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POLICIES, PROCEDURES & PRACTICES

ABSENCE REPORTING

Warren Glen Academy requires a parent/guardian of a student who is absent to notify the school of the absence. Please do so by notifying the school nurse of the absence by no later than 8:30 a.m. at 908-995-1999 Ext. 109. You may leave a confidential voice mail before school hours for your convenience. The school nurse will call the parent/guardian of an absent student who has not notified the nurse of the absence. When calling, please leave your child's name and date of the absence, and also reason for the absence. By doing so, we are able to see if there is a trend of a type of illness that is going around the school.

If your child has a temperature of 100 degrees F. or higher, please keep your child home that day. The Health Office follows the rule that a student with this high of a temperature cannot be present in school. A child should be fever free for 24 hours without the use of any fever reducer medication to be healthy enough to return to school. It is expected that parents/guardians comply with the above.

A physician/dental note to return to school is required of any student absent three or more consecutive days. It is also recommended that if a student is absent for a physician/dental appointment, that a note is obtained and given to the school nurse. This absence will then be documented as an excused absence. All physician/dental notes are kept in the student's medical file.

BIRTHDAY & SPECIAL OCCASION CELEBRATIONS

Celebrations for birthdays and occasions which seem appropriate may be given at the discretion of the teacher. State laws prohibit foods at these parties to have sugar as the first item on the list of ingredients. Parents should also check with the teacher about any allergies in the classroom. Parents and children should refrain from distributing any food treats in the cafeteria unannounced.

BUS DISCIPLINE REPORTS/PENALTY POINTS

Students with bus discipline reports will receive the following consequences:

Automatic bus and/or school suspension-interfering with the safe operation of the bus.

Bus Penalty Points will be assigned for the following behaviors:

5 points-physical contact, fighting

3 points-removals of seat belts

2 points-provoking, profanity, not following directions

If a student accumulates **15 penalty points**, he/she may receive an extended Reflection time, or a one-day bus suspension, at the discretion of the Director. If a student earns **25 penalty points**, they will have a three-day bus suspension. If a student is suspended from the bus, he/she may still come to school, but must be transported by a parent/guardian.

The Reflection Room staff will keep a record of all penalty points accumulated and issue warnings and penalties as indicated. There is no return to zero after a 15 or 25 point accumulation. Students may subtract five points for each month that they do not receive a bus report. Points continue to accumulate. Chronic difficulties will be discussed with the sending districts, who are responsible for transportation of their student(s).

Reflection Room staff is responsible for receiving bus reports from drivers. The student will be placed in the Reflection Room for a loss of time.

CELLPHONES

All cellphones are prohibited! If cell phones are brought to school, they are to be left in the main office upon arrival and picked up at the end of the day. First offense: If a student is found in possession of a cell phone during the school day it will be confiscated and ONLY released to a parent/guardian. Second Offense: If a student is found in possession of a cell phone during the school day it will be confiscated and will NOT be returned for 30 calendar days. (If the 30th day falls on a weekend or vacation time it will be returned on the first day returning to school to the parent/guardian). Third Offense: Cell phone will be held until the LAST DAY of the school year and returned to the parent/guardian. There are **NO EXCEPTIONS** to this!

CHANGE IN STUDENT INFORMATION

It is very important that the school office be notified immediately of a change of address, as well as home, office, or cell phone numbers, and emergency information throughout the academic school year. In the event of an emergency, we must be able to contact you.

COGNITIVE BEHAVIORAL THERAPY PROGRAM

It is our desire to have each child perform to their best ability and strive to return to district. We model typical expectations of a public school to align your child's academic and behavioral ability to meet this goal and be successful.

Warren Glen Academy offers a cognitive behavioral program that emphasizes both the learning process and the influence of contingencies and models in the environment. Our students are helped to think through and behaviorally practice solutions to personal, academic and interpersonal problems with a consideration of the emotions involved. Staff members help students to design learning experiences that will improve or enhance positive behaviors.

Warren Glen Academy believes that if students understand why they are behaving as they do and can be placed into an environment (school) that meets their needs, they can improve their behavior and therefore be more effective and happier in their lives. Students are taught the reasons for their behaviors and then are taught alternative, appropriate behaviors. They are then given the safety of Warren Glen Academy to rehearse these behaviors. Warren Glen Academy uses Choice Theory, Nurtured Heart, and Love & Logic as a basis for our cognitive behavioral program. Students are taught that they are in control of their own behaviors and that they can learn to be in more effective control. Students learn about behaviors and gain the strength to see that what they are doing to cope with the reality of their disabilities is not working and they then learn what they can do differently. All behavior is driven by the basic needs of Survival, Love and Belonging, Freedom, Power, and Fun. We help encourage students to make better choices. Warren Glen Academy's environment is structured so that the students' needs are met in positive ways as well as accountability and responsibility, therefore decreasing the need to display inappropriate behaviors.

Cognitive behavior is taught and reinforced in daily groups in the classroom, in individualized counseling sessions, in the Reflection Room and throughout the day as "teachable moments" arise. Daily groups examine how learning can be made to be more satisfying and individual counseling groups examine how an individual student's behaviors can be more appropriate.

The behavior management program at Warren Glen Academy reinforces appropriate behaviors displayed by students. It is based on the following principle: Rewards are offered to students who demonstrate appropriate academic and social behaviors. Tokens and rewards previously earned by a student are not taken away from the student as a form of punishment.

The general philosophy guiding that principle emphasizes that behaviorally challenged students focus more effectively in a school setting when extrinsic motivators are within their grasp. At Warren Glen Academy, each of the classroom teachers may modify the token economy approach and corresponding rewards according to the specific needs of their respective age group and individual student needs.

POINT SYSTEM

Warren Glen Academy's point week goes from Friday to Thursday. During the week, students earn points for displaying appropriate behavior and following directions for everything that they do. In a typical day, a student can earn 200 points. Some activities are worth 15 points while others are worth 25. Students can earn points in increments of 5. Example: For an activity worth 15 points, a student can earn 0, 5, 10, or 15 points based appropriate behavior and following directions. If a student is not in the classroom due to being in Reflection Room, they will earn 0 points. Bonus points may be awarded.

LEVEL SYSTEM

The Warren Glen Academy behavior management system allows students to earn privileges in addition to points. Privileges are determined by what behavior level a student is on. The levels are Green, Yellow, and Red. Each level has its own set of privileges.

All students will begin the year on Yellow Level as well as students entering during the school year. Levels will be announced on Friday as Warren Glen Academy's week goes from Friday to Thursday.

Criteria for Determining Levels

Levels are based on weekly points:

Green Level – Earning 90-100% of weekly points

Yellow Level – Earning 80-89% of weekly points

Red Level – Earning 0-79% of weekly points

Levels will change every week and will depend upon:

- points will be earned by students for completing academic work and demonstrating appropriate behavior.
- students will remain at the same level or drop a level if they do not achieve the needed number of points during a one-week period.
- bonuses will not be used in determining levels.
- staff will determine whether a student is eligible for level movement at the end of the level period.
- staff will determine how a student who demonstrates excessive absenteeism will be penalized within the level system. Excused absences will not affect levels.
- a student will automatically drop to the red level if they engage in the following behaviors:
 1. Leaving the school building (leaving designated area will result in an Extended Reflection time and a level drop)
 2. Physically assaulting a staff member
 3. Smoking on school grounds
 4. Possession of smoking paraphernalia
 5. Possession of weapons
 6. Possession of drugs
 7. Possession of drug paraphernalia
 8. Assault on another student
 9. Verbal assault on a staff member
- a student who experiences an automatic level drop to red level will also have additional consequences as determined by staff (i.e., Extended Reflection time or police intervention).
- when a student has received an extended Reflection time from a staff member, they may receive 50% of their classroom points for appropriately engaging and completing assigned

academic work.

LEVEL PRIVILEGES

STUDENTS ON RED LEVEL MAY:

- earn points in the classroom to achieve yellow level or green level.
- attend school store.
- earn free time at seats where they may participate in quiet activities as directed by staff.
- have academic computer privileges in the computer lab.

STUDENTS ON RED LEVEL MAY NOT:

- leave the school building. This includes school trips and class trips.
- participate in Friday afternoon activities. A **quiet study hall** will be provided for all red level students during activity period. The student will be given the opportunity to earn points during this period. There will be no socialization between students. Students will be able to engage in quiet activities and may bring activities from the classroom as directed by staff. These activities may include drawing, reading or listening to a personal listening device. If a student behaves inappropriately in **quiet study hall**, the quiet study becomes a Reflection time situation, and the student will remain in Reflection Room until the end of the day.
- participate in school jobs.
- move freely in hallways. Red level students will be watched by staff.
- socialize or leave the classroom during free time.

STUDENTS ON YELLOW LEVEL MAY:

- earn points in the classroom to achieve green level.
- participate in all privileges given to red level.
- leave the building which includes school trips, class trips.
- participate in Friday afternoon activities.
- move freely in the hallways without an escort.
- socialize freely in the classroom with peers; not limited to quiet activities at desk.
- earn computer privileges in the computer lab, during scheduled times.

STUDENTS ON YELLOW LEVEL MAY NOT:

- participate in green level trips.

STUDENTS ON GREEN LEVEL MAY:

- participate in all privileges given to red and yellow levels.
- participate in green level trips outside of the building.
- leave the classroom during socialization to visit staff or green/yellow level students.

COMPUTERS, THE INTERNET, AND THE SCHOOL NETWORK

The use of technology in the educational process is essential as part of the schooling experience. We recognize that technologies shift the manner in which information is accessed, communicated and transferred will present us with new challenges. The following regulations will help to guide our students and staff to pursue honorable behavior and acceptable use of computers/technology:

Authorized Use Policy

The Warren Glen Academy will offer supervised Internet access to our students only. Since this resource connects millions of computers around the world with no central control, we must hold students responsible for the areas they will be allowed to search. We the educators, as well as parents, know that the Internet may contain information that could potentially be offensive to some people, and we will take every step to promote a healthy Internet environment. Every computer will be filtered to ensure the safest environment possible. It is necessary, however, that students be aware of their responsibilities and the consequences that will occur if computers or Internet access is misused. Before using the Internet, each student along with a parent or guardian must abide by the following guidelines:

1. Students will access the Internet for specific academic assignments and educationally related functions.
2. Using technology for illegal activities as outlined in federal and state law.
3. Students will not access, download, nor upload obscene, sexually explicit, abusive, racially offensive, illegal, defamatory, or inappropriate material.
4. Students are prohibited from downloading executable file or computer programs.
5. Students are prohibited from willfully introducing any computer virus, disrupting, vandalizing, gaining unauthorized access to equipment, software, files, or operating systems.
6. Students will not delete any files or programs, and not alter any Internet settings.
7. Students are prohibited from duplicating copyrighted materials without the written consent of the owner or licensor.
8. No one is allowed to access common "chat rooms," developing bulletin boards, chat groups, or email broadcasting.
9. Students are required to receive permission to print anything from the Internet.
10. Students will not use personal email accounts or social media sites such as FACEBOOK in school.
11. Students may have supervised email availability for specific school projects. The user is prohibited from forging, reading, deleting, copying, modifying, or viewing other user's email or school related instructional student program. Including logging on and using someone else's identity.
12. Students are prohibited from sending harassing, obscene, and/or threatening email, text or tweets to another user during school.
13. Students cannot use school-based technology for personal, financial, or business gain.

14. Violation of any of the rules will result in the consequences at the discretion of the teacher and/or Executive Director. Consequences may include, but are not limited to:
 - a. Cancellation of access rights for a period of time (such as the remainder of the marking period or school year) to be determined dependent upon the severity of the violation.
 - b. In-school suspension or Reflection Room for a period to be determined upon the severity of the violation.

CONCERNS – CHAIN OF COMMUNICATION

School related concerns involving a student are usually resolved by the teacher or other school employee with supervisory responsibilities. To address these concerns effectively and efficiently in the best interest of the student, the following chain of communication will be applied. If the concern is not resolved, proceed to the next step in the chain of communication.

1. Parent/guardian of student addresses/communicates concern to teacher or counselor.
2. Parent/guardian addresses/communicates concern to Executive Director
3. Executive Director facilitates communication between parents/guardian, teacher and appropriate personnel (i.e., counselors, case manager, child study team, etc.)
4. Parent/guardian addresses/communicates concern to the Board of Trustees.

NOTE: Short-term disciplinary actions, defined as anything under a ten-day or less suspension, are the prerogative of the Executive Director and may not be reviewed or modified.

COUNSELING SERVICES

Warren Glen Academy is an educational social system formed as a therapeutic community. The Warren Glen Academy community creates a network of mutual support, encourages a sense of belonging, and requires members to be responsible for themselves and to each other.

All staff members perform a “counseling” role. Teachers, administrators, and counselors work toward affecting behavior change, increasing self-esteem, raising the student’s confidence in their ability to succeed, and helping students set goals and gain the academic and social skills necessary to reach them. From the way students are greeted when they step off the bus to the individualized selections of classroom materials, the entire staff works together to create a supportive environment. In short, all programs and activities at Warren Glen Academy, including off-campus activities, are designed to be therapeutic as well as educational.

Within this context, the professional counseling staff provides a variety of formal and informal counseling experiences for students. All students are scheduled for group counseling as per their IEPs. Individual counseling is provided each week for 30 minutes for each student. Counseling is also provided as necessary by the counselor to address current conflicts and crises and to provide follow-up attention related to issues raised during group discussions.

Students who require more intensive counseling, psychotherapy, or additional assistance may need supplementary help from other professionals outside of school and are encouraged to do so. Warren Glen Academy will provide appropriate referrals when requested.

GROUP COUNSELING/INDIVIDUAL COUNSELING

Each student is scheduled for group counseling weekly.

Group is an opportunity for students to express feelings or ideas, and also a place to receive feedback from other group members. It provides a safe place to resolve conflicts with students and staff alike.

All students must attend their regularly scheduled group.

In order to ensure that group meetings work properly, the following rules and guidelines must be adhered to:

- Everything said in group must remain confidential. Trust between members is essential for meaningful discussion and group success. The counselor may choose to break confidentiality only if they believe that someone is at risk or in danger.
- Everyone must remain in their seats.
- It is important to speak one at a time and listen to one another. Therefore, side conversations are not permitted.
- It is important to focus on the issue being discussed. Distractions such as pens, pencils, key chains, etc. are not permitted in group.
- Because open communication is necessary in group to resolve problems, threats or name calling is not permitted.

Each student may receive individual counseling one time a week for 30 minutes. As per IEP or as needed.

DAMAGE/VANDALISM

In the event a student causes damage to school property, including, but not limited to textbooks, equipment, materials and/or physical plant (building), the parent/guardian will be responsible for the cost of repair or replacement of the item(s) damaged. Students may be omitted from school privileges.

DISMISSAL PROCEDURES (END OF SCHOOL DAY)

Students are not permitted to ride another student's school bus home. If a student is going to go home with another student from school, we must have written permission from both parents and a parent is required to pick up the students and sign them out of school in the main office.

Students are called at dismissal time for an orderly process in relation to bus boarding/departure and safety concerns.

DRIVING

Students may not drive to school unless special arrangements have been made due to a school related work experience or a specific emergency situation with approval from the Executive Director. If a student is permitted to drive to school, he/she MAY NOT transport any other student to or from school. Driving privileges may be revoked for this and any other safety infractions.

DRESS CODE

Especially as children get older, the way they dress for school has both educational and emotional implications. Our goal is to provide a structure that is both safe and educational for students with respect to their attire. It is expected that Warren Glen Academy students and parents will exercise sound judgment and good taste in determining what to wear to school. If a student's attire is deemed inappropriate by staff, a t-shirt will be provided by the nurse to cover the torso of the body. Pants are to be pulled up without undergarments showing.

Board of Trustee Policy #5511 strictly prohibits clothing and grooming which:

- Presents a hazard to the health or safety of the student or others.
- Interferes with schoolwork, creates disorder, or disrupts the educational program.
- Causes excessive wear or damage to school property.
- Prevents a student from achieving his/her own educational objectives because of blocked vision or restrictive movement.

The following guidelines are examples of inappropriate attire for school:

- Shredded, ripped or cut-off clothing, bare midriff (belly shirts), see-through clothing that exposes the torso, underwear that is visible, beachwear, strapless tops, spaghetti strap tops, halter tops, cut-off shirts, and sleeveless athletic jerseys are not permitted.
- Tank tops may be worn but need to cover the entire torso including sides and chest. Cleavage cannot be visible.
- Shorts and shirts must be long and loose enough to allow freedom of movement and should be no shorter than the child's fingertips when arms are fully extended and relaxed.
- Writing/lettering on the seat of the pants is not allowed.
- Attire, including buttons and patches, with inappropriate, derogatory, or offensive sayings or graphics is not permitted in school.
- Clothing that advertises drug, alcohol or tobacco products is not permitted.
- Sunglasses, hats, bandanas, and hoods are not to be worn during the school day.

- For safety reasons, footwear must secure both the front and back of each foot. This means no flip-flops, open-heeled shoes or sandals or clogs. No open toe shoes are permitted for Physical Education or in the Industrial Arts room.
- All pants, shorts and skirts should not reveal bare midriffs or under garments during any normal actions including standing, sitting, and leaning over. Any loose pants must be secured with a belt. Underpants are not to be seen.
- Pajamas and sleepwear, including slippers, are prohibited.
- **Sneakers must be worn during physical education. No other footwear is allowed.**

The Board of Trustees prohibits pupils from wearing, while on school property, any type of clothing, apparel or accessory which indicates that the pupil has membership in, or affiliation with, any gang associated with criminal activities. The local law enforcement agency will advise the Board, upon request, of gangs which are associated with criminal activities.

ELECTRONIC COMMUNICATIONS

In the event a student sends an improper electronic communication to a staff member, the staff member shall report the improper communication to the Executive Director or designee by the next school day. The Executive Director or designee will take appropriate action to have the student discontinue such improper electronic communications. Improper electronic communications by a staff member or a student may result in appropriate disciplinary action.

A staff member and student may be exempt from the provisions outlined if a staff member and student are relatives. The staff member and the student's parent shall submit notification to the Executive Director of the student's family relationship and their exemption from the provisions outlined.

These provisions shall be applicable at all times while the staff member is employed in the school and at all times the student is enrolled in the school, including holiday and summer breaks.

EXTENDED SCHOOL YEAR PROGRAM (ESY)

Warren Glen Academy offers an extended school year program during July and August.

Students continue their reading, math, and language arts studies. Remediation, individual attention, and review of basic skills are included in daily activities aligning with the IEP and student need. Field trips, hands-on research and exploration are utilized and enhanced with technology and life skills on a daily basis.

Individual and group counseling along with Occupational, Physical Therapy and Speech Therapy are available.

Students in 9th-12th grade will be able to supplement and enrich their academic coursework and remediate academic concerns. Students can complete interest surveys, job applications as well as research personal career interests/opportunities, and social skills.

FAMILY INVOLVEMENT

Involving parents/guardians with the education of their children is a source of our program. Teachers/Counselor will keep a family informed through both formal and informal means. The scheduled conferences in the fall coupled with the four progress reports sent home during the year serve as the formal communication channel. In addition, teachers will contact parents/guardians as needed to inform them of the students' progress. Parents are urged to contact their child's teacher whenever a question or concern arises.

Our school faculty and staff are available to work with parents and agencies serving our students. Upon request, a conference can be arranged with outside professionals and agencies.

FIELD TRIPS/REWARD FIELD TRIPS & STUDENT ACTIVITIES

In order to enrich the school experience, individual classes or the entire school will go on field trips. A consent form will be sent home which requires parent/guardian signature in order for a child to be permitted to leave the building. In addition, at the beginning of the school year, parents sign a REWARD FIELD TRIP PERMISSION FORM in order to gain permission for students to participate in earned field trips as part of the Warren Glen Academy LEVEL SYSTEM.

FIRE AND EMERGENCY/LOCKDOWN DRILLS

Fire and emergency drills are held twice a month as per State regulations. "Promptness and silence are required." Students will be given specific instruction by their classroom teachers. Directions as to the exit to be used by the pupils are visible in each room. If an alarm sounds while classes are passing in the halls, the students should proceed to the nearest exit. Students should remember that perfect order is essential for complete safety. Fire alarm equipment is governed by State and Federal Laws. Any student tampering with fire alarms/fire extinguishers will be subject to suspension and possible, fines, arrest and prosecution.

FORMAL STUDENT PROGRESS REPORTING

Students receive a report card at the end of each marking period. Parents/Guardians do not need to wait for these scheduled times to ask how their child is progressing.

Scheduled reporting times:

- 1st Marking Period Report Card – at Parent Conferences – mid-November
- 2nd Marking Period Report Card – End of January
- 3rd Marking Period Report Card – Mid April
- 4th Marking Period Report Card – End of the school year

INFORMAL REPORTS

Teachers, students, and parents share a joint responsibility for keeping each other informed about a student's progress through telephone calls, notes, communication books and email.

Parents will receive a progress report which will be used to report student progress with their report cards.

REPORT CARDS

Grades and progress reports are based on the academic level that the student is currently working at, not necessarily the grade the student is in. Academic achievement, as well as student behavior, factor into the grading system.

Level I and Specials (i.e., Art, Technology)

O = A
S+ = B
S = C
N = Needs Improvement – D
P = Progress Being Made

Levels II, III and IV

A+	99-100	C+	77-79
A	94-98	C	74-76
A-	90-93	C-	70-73
B+	87-89	D+	68-69
B	84-86	D	64-67
B-	80-83	D-	60-63
		F	59 or below