attention seeking behavior, care will be taken to minimize gratifying the behavior. The appropriate staff response to a disclosure of cutting or self-mutilation will depend on whether the disclosure is made in individual therapy, group therapy or outside of therapy entirely. Basically, cutting or other self-injurious behavior reported in the course of therapy will be treated clinically. Cutting or other self-injurious behavior disclosed outside of therapy should be addressed as a disciplinary issue and should be seen as an entre into addressing the underlying emotional issues and how the student deals with his/her emotions. Specific guidelines follow:

**A. Cutting, Self-Mutilation or other Self-Injurious Behavior Reported Outside of Therapy**

1. **Teachers:** Accompany any student who discusses or reveals cutting/self-mutilation/self-injurious behavior in class or during any activity outside of therapy, to the office and inform Clinical Director or principal.
2. **Administrators:**
  - a. Check for cuts and administer first aid if necessary.
  - b. Have student bring all purses, backpacks, etc, to office. Have student empty out belongings and confiscate any items that have been or could be used to harm oneself (e.g., knives, tweezers, pins, tacks, nail clippers, lighters, matches, etc.).
  - c. Interview student to ascertain extent of self-injurious behavior.
3. Remind student of policy on cutting/self-mutilation and other self-injurious behavior.
4. Suspend all privileges that allow student to move around or outside the school environment under limited supervision. Revoked privileges should include unsupervised use of hall passes, the ability to sign out of electives as well as any off-campus privileges

such as off-campus physical education classes, deli privileges, trips, etc. Length of privilege suspension should be no less than one week.

5. Inform parents.
6. Inform individual therapist and both Clinical Director and principal.

### **B. Cutting, Self-Mutilation or other Self-Injurious Behavior Reported During Individual Therapy**

1. Address with the same blend of exploration and confrontation that would be employed with any other instance of harmful acting out or treatment destructive behavior.
2. Set limits. Cutting and self-mutilation should be discussed only in individual treatment. Techniques and behaviors of self-mutilation should not be discussed in group and not with peers. However, helping the student to identify a trigger or feeling state associated with the behavior and/or helping the student to devise coping strategies is encouraged. Cuts, burns and other self inflicted injuries may not be exposed and must remain covered with clothing.
3. Explore the meaning and purpose of cutting for the student and help patient seek other means of meeting these needs. Keep in mind that cutting and self-mutilation is often driven by issues around separation-individuation and the extreme use of suppression. Address transference (e.g., confront or observe that patient is not relying on the therapist, not putting feelings into words, “cutting” off from others, etc. ). Tailor your interventions to the dynamics you discern through exploration. Help the student focus more on issues and dynamics and less on the behavior to minimize the gratification of self-harming behavior.
4. Stay attuned for suicidal ideation as this is often co morbid with self harming behavior.
5. Keep supervisor informed of treatment progress or lack thereof.

### **C. Cutting, Self-Mutilation or other Self-Injurious Behavior Reported During Group Therapy**

#### **1. Group Therapist:**

a: Set limits. Remind patient(s) that cutting/self-mutilation and other self injurious behaviors are issues for individual treatment. Send (if possible, accompany) any student who shows injuries to others to the office for first aid. Check in with office immediately after group to ensure patient arrived and was seen.

b: Support student(s) is discussing underlying issues (e.g., pain, numbness, deadness, emptiness, loneliness, boredom, anger, etc.) rather than discussing self harming behavior or showing injuries to others. Stay attuned for suicidal ideation as this is often co morbid with self harming behavior.

#### **2. Office Staff:**

The first time a student is sent to the office, office personnel or trained staff should administer first aid, help student cover any injuries and remind student that self-mutilating behavior is to be discussed only in individual treatment. Students who are sent out of group repeatedly should be handled according to the disciplinary procedures outlined under Procedures for Managing Student Misconduct.

#### **3. All Staff:**

Report all disclosures to patient’s individual therapist and Clinical Director AND principal.

*(Amended July 2005).*

**Damage to School Property [Liability of Parents of Pupils for Damage to Property (18A:37-3)]:**

The parents or guardian of any minor who shall damage any public or nonpublic school property shall be liable for damages. The amount due will be collected by the Principal, or the owner of the premises in any court of competent jurisdiction, together with costs of suit. Students who damage school property willfully will face suspension, probation or expulsion.

*Amended July 2005*

**Dress Code:**

Student attire must meet normal standards of cleanliness and pose no threat to safety or call attention in a way that disrupts the academic process. Students whose attire, in the judgment of the school administration, violates these standards will be required to modify the attire before resuming their regular schedule. Any extremes in dress will be handled on an individual basis.

**Specific dress code regulations:**

**Clothing:**

Shirts must be able to be tucked in and remain there. Midriff shirts, tube tops, and tank tops are not allowed. During hot weather, the administration may permit sleeveless tops with straps that are a minimum of one inch width.

- Shorts: A student's fingers must touch bottom of his/ her shorts with his/her arms extended.
- Clothing that promotes alcohol/drug use, conveys sexually explicit messages, displays profanity, or that is otherwise offensive should not be worn.
- Clothing that is excessively form fitting or revealing is not permitted.
- Clothing or jewelry with pointed spikes is not permitted.
- Jackets, gloves and other forms of outerwear are not to be worn during homeroom, or academic and elective class periods. Sweaters, sweatshirts, and fleeces are permitted during cold weather.

Students who are in violation of the dress code will be required to adjust their clothes, change clothes, or wear a large shirt provided by the Administration. Refusal to comply with these adjustments will result in out of school suspension until a meeting with parents can be arranged to determine appropriate remedies.

Students must wear appropriate clothing and footwear to participate in Physical Education classes. In the case of off-campus Physical Education activities, students must comply with the dress code of the establishment. Students who are unprepared with appropriate clothing for off-campus Physical Education classes will be required to attend a Study Hall during the Physical Education class.

**Hats:**

No hats or head-coverings of any kind are to be worn during academic or elective classes or in the building in general. Hats or headbands may be worn **only during physical education periods with the permission of the teacher**. Violation will result in the confiscation of the article. *Amended July 2007*

**Hygiene:**

All students are expected to attend school in neat, clean clothing. Students need to shower regularly in order to promote good health and to avoid being offensive to others. If the administration deems a student to be in violation of this policy they reserve the right to prohibit attendance of school until the matter is rectified.

**Make Up:**

- Make up should adhere to usual standards of good taste. Make-up that is excessive and/or excessively distracting is not permitted.
- Male students are not permitted to wear make-up.
- Hair or facial coloring that is excessively distracting will not be permitted.
- The administration reserves the right to determine what is excessive and or distracting.

**Piercings:**

Multiple piercing is allowed on the ears only. Nose, eyebrow, and lip piercing are limited to one. Students who wear jewelry in pierced areas during physical activities do so at their own risk. **NO PIERCING IS PERMITTED DURING THE SCHOOL DAY.**

**Fighting:**

Any student who physically fights with another student or who instigates a fight while on school grounds or on the school buses will be suspended and may be subject to expulsion. Repeat offenses will result in expulsion from the program.

**Harassment, Intimidation and Bullying Prevention Policy:**

Sage Day prohibits acts of harassment, intimidation or bullying (hereinafter known as HIB). Though the HIB Prevention Policy generally outlines rules and consequences for student conduct, it must be understood that school employees are expected to adhere to all aspects of the policy contained herein, to enforce all aspects of the policy contained herein and to model appropriate conduct at all times.

A safe and civil environment in school is necessary for students to learn and achieve high academic standards; harassment, intimidation or bullying, like other disruptive or violent behaviors, is conduct that disrupts both a student's ability to learn and a school's ability to educate its students in a safe environment; and since students learn by example, school administrators, faculty, staff and volunteers should be commended for demonstrating appropriate behavior, treating others with civility and respect, and refusing to tolerate harassment, intimidation or bullying.(N.J.S.A. 18A:37-13 to -19).

**Definition of Harassment, Intimidation or Bullying:**

*“Gestures or written, verbal, electronic\* or physical acts, that a reasonable person should know will cause physical and/or emotional harm or fear of harm to one or more targets or their property, or insults or demeans any student or group of students usually unprovoked, and involving an imbalance of physical, psychological and/or social power (perpetrator over target/victim) occurring usually, but not necessarily, repeatedly and over time.”*

**In the event that any incident meeting the definition of HIB occurring either on or away from school grounds is deemed to materially and substantially interfere with the requirement of appropriate discipline in the operation of the school, the individual (s) involved in such incident shall be subject to appropriate consequences and remediation to the extent reasonably necessary to protect the physical or emotional safety, security and/or well being of any student, staff member or school grounds. \*It must be emphasized that the definition of HIB includes communications and gestures made via any type of electronic device or medium whether on or off school grounds.**

**Consequences and Appropriate Remedial Actions for a Committing an Act of Harassment, Intimidation or Bullying:**

The Director of Clinical and Educational Programs will appoint a Sage Day Anti-Bullying Coordinator who is responsible for coordinating and strengthening our HIB policies and providing data regarding the same. An anti-bullying specialist will be appointed at each school site that will lead the investigation of incidents of HIB and be the primary school official responsible for preventing, identifying and addressing incidents of HIB in the school.

Each school will form a school safety team comprised of the principal, teacher, therapist and parent\* in the school with the school anti-bullying specialist who will serve as the chair person. This team will:

- Receive copies of complaints and investigation reports on HIB.
- Identify patterns of HIB in the school,
- Participate in training on HIB
- Strengthen the school's policy on HIB.

*\*Since parents are part of the school safety team the Act protects the privacy rights of students by limiting the participation of parent members of school safety teams to the activities of the team which do not involve confidential matters involving schools.*

At administrative meetings once before, and once after January 1<sup>st</sup> the Anti-Bullying Coordinator will report on acts of violence, vandalism and HIB which occurred during the previous reporting period, including the number of the bullying discipline imposed, and all HIB programs and training with breakdown by school. Once during each reporting period, the Director of Clinical and Educational Programs must submit to the Department of Education both school wide HIB data and a categorical breakdown of HIB by school. Based on the data, the Commissioner of Education will assign each school a grade for its efforts to implement the policies of the Act, which grade must be prominently placed on the homepage of the school districts web site within (10) days of receipt.

The week of the first Monday in October each year will be designated as a "Week of Respect" by providing age appropriate instruction on HIB instruction.

School administrators shall develop and implement procedures that ensure both appropriate consequences and remedial responses to a student or staff member who commits one or more acts of harassment, intimidation or bullying. In determining the appropriate consequence, school administrators shall consider the following factors: the age, developmental and maturity levels of the parties involved, the levels of harm, the surrounding circumstances, the nature of the behaviors, past incidences or continuing patterns of behavior, the relationships between the parties involved, the levels of harm, the surrounding circumstances the nature of the behaviors, past incidences or continuing patterns of behavior, the relationships between the parties involved and the context in which the alleged incidents occurred. In determining appropriate remedial measures, school administrators shall consider the personal and environmental factors surrounding the incident.

Consequences and appropriate remedial action for a student or staff member who commits one or more acts of HIB may be varied and graded according to the nature of the behavior, the development age of the student and the student's history of problem behaviors and performance. This may range from positive behavioral interventions up to and including suspension or expulsion. In all cases, Sage Day will attempt to actively involve parents in the remediation of behavior (s) of concern.

Concluding whether a particular action or incident constitutes a violation of this policy requires a determination based on all the facts and surrounding circumstances.

**Reporting an Act of Harassment, Intimidation or Bullying:**

At each school, the principal or the Anti-Bullying Specialist is responsible for receiving complaints alleging violations of this policy. All school employees are required to report alleged violations of this policy to the principal or the Anti-Bullying Specialist. All other members of the school community, including students, parents, volunteers and visitors, shall report any act that may be a violation of this policy. While submission of the report form is not required, the reporting party is encouraged to use the report form available from the principal of each campus. Oral reports also shall be considered official reports. Reports may be made anonymously, but formal disciplinary action may not be based solely on the basis of an anonymous report.

After an allegation of HIB:

1. After informing parents or guardians of students involved, an investigation shall be initiated and conducted by the school's Anti-Bullying Specialist in consultation with the principal.
2. The Anti-Bullying Specialist may appoint additional personnel to assist in the investigation.
3. The investigation shall be completed as soon as possible but not later than 10 school days from the date of the written report of the incident of HIB.
  - a. In the event that there is information relative to the investigation that is anticipated but not yet received by the end of the 10 day period, the school Anti-Bullying Specialist may amend the original report of the results of the investigation to reflect the information.
4. The result of the investigation shall be reported to the Director of Clinical and Educational Programs within two days of the completion of the investigation, and in accordance with regulations promulgated by the State Board of Education pursuant to the "Administrative Procedure Act, "P.L. 1968, c.52:14B-1 et seq.)
5. The Director of Clinical and Educational Programs may decide to provide intervention services, establish training programs to reduce HIB and enhance school climate, impose discipline, direct to counseling as a result of the findings of the investigation, or take or recommend other appropriate action.
6. Parents or legal guardians of the pupils who are parties to the investigation shall be entitled to receive information about the investigation, in accordance with Federal and State law and regulation, including the nature of the investigation, whether the school found evidence of HIB or whether discipline was imposed or services provided to address the incident of HIB. The information shall be provided in writing within five school days after the results of the investigation are reported to the Director of Clinical and Educational Programs.
7. The parent or legal guardian may request a hearing before the Director of Clinical and Educational Programs after receiving the information.
  - a. This hearing shall be held within ten days of request.
  - b. At the hearing the Director of Clinical and Educational Programs may hear from the Anti-Bullying Specialist about the incident, recommendations for discipline or services, and any programs instituted to reduce such incidents.
8. A parent, pupil, legal guardian, or organization may file a complaint with the Division of Civil Rights within one hundred eighty days of the occurrence of any incident of HIB Based on membership in a protected group as enumerated in "Law Against Discrimination," P.L.1945, c.169 (C.10:5-1 et seq.)

**Response to HIB:**

Some acts of HIB may be isolated incidents requiring that the school respond appropriately to the individuals committing the acts. Other acts may be so serious or parts of a larger pattern of harassment, intimidation or bullying that they require a response either at the classroom, school building or school district levels or by law enforcement officials.

Consequences and appropriate remedial actions for students who commit an act of harassment, intimidation or bullying range from positive behavioral interventions up to and including Short Term Suspensions N.J.A.C. 6A:16-7.2, Long Term Suspensions N.J.A.C. 6A:16-7.3 or Expulsion N.J.A.C. 6A:7.5 .

Individual responses can include positive behavioral interventions (e.g., peer mentoring, short-term counseling, life skills groups) and punitive actions (e.g., in-school suspension, expulsion). Classroom

responses can include class discussions about an incident of HIB, role plays, research projects, observing and discussing audio-visual materials on these subjects and skill-building lessons in courtesy, tolerance, assertiveness and conflict management. School responses can include theme days, learning station programs, parent programs and information disseminated to students and parents. District-wide responses can include community involvement in policy review and development, professional development programs, adoption of curricula and coordination with community-based organizations (e.g., mental health, health services, health facilities, law enforcement, faith-based).

In addition, Staff Clinicians are available to individual victims of HIB and respond in a manner that does not stigmatize victim(s). Social skills training can be provided for all students as a response for addressing victimization.

In considering whether a response beyond the individual level is appropriate, the administrator should consider the nature and circumstances of the act, the level of harm, the nature of the behavior, past incidences or past or continuing patterns of behavior, and the context in which the alleged incident(s) occurred. Institutional (i.e., classroom, school building, school district) responses can range from school and community surveys, to mailings, to focus groups, to adoption of research-based bullying prevention program models, to training for certificated and non-certificated staff, to participation of parents and other community members and organizations, to small or large group presentations for fully addressing the actions and the school's response to the actions, in the context of the acceptable student behavior and the consequences of such actions and to involvement of law enforcement officers, including school resource officers.

Since some acts of harassment, intimidation or bullying may be bias-related acts and potentially hate or bias crimes, school officials must report to law enforcement officials either serious acts or those which may be part of a larger pattern.

#### **Retaliation or Reprisals for Reporting Acts of HIB Prohibited:**

Sage Day prohibits reprisal or retaliation against any person who reports an act of harassment, intimidation or bullying. The consequence and appropriate remedial action for a person who engages in reprisal or retaliation shall be determined by the administrator after consideration of the nature and circumstances of the act, in accordance with case law, federal and state statutes and regulations and district policies and procedures.

A school employee, student or volunteer shall not engage in reprisal, retaliation or false accusation against a victim, witness or one with reliable information about an act of HIB.

#### **Consequences for False Accusation of HIB:**

Consequences and appropriate remedial action for a student found to have falsely accused another as a means of harassment, intimidation or bullying range from positive behavioral interventions up to and including Short Term Suspensions N.J.A.C. 6A:16-7.2, Long Term Suspensions N.J.A.C. 6A:16-7.3 or Expulsion N.J.A.C. 6A:7.5. Consequences and appropriate remedial action for a school employee found to have falsely accused another as a means of harassment, intimidation or bullying shall be disciplined in accordance with district policies, procedures and agreements. Consequences and appropriate remedial action for a visitor or volunteer, found to have falsely accused another as a means of HIB shall be determined by the school administrator after consideration of the nature and circumstances of the act, including reports to appropriate law enforcement officials.

#### **Probation:**

The administration may place a student who has committed any serious or continual violation of school policy on probation for a specified amount of time. The terms of the probation shall be in writing and presented to the student and his parents for their signature. Refusal to sign the agreement will be considered a withdrawal from the program.

#### **Runaway/Elopement:**

If the student leaves school property without permission, the administrator shall contact the local police.

Students leaving school property shall be subject to suspension, loss of privileges and a meeting with parents and case manager to discuss possible change of placement and termination from Sage Day. Repeat offenders shall be subject to expulsion. Any student leaving the supervision of staff during a school trip or during any off campus activity shall be subject to immediate suspension, a meeting with parents and case manager to discuss change of placement, and expulsion.

**Search and Seizure:**

The school administration reserves the right to search automobiles, cubbies, knapsacks, desks, gym bags, and/or other clothing when a determination has been made that a search would be in the interest of safety and/or the health of that student or other students. Lockers are the property of the school and may be searched at any time by the administration in the case of reasonable suspicion of illegal contents or simply to clear belongings at the end of the school year.

Such searches and subsequent seizure of substances and/or contraband will be conducted based on reasonable suspicion as a result of reliable reports from credible sources, personal observations of students engaging in prohibited conduct, and observations of suspicious behavior. Such searches will not be performed in an arbitrary and capricious manner.

**Theft:**

Any student who commits or attempts to commit a theft, robbery, or act of breaking and entering at school will be put on probation, suspended or expelled and liable to legal charges and/or civil action, depending on the gravity of the offense. The student or his family must make restitution.

**Truancy and Class Cutting:**

Please refer to the attendance policies in Section I of this handbook.

**Vandalism: (see **Damage to School Property** above.)**

# **SAGE DAY SCHOOLS**

## **TECHNOLOGY AND MEDIA POLICY (Revised June 2011)**

### **USE OF TECHNOLOGY:**

Technology is to a tool to enhance the learning process which supports skills in information gathering, information organizing and problem solving. The Administrators of the Sage Day Schools support the use of technology as an instructional tool and directs the staff to use technology as a regular part of the learning process in every area of the curriculum.

For purposes of this policy, technology means the use of computers and computer peripherals, communication networks, access to databases and libraries of information and the integration of audio, video, multimedia devices and media for the purposes of teaching and learning. The Administrators of Sage Day will recommend appropriate technology to best implement the instruction and administrative programs.

### **Curricular, Instructional and Administrative Need:**

The technology plan of the Sage Day Schools will define the curricular, instructional and administrative need for technological and media equipment. The needs shall be projected for a five-year period.

### **In-service Education:**

The Sage Day Schools will provide opportunities for staff members to participate in programs during staff development days to learn about hardware and software programs.

### **Computers:**

The Sage Day Schools will provide support and maintenance on all the hardware. Software that needs to be installed will be given to a Computer Network representative who will load the program on the server of the school requesting it. The Computer Network will maintain the server and the e-mail system.

### **Computer software Acquisition and Upgrading:**

The Administrators will purchase upgrade of programs and software based on the recommendations of the staff. Software site licenses will be purchased and loaded on specific computers in the building. All employees shall strictly adhere to the copyright laws of the United States. No software shall be copied and or distributed except in accordance with these laws.

### **Software Copyright:**

All employees shall strictly adhere to the copyright laws of the United States. No software shall be copied and or distributed except in accordance with these laws.

### **Audio/Video:**

All audio and or video materials shall be used in accordance with the copyright laws of the United States. Teachers, students or staff who create audio or video materials containing voices or images of the individuals involved shall obtain proper releases from those individuals, their parent(s) or legal guardian(s).

### **Broadcast Rights and Copyrights:**

Sage Day Schools retains the broadcast rights and copyrights of all materials created by employees of Sage Day as part of their responsibilities.

### **Computer Security:**

Sage Day Schools shall develop security procedures to include, but not limited to, the following areas:

#### 1. Physical security of the equipment:

All computer equipment shall be maintained in a secure manner appropriate to its location. Computer use should have appropriate supervision by staff and the computer screens should be visible from anywhere in the room by a staff member. When laptops or other devices are in use, staff members must circulate among students as necessary in order to supervise student access. A copy of the Technology Policy should be in every classroom where there is computer use.

#### 2. Data Security:

- Develop back up procedures for system files and data shall be practiced in a timely fashion.
- Password protection shall be in place and updated periodically.
- Employees who are no longer employed at Sage Day will be eliminated from the system as soon as possible after they have left.
- Resource security shall be in place to prevent unauthorized access to system files, and data.

#### 3. Employee Training

- All new employees shall be trained in the proper security procedures outlined above.
- All employees will be kept up-to-date on current security procedures for equipment and data.

#### 4. Transaction Audit Trail

- Appropriate procedures will be maintained in order to monitor system activity and users.

#### 5. Security Officer

- All Sage Day Schools will appoint a security officer to monitor system security procedures.

### **Use of Facsimile (FAX) Machines:**

Fax machines shall be subject to the same rules that apply to the use of telephones. All incoming faxes shall be considered confidential mail. No disclosure of the contents of any fax shall be made except to the individual for whom the fax is intended.

### **Hardware Recycling:**

It shall be the responsibility of the Principal at each Sage Day location to cooperate with local authorities to ensure that hardware that is no longer useful is properly recycled.

## ACCEPTABLE USE OF COMPUTER NETWORK

### TECHNOLOGY SERVICES

Sage Day has implemented a technology program that we believe will enhance our student's educational performance. The Computer Network is an easy-to-use system giving students, teachers, administrators, and parents' access to their individualized learning environment from any computer in the school, community or home.

Computer network offers the following features for all students, teachers, administrators and parents:

- The Computer Network Portfolio System provides every student with an electronic collection of his or her achievements, assessment, and feedback.
- All may surf the Internet in a safe and filtered environment.
- All have access to an e-mail account, which allows a direct line of communication.
- Students may also have their teachers shadow\* them in order to provide help and direction.

**\*Shadowing is a tool, which allows the teacher and the student to work together on the same computer screen. This also allows the teacher to monitor the student.**

Our technological goal for Sage Day is to use the Computer Network to help our students, teachers and parents become more involved in the learning process.

#### Computer Usage:

Sage Day Schools provides computer equipment, computer services and Internet access to its pupils and staff for educational purposes only. The purpose of providing technology resources is to improve learning and teaching. Network access is provided to conduct research and to communicate with others solely for education related applications.

Use of the school computers is a privilege. All students and staff have access to the World Wide Web through the Sage Day networked computers. Technology, computers, networks and resources, shall require employees to sign a Blogging & Social Network Policy, and require employees and students, together with their parents or legal guardian (s) if they are under the age of 18, to sign a Technology & Media Agreement.

Students are responsible for appropriate behavior on computer networks/computers. Computer network/computer storage areas shall be treated in the same manner as other school storage facilities. Administrators may review files and communications to maintain system integrity and ensure that users are using the system responsibly. Users should not expect that files stored on Sage Day servers will always be private.

Within reason, freedom of speech and access to information will be honored. However, behavior including but not limited to the following are prohibited:

- Sending or displaying offensive messages or pictures;
- Using obscene language and/or accessing visual depictions that are obscene as defined in section 1460 of Title 18, United States Code;
- Using or accessing visual depictions that are child pornography, as defined in section 2256 of Title 18, United States Code;

- Using or accessing visual depictions that are harmful to minors including any pictures, images, graphic image file or other visual depiction that taken as a whole and with respect to minors, appeals to a prurient interest in nudity, sex or excretion;
- Depicts, describes, or represents in a patently offensive way, with respect to what is suitable for minors, sexual acts or conduct; or taken as a whole, lacks serious literary, artistic, political, or scientific value as to minors;
- Harassing, insulting or attacking others;
- Damaging computers, computer systems or computer network/computers;
- Violating copyright laws;
- Using another's password;
- Trespassing in another's folders, work or files;
- Intentionally wasting limited resources;
- Employing the computer network/computers for commercial purposes/ and/or
- Engaging in other activities that do not advance the educational purposes for which computer network/computers are provided.

Students will use computers under the following conditions:

1. Students will use computers only under staff supervision.
2. Students are to log in to Computer Network using only their own username and password.
2. Food / drinks of any kind are not allowed at any computer workstation.
3. Students are prohibited from altering computer hardware or formatting.
4. Any student who vandalizes computer hardware or software will be held financially responsible.
5. Any student suspected of vandalizing computer equipment in any way will have their computer privileges revoked.
6. Any student who misuses computer equipment by accessing inappropriate internet sites, sending vulgar, harassing, or abusive emails, engaging in excessive printing, accessing Computer Network using another person's user name, tampering with computer formatting or hardware will be subject to loss of privileges, or any other inappropriate use of the Sage Day computer network or will be held financially responsible for any damage caused and may be subject to legal action if engaging in illegal or harassing behavior.
7. Unless a teacher specifies otherwise, computers should not be turned off.

#### **Electronic Devices:**

1. The use of digital and electronic devices such as cell phones, iPads, iPods, CD and DVD players, be allowed for educational purposes as defined by a staff member.
2. The staff reserves the right to confiscate and review contents on any digital or electrical device for appropriateness.
3. That repeated misuse of any electronic or digital device which includes use during class not related to educational purposes, inappropriate content and failure to comply with a request to put the device away will result in it's being confiscated and returned at the end of the day. After the fourth offense the device will be returned only to a parent/guardian.
4. The use of texting on mobile devices/phones is only permitted for educational reasons.
5. Sage Day is not responsible or libel for any electronic device brought to school.

#### **Electronic Mail:**

Electronic mail (E-mail) is an electronic message sent by or to a member in correspondence with another person having Internet mail access. All messages sent and received on the Sage Day computer network must have an educational purpose and are subject to review. Users are expected to remove old messages within fifteen days. Sage Day reserves the right to cooperate fully with local, state and federal officials in any investigation concerning or relating to any e-mail transmitted on the Sage Day computer network/computers.

## **Internet Safety**

### **Compliance with Children's Internet Protection Act:**

Sage Day Schools has technology protection measures for all computers that block or filter visual depictions that are obscene, child pornography and harmful to minors.

Sage Day is in compliance with the Children's Internet Protection Act and certifies that procedures have been put in place to ensure that students do not have access to inappropriate matter on the Internet and the World Wide Web. Measures have been taken to restrict students' access to materials harmful to them and not disseminate personal identification information.

The Administrators will determine Internet material that is inappropriate and will contact Computer Network to block web sites on an as needed basis during the year.

### **Compliance with Children's Online Privacy Protection Act (COPPA)**

COPPA states that operators of websites must obtain verifiable parental consent from a child's parent before collecting, using or disclosing personal information from a child under the age of 13. Sage Day does not generally collect, use or disclose online information about students. However, Sage Day has implemented the use of social networking sites such as Facebook, Twitter, and Edmodo which allow students to post their names and commentary. In compliance with the COPPA, Sage Day will provide annual written notice to parents and obtain written consent from the parents of all students for their children to post their names and commentary on social networking sites administered by Sage Day.

### **Information Content and Uses of the System:**

Staff and students agree not to publish on or over the system any information which violates or infringes upon the rights of any other person or any information which would be abusive, profane or sexually offensive to an average person, or which without the approval of the principal contains any advertising or any solicitation of other members to use goods or services. The users of the system agree not to use the system to conduct any business or solicit the performance of any activity which is prohibited by law.

Sage Day through the connection to the Internet provides access to computer systems around the world and; therefore, have no control over content. While some of the content available on the internet is innocuous and much of it is a valuable educational resource some objectionable material exists. Therefore, Sage Day will provide access to the Internet resources only in supervised environments and has taken steps to lock out objectionable areas to the extent possible, but potential dangers remain. Parents, guardians and students are advised that some systems may contain defamatory, inaccurate, abusive, obscene, profane, sexually oriented, threatening, racially offensive, or otherwise illegal material. Sage Day does not condone the use of such materials and does not permit usage of such materials in the school environment. Parents of legal guardians having accounts on the system should be aware of the existence of such materials and monitor home usage of the school district computer network. Students knowingly bringing such materials into the school environment will be disciplined in accordance with Sage Day policy and such activities may result in termination of such student's accounts on the computer network and their independent use of computers in the school.

### **On-line Conduct:**

Any action by a student or other user of the Sage Day computer network/computers that is determined by an Administrator to constitute an inappropriate use of a computer network/computers resources or to improperly restrict or inhibit other members from using those resources is strictly prohibited and may result in termination of the offending member's account and other action in compliance with Sage Day Policy. The user specifically agrees not to submit, publish, or display any defamatory, inaccurate, racially

offensive, or otherwise illegal material; nor shall a user encourage the use, sale or distribution of controlled substances.

Users and their parents or legal guardians specifically agree to indemnify the Sage Day Schools for any losses, costs, or damages, including reasonable attorneys' fees incurred by Sage Day relating to or arising out of any breach of this section by the user.

## **BLOGGING & SOCIAL NETWORKING POLICY**

To protect Sage Day's interests, employees and students must adhere to the following rules:

Employees and students may not post on a blog or social networking site for personal purposes during their working time or at any time using Sage Day's equipment or property. Sage Day's electronic communication systems are for business and educational use only. Employees and students may access and post on social networking sites such as Twitter and Edmodo for educational purposes during the school day.

If an employee or student identifies him/herself as an employee or student of Sage Day on any social networking site, the communication must include a disclaimer that the views expressed do not necessarily reflect the views of Sage Day management.

All rules regarding confidential business information apply in full to blogs and social networking sites. Any information that cannot be disclosed through a conversation, a note or an e-mail also cannot be disclosed on a blog or social networking site. The transmission of confidential or proprietary information without the permission of Sage Day is prohibited.

If you mention Sage Day in a blog or elsewhere in online social media, or it is reasonably clear you are referring to Sage Day or a position take by Sage Day, and also express a political opinion or an opinion regarding Sage Day's position, actions, or products, the post must specifically disclose your relationship to the company and note that the opinion expressed is your personal opinion and not Sage Day's position.

Any conduct which is impermissible under the law if expressed in any other form or forum is impermissible if expressed through a social networking site. For example, posted material that is discriminatory, defamatory, and libelous or a malicious is forbidden. Sage Day's policies, including but not limited to the Equal Employment Opportunity, Sexual Harassment, Harassment and Workplace Violence policies, apply equally to employee and student comments on social networking sites even if done on non-working time. Employees and students are encouraged to review those sections of the Handbook for further guidance.

### **Student Social Networking Guidelines**

Students may be utilizing social networks (wiki, Google docs, Edmodo) to engage in collaboration and peer topic sharing in order to implement essential 21<sup>st</sup> century skills. Therefore, students must adhere to the following guidelines:

- Will not use inappropriate language
- Will not use fighting words or provoke anyone
- Will try to use correct grammar and spelling and not "chat" language
- Will only give constructive criticism
- Will only use the name assigned by the teacher
- Will not give out any personal information about myself or anyone else
- Will be responsible for anything posted in my name
- Will not plagiarize
- Will not edit my teacher's page unless instructed to do so by the teacher
- Will not send message via the profile line unless instructed to do so by the teacher

### **SAGE DAY WEB SITE:**

Sage Day Schools will establish a web site at sageday.com. The purpose of the Web site will be to inform school districts, parents, professionals and students about events, programs, policies and practices.

### **STAFF AND INDIVIDUAL WEB SITES:**

Students may establish web sites in order to complete curriculum-based classroom assignments. However, Sage Day Schools does not bear responsibility for web sites that may have been created by students or staff.

Sage Day Schools will not be liable for the inappropriate use of electronic communication resources or for violations of copyright restrictions, intellectual property rights, mistakes and/or negligence that may have resulted in the creation of this website.

### **Web Site Guidelines:**

- Content must be worthwhile and useful to others within the school environment.
- Content must be related to the Sage Day Schools curriculum and/or activities.
- Content must not include material, which is commercial in nature.
- Content must not contain pornography, profanity, obscenity or language that offends or tends to degrade others.
- Content must not link to other sites on the Internet that do not maintain the above standards.

### **Safeguards on Web Sites:**

- Students' pictures and/or images that clearly identify individuals are not to be used unless prior written consent is obtained from parent (s) or legal guardian (s) or a student 18 or over.
- Caution and good judgment are in order when personally identifiable information such as full names, URL addresses and/or e-mail addresses appears on Web sites. URL and e-mail addresses should not contain indication of students' full or real names.
- Personal addresses and phone numbers of students and/or staff members are not to be included on Web sites or in school related e-mail.
- Web site postings are subject to the policies established by the Sage Day Schools and must be approved by the Administrators.



# NJ Children's System of Care

Administered by PerformCare Behavioral Health Solutions/An AmeriHealth Mercy Company

## Frequently Asked Questions

### *Who is eligible?*

- ❖ Youth between the ages of 5 and 17 living in the state of New Jersey and who have emotional or behavioral problems can get services through PerformCare. Special consideration for services will be given to youth under age 5.
- ❖ Young adults ages 18 to 21 are eligible for services if they are actively involved with Child Welfare, Children's Behavioral Health, or Juvenile Justice at the time of their 18<sup>th</sup> birthday. Young adult means, for purpose of eligibility for DCBHS services, an individual, at least 18 years of age and under 21 years of age, who prior to becoming 18 years of age received services from the child-serving system in New Jersey, including but not limited to DCBHS, Division of Youth and Family Services (DYFS), The Juvenile Justice Commission, or any other child-serving state agency and demonstrate a clinical need for the continuation of services [provided by the DCBHS system of care, as part of the transition into adult services.

If you have questions about obtaining services, call the toll-free number: 1-877-652-7624 (TDD: 1-866-896-6975).

### *How can I access services for my child?*

Call PerformCare about your youth if:

- ❖ You are worried about an emotional or behavioral problem.
- ❖ A trusted person such as a friend, family member, teacher, counselor, doctor, or clergyman thinks your youth needs help.

Call the toll-free access number at 1-877-652-7624 (TDD: 1-866-896-6975) for more information on the different services available and how to access them.

### *Are there programs for my family?*

Family Supports Organizations (FSOs) offer programs and support groups for families in their respective counties. To find and access as FSO near you call the toll-free number at 1-877-652-7624 (TDD: 1-866-896-6975).

### *What is the assessment process?*

If you are told that your youth needs an assessment, here is what to expect:

- ❖ Within 3 calendar days of your phone call to Perform Care, a service provider will call to schedule an appointment to discuss your youth's and family's needs.
- ❖ Within 1 week after you set the appointment, the clinician will meet with you regarding what services best fit your family's needs. The clinician will complete an assessment for your youth and family and send it to PerformCare.
- ❖ Within 10 business days from the date of the appointment, PerformCare will review the assessment and make a determination regarding the type of service to be provided.
- ❖ Within 3 business days following the review and determination, the provider authorized by PerformCare will contact you.
- ❖ If services are not authorized by PerformCare, you will be notified in writing. You will also be told how to contact us if you disagree with the decision and would like to file a reconsideration or appeal.

### *How can I find a provider?*

There are various providers located throughout the state that have been providing services and support for many years. To find a provider near you and access services, call the toll-free number at 1-877-652-7624 (TDD: 1-866-896-6975). PerformCare also offers an online provider search tool that makes it even easier for you to find providers. You can access this simple tool directly from the PerformCare homepage at [www.performcarenj.org](http://www.performcarenj.org). Just click on the Find a Provider link on the homepage under the Youth and Family link.

*The Find a Provider feature can search for a provider based on one or more of the following:*

- ❖ Provider name or organization.
- ❖ Zip code.
- ❖ Distance from your home.
- ❖ County
- ❖ Special requirements (elevator, TTY/TDD lines, Interpreter contracted, etc).
- ❖ Services

If you do not have internet access and/or need help finding a provider, please contact Member Services at 1-877-652-7624 (TDD: 1-866-896-6975). Member Services Representatives are available 24 hours/day, 7 days/week, 365 days/year. They can explain behavioral health benefits and help you get behavioral health services for your youth.

For additional information regarding services, providers and the Children's System of Care, please refer to the NJ Children's System of Care: Youth and Family Guide or call the toll-free access number at 1-877-652-7624 (TDD: 1-866-896-6975).

## Youth Case Management Services

Youth Case Management offers services for moderate risk children and youth who don't meet the intensive care requirements of CMO's. Services include assessing, monitoring and coordinating services to enable children to stay in their communities.

**To access services call: 1-877-652-7624**

### **Bergen County**

Jamie Haller, Director of Adolescent Services  
CBH  
395 Main Street  
Hackensack, NJ 07601  
Phone 201-646-0333 Fax 201-646-0334  
EMAIL: [bheller@cbhcare.com](mailto:bheller@cbhcare.com)  
3015

### **Essex County**

United Care Management  
Jeffrey Guenzel, Executive Director  
Partnership for Children of Essex  
571 Central Ave.  
Newark, NJ 07107  
Phone 973-323-3000 Fax 973-323-

EMAIL: [jguenzel@pcenj.org](mailto:jguenzel@pcenj.org)  
Assistant: Jules Vanfau  
EMAIL: [jvanfau@pcenj.org](mailto:jvanfau@pcenj.org)

### **Hudson County**

Diane Nathans, Program Director  
Director  
Cari Mulligan, Administrator  
Youth Consultation Service  
711 32<sup>nd</sup> Street, 1<sup>st</sup> floor  
Union City, NJ 07087  
627-2095  
Phone 201-865-2160 Fax 201-865-2665  
EMAIL: [dnathans@ycs.org](mailto:dnathans@ycs.org) [cmulligan@ycs.org](mailto:cmulligan@ycs.org)

### **Morris County**

Diane Williams, County Program  
Family Intervention Services, Inc.  
20 Vanderhoof Ave.  
Rockaway, NJ 07866  
Phone 973-586-5243 x 321 Fax 973-  
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**ADDENDA**

**(Changes made during the current year will be added to end of this year's document  
and will be added to body of document in subsequent year.)**