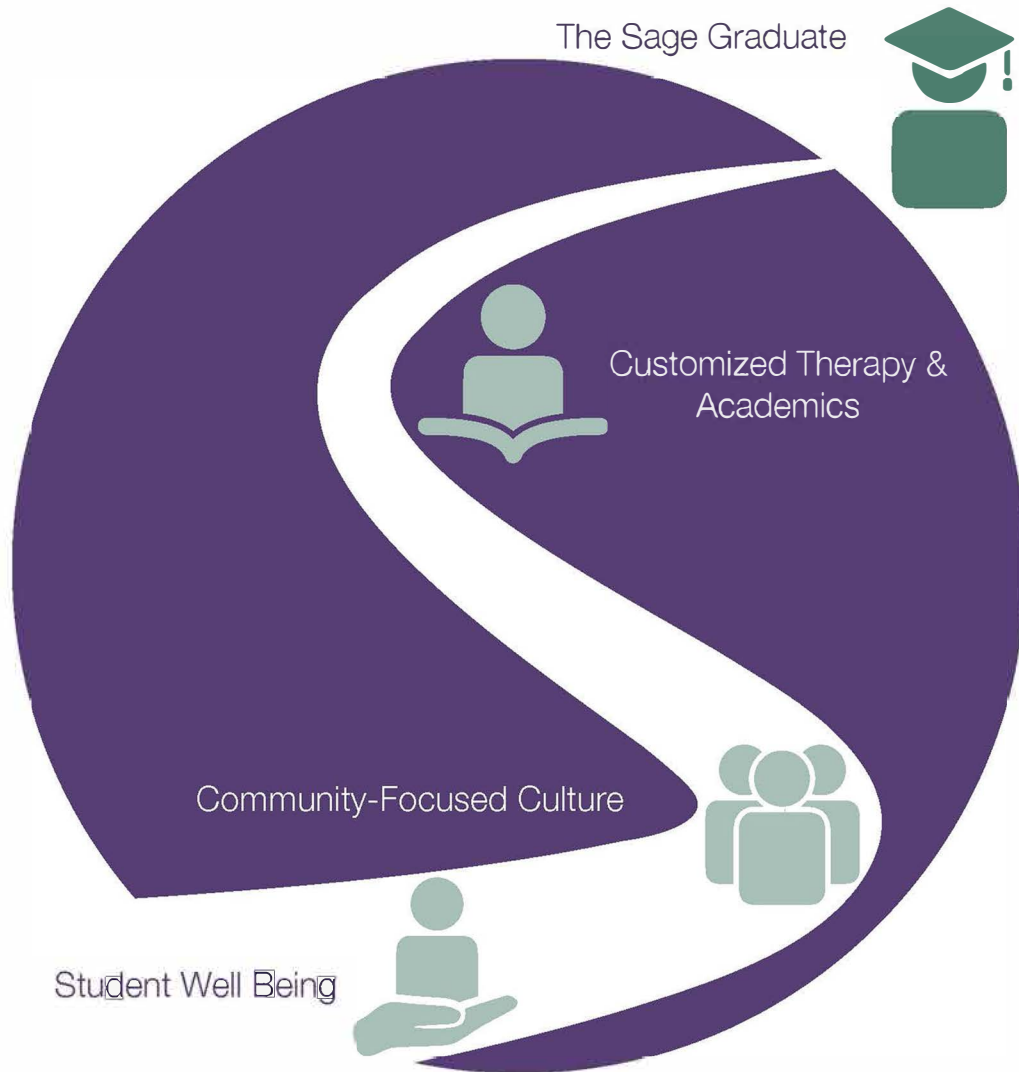


# Sage Day High School's Student Handbook 2019-2020 Academic Year



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# I. Overview

## **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.

## **Accreditation:**

Sage Day is accredited by **MSA-CESS (The Middle States Association Commissions on Elementary and Secondary Schools)**. Accreditation is based upon evidence of adherence to rigorous educational standards that address educational programs and services, school facilities and school staff as well as the development and sustained execution of a comprehensive strategic plan for school improvement.

## **Code of Conduct:**

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

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

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

Each student of Sage Day is recognized to have unique problems and thus unique needs. In keeping with the Sage Day philosophy of integrating social, emotional and academic growth through the

collaboration of students, families and staff, a student of Sage Day will be, or work toward being:

**Emotionally Secure**

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

**Socially Responsible**

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

**Academically Capable**

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



## **School Philosophy:**

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

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

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

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

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

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

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

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

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

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

Sage Day provides services which are nonsectarian.

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

Each student and staff member is expected to observe, practice and assist others in adhering to the Sage Code.

## Sage Day Code:

Act in a way that builds and promotes:

Success

Achievement

Growth

Empowerment



# 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 than 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).

## II. ATTENDANCE POLICIES

### Daily Attendance:

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

### Ensuring Consistent Attendance

Sage Day recognizes that each student's success in our program hinges upon their consistent attendance. Therefore, where applicable to ensure consistent attendance, Sage Day shall be guided by the NJ guidelines set forth at N.J.A.C. 6A:16-7.6.

Consistent with N.J.A.C. 6A:16-7.6, Sage Day staff may respond to up to **four** cumulative unexcused absences by (1) making a reasonable attempt to notify the student's parents of each unexcused absence and determine the cause of the unexcused absence; (2) identifying in consultation with the student's parents needed action design to address patterns of unexcused absence, (3) contact the Division of Child Protection & Permanency (DCPP) if a potential missing or abused child situation is detected and (4) cooperate with law enforcement and other authorities and agencies, as appropriate.

For between five and nine cumulative absences, Sage Day may respond by using the procedures identified for four cumulative unexcused absences above, and may also develop an action plan (e.g., attendance contract) to establish outcomes based upon the student's pattern of unexcused absences, including (a) additional evaluations, (b) consultation with the Case Manager to discuss alternative educational placements (c) referral of the student to or coordination with a community-based social and health provider agency or other community resource.

For cumulative unexcused absences of 10 or more, students between the ages of 6 and 16 are considered truant, and Sage Day may rely upon the procedures set forth above, and contact the sending school who may refer truancy charges with a court of competent jurisdiction or, where there is evidence of a juvenile family crisis, contact the Juvenile Crisis Family Intervention Unit.

*Adopted August 2016*

### Attendance Recording and Notification:

Attendance is recorded on a daily *and individual class period* basis as either Present, Late, Absent, Exempt, or Therapy. All **absences** count toward the limit of 20 accumulated absences provided each school year. **Exempt** days do not count toward the accumulated absences for purposes of this policy. Examples of absences and exempt days are outlined in the table below:

Reasons for Absence	Reasons for Exemption	Therapy
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<ul style="list-style-type: none"> <li>● Illness</li> <li>● Medical appointments</li> <li>● Truancy</li> <li>● Class cut</li> <li>● Family obligations</li> <li>● Personal reasons</li> <li>● No reason given</li> </ul>	<ul style="list-style-type: none"> <li>● Religious holidays (as approved by NJ DoE)</li> <li>● Special Permission (e.g. Take Your Child to Work Day, State Testing, Re-eval)</li> <li>● Suspension/Administrative Exception</li> <li>● Death in Immediate Family</li> <li>● Partial/Inpatient Hospitalization</li> <li>● Mandatory court appearance</li> <li>● Up to 3 pre-approved college visits</li> <li>● DMV Driving Test</li> </ul>	<ul style="list-style-type: none"> <li>● Scheduled Therapy Session</li> </ul>
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*Updated July 2019*

All requests for **exemptions** must be made in advance and in writing. In the case of any requested absence due to a medical appointment, pre-approved college visit, family obligation, or personal reason the parent, guardian, or adult student shall provide documentation supporting the reason for the absence. A student marked as Present ***for the day*** must be in attendance for no less than four (4) hours on a given day. Students in attendance for a period of less than four (4) hours will be recorded as Absent, for purposes of this policy. The record will indicate the time of arrival or departure which is inconsistent with the schedule. ***A student marked as present for an individual class period must be in attendance for at least half of the class period, generally twenty (20) minutes. Students in attendance for less than ½ an individual class period will be recorded as absent, for purposes of this policy.***

The Parent/guardian and the responsible School District will be notified, in writing, as the student accumulates three (3) absences. Should the student accumulate a total of six (6) absences in a marking period or twenty-one (21) absences in a school year a [Denial of Course Credit](#) will be considered.

*Updated July 2019*

## **Tardiness:**

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

## **Reporting Absence from School:**

A student should never be absent from school without their parent's or guardian's knowledge. If a student will be absent for any reason, it is the responsibility of the parent or guardian to notify the office by 8:30 AM the morning of the absence. Students are not permitted to notify the school of their own absence unless they are age 18 or older.

If a student is absent for 3 consecutive days or more, Sage Day is obligated by law to inform that student's school district. Chronic absences may result in termination from Sage Day.

## **Planned Absences:**

In general, doctors' appointments, driving tests, job interviews, vacations and other personal appointments should be scheduled after school hours or during school vacations. If an appointment must be made during school hours, it is the responsibility of the parent to notify the school in advance. All students leaving the premises when school is in session must be signed out in the Main Office. Students are responsible for all work missed during any absence. **It should be understood that unless a planned absence falls under the category of a Reason for Exemption (see chart below) it will be counted as an absence.**

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.

## **Denial of Course Credit:**

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

Students accumulating six (6) or more absences, *full day or for individual class periods*, in a marking period may be subject to a grade of 'N', indicating that no grade is awarded due to excessive absenteeism for that marking period. Students receiving an 'N' in a marking period may still successfully complete a year-long course with a passing final grade and earn credit toward high school graduation. Students receiving a (marking period) grade of 'N' may request an appeal of the grade. If the appeal is granted the student will be eligible to have original grades restored in accordance with the [Attendance Appeal: Grade Restoration Corollary](#). This means that a student who has successfully appealed the grade of N may be offered a contract under which he or she can earn back a marking period grade for a full marking period of attendance within limits set by the Administration.

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

## **Attendance Appeal Process:**

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

Appeal participants shall include, but are not necessarily limited to, the student and parent/guardian, and an Attendance Review Panel consisting of the Sage Day School Principal and/or Clinical Director, the student's individual therapist, and the Child Study Team Case Manager.

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

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

If the appeal is denied the student is expected to continue to attend school and participate in a manner consistent with the Code of Conduct. Denied appeals will be referred to the student's school district for further consideration.

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

The Parent/guardian and the responsible School District will be notified, in writing, as the student accumulates three (3) absences. Should the student accumulate a total of six (6) absences in a marking period or twenty-one (21) absences in a school year a [Denial of Course Credit](#) will be considered.

### **Attendance Appeal: Grade Restoration Corollary**

At the discretion of the Principal, a student who has participated in the Attendance Appeal process and who successfully adheres to a new attendance threshold (as set forth in an attendance contract) for the duration of the quarter following the quarter in which the grade of 'N' was issued, may have his or her original grades restored.

### **Make-up Work For Absences and Exemptions**

When a student has been absent or not in attendance by reason of exemption, 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 unless otherwise provided in the student's IEP. For example, a student absent for one day would be allowed one day to complete assignments; 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.

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

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

### **Class Cutting:**

Cutting class is a serious violation of trust and is prohibited. It is expected that each student will attend all assigned academic and elective classes. In accordance with the Sage Day Attendance Policy, any instance of class cutting will register as an 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

district Case Manager will be called in for a meeting with the Administration. Chronic class cutting will result in termination from the program.

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

*Amended October 2009*

## **Procedure for Official Excuse from Class:**

A student may be excused from an afternoon elective up to three (3) times in a marking period to attend a Study Strategies Class for academic support or to attend a mandatory rehearsal or meeting. The student must have written permission signed in the following order:

1. Teacher of the requested class.
2. Teacher of the class from which student is seeking excuse.
3. Administrator.

No student is to be excused from any class more than three times in any marking period unless permission is granted in advance by the teacher of that class and **both** administrators.

No non-rostered student is to be admitted to any class without clearance from an Administrator. Students attempting to attend non-scheduled classes without a properly completed form will be subject to consequences for class cutting including loss of credit for the class, charged absences from class and loss of privileges. Staff not adhering to the policy will be subject to disciplinary action.

*Amended July 2015*

## **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 may result in immediate termination from Sage Day. In accordance with N.J. Statute 18A: 37-2, inciting another student to truancy shall be cause for suspension and possible termination. 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 termination from Sage Day. *Amended July 2005*

## **Arrival at School:**

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



loitering in front of neighborhood homes.

Students in the Boonton campus arrive via bus and are supervised in the Common Room before the bell rings by staff members. Students are allowed entry to the building and then the Common Room by assigned staff beginning at 7:45. They remain in the Common Room until 8:05, at which time they report to their respective Home Rooms. Students arriving prior to 7:45 are expected to remain on the vehicle responsible for transport.

## **Dismissal:**

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

It is your responsibility to plan accordingly. The parent is expected to call the bus company canceling the afternoon bus. A student being picked up by another parent must also present a note. Parental permission is required even if a student is 18 years or older.

*Amended, July 2009*

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

Emergency Closings, Delayed Openings or Early Dismissal may be necessary due to inclement weather or other emergency situation. The Principal shall consult with the Director of Operations before declaring an Emergency Closing, Delayed Opening or Early Dismissal. Staff, parents, and/or guardians will be notified of Emergency Closing, Delayed Opening or Early Dismissal via text, automated phone message, a post on Sage Day's Facebook page, and via the greeting on the school's voicemail.

In the event of a Delayed Opening, unless otherwise specified by the Principal, school will open at 10 a.m. and dismiss at 2:30. This shall include Wednesdays, wherein the Wednesday dismissal will be adjusted to 2:30 p.m. from the usual Wednesday dismissal time of 12:30 p.m.. The message will indicate that students must bring lunch on that day.

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 due to inclement weather will be at 12:00pm.

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

*Amended July 2011*

## **Parent Notification of Change in Transportation Home:**

**Only a student's own parent or guardian may arrange changes in that student's transportation home.** A parent must **call the office or write a note** if they are picking up **their own child** and present it to the Office Manager no later than 2:00 p.m. **If the student is leaving school by other means** (e.g., walking, or riding with another student, friend or parent) **only a note or email received by the Office Manager by 2:00 p.m. will be accepted.** The parent is expected to call the bus company canceling the afternoon bus. **No parent or guardian may make changes in transportation on behalf of someone else's child.** A student being picked up by another student's parent **must present a note** from his or her own parent. The Principal, or his her designee may call the parent to confirm arrangements when deemed necessary.

*Amended September 2014*

### III. ACADEMIC POLICIES

Given the developmental differences between high school and elementary/middle school students there are some differences between academic policies in Sage Day’s high school and lower & middle school settings. Separate policies for High School and Lower & Middle School students are outlined below, followed by policies common to all Sage Day grade levels.

#### High School Grading Policy:

##### High School Grade Determination:

The scholastic year is divided into two (2) semesters; each including a cumulative midterm or final exam. The table below indicates how marking period grades and examination grades are weighted in calculating final grades.

<b>Quarters (marking periods) and Exams</b>	<b>Percentage of Final Grade</b>
<b>1<sup>st</sup> marking period</b>	<b>22.5%</b>
<b>2<sup>nd</sup> marking period</b>	<b>22.5%</b>
<b>Mid-Term Exam</b>	<b>5%</b>
<b>3<sup>rd</sup> marking period</b>	<b>22.5%</b>
<b>4<sup>th</sup> marking period</b>	<b>22.5%</b>
<b>Final Exam</b>	<b>5%</b>

*Amended July 2014*

In order to pass for the year, a student must earn passing grades during a minimum of two (2) quarters, including a minimum of one (1) quarter during the second semester. Exam grades are included in the cumulative average for the year, 5% of each semester, 10% of the entire year’s average.

Grading criteria are to be explained at the beginning of the year (or semester for semester courses) for each course and included in the course syllabus or outline.

##### High School Cumulative (Final) Grade Criteria:

Cumulative grades and GPA are given at the end of the school year using a weighted average of the marking period grade from each quarter and the midterm and final exams. Electives are included in the cumulative GPA.

## **High School Marking Period Grade Criteria: Academic Courses:**

In general academic grades are weighted as follows:

- 35% Major Assessment
  - 25% Minor Assessment
  - 25% In-Class Work
  - 15% Homework
- Amended July 2019*

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

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

## **High School Marking Period Grade Criteria: Elective & Physical Education Courses**

Elective and physical education grades are weighted as follows:

- 25% Preparation
  - 25% In-Class Work
  - 25% Cooperation with Group
  - 25% Demonstration of Skills
- Amended July 2019*

## **High School Grading System:**

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

High School Grade Conversion Table:

<b><u>Range/100pts</u></b>	<b><u>GPA</u></b>	<b><u>Grade</u></b>	<b><u>Range/100pts</u></b>	<b><u>GPA</u></b>	<b><u>Grade</u></b>
<b>93-100</b>	<b>4.00</b>	<b>A</b>	<b>70-72</b>	<b>1.67</b>	<b>C-</b>
<b>90-92</b>	<b>3.67</b>	<b>A-</b>	<b>68-69</b>	<b>1.33</b>	<b>D+</b>
<b>87-89</b>	<b>3.33</b>	<b>B+</b>	<b>63-66</b>	<b>1.00</b>	<b>D</b>
<b>83-86</b>	<b>3.00</b>	<b>B</b>	<b>60-62</b>	<b>0.67</b>	<b>D-</b>
<b>80-82</b>	<b>2.67</b>	<b>B-</b>	<b>Below 60*</b>	<b>0</b>	<b>F</b>
<b>77-79</b>	<b>2.33</b>	<b>C+</b>	<b>No credit (55)</b>	<b>0</b>	<b>N</b>
<b>73-76</b>	<b>2.00</b>	<b>C</b>	<b>Pass</b>	<b>3.00</b>	<b>P</b>

**\* For each quarter, 55 is the lowest final average that can be recorded.**

Student work is assessed using the average achieved during each marking period on the 100 point scale at left. The equivalent letter grade is the grade earned for that quarter. To average the final grade, the points for each quarter are averaged with equal weight to obtain a final average on the 100 point scale. This average is then converted to a final letter grade and the equivalent GPA points on a 4.0 scale. Per attendance policy (see pages 21-23), when a student has been absent for 6 or more days in any quarter or 21 or more days in a school year, a grade of No Credit (N) may be assigned. When obtained during any quarter, the N grade is averaged with other grades with a value of 55. A student receiving a grade of N for the year in any course will receive no credit for that course.

*Amended July 2014*

## **High School Exams:**

Exams are cumulative. The Midterm Exam assesses knowledge of material from first semester. The Final Exam assesses cumulative knowledge from the entire course. Midterm and Final Exams are two class periods in length, with an optional extra period if extended time is needed. (There are no longer “quarterly exams”.) A take home exam, paper, or sustained performance or portfolio-based assessment may be substituted for an in-class exam with pre-approval from the Principal. Students entering school mid-year will be tested only on material covered from their date of entry.

*Amended July 2014*

## **High School Honors Classes**

Honors classes are by nature more difficult than regular classes. In order to reflect that in the GPA, all honors classes will have an additional .25 added to the GPA Points.

*Amended July 2014*

## **High School Pass / Fail Grading:**

At the discretion of the Course Instructor and the Principal, students may be granted the right for assessment to be calculated on a *Pass / Fail* basis. The grade of P shall carry a numerical equivalent of 85 and a GPA value of 3.00

*Amended July 2019*

## **High School 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 absences. The work must be completed in a time span which does not exceed the length of the absence. If the work has not been completed within this time limit, the teacher will issue a grade based on work received averaging in grades of zero for any missing work. **Any incomplete grade must be converted to a standard letter grade by the Progress Report deadline for the next quarter. Incomplete grades received during the fourth quarter or on a final exam must be made up by July 31<sup>st</sup> or the last day of the summer program.**

## **High School Academic Honors:**

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

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

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

Students who maintain High Honors throughout the school year will earn an appointment to The *Principal's List* and be recognized during the Commencement Ceremony. Names of students making the

Principal's List will be engraved on a special plaque which is displayed in the Main Office.

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

## **High School Graduation Requirements:**

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

1. **Attendance** that satisfies district and/or Sage Day's attendance requirements.
2. **Credit Hours** that satisfy the requirements set forth in the IEP.
3. **Course Distribution**, i.e., completion of all IEP required core courses.
4. **PARCC** – in accordance with the IEP.

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

## **Lower & Middle School Grading Policy**

### **Lower & Middle School 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.

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

*Amended June 2012*

## **Lower & Middle School Cumulative Grade Criteria:**

The four marking period grades will be averaged into a final cumulative end of year grade.

## **Lower & Middle School Marking Period Grade Criteria: Academic Courses:**

Academic grades are weighted as follows

- 35% Major Assessment
- 25% Minor Assessment
- 25% In-Class Work
- 15% Homework

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

*Amended July 2019*

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

## **Lower & Middle School 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*

## **Lower & Middle School 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.

## **Lower & Middle School Grade Conversion Table:**

<b><u>Range/100pts</u></b>	<b><u>Grade</u></b>	<b><u>Range/100pts</u></b>	<b><u>Grade</u></b>
<b>93-100</b>	<b>A</b>	<b>70-72</b>	<b>C-</b>
<b>90-92</b>	<b>A-</b>	<b>68-69</b>	<b>D+</b>
<b>87-89</b>	<b>B+</b>	<b>63-66</b>	<b>D</b>



<b>83-86</b>	<b>B</b>	<b>60-62</b>	<b>D-</b>
<b>80-82</b>	<b>B-</b>	<b>Below 60</b>	<b>F</b>
<b>77-79</b>	<b>C+</b>	<b>No credit (55)</b>	<b>N</b>
<b>73-76</b>	<b>C</b>	<b>Pass (85)</b>	<b>P</b>

*Amended July 2019*

### **Lower & Middle School 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.

### **Lower & Middle School 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*

### **Lower & Middle School Honors Policy:**

*Academic Honors:* Sage Day Lower & Middle School 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 period 5 rotation) for the marking period with no grade below a B- (80) cycle and 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 2013*

### **Lower & Middle School Promotion Requirements:**

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

1. Attendance that satisfies district and/or Sage Day's attendance requirements.

2. Course Distribution, i.e., completion of all required core courses.
3. PBL
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.

### c. Academic Policies Shared by ALL Grade Levels

#### **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 9<sup>th</sup> 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. 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 or exam and further disciplinary action up to and including in-school suspension may be considered.

*Amended July 2011*

### **Homework Policy:**

1. Homework counts as 15% of each quarter grade.
2. Students are expected to maintain a homework assignment book or system for keeping track of assignments.
3. Students are expected to hand in completed assignments on time.
4. Students are responsible for any work missed due to **any absence from class**
5. Students failing to turn in homework may be required to attend Study Strategies / Tutorial classes in order to complete academic assignments.
6. Chronic missing homework assignments may necessitate a meeting between staff, student, parents, and administration to make a plan for improvement.

*Amended July 2019*

### **Academic Assistance:**

Any student can request academic assistance at any point during the course of the school year. If deemed necessary by the staff, a student may also be assigned to receive academic assistance in the form of assistance from the Learning Consultant, tutoring from a teacher or assignment to a Study Strategies, Tutorial class, or guided Study Hall.

### **Progress Reporting: Parent-Teacher Conferences**

Parent-Teacher conferences are scheduled two or three times each school year. The specific dates for each year are indicated on the Academic Calendar. Parents contact the Office Manager to schedule a ten (10) minute consultation with the teacher in each academic subject area. If there is an issue that requires further discussion, parents may make an appointment with the Principal and/or Clinical Director. Please note that all conferences with staff and Administration will be conducted by appointment only.

### **Progress Reporting: Academic Progress Reports:**

Progress reports are electronically available throughout the year. An email will go out to parents/guardians at quarterly checkpoints to notify parents of online progress report availability. Please refer to the academic calendar for the report card schedule.

*Amended July 2015*

### **Progress Reporting: Report Cards:**

An email will go out to parents/guardians at quarterly checkpoints to notify parents of online progress report availability. Please refer to the academic calendar for the report card schedule.

*Amended July 2015*

## **Changes in Academic Course Selection:**

A student must make an appointment with the Principal in order to request a change in his or her academic schedule.

## **Changes in Elective Course Selection:**

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

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

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

## **Sage Day Summer Program:**

The Sage Day Summer Program is five weeks in duration each summer. Specific start and end dates vary by campus. It is open to all students who have completed grades 3-11. Classes are held daily from 9:00 AM - 12:00 PM. Students are required to attend group therapy sessions twice weekly.

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

Students may NOT attend the Summer Program in order to recover credit without written permission from the Director of School Operations.

*Amended July 2012*

## **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



## IV. HEALTH AND SAFETY POLICIES

### **Medical Issues and Sudden Cardiac Events:**

#### **Automated External Defibrillators:**

In accordance with N.J.S.A. 18A:40-41a, Sage Day shall ensure that an automated external defibrillator is made available in an unlocked location on school property with an appropriate identifying sign. The defibrillator shall be accessible during the school day and any other time when a school-sponsored athletic event is taking place in which Sage Day students are participating. The defibrillator shall be within reasonable proximity of the school athletic field or gymnasium, as applicable. Each defibrillator must be tested and maintained according to the manufacturer's operational guidelines, and notification will be provided to the appropriate first aid, ambulance, or rescue squad, or other appropriate emergency medical services provider regarding the defibrillator, the type acquired, and its location. Sage Day and its employees shall be immune from civil liability in the acquisition and use of defibrillators in accordance with State law. *Approved August 2016*

#### **Emergency Action Plan for Sudden Cardiac Events:**

As required by N.J.S.A. 18A:40-41b, Sage Day shall establish and implement an emergency action plan for responding to a sudden cardiac event including, but not limited to, an event in which the use of an automated external defibrillator may be necessary. The emergency action plan shall include, at a minimum, no less than five employees who hold current certifications from the American Red Cross, American Heart Association, or other training program recognized by the Department of Health and Senior Services, in cardiopulmonary resuscitation and in the use of a defibrillator. The list shall be updated, as necessary, at least once in each semester of the school year; and include detailed procedures on responding to a sudden cardiac event including, but not limited to, the identification of the persons in the school who will be responsible for responding to the person experiencing the sudden cardiac event, calling 911, starting cardio-resuscitation, retrieving and using the defibrillator, and assisting emergency responders in getting to the individual experiencing the sudden cardiac event.

*Approved August 2016*

#### **First Aid/Student Injury:**

In case of student injury, designated staff who are trained and certified in Standard First Aid and CPR will provide basic first aid (ice, bandaids, 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. In the case of suspected head, neck or spinal injury, do not make any effort to move the injured student and have the injured student remain still while waiting for EMS. 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. Finally, an Incident Report shall be completed by the witnessing staff member, reviewed by the Principal and filed in the student's folder within 24 hours. A copy of each incident report shall be maintained in a general file for a period of five years.

In accordance with N.J.S.A. 18A:40-12.7, Sage Day shall have and maintain for the use of students at least one nebulizer. This nebulizer shall be maintained in the nurse's office or a similar accessible location. If properly trained, each school nurse shall be authorized pursuant to N.J.A.C. 6A:16-2.1 to administer asthma medication through the use of the nebulizer. *Updated August 2016*

## **In-School Illness:**

Students who do not feel well enough to attend class should obtain a pass from a teacher or report to the office with a staff member. 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 will be sent home.

*Updated October 2014*



## **Risk Assessment for Suicide or Harm to Others:**

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 Clinical Director or assessing clinician determines that a student is at risk or harming him/herself or others parents shall be notified immediately. If necessary, the Clinical Director 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.

Additionally, in accordance with N.J.S.A. 2A:62A-16, if a student communicates to the Clinical Director or assessing clinician a threat of imminent, serious physical violence against a readily identifiable individual or against him/herself and the circumstances are such that a reasonable professional in the Clinical Director's or assessing clinician's area of expertise would believe the student intended to carry out the threat; or, the circumstances are such that a reasonable professional in the Clinical Director's or assessing clinician's area of expertise would believe the student intended to carry out an act of imminent, serious physical violence against a readily identifiable individual or against him/herself, the Clinical Director or assessing clinician shall discharge their duty to warn by doing one or more of any of the following:

- Arranging for the student to be admitted voluntarily to a psychiatric unit of a general hospital, a short-term care facility, a special psychiatric hospital or a psychiatric facility, consistent with N.J.S.A. 30:4-27.1 et seq.;
- Initiating procedures for involuntary commitment to treatment of the student to an outpatient treatment provider, a short-term care facility, a special psychiatric hospital or a psychiatric facility, consistent with N.J.S.A. 30:4-27.1 et seq.;
- Advising a local law enforcement authority of the student's threat and the identity of the intended victim;
- Warning the intended victim of threat, or, in the case of an intended victim who is under the age of 18, warning the parent or guardian of the intended victim; and/or
- If the student is under the age of 18 and threatens to commit suicide or bodily injury upon him/herself, warning the parent or guardian of the student. Thereafter, the Clinical Director or assessing clinician shall notify the chief law enforcement officer of the municipality in which the student resides or the Superintendent of State Police if the student resides in a municipality that does not have a full-time police department that a duty to warn and protect has been incurred with respect to the student and shall provide to the chief law enforcement officer or superintendent, as appropriate, the student's name and other non-clinical identifying information, in accordance with N.J.S.A. 2A:62A-16. 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.

*Updated August 2018*

## **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 entry into addressing the underlying emotional issues and how the student deals with his/her emotions. Specific guidelines follow:

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

1. **Teachers:** Accompany any student who discusses or reveals cutting/self-mutilation/self-injurious behavior in class or during any activity outside of therapy, to the office and inform Clinical Director or Principal.
2. **Administrators:**
  - a. Check for cuts and administer first aid if necessary.
  - b. Have student bring all purses, backpacks, etc, to office. Have student empty out belongings and confiscate any items that have been or could be used to harm oneself (e.g., knives, tweezers, pins, tacks, nail clippers, lighters, matches, etc.).
  - c. Interview student to ascertain extent of self-injurious behavior.
3. Remind student of policy on cutting/self-mutilation and other self-injurious behavior.
4. Suspend all privileges that allow student to move around or outside the school environment under limited supervision. Revoked privileges should include unsupervised use of hall passes, the ability to sign out of electives as well as any off-campus privileges. Privilege suspension should be no less than one week.
5. Inform parents.
6. Inform individual therapist and both Clinical Director and Principal.

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

1. Address with the same blend of exploration and confrontation that would be employed with any other instance of harmful acting out or treatment destructive behavior.
2. Set limits. Cutting and self-mutilation should be discussed only in individual treatment. Techniques and behaviors of self-mutilation should not be discussed in group and not with peers. However, helping the student to identify a trigger or feeling state associated with the behavior and/or helping the student to devise coping strategies is encouraged. Cuts, burns and other self-inflicted injuries may not be exposed and must remain covered with clothing.
3. Explore the meaning and purpose of cutting for the student and help patient seek other means of meeting these needs. Keep in mind that cutting and self-mutilation is often driven by issues around separation-individuation and the extreme use of suppression.

Address transference (e.g., confront or observe that patient is not relying on the therapist, not putting feelings into words, “cutting” off from others, etc. ). Tailor your interventions to the dynamics you discern through exploration. Help the student focus more on issues and dynamics and less on the behavior to minimize the gratification of self-harming behavior.

4. Stay attuned for suicidal ideation as this is often comorbid 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 the 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 comorbid 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*).

### **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](http://www.aap.org)) and the National Association of School Nurses ([www.nasn.org](http://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 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.

*Amended July 2014*

## **Immunization:**

To maximize the safety of all students, and in accordance with N.J.A.C. 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, mumps, hepatitis B and varicella. In addition, beginning with the 2003-2004 school year, N.J.S.A. 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, except as outlined in the Provisional Acceptance provision below.**

Sage Day shall maintain an official State of New Jersey School Immunization Record for every student. This record shall include the date of each immunization and shall be separated from the child's educational record and other medical records for purpose of immunization record audit.

A report of the immunization status of the students in every Sage Day school shall be made by the Building Principal or Executive Director using the "Annual Immunization Status Report (IMM-7)," and shall be sent through the mail or submitted electronically, through the addresses set forth in N.J.A.C. 8:57-4.8 (b) each year to the Department of Health and Senior Services.

Sage Day shall maintain records of each student's immunization status. Upon 24 hour notice, these records shall be made available for inspection by authorized representatives of the Department of Health and Senior Services or the local board of health in whose jurisdiction Sage Day is located.

## **Documents Accepted**

The following documents will be accepted as proof of vaccination:

1. An official school record from any school, including the student's local school district, indicating compliance with the immunization requirements of State law;
2. A record from any public health department indicating compliance with the immunization requirements;
3. A certificate signed by a physician licensed to practice medicine or osteopathy or an advanced practice nurse (certified registered nurse practitioner, or clinical nurse specialist) in any jurisdiction of the United States indicating compliance with the immunization requirements; or
4. The official record of immunization from the New Jersey Immunization Information System indicating compliance with the immunization requirements.

## **Provisional Acceptance**

As permitted by N.J.A.C. 57.4.5, a child may be admitted to Sage Day on a provisional basis if a physician, an advanced practice nurse (certified registered nurse practitioner or clinical nurse specialist) or health department can document that at least one dose of each required age-appropriate vaccine(s) or antigen(s) has been administered and that the pupil is in the process of receiving the remaining immunization(s). Provisional status shall only be granted one time to children entering or transferring into schools, preschools, or child care centers in New Jersey.

Provisional admission for children five years of age or older shall be granted in compliance with the specific requirements set forth in N.J.A.C. 8:57-4.10 through 4.14 and 4.16 for a period of time consistent with the current Advisory Committee on Immunization Practices (ACIP) of the United States Public Health Service or the American Academy of Pediatrics (AAP) immunization schedule but shall not exceed one year for completion of all immunization requirements. However, those children transferring directly into Sage Day from out-of-State or out-of-country shall be allowed a 30-day grace period in order to obtain past immunization documentation before provisional status shall begin.

If the student is placed at Sage Day by his/her parent(s), Sage Day shall ensure that the required vaccine/antigens are being received on schedule. If the student is placed at Sage Day by his or her local school district, the responsibility to ensure that the required vaccines are being received on schedule shall remain with the district and be reported to Sage Day. If at the end of the provisional admission period, the child has not completed the required immunizations, the Executive Director shall exclude the child from continued school attendance until appropriate documentation has been presented.

Those children in provisional status may be temporarily excluded from Sage Day during a vaccine-preventable disease outbreak or threatened outbreak as determined by the Commissioner, Department of Health and Senior Services or his or her designee.

### **There are three exceptions to the immunization requirement:**

- 1) A written statement from any doctor that an immunization is medically contraindicated, will exempt a student from the specific immunization requirements for the period of time specified in the statement. N.J.A.C. 8:57-4.3.
- 2) A student 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 student's religious rights. "General philosophical or moral objection to immunization shall not be sufficient for an exemption or religious grounds." N.J.A.C. 8:57-4.4(a). This exemption may be suspended during the existence of an emergency as determined by the State Commissioner of Health. N.J.A.C. 8:57-4.4(d).
- 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. N.J.S.A. 26:2N-2. Specific information should include, among others. "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." N.J.S.A. 26:2N-2.b (l). 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, and the reasons for the medical contraindications.

In accordance with N.J.A.C. 8:57-4.7, Sage Day shall maintain an official State of New Jersey School Immunization Record for every student. This shall include the date of each immunization and shall be kept separate from all educational and other medical records.

## **Records Maintained**

Sage Day shall maintain an official State of New Jersey School Immunization Record for every student. This record shall include the date of each immunization and shall be separated from the student's educational record and other medical records for purpose of immunization record audit.

If a child withdraws, is promoted, or transfers to another school, the immunization record, or a certified copy thereof, along with statements pertaining to religious or medical exemptions and laboratory evidence of immunity, shall be sent to the new school or shall be given to the parent or guardian upon request, within 24 hours of such a request.

When a child graduates from Sage Day, this record, or a certified copy thereof, shall be sent to an institution of higher education or may be given to the parent or guardian upon request.

Each child's official New Jersey School Immunization Record, or a certified copy thereof, shall be retained by Sage Day for a minimum of four years after the pupil has left the school.

Any computer-generated document or list developed by a school, preschool, or child care center shall be considered a supplement to, and not a replacement of, the official New Jersey School Immunization Record.

## **Medications:**

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

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

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

## **Medical Coverage:**

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

## **Administration of Medical Marijuana:**

Pursuant to N.J.S.A. 18A:40-12.22, Sage Day is required to develop a policy authorizing parents, guardians and primary caregivers to administer medical marijuana to a student on school grounds, aboard a school bus, or attending a school-sponsored event. Medical marijuana may only be administered if the student is expressly authorized to engage in the medical use of marijuana, and the parent, guardian or primary caregiver is authorized to assist the student with the medical use of marijuana pursuant to N.J.S.A. 6.I-1 et seq., the New Jersey Compassionate Medical Marijuana Act. The student and the parent, guardian or primary caregiver must complete the registration process and obtain a Registry Identification Card from the New Jersey Department of Health. In order to engage in the medical use of marijuana on school grounds, aboard a school bus or at a school-sponsored event, the parent, guardian or primary caregiver must submit a written request with supporting documentation, including a copy of the Registry Identification Card, which will be reviewed by the Principal in consultation with the Executive Director. Authorization to administer medical marijuana to a student on school grounds, aboard a school bus or at a school-sponsored event shall extend only for the length of the school year during which the request is submitted. A new request, along with another copy of the Registry Identification Card, must be submitted at the start of each school year. The medical marijuana may not be administered to the student by smoking or other form of inhalation.

## **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.

## **Endorsements/Opinions About Medical Procedures**

Sage Day does not provide verbal or written endorsements or opinions regarding a student's psychological readiness for medical procedures or the medical necessity of such procedures. It is the position of Sage Day that such endorsements or opinions require a comprehensive psychological assessment administered by a licensed psychologist or psychiatrist who specializes in assessment practices to determine psychological readiness for medical procedures, as well as a formal medical assessment conducted by a licensed physician to determine the necessity of such medical procedures. As a therapeutic school, Sage Day provides intensive, school-based counseling services and does not specialize in psychological and medical assessment practices.

Students and families who seek an endorsement or opinion regarding a student's psychological readiness for medical procedures or the medical necessity of such procedures should consult with licensed professionals who specialize in formal psychological and medical assessments.



## **Mandatory Reporting to DCPD:**

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 (DCPP). In addition, NJ State Law requires the Principal of a school to inform local law enforcement authorities whenever a report to DCPD has been made by the school.  
*Amended July 2011*

## **Athletic Activities and Student Athletes:**

### **Physical Examinations**

Prior to the participation of any student on a school-sponsored interscholastic or intramural athletic team or squad, the student shall have a physical examination using the "Preparation Physical Evaluation form" identified in N.J.S.A. 18A:40-41.7. The form must include a certified statements, to be signed by the licensed physician, advanced practice nurse, or physician assistant who performed the physical examination, attesting to the completion of the current professional development module required by N.J.S.A. 18A:40-41d. Sage Day shall retain the original signed statement to attest to the qualifications of the health care practitioner who performed the physical examination. The form may be accessed here: <https://www.state.nj.us/education/students/safety/health/records/athleticphysicalsform.pdf>

## **Sudden Cardiac Arrest and Students Participating in Athletic Activities**

### **Commissioner Pamphlet**

Pursuant to N.J.S.A. 18A:40-41, the Commissioner of Education is required to develop a pamphlet that provides information about sudden cardiac arrests to student athletes and the parents/guardians of student athletes. Sage Day shall distribute copies of this pamphlet to the parents/guardians of students participating in athletic activities.

### **Informational Meetings**

Sage Day may hold an informational meeting prior to the start of each athletic season for student-athletes, their parents/guardians, coaches, athletic trainers, school nurses and any other school officials, on the nature, risk, symptoms and early warning signs, prevention and treatment of sudden cardiac arrest.

### **Physician Clearance**

In accordance with N.J.S.A. 18A:40-41h, any student who exhibits symptoms or early warning signs of sudden cardiac arrest, as determined by an athletic trainer, game official, team coach, licensed physician, or other Sage Day designated official, while participating in any athletic activity, shall be immediately

removed from the athletic activity by the coach. The student shall not be eligible to return to athletic activity until he/she is evaluated and received written clearance from a licensed physician.

Any student who exhibits symptoms or early warning signs of sudden cardiac arrest at any time prior to or following an athletic activity shall be prohibited from participating in any athletic activity. The student shall not be eligible to return to athletic activity until he/she is evaluated and received written clearance from a licensed physician.

Sage Day shall ensure that any person coaching an athletic activity who knowingly violates the provisions set forth above shall be (1) suspended from coaching any athletic activity for the remainder of the season for a first violation; (2) suspended from coaching any athletic activity for the remainder of the season and the entire next season for a second violation; and (3) permanently suspended from coaching any athletic activity for a third violation.

### **Sport-Related Eye Injuries**

In accordance with N.J.S.A. 18A:40-41.9, the Commissioner of Education is required to develop an educational fact sheet regarding sports-related eye injuries. Sage Day shall annually distribute a copy of this educational facts sheet to all parents and guardians:

<https://www.state.nj.us/education/students/safety/health/SportsRelatedEyeInjury.pdf>

### **NJSIAA – Gifts and Offers Affecting Amateur Eligibility**

Pursuant to N.J.S.A. 18A:36-37, individuals are prohibited from giving, offering, promising or attempting to give to any student-athlete any gift, favor, employment or other thing of value which that person knows or has reason to know would, if accepted, subject that student-athlete to being ruled ineligible to participate as an amateur-athlete under the rules established by the New Jersey State Interscholastic Athletic Association. A person who violates this rule shall be subject to a civil penalty.

Sage Day shall annually notify each student athlete, if any, of the provisions of N.J.S.A. 18A:36-37 and the NJSIAA rules regarding eligibility. This notice must be written, in a language understandable by the student athlete, based on NJSIAA model language and communicated via regular or electronic mail, sent home with the student, or published in the student handbook.

### **NCAA Eligibility**

If Sage Day participates in any statewide interscholastic sports program sanctioned by the New Jersey State Interscholastic Athletic Association, Sage Day shall annually disseminate to each student participating in the interscholastic sports program the National Collegiate Athletic Association freshman eligibility standards for participation in collegiate activities.



## V. GENERAL POLICIES AND PROCEDURES

### **Alcohol, Tobacco, E-Cigarettes, Vapes and Controlled Substances (General Guidelines)**

Any possession or use of alcohol, tobacco, vapes, or 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, Controlled Substances, or Vaping\* 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... substance use, the Principal and Clinical Director 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 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). **The medical examination shall include a urine drug screen. Similarly any student suspected of abusing any substance whether during school or within 24 hours of coming to school shall be required to undergo immediate medical evaluation and urine drug screen.** Any student referred for evaluation may not return to school without written medical clearance. If medical examination/urine drug screen 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 for distribution of Alcohol or controlled substances are outlined below and in the Sage Day Code of Conduct.

## **Distribution or Transmission of Alcohol or Controlled Substances** **(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.

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

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

\*Special Note on Vaping: Under a 2010 Amendment, the New Jersey Smoke Free Air Act explicitly prohibits vaping in all elementary and secondary schools, child care facilities, museums, and places of worship. Sage Day prohibits vaping on school grounds. Given the uncertainty of what substances are contained in odorless electronic smoking devices, the inability of school officials to verify the contents of such devices through a visual or olfactory inspection, and the documented prevalence of using electronic smoking devices to vape dangerous concentrations of marijuana and other illicit substances, effective on September 4, 2018, students who are discovered in possession of or using an electronic smoking device in the school building, on school grounds, or during a school function will be immediately referred to the Principal or other designated school official in accordance with the Sage Day Code of Conduct. If there is a reasonable suspicion that the referred student is under the influence of marijuana or other controlled dangerous substance, the student will be referred for an Immediate Mandatory Medical Exam/Urine Drug Test.

*Updated September 2018*

## **Alcohol & Other Controlled Substances: Student Suspected of Substance Abuse Outside of School**

If a student is suspected of or reports the abuse of any substance as defined in 18A:40A-9 (alcoholic beverages, controlled dangerous substances, anabolic steroids, or any chemical or chemical compound which releases vapors or fumes) outside of school, the Administration shall inform that student's parents and refer the student for a drug/alcohol urine screening. If a referral is made, the parents must have the screening conducted within twenty-four (24) hours. The student will not be readmitted 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.

## **Use and Possession of Tobacco (including E-Cigarettes)**

In accordance with NJ Public Law 2001, Chapter 226, S421, use and possession of tobacco (smoking, vaping, chewing, snuff), in school, 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. Be forewarned that simply handing your friend a cigarette will be considered distributing tobacco products or simply accepting or sharing a cigarette on school property or during a school-sponsored activity will be considered receiving tobacco products.

### 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.

*Amended July 2012*

## **Books:**

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

### **Fine Schedule for Lost or Damaged Books**

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

## **Bulletins and Announcements:**

Daily Announcements are published to provide information to both students and staff. The information pertaining to students will be read during the homeroom period. Students absent during the homeroom period are responsible for the contents of the daily announcements.

## **Complaints & Grievances by Student or Parent:**

Formal complaints by a student or parent should be addressed in writing to the Principal and signed by the complainant. Any and all formal complaints shall be reported to the Director of Operations the day they are received. All formal complaints shall be investigated. The Director of Operations will determine whether the investigating official will be the Principal, the Director of Operations, or his/her designee. The investigation shall commence within 24 hours of the receipt of the complaint. Wherever possible, the Principal shall conduct a face-to-face meeting (or meetings) with the complainant(s) for the purpose of fact gathering, identifying possible misunderstandings and, if necessary, conflict resolution. Once the investigation is concluded, a follow-up meeting shall be held with the complainant(s) to report the findings of the investigation and copies of the report shall be provided to the complainant and to the person who is the subject of the complaint. The Clinical Director may assist with problem resolution during this meeting. In the event that complainant is dissatisfied with findings, complainant may appeal in writing to the Executive Director.

At times, the Principal may receive a verbal complaint via phone call or during the course of a meeting. An investigation will require the filing of a formal complaint as outlined above. Such verbal complaints should also be discussed with the Clinical Director and the Director of Operations in order to plan for proactive response including, but not limited to, investigation.

*Adopted September 2013*



## **Field Trips:**

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

## **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.**

## **Food and Drinks:**

Students are permitted to eat in the cafeteria (Rochelle Park) or Common Room (Boonton, Princeton) 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 in the vicinity of laptops. Students who throw food or drinks inside or outside any part of the building will be suspended from the cafeteria for a period of at least two weeks. These students will be also required to assist in cleaning the area they have defaced and may be subject to other consequences as determined by the Administration.

Students are permitted to drink beverages in classrooms and therapy offices only with the expressed consent of the staff members in charge. Some classrooms have a “water only” rule, and this rule must be observed. No beverages are permitted in the gym or in the vicinity of laptops. 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:**

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

## **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 Clinical Director or assessing clinician determines that a student is at risk or harming him/herself or others parents shall be notified immediately. If necessary, the Clinical Director 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*

## **Legal Procedures**

It is the philosophy of Sage Day not to have teachers, therapists and staff become involved in legal proceedings involving the parents. The student's knowledge that this may occur will compromise the effectiveness of the educational and therapeutic services provided to students at Sage Day. The teachers, therapists, and staff will not render opinions in connection with any legal proceeding and, if required by law, will only provide factual information that is not subject to any legal privilege.

## **Lunch and Cafeteria Procedures:**

1. Students should proceed directly to the cafeteria/common room at the bell signaling the beginning of the lunch period. As necessary, Rochelle Park students may report to their lockers before reporting to lunch.
2. All students except seniors with privileges must remain in the cafeteria/ common room for the lunch period. Students may obtain permission from staff to exit this area and must obtain a hall pass prior to the beginning of the lunch period.
3. Students can bring their own lunch or take part in the school lunch program.
4. With the exception of seniors who have earned privileges, students are not permitted to leave the school grounds to buy lunch.
5. Students are responsible for disposing of all personal litter from the lunch tables in an appropriate manner.
6. Students must spend the lunch period in authorized areas only. These areas are the Cafeteria, the Gym, and the Courtyard at the Rochelle Park campus, and the common room at the Boonton campus. Students are not to loiter or wander in the hallways, stairwells, behind the stage, or anywhere else inside or outside the building at any time.

## **Off Limits Areas:**

Students are not allowed to leave the building for any reason without permission. Students are not allowed to loiter in the hallways, stairwells, parking lots, outside of the doorways of the building, or in any adjoining open areas without supervision. If asked to leave an area or to return to a supervised area, students are required to comply. Students who venture into off-limits areas will be subject to loss of privileges, suspension and possible expulsion.

## **Office Equipment Use:**

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

## **Participatory Rights:**

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

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

## **Personal Belongings:**

Personal belongings are to be stored in lockers or in those areas designated by the administration. Small pocketbooks or backpacks may be carried during the day. Textbooks, materials and other belongings are not to be left in classrooms without specific permission to store these items in a specified location.  
*Amended July 2005*

## **Cell Phones, Laptops, Handheld Gaming Systems, and Other Electronic Devices:**

The staff reserves the right to confiscate any electronic device. Any student found using any of these items without specific authorization will have them confiscated and returned at the end of the following day. Students who repeatedly violate policy will have confiscated items returned only to parents. If a student has an emergency situation for which such an item is necessary, a parent or guardian must petition the Principal in writing.

Students are allowed to use electronic devices during the morning, break, lunch, and while on school vehicles. Any student using these devices during any academic or elective class session will have them confiscated and returned at the end of the school day. After the third offense the device will be returned at the end of the next school day. After the fourth offense, the device will be returned only to a parent. Additionally, a student may be banned from bringing his/her phone in school. (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 Swift K12 messaging system by 6:15 a.m.. Please note that your caller ID will display the Swift K12 number as 411. The closing or delayed opening will also be announced on TV Channel 12 (News 12-New Jersey), on the web at [weatherclosings.com](http://weatherclosings.com). In case of a delayed opening, students are to report at the time designated during the Swift K12 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 2019*

## **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 representatives from the student body to serve for the length of the school year. 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. Encourage a higher quality of school morale and involvement.
4. Recognize and protect the needs of the students.
5. Promote harmonious relationships in the school.

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

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

## **Student Driving / Parking Policy:**

Having first received approval from the Principal, students driving vehicles to school must understand this is a privilege regulated by the following rules and responsibilities. Failure to comply with these expectations will result in suspension or revocation of driving privileges.

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

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

## **Student Rights:**

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

## **Sage Student Gender Inclusion Policy:**

The Sage Day Schools adopt this Policy to provide a safe, supportive and inclusive environment for its students and to address the needs of transgender and gender nonconforming students enrolled in the school. Sage Day is aware that the New Jersey Legislature has directed the Commissioner of Education to develop and distribute guidelines concerning transgender students. Once such guidelines are promulgated, Sage Day intends to follow and comply with the recommendations therein. Until such time as those documents become available, the Policy below will remain in effect.

This Policy sets forth guidelines for the school staff to address the needs of transgender and gender nonconforming students and does not anticipate every situation that might occur with respect to transgender or gender nonconforming students. The needs of each transgender or gender nonconforming student shall be assessed on a case-by-case basis. In all cases, our goal is to provide a safe and supportive environment, and to foster an understanding of gender identity and expression within the school community.

For the purposes of this Policy:

"Gender expression" refers to the way a student represents or expresses gender to others, often through behavior, names, pronouns, clothing, hairstyles, activities, voice, or mannerisms.

"Gender identity" means a student's deeply held sense or psychological knowledge of their own gender, regardless of the gender they were assigned at birth.

"Gender nonconforming" refers to gender-related identity and/or gender expression which does not conform to the social expectations or norms for a person of the gender assigned at birth. This includes students who identify outside traditional gender categories or identify as both genders.

"Transgender" describes students whose gender identity or expression is different from that traditionally associated with their sex and gender assigned at birth.

"Transition" refers to the process in which a transgender person recognizes that their authentic gender identity is not the same as the gender assigned at birth, and develops a more affirming gender expression that feels authentic. Some individuals socially transition, for example, through dress, use of names and/or pronouns. Some individuals may undergo physical transition, which might include hormone treatments and surgery. School district personnel should avoid the phrase "sex change," as it is an inaccurate description of the transition process; the process is more accurately described as "gender-confirming."

"Gender Expansive"/ "Gender Diverse"/ "Gender Fluid"/ "Gender Non-Binary"/ "Agender"/ "Gender Queer" all convey a wider, more flexible range of gender identity and/or expression than typically associated with the binary gender system. For example, students who identify as gender queer or gender fluid might not identify as boys or girls; for these students, the non-binary gender identify functions as the student's gender identity.

"Sexual Orientation" refers to a person's enduring physical, romantic, and/or emotional attraction to another person. Gender identity and sexual orientation are not the same. A transgender person may be straight, lesbian, gay, bisexual, or asexual. For example, a person who transitions from male to female and is attracted solely to men may identify as a straight woman.

We believe that a student's gender identity or expression rests with the student. The school will not question or disregard a student's consistent and uniform assertion of his or her gender-related identity or expression. However, the Principal or designee is authorized to question a student's asserted gender identity or expression when there is a reasonable and credible basis for believing that the student's gender-related identity or expression is insincere or being asserted for some improper purpose. Only in cases in which there is a reasonable and credible basis for believing that a student's gender-related identity or expression is insincere or being asserted for some improper purpose, confirmation of a student's asserted gender must include a letter from a parent or the adult student to the Principal indicating the student is gender nonconforming or identifies as a transgender individual.

It is our goal to work together with students, parents and families to accommodate the needs of transgender and gender nonconforming students. We also recognize a transgender student's right to privacy, and, therefore, if a student represents that his/her parent(s)/guardian(s) is unaware of the student's gender identity, school staff will obtain consent from the student prior to communicating with his/her parent(s)/guardian(s) regarding the student's transgender status. The administration has no affirmative duty to notify a student's parent(s)/guardian(s) of the student's gender identity and expression. Students who do not want their parent(s)/guardian(s) to know about their transgender status shall be addressed on a case-by-case basis. The school staff shall balance the rights of the student and the rights of parent(s)/guardian(s) to be kept informed about their child, especially when the student is a minor. In the event the parent(s)/guardian(s) does/do not consent to or agree with the student's gender identity or expression, the Principal or designee will meet with the parent and the student to determine how the student's gender identity or expression shall be addressed by the school district. Notwithstanding the same, staff will continue to refer to the student in accordance with the student's chosen name and pronoun at school.

We recognize that the needs of each transgender or gender nonconforming student and their school-related issues will vary and must be determined on a case-by-case basis. As such, the Principal or designee will meet with the parent and/or student to address the student's needs and school-related issues. The issues to be addressed shall include, but are not limited to, the student's name and pronoun, the student's school records, the student's privacy, access to restrooms and locker rooms or changing facilities, participation in any intramural programs, physical education and other gender segregated

activities. The school will make reasonable efforts and take reasonable measures to accommodate the needs of transgender students.

To assist the school staff in taking reasonable measures to accommodate the needs of transgender students, the following guidelines shall be followed:

1. Names/Pronouns - At the request of the student and/or parent, the school staff shall address the student by the name and pronoun corresponding to the student's gender identity that is consistently asserted at school. No legal change in name or gender will be required.
2. School documentation – At the request of the student and/or parent, Sage Day shall issue school documentation, such as student identification cards, in the name preferred by the student that corresponds to the student's gender identity. No legal change in name or gender will be required.
3. Student Records - The school's official, permanent student records shall be maintained in accordance with Federal law, State law, Statutes, and administrative regulations, which will indicate the student's legal name and biological gender. The student's legal name and biological gender will also appear on standardized tests and reports to the Department of Education. However, the school will use the name and pronoun requested by the student and/or parents for internal and/or unofficial school records, such as gradebooks. A student's permanent and official records will be changed upon request from the student and/or parent upon receipt of documentation reflecting legal change of the student's name and/or gender.
4. Privacy - The Principal or designee shall work closely with the student and/or parent to develop an appropriate plan regarding the confidentiality of the student's transgender status that works for both the student and the school. Disclosure of, or access to, confidential student records including a student's status as transgender or gender nonconforming, shall be in accordance with Federal law, State statutes, and administrative regulations. The Principal or designee may be obligated to disclose a student's status due to specific and compelling needs, such as the health and safety of a student or an incident of bias-related crime. In such an instance, the Principal or designee will notify the student that he/she intends to disclose the student's transgender status for the student's protection and well-being, as is reasonably possible under the circumstances. When notified, the student will be granted the opportunity to personally disclose the information. The school will make every effort to ensure that any disclosure is made in a way that reduces or eliminates the risk of re-disclosure and protects the transgender student from further harassment.
5. Restrooms and Locker Rooms: A transgender student will not be required to use a restroom or locker room that conflicts with the student's gender identity. Generally, transgender students shall have access to the restroom and locker room that corresponds to their gender identity consistently asserted at school. A transgender student who expresses a need or desire for increased privacy will be provided reasonable alternative arrangements. Additionally, the use of a "gender neutral" restroom, if available, shall be a matter of choice by a transgender student.
6. Physical Education and Sports - Transgender students shall be permitted to participate in physical education classes in a manner compatible with their gender identity consistently asserted at school. Participation in competitive athletic activities and contact sports will be resolved on a case-by-case basis and guided by the standards established by the New Jersey State Interscholastic Athletic Association (NJSIAA).
7. Gender Segregation in Other Areas - As a general rule, in any other circumstances where students are separated by gender in school activities (i.e. overnight field trips), students may be permitted to participate in accordance with their gender identity consistently asserted at school. Activities that may involve a need for accommodations to address student privacy concerns will be resolved on a case-by-case basis.
8. Dress Code - Students have the right to dress in accordance with their gender identity or expression that is consistently asserted at school and which corresponds to their gender identity. However, students are required to comply with the applicable dress code.

Affirmative action shall be taken to ensure that students are protected from discrimination. Any student and/ or the parent (s) /legal guardian(s) of a student shall be provided the opportunity to report any



conduct alleged to be discriminatory. Additionally, any student, who experiences less than equal educational opportunities or access to educational programs and services or experience discrimination, may report an allegedly discriminatory practice in the program.

If a student and/or parent (s) /guardian (s) feels aggrieved by the decisions made or the actions taken by the School, or believes that the student has been the victim of discrimination, the student and/or parent(s)/guardian(s) shall present the matter to the Principal in writing within ten (10) school days. The Principal shall review the matter and respond to the student and/or parent(s)/guardian(s) within fifteen (15) school days of receipt of such grievance or complaint. If a student and or parent(s)/guardian(s) remain aggrieved by the Principal's decision an appeal may be filed with the Executive Director in writing within ten (10) school days. The Executive Director shall review the matter and respond to the student and/or parent(s)/guardian(s) within twenty (20) school days of receipt appeal. If a student and/or parent(s)/guardian(s) remains aggrieved by the Executive Director's decision, they may appeal the matter to the Board of Directors within ten (10) school days. The Board of Directors shall review the matter and respond to the student and/or parent(s)/guardian(s) within thirty (30) school days of receipt of appeal.

*Adopted February 2016, Updated October 2018*

## **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 self harm or harm 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 is prohibited and will carry the same consequences as using, possessing or distributing these substances on school property.
6. Buses and other transport vehicles will stop only at regularly planned stops.
7. Any parent picking up a student at dismissal, at Rochelle Park should park on Forest Place or in the parking lot on Terrace Avenue and wait for their child. Parents parking or standing on Rochelle Avenue may be subject to a traffic violation.
8. Parents are responsible for notifying bus companies of student absences or alternate transportation arrangements.

## **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 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 Visitor badge.
- 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. The parent or guardian will be contacted, and the student will be suspended from school. The police will be contacted.

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

## **Working Papers:**

Working papers can be obtained from the Office Manager/Secretary in the main office. These will require review and signatures by your physician, the principal and your intended employer.



## VI. 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 [the pupil], or of the habitual use of profanity or 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 [the pupil];
- 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 [another pupil's] 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;
- 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/termination.

## **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 may be subject to loss of privileges, suspension, probation or expulsion.

*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 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 conclude statements, planning actions and disciplinary measures as well as counseling and other support resources that are offered and prescribed to the victim or aggressor.

## **Consequences and Remediation of Dating Violence**

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.

## **Dating Violence Resources**

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.

*Adopted December 2011*

## **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:**

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/Dresses/Skirts: A student's fingers must touch the bottom of their shorts/dress/skirt with their arms extended. Of course, inseams must also be an appropriate length.
- 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 a call to parents and may result in a suspension (this may be in-school or out of school depending on circumstances) until a meeting with parents can be arranged to determine appropriate remedies.

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

## **Hats & Hoods:**

Hats and hoods are not to be worn during academic or elective classes or in the building in general unless otherwise approved by administration for reasons such as religion or health purposes. Bandanas and headbands are permitted. Hats may be worn only during physical education periods with the permission of the teacher. Violation will result in confiscation of the article.

*Amended July 2015*

## **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 2014*

## **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 termination. Repeat offenses will result in termination from the program.

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

A safe and civil environment in school is necessary for students to learn and achieve high academic standards. Harassment, intimidation or bullying ("HIB"), 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. Since students learn by example, school administrators, faculty, staff and volunteers at Sage Day should be commended for

demonstrating appropriate behavior, treating others with civility and respect, and refusing to tolerate HIB. (N.J.S.A. 18A:37-13 to -19).

Pursuant to N.J.S.A. 18A:37-31, the State encourages all nonpublic schools to comply with the provisions of the Anti-Bullying Bill of Rights Act, N.J.S.A. 18A:37-13 et seq. In accordance with this suggestion, Sage Day prohibits all acts of HIB, and adopts the following HIB procedures, which are based upon the provisions of the Act. 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.

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

“Harassment, intimidation or bullying” means any gesture, any written, verbal or physical act, or any electronic communication, whether it be a single incident or a series of incidents, that is reasonably perceived as being motivated either by any actual or perceived characteristic, such as race, color, religion, ancestry, national origin, gender, sexual orientation, gender identity and expression, or a mental, physical or sensory disability, or by any other distinguishing characteristic, that takes place on school property, at any school-sponsored function, on a school bus, that substantially disrupts or interferes with the orderly operation of the school or the rights of other students and that: (1) reasonable person should know, under the circumstances, will have the effect of physically or emotionally harming a student or damaging the student’s property, or placing a student in reasonable fear of physical or emotional harm to his person or damage to his property; (2) has the effect of insulting or demeaning any student or group of students; or (3) creates a hostile educational environment for the student by interfering with a student’s education or by severely or pervasively causing physical or emotional harm to the student. In determining whether certain conduct meets this definition, staff are encouraged to take into consideration the fact that bullying is considered “unwanted, aggressive behavior that may involve a real or perceived power imbalance.”

The definition of HIB shall include incidents occurring on a sending district board of education bus, at a sending district board of education school sponsored event, or off school grounds. If Sage Day becomes aware of an incident occurring on a sending district board of education bus, at a sending district board of education school-sponsored event, or off school grounds, the incident will be reported by the principal to the appropriate administrators of the sending school district (verbally within one school day and in writing within three school days) so that Sage Day and the sending district can decide whether an investigation will be most effectively conducted by Sage Day or by the sending district. Notwithstanding this collaboration, in circumstances where the off-school conduct involves Sage Day students from different sending school districts, Sage Day reserves the right to conduct its own investigation into any incident occurring on a sending district board of education bus, at a sending district board of education school-sponsored event, or off school grounds in accordance with *N.J.S.A. 18A:15.3*.

In the event that any incident meeting the definition of HIB 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.

### **Anti-Bullying Chain of Command:**

The Director of Operations will appoint a Sage Day Anti-Bullying Coordinator who is responsible for coordinating and strengthening Sage Day HIB policies and providing data regarding the same. The Principal at each site shall receive all initial reports of HIB and shall ensure that investigations are conducted within the 10-school day timeframe set forth in the Act, unless the principal determines that the facts reported, if deemed true, could not constitute an act of HIB. The Principal at each site shall also appoint an Anti-Bullying Specialist who will lead the investigation of incidents/allegations 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/school climate team comprised of the principal, teacher, therapist and parent\* in the school with the school anti-bullying specialist who will serve as the chairperson. 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/school climate team, the Act protects the privacy rights of students by limiting the participation of parent members of school safety/school climate teams to the activities of the team which do not involve confidential matters involving students.*

### **Anti-Bullying General Protocols:**

At administrative meetings once before, and once after January 1, the Anti-Bullying Coordinator will report on acts of violence, vandalism and HIB which occurred during the previous reporting period, including the number of incidents of bullying and the discipline imposed, and all HIB programs and training with breakdown by school. Once during each reporting period, the Director of Operations may submit to the Department of Education both school wide HIB data and a categorical breakdown of HIB by school.

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

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 and the nature of the student's disability, if any, and the extent to which this disability is relevant. In determining appropriate remedial measures, school administrators shall consider the personal and environmental factors surrounding the incident.

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

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 termination. 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 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. 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, but they should be supplemented by written reports where possible. 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 notifying the staff member, or the parents or guardians of the students involved, the Principal shall ensure that the Anti-Bullying Specialist conducts an investigation in consultation with the Principal. However, before referring the matter to the Anti-Bullying Specialist for an investigation, the Principal may, in consultation with the Anti-Bullying Specialist, make a preliminary determination as to whether, assuming all facts reported are deemed true, a reported incident or complaint could be considered an act of HIB. If the principal fails to report an incident that could be considered HIB if all facts reported are deemed true, he or she may be subject to discipline.
2. A school administrator who receives a report of HIB, or who determines a reported incident or complaint, assuming all facts presented are true, is a valid HIB report, but fails to initiate or conduct an investigation, or who should have known of an incident of HIB and fails to take sufficient action to minimize or eliminate the HIB, may be subject to disciplinary action.
3. The Anti-Bullying Specialist may appoint additional personnel to assist in the investigation.
4. 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, if there is one, or 10 school days from the processing of an official oral report.
  - a. In the event that there is information relative to the investigation that is anticipated but not yet received by the end of the 10-school-day period, the Anti-Bullying Specialist may amend the original report to reflect the information.

5. The result of the investigation shall be reported to the Director of Operations within two days of the completion of the investigation.
6. The Director of Operations may decide to provide intervention services, establish training programs to reduce HIB and enhance school climate, impose discipline, order counseling as a result of the findings of the investigation, or take or recommend other appropriate action.
7. The principal shall report to the appropriate sending district board(s) of education the following: (1) the students who are parties to the HIB investigation, (2) the results of each investigation; and (3) information on any service(s) provided, training establishing, and/or discipline imposed. This report shall be made no later than five school days following the investigation's completion.
8. Parents or legal guardians of the students 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 Operations.
9. The parent or legal guardian may request a hearing before the Director of Operations after receiving the information.
  - a. This hearing shall be held within ten days of request.
  - b. At the hearing the Director of Operations may hear from the Anti-Bullying Specialist about the incident, recommendations for discipline or services, and any programs instituted to reduce such incidents.
10. A parent, student, 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."

### **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 part of a larger pattern of harassment, intimidation or bullying that they require a response at the classroom, school building or school-wide 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 suspension or termination from Sage Day. When determining the appropriate remedial action and consequences for a student who commits HIB, Sage Day will take into account the nature of the student's disability, if any, and the extent to which this disability is relevant.

Moreover, in recognition that parental notification could inadvertently result in the "outing" of students who are gay, lesbian, bisexual, or transgender, Sage Day will take into account the circumstances of the incident when providing notification to parents, and when conveying the nature of the incident, including the actual or perceived protected category motivating the alleged offense.

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. School-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 provide support to individual victims of HIB, and are trained to 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 HIB. 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 Sage Day 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 suspensions or termination from the Sage Day program. 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 Sage Day 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 Executive Director after consideration of the nature and circumstances of the act, including reports to appropriate law enforcement officials.

*Amended August 2018*



## **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 a 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.

## **Search and Seizure:**

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

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

## **Theft:**

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

# VII. TECHNOLOGY AND MEDIA POLICY

## Responsible Use of Technology at Sage Day

### Technology Services

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

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

- The Computer Network Portfolio System provides every student with an electronic collection of his or her achievements, assessment, and feedback.
- All may surf the Internet in a safe and filtered environment.
- All have access to an e-mail account, which allows a direct line of communication.

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

### Computer & Device Usage:

Sage Day Schools provides computer equipment, computer services and Internet access to its students 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 networked computers. Sage Day shall require employees to sign the **Staff Technology and Media Agreement**. Students, together with their parents or legal guardian (s) if they are under the age of 18, must sign the **Student Technology & Media Agreement**.

Students are responsible for appropriate behavior on computer networks/computers. The use of computer networks/computers for unethical, unacceptable, or illegal behavior shall constitute just cause for discipline, up to and including termination of placement. Computer network/computer storage areas shall be treated in the same manner as other school storage facilities. Administrators may review files and communications to maintain system integrity and ensure that users are using the system responsibly. It is expressly understood that the Administration has the authority to monitor the use of Sage Day computer networks/computers and users should not expect that their activities, or the files stored on Sage Day servers will 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 images or pictures;
- Using obscene language and/or accessing visual depictions that are obscene as defined in section 1460 of Title 18, United States Code;
- Using or accessing visual depictions that are child pornography, as defined in section 2256 of Title 18, United States Code;
- Using or accessing visual depictions that are harmful to minors including any pictures, images, graphic image file or other visual depiction that taken as a whole and with respect to minors, appeals to a prurient interest in nudity, sex or excretion;
- Depicts, describes, or represents in a patently offensive way, with respect to what is suitable for minors, sexual acts or conduct; or taken as a whole, lacks serious literary, artistic, political, or scientific value as to minors;
- Harassing, insulting or attacking others;
- Damaging computers, computer systems or computer network/computers;
- Violating copyright laws;
- Using another's password;
- Trespassing in another's folders, work or files;
- Intentionally wasting limited resources;
- Employing the computer network/computers for commercial purposes; and/or
- Engaging in other activities that do not advance the educational purposes for which computer network/computers are provided.

Students will use Sage Day computers under the following conditions:

1. Students will use computers only under staff supervision.
2. Students are to log in to the Computer Network using only their own username and password.
2. Food / drinks of any kind are not allowed at any computer workstation.
3. Students are prohibited from altering computer hardware or formatting.
4. Any student who vandalizes computer hardware or software will be held financially responsible.
5. Any student suspected of vandalizing computer equipment in any way will have their computer privileges revoked.
6. Any student who misuses computer equipment by accessing inappropriate Internet sites, sending vulgar, harassing, or abusive emails, engaging in excessive printing, accessing the Computer Network using another person's user name, tampering with computer formatting or hardware, or any other inappropriate use of the Sage Day computer network 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 personal digital and electronic devices such as mobile phones, iPads, iPods, CD and DVD players, may be allowed for educational purposes as defined by a staff member within parameters approved by the Administration.
2. The repeated misuse of any electronic or digital device which includes use during class not related to educational purposes, accessing or sharing inappropriate content and failure to comply

with a request to put the device away will result in confiscation. The device will be returned at the end of the day. After the fourth offense the device will be returned only to a parent/guardian.

3. The use of texting on mobile devices/phones is only permitted for educational purposes.
4. Sage Day is not responsible or liable for any electronic device brought to school.

## **Access to School Surveillance Equipment by Law Enforcement Authorities**

If at least one Sage Day school building is equipped with video surveillance equipment that is capable of streaming live video wirelessly to a remote location, Sage Day will have the option of entering into a memorandum of understanding with local law enforcement authorities to provide the authorities with the capacity to activate the equipment and view live streaming video in certain agreed-upon situations. If Sage Day elects to enter into such a memorandum of understanding, the terms of the agreement shall include, but need not be limited to, the following:

1. The designation of individuals who shall be authorized to view live streaming video;
2. The circumstances under which the designated individuals would view live streaming video;
3. A detailed plan for preventing and detecting unauthorized access to live streaming video.

## **Student Social Media and Social Networking Guidelines**

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

- Will not use inappropriate language.
- Will not use fighting words or language designed to 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 themselves or anyone else.
- Will be responsible for anything posted under his/her name.
- Will not plagiarize.
- Will not edit teacher’s page unless instructed to do so by the teacher.
- Will not send message via a profile line unless instructed to do so by the teacher.

## **Website Guidelines**

### **Staff and Student Websites:**

Staff and students may establish websites in order to complete curriculum-based classroom assignments. However, Sage Day Schools does not bear any responsibility for websites 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 from the creation of individual student or staff websites.

### **Website 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 that 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 Websites:**

- 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, appear on websites. URL and email 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 websites.
- Website postings are subject to the policies established by the Sage Day Schools and must be approved by the Administrators.

### **email:**

1. Sage Day uses the Gmail email platform provided by Google.
2. All messages sent and received on the Sage Day email system must have an educational purpose and are subject to review.
3. All messages sent on Sage Day's email system must contain the following legal disclaimer which has been preset in global email settings for the organization: *NOTICE: This email message, including any attachment(s), is for the sole use of the intended recipient and may contain confidential and privileged information. Any unauthorized review, use, disclosure or distribution is prohibited. If you are not the intended recipient, please contact the sender by reply email and destroy all copies of the original message.* In keeping with the principles of managing privileged information, users are generally advised against forwarding emails to unintended recipients.
4. When sending emails to groups of students and/or parents, it is imperative to protect privacy by sending the message via BCC (blind carbon copy) so that each recipient cannot see the email addresses of the other recipients.
5. All e-mails are the property of Sage Day Schools. As such they are archived and subject to review as necessary. Sage Day reserves the right to cooperate fully with local, state and federal officials in any investigation concerning or relating to any email transmitted on the Sage Day's email system and/or Sage Day's computer network.

*Updated March 2015*

## **Internet Safety and Online Conduct**

### **Internet Safety**

Sage Day shall make every effort to implement technology protection measures that are consistent with federal Internet protection laws, including the Children's Internet Protection Act, 114 Stat. 2763A-335 ("CIPA"), and the Children's Online Privacy Protection Act, 15 U.S.C. 6501, et seq. (COPPA).

In accordance with CIPA, Sage Day will implement technology protection measures for all computers that block or filter visual depictions that are obscene, child pornography and harmful to minors.

Consistent with the requirements of 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 media and 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 Sage Day Computer Network. Students knowingly bringing such materials into the school environment will be disciplined in accordance with Sage Day policy and such activities may result in termination of such student's accounts on the computer network and their independent use of computers in the school.

### Online Conduct:

Any action by a student or other user of the Sage Day computer network/computers that is determined by an Administrator to constitute an inappropriate use of a computer network/computers resources or to improperly restrict or inhibit other members from using those resources is strictly prohibited and may result in termination of the offending member's account and other action in compliance with Sage Day Policy. The user specifically agrees not to submit, publish, or display any defamatory, inaccurate, racially offensive, or otherwise illegal material; nor shall a user encourage the use, sale or distribution of controlled substances.

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

# VIII. STUDENT TECHNOLOGY & MEDIA AGREEMENT

**Please read, sign and return this form to your homeroom teacher.**

I, \_\_\_\_\_, agree to follow the requirements outlined in the Sage Day Technology and Media Policies. 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

\_\_\_\_\_  
Signature of Parent/Guardian & Date

**Please sign below Statement #1.**

1. I have read the requirements outlined in the Sage Day Technology and Media Policies. I also understand that despite supervision and guidance provided during my child'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 all Sage Day policies dealing with technology and media.

Parent/Guardian's Signature \_\_\_\_\_ Date \_\_\_\_\_

**Please sign below EITHER Statement #2 OR Statement #3**

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

Parent/Guardian's Signature \_\_\_\_\_ Date \_\_\_\_\_

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

Parent/Guardian's Signature \_\_\_\_\_ Date \_\_\_\_\_

**Please sign below EITHER Statement #4 OR Statement #5**

4. **I give my child permission** to post on social media sites administered by Sage Day such as Sage Day's Facebook and Twitter pages.

\_\_\_\_\_  
Parent/Guardian's Signature

\_\_\_\_\_  
Date

5. **I do not give my child permission** to post on social media sites administered by Sage Day.

\_\_\_\_\_  
Parent/Guardian's Signature

\_\_\_\_\_  
Date



# IX. NJ Children’s System of Care

Administered by PerformCare Behavioral Health Solutions/An AmeriHealth Mercy Company

## Frequently Asked Questions

### *Who is eligible?*

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

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

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

Call PerformCare about your youth if:

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

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

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

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

### *What is the assessment process?*

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

- Within 3 calendar days of your phone call to Perform Care, a service provider will call to schedule an appointment to discuss your youth’s and family’s needs.

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

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

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

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

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

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

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

## **XI. 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.)