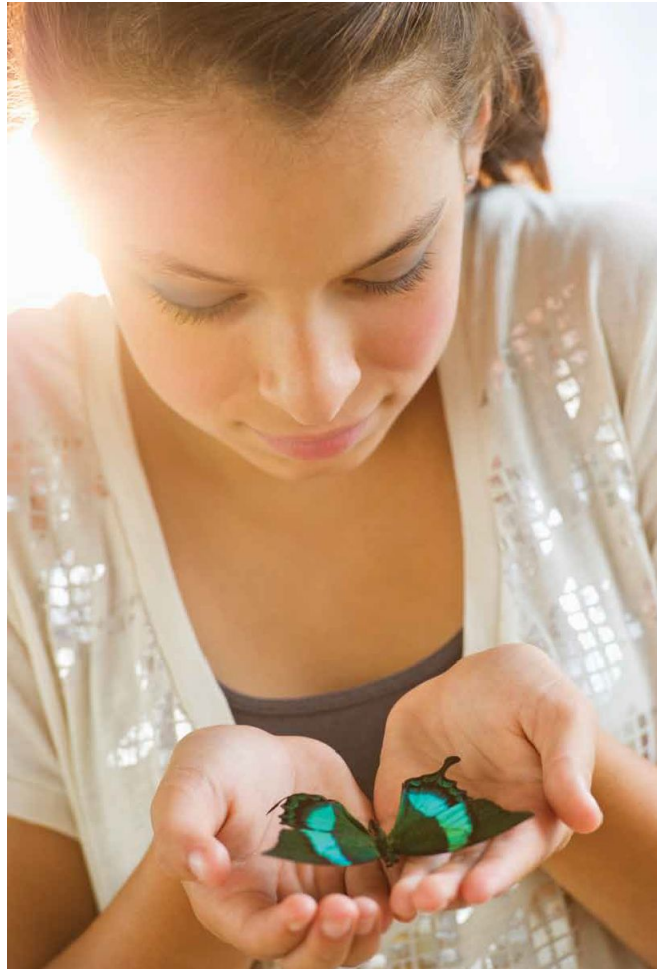


SAGE DAY Lower & Middle School Mahwah, NJ

Success ♦ Achievement ♦ Growth ♦ Empowerment



STUDENT / PARENT HANDBOOK

2016-2017 ACADEMIC YEAR

Sage Day Lower & Middle School

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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.

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.

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 21st 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.

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 creative energy, and greater willingness to try new things when they do not have to defend themselves. The Five Paths promote creative energy. The 5 Obstacles deplete creative energy.

5 PATHS TO SUCCESS

1. **COMMUNITY:** Everyone in the school contributes to making Sage Day a safe, supportive, creative, success-oriented and challenging community.
2. **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 in the most constructive manner.
3. **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.
4. **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.
5. **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.

5 OBSTACLES TO AVOID

1. **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.
2. **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.

3. **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.
4. **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.
5. **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).

I. ATTENDANCE POLICIES

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. The Principal at each Sage Day site shall appoint an Attendance Officer to monitor the daily attendance of each student and to alert the Administration when intervention is indicated.

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 that on those ‘bad days’ that the student attend 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 school 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.

The Parent/ guardian and the responsible School District will be notified, in writing, as the student accumulates three (3) 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 may lead to not being promoted to the next grade level.**

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 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. Chronic tardiness will require a meeting with Administration Therapist, Parents and Case Manager to consider their continued appropriateness for the program.

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. 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, 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.

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

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 Lower & 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. Students who arrive before 7:45 are to report to the main office and will be supervised by the Administration or their designee.

Dismissal:

Dismissal is closely monitored by staff members. Students are to report to homeroom, gather their belongings and dismiss with their class and staff member. 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 or call the office**. The parent is expected to call the bus company canceling the afternoon bus.

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 Operations 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 2:20. This shall include Wednesdays, wherein the Wednesday dismissal will be adjusted to 2:20 p.m. from the usual Wednesday dismissal time of 1:35 p.m.

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 requires a call from a parent to the main office. **Parents taking students out of school before dismissal must sign students out in the main office.**

Amended July 205

II. ACADEMIC POLICIES

Grade Determination:

The scholastic year is divided into four marking periods. The table below indicates how marking period grades are weighted in calculating final grades.

Marking Period	Percentage of Final Grade
1st marking period	25%
2nd marking period	25%
3rd marking period	25%
4th marking period	25%

Amended June 2012

Explanatory Comments:

Comments included with the academic grade serve to clarify a student's accomplishments in a given marking period. A student with the appropriate scholastic success may be considered to receive academic honors providing all comments provided by teachers are satisfactory.

Cumulative Grade Criteria:

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

35% Tests, Projects

25% Quizzes and Assessments

25% Participation*

15% Homework

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

Amended June 2012

*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>
93-100	A	77-79	C+
90-92	A-	73-76	C
87-89	B+	70-72	C-
83-86	B	69-60	D
80-82	B-	Below 60	F

Amended July 2013

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.

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 must be made up by the last day of school.**

Amended June 2012

Honors Policy:

Academic Honors:

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

Honors: An academic average of 88 (B+) in the 4 major academics (English, Math, History, Science and cycle rotation) for the marking period with no grade below a B- (80) (in elective areas)

A candidate for any Honors appointment who is in violation of any discipline policy or displaying behavior unbecoming an Honors Student and whose citizenship is not exemplary will be denied appointment until such time that all violations and/or behavioral issues have been resolved. *Amended July 2012*

Academic Honesty: Preventing Cheating and Plagiarism:

Sage Day is committed to cultivating Academic Honesty as part of its goal of increasing the self-efficacy of its students. Academic honesty is defined as a commitment to producing one's own work using resources in a manner consistent with established publication guidelines. Cheating is defined as 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). It is never safe to assume that our students are aware of what constitutes cheating and plagiarism. Therefore, it is expected that instructors will be proactive in educating all students about cheating and plagiarism at the beginning of the school year and to reinforce plagiarism guidelines at the outset of projects that require research and reference to published content. This education should include both explanation of the distinction between legitimate and illegitimate work and the provision of specific examples of both. By the end of 9th grade students shall be instructed in the differences between legitimate use of reference material, *word-for-word plagiarism* and *paraphrased plagiarism* and shall complete an assessment to demonstrate their understanding of plagiarism. The

University of Indiana (<https://www.indiana.edu/~istd/>) provides a sample assessment. Each student will be required to retake this assessment each year, as a refresher.

Upon successful completion of the assessment, each student will sign a Plagiarism Contract (**Shared/ SD District/ Forms**) to confirm that they have been instructed on the difference between legitimate and plagiarized work and understand the consequences thereof. The distinctions between cheating, plagiarism and legitimate study habits must be reviewed and clarified periodically.

When it is determined that a student has cheated or plagiarized the response should 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 and further disciplinary action up to and including in-school suspension may be considered.

Amended July 2011

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. **PBL and Study Skills**
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 academic support or an academic detention 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 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 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 will be available online (at the mid-point of each marking period) to inform parents of student’s progress in each academic subject. When the student is in danger of failing for the marking period the report should specifically indicate what the student must improve in order to pass

Progress Reporting: Report Cards:

Report cards are issued four (4) times per year. Please refer to the academic calendar for the report card schedule. Report cards will be available online using the parent portal of PowerSchool. Parents are emailed every other week the progress reports regarding students grades and attendance.

Extended Year Program:

The Extended Year Program is five weeks in duration each summer. It is open to all students who have completed grades 3-7. 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 **MUST** be contacted immediately in the case of suspected head, neck or spinal injury, 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.

Head Lice:

The Sage Day Schools policy on infestation by head lice in the hair of the scalp (pediculosis) is in accord with the NJ Department of Health guidelines as well as the latest recommendations of the American Pediatric Association (www.aap.org) and the National Association of School Nurses (www.nasn.org). Lice are considered a nuisance rather than a health risk. Lice do not spread diseases. In-school cases are considered rare. Sage Day administration will inform parents that after the school day on which head lice are reported treatment should begin if it has not already. Once a student has started treatments for lice (usually an over-the-counter shampoo recommended by their physician) the student may attend school. Sage Day strongly recommends that the student see a physician.

Sage Day will maintain the student's privacy as well as well as the family's right to confidentiality and when needed or requested will provide families and/or staff with educational materials.

Occurrences of head lice are unusual, but Sage Day will keep data on cases, and if more than a normal number of cases are found, the Bergen County Department of Health Services will be made aware of this in order to offer assistance in eliminating the nuisance and reinforce education to parents and staff.

Adopted November 2013

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 permission from a teacher/therapist and report to the office. The Principal or his/her designee will interview and assess the student's condition.

- **In the case of very serious symptoms (seizure, loss of consciousness) the Principal or his/her designee shall contact 911 immediately.**
- Students reporting **headache, vomiting or other significant symptoms must have their temperature taken.** If student is registering a fever, or fever accompanied by rash, the Principal or his/her designee shall contact the parent/guardian to inform them and to arrange transportation home.
- If a student has a **rash but no fever** the student may remain in school but **the parent/guardian must be contacted** to ensure that parent/guardian is aware of the rash and so that a medical exam may be considered.
- **When a student is sent home with fever, it is essential to inform the parent/guardian that any student registering a fever may not return to school until he or she has been fever-free for a minimum of 24 hours.**
- A student reporting **vomiting or diarrhea** should be assessed carefully as these symptoms can be multi-determined. **The Principal or his/her designee shall call the parent/guardian** to determine whether another person in the home is already ill, or whether any vomiting or diarrhea occurred within the previous 24 hours. In the case of illness in the home or previous occurrence of vomiting or diarrhea the student should be sent home.

Updated October 2014

Mandatory Reporting to DCP&P:

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 Child Protection and Permanency (DCP&P). In addition, NJ State Law requires the Principal of a school to inform local law enforcement authorities whenever a report to DCP&P has been made by the school.

Amended July 2011

Medications:

Sage Day shall not be responsible for the diagnosis and treatment of student illness. 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. All medication shall only be self-administered by the student under the observation of the Office Manager/Secretary, the Clinical Director or the Principal.
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 (General Guidelines)

Any possession or use of alcohol, tobacco, or other controlled substances is prohibited on school grounds, while traveling in school vehicles and at off-campus functions. Any violation shall be reported to the Administration immediately.

Use/Under Influence of Alcohol or Other Drugs On School Property or at School Function:

In accordance with New Jersey Statute 18A:40A-12 any student suspected 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. Per NJAC 6A:16-4.3, "In response to every report... of suspected student... use, the Principal 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 for examination accompanied by a member of the school staff and a parent or guardian of the pupil if available" (see also New Jersey Statute 18A:40A-12). 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. The medical evaluation shall include a test for substances as outlined on the Sage Day Medical Examination & Drug Screen Form which shall be given to the parent to sign and take to the examining physician. Any student referred for evaluation may not return to school without written medical clearance. The completed Medical Examination & Drug Screening form and any attached physician report shall be returned to the school as soon as it is completed. If medical examination and/or the test for controlled substances 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 will result in a change of placement meeting and termination from Sage Day. Consequences for first and subsequent offenses are outlined below and in the Sage Day Code of Conduct.

Updated July 2014

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

If staff has substantial evidence to believe that a student may be abusing 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 shall inform that student's parents and refer the student for a drug/alcohol urine screening. Substantial evidence may be in the form of student self-report, parent report, marked changes in behavior or self-care, or emerging absences or tardiness. 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 screening is positive, or there has been behavioral evidence of substance use, or the student fails or refuses to participate in screening, 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.

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. A list of restricted 'energy drinks' is available in the school office.

Distribution or Transmission of Drugs or Alcohol (First Offense)

- Immediate notification of parent
- Immediate referral for examination by local medical personnel (NJ Statutes: Title 18A:40A-12)
- Immediate referral to legal authorities
- Referral to appropriate therapeutic personnel and/or agencies
- 3-10 Day Suspension pending meeting with parent and school district to discuss change of placement.
- Termination

*NOTE: Look-alike drugs or facsimiles are subject to similar disciplinary policy as listed above.

Use and Possession of Tobacco

In accordance with NJ Public Law 2001, Chapter 226, S421, use and possession of tobacco (smoking, chewing, snuff), in school or on school property, or at any school-sponsored event is prohibited. The use of nicotine gum, patches or other nicotine aids is also prohibited at Sage Day without written permission from parents and a doctor. Any student found loitering in a smoke-filled lavatory will be subject to the consequences for a first-offense of smoking. If you are not smoking and others are smoking, do not stay there. Students are not to loiter in the lavatories or congregate in the off-campus vicinity of the school. Loitering in the lavatories or in the off-campus vicinity of the school will result in disciplinary action. Any student seen in the lavatories an excessive number of times will be denied access to the hall lavatories and must be accompanied to lavatory by staff. Students found congregating in the vicinity of the campus for the purpose of smoking will be subject to loss of off-campus privileges.

FIRST OFFENSE:

- Confiscation of tobacco and any paraphernalia (pipe, rolling papers, etc). Confiscated items are NOT returned.
- Call to parents informing them that their child had been found smoking and recommendation to attend smoke cessation meetings
- 1 Day in school suspension and loss of privileges 1 week.

SECOND OFFENSE:

- Confiscation of tobacco/paraphernalia. Confiscated items are NOT returned.
- 2 days in-school suspension with parent conference
- Loss of privileges 2 weeks.
- Mandatory attendance at smoke cessation meetings.
- Possible referral to legal authorities.

THIRD OFFENSE:

- Confiscation of tobacco/paraphernalia. Confiscated items are NOT returned.
- 2 days minimum out-of-school suspension with parent conference.
- Mandatory attendance at smoke cessation meetings.
- Referral to legal authorities.

Bulletins and Announcements:

Daily Announcements pertaining to students will be read during the homeroom period.

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 the field trip should be kept home.

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 stage area 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. 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. 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, permission must be obtained from the teacher or associate. **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 Child Protection and Permanency.

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 Procedures:

1. Students are to go directly to their homerooms after the bell signaling the end of their final morning class and then report directly to the stage area for lunch.
2. Students can bring their own lunch or take part in the school lunch program.
3. Students are not permitted to leave the school grounds to buy lunch.
4. Students are responsible for disposing of all personal litter from the lunch tables in an appropriate manner.
5. Students must spend the final portion of their lunch period in authorized areas only. These areas are the stage, the Gym, and music room. Students are not to loiter or wander in the hallways, stairwells, 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, 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 termination.

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.

Personal Belongings:

Personal belongings are to be stored in the classroom and homeroom.

Amended July 2013

Personal Electronics:

Students are allowed to use i-pods, and electronic games and other portable devices with ear buds during the morning break, lunch, prior to and after school, and while on school vehicles. These devices will not be permitted during academic time. (see Code of Conduct)
(Amended July 2015)

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 411411. The closing or delayed opening will also be announced on TV Channel 12 (News 12-New Jersey), CBS News 2. 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.
6. All student council officers will serve on the Principal's Student Dialogue Committee.

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 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. 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. All items must be kept in the main office except during break and lunch.

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)



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 of 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. Inform parents.
4. 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).

Dating Violence at School

Sage Day believes in creating a safe, small, therapeutic and academically challenging community of learning for all students. A student who is a victim of dating violence suffers academically and the student's safety at school is jeopardized. Acts or incidents of dating violence at school whether they are verbal, sexual, physical, or emotional will not be tolerated and will be dealt with in accordance with the Sage Day Code of Conduct.

All school staff members (administrative staff, instructional staff, clinical staff and volunteers) shall take all reasonable measures to prevent acts or incidents of dating violence at school involving a student. All acts or incidents of dating violence at school shall be reported to the Clinical Director or designee in accordance with the provisions outlined in Regulation 5519. A verbal report shall be made to the Clinical Director or designee as soon as possible, but no later than the end of the student's school day when the staff member witnesses or learns of an act or incident of dating violence at school. The reporting staff member shall submit a written report regarding the act or incident to the Clinical Director or designee no later than one day after the act or incident occurs.

School staff members are required to report all acts or incidents of dating violence at school they witness or upon receiving reliable information concerning acts or incidents of dating violence at school. Acts or incidents may include, but are not limited to: those characterized by physical, emotional, verbal, or sexual abuse; digital or electronic acts or incidents of dating violence; and/or patterns of behavior which are threatening or controlling.

The Board of Directors, upon the recommendation of the Director of School Operations, shall adopt the guidelines and procedures outlined in Regulation 5519 for responding to at school acts or incidents of dating violence. The protocols outlined in Regulation 5519 have been established for any school staff member who witnesses or learns of an act or incident of dating violence at school and for school administrators to work with the victim and the aggressor of an act or incident of dating violence.

Dating violence statements and investigations shall be kept in files separate from student academic and discipline records to prevent the inadvertent disclosure of confidential information. Every act or incident of dating violence at school that is reported shall be documented in an appropriate manner. This should include statements, planning actions and disciplinary measures as well as counseling and other support resources that are offered and prescribed to the victim or aggressor.

School administrators shall implement discipline and remedial procedures to address acts or incidents of dating violence at school consistent with the Sage Day Student Code of Conduct. The policies and procedures specific to acts or incidents of dating violence at school shall be used to address the act or incident as well as serve as remediation, intervention, education, and prevention for all individuals involved. The responses shall be tiered with consideration given to the seriousness and the number of previous occurrences of acts or incidents in which both the victim and alleged aggressor have been involved.

Consequences may include, but are not limited to: admonishment, temporary removal from the classroom, classroom or administrative detention, in-school suspension, out-of-school suspension, reports to law enforcement, and/or expulsion. Retaliation towards the victim of any act or incident of dating violence shall be considered when administering consequences to the alleged aggressor based on the severity of the act or incident.

Remediation/intervention may include, but is not limited to: parent conferences, student counseling (all students involved in the act or incident), peer support groups, corrective instruction or other relevant learning or service experiences, supportive student services, behavioral management plans, and/or alternative placements.

A pattern of behaviors may be an important sign a student is involved in an unhealthy or abusive dating relationship. The warning signs listed in Regulation 5519 shall educate the school community of the characteristics that a student in an unhealthy or abusive relationship may exhibit. Many of these warning signs make a connection to one student in the relationship asserting control and power over the other. Recognizing one or more signs of teen dating violence plays an important role in preventing, educating, and intervening in acts or incidents of dating violence.

The Board of Directors shall make available to students and their families information on safe, appropriate, family, peer, and community resources available to address dating violence.

The Board of Directors shall incorporate age-appropriate dating violence education in grades seven through twelve through the health education curriculum in alignment with the New Jersey Core Curriculum Content Standards for Comprehensive Health and Physical Education. The educational program shall include, but is not limited to, a definition of dating violence, recognizing the warning signs of dating violence, and the characteristics of a healthy relationship.

Upon written request to the Clinical Director or designee, a parent/legal guardian of a student less than eighteen years of age, shall be permitted within a reasonable period of time after the request is made, to examine the dating violence education instruction materials developed by the school district.

*Notice of Policy and Regulation 5519 shall appear in all Sage Day publications that set forth the comprehensive rules, procedures, and standards of conduct for students within Sage Day including the Student Handbook and the Policy & Procedure Manual.

N.J.S.A. 18A: 35-4.23a; 18A: 37-34; 18A: 37-35; 18A: 37-37
Established December 2011

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.

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.
- 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:

Facial piercings are permitted as long as they do not constitute a threat to a student's health or disruption of the integrity of the school's learning environment. The Administration reserves the right to determine what constitutes a disruption to the school environment. Students who wear jewelry in pierced areas during physical activities do so at their own risk. **NO PIERCING IS PERMITTED DURING THE SCHOOL DAY.** *Amended July 2012*

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 School Operations 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 1st 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 School Operations 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 first week of 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 by 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 School Operations 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 School Operations 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 School Operations.
7. The parent or legal guardian may request a hearing before the Director of School Operations after receiving the information.
 - a. This hearing shall be held within ten days of request.
 - b. At the hearing the Director of School Operations 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 closets/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.

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

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.

Bring Your Own Device (BYOD)

Sage Day Schools supports the ability for students and staff to connect their own devices to the local Sage network for instructional purposes. These devices include laptops, tablets and smartphones. Permission to do this is subject to following the Computer Usage rules outlined later in this section. Failure to follow those rules will cause this permission to be suspended or revoked.

Computers:

The Sage Day Schools will provide support and maintenance on all the hardware.

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.

TECHNOLOGY SERVICES

Sage Day has implemented a technology program that we believe enhances our student's educational performance. This includes one to one technology using chromebooks and laptops as well as web based software to give students, teachers, administrators, and parents' access to their individualized learning environment in the school, community or home.

Sage Day offers the following features for all students, teachers, administrators and parents:

- Google Apps for Education (GAFE) that provides every student with an electronic collection of his or her achievements, assessment, and feedback.
- All may surf the Internet in a safe and appropriately filtered environment.

Our technological goal for Sage Day is to use these resources 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 internet through the Sage Day network. 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 the Sage Day network and computers. 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 Classlink/computers;
- Violating copyright laws;
- Using another's password;
- Trespassing in another's folders, work or files;
- Intentionally wasting limited resources;
- Employing the Sage Day network or computers for commercial purposes/ and/or
- Engaging in other activities that do not advance the educational purposes for which the Sage Day network and 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 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. computer hard disks
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 suspended or revoked.
6. Any student who misuses computer equipment by accessing inappropriate internet sites, sending vulgar, harassing, or abusive emails, engaging in excessive printing, accessing Classlink using another person's user name, tampering with computer formatting or hardware, or any other inappropriate use of the Sage Day computers will be subject to loss of privileges 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, tablets, mp3 players, 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 email system 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 system.

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 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 or legal guardians having accounts on the system should be aware of the existence of such materials and monitor home usage of the school internet software. 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 and their independent use of computers in the school.

On-line Conduct:

Any action by a student or other user of the Sage Day network or computers that is determined by an Administrator to constitute an inappropriate use of a network or computer 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 21st 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.

STUDENT TECHNOLOGY AND MEDIA AGREEMENT

Please sign and return this form to your homeroom teacher.

I, _____, agree to follow the policies outlined in the Sage Day Technology and Media Policy. I understand that any inappropriate conduct will be dealt with as deemed appropriate by the administration. I know that I am fully

and solely responsible for my actions.

Signature of Student

Date

Parent/Guardian:

Please sign below statement #1 and either #2 or #3.

1. I have read the policies outlined in the Sage Day Technology and Media Policy. I also understand that despite supervision and guidance provided during the student’s use of the Internet, complete blockage of all unauthorized material cannot be guaranteed, and I will not hold the school responsible for my child’s access of unauthorized material. I acknowledge that my child is responsible for adhering to the Sage Day policy dealing with technology and media.

Parent/Guardian’s Signature

Date

2. **I give my child permission** to access the Internet and other Classlink services through the school.

Parent/Guardian’s Signature

Date

3. **I do not give my child** permission to access the Internet and other Classlink services through the school.

Parent/Guardian’s Signature

Date

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 18th 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 Child Protection and Permanency (DCP&P), 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. 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 FSO

Family Support Organization of Bergen County
0-108 29th Street
Fairlawn, NJ 07410
PHONE: (201) 796-6209 ext.101
FAX: (201) 796-1151

ESSEX COUNTY FSO

Family Support Organization of Essex County
60 Evergreen Place, Suite 412
East Orange, NJ 07018
PHONE: (973) 395-1441
FAX: (973) 395-1595

HUDSON COUNTY FSO

Family Support Organization of Hudson County
705 Bergen Avenue
Jersey City, NJ 07306
PHONE: (201) 915-5140
FAX: (201) 915-5142

MIDDLESEX COUNTY FSO

Family Support Organization of Middlesex County
1 Ethel Road
Edison, NJ 08817
PHONE: (732) 287-8701
FAX: (732) 287-8708

MORRIS/SUSSEX COUNTIES FSO

Family Support Organization of Sussex/Morris, Inc.
200 Valley Road
Newton, NJ 07860

PHONE: (973) 940-3194
FAX: (973) 940-3197

PASSAIC COUNTY FSO
Family Support Organization of Passaic County
810 Belmont Avenue
North Haledon, NJ 07508
PHONE: (973) 427-0100
FAX: (973) 427-2776

UNION COUNTY FSO
Family Support Organization of Union County
143 Elmer Street
Westfield, NJ 07090
PHONE: (908) 789-7625
FAX: (908) 789-7628

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.)**