Welcome to Sage Hill School! We offer an unparalleled educational experience and personal journey of discovery to students in grade 9–12. Everything we do at Sage Hill is guided by our mission:

We inspire in our students a love of knowledge and the ability to use that knowledge creatively, compassionately and courageously throughout their lives.

Our rigorous college-preparatory program encourages students to take risks, think critically, and find real-world applications for what they learn. At the same time, we offer a personalized approach and inclusive community to create a transformative experience for our students. A student-created Honor Code further contributes to a productive environment of mutual respect. Sage Hill attracts a diverse group of students who are eager to learn to enrich themselves and their community.

We invite you to peruse this Handbook for general information about Sage Hill School as well as answers to specific questions you have about our programs, policies and practices. Intended for current, prospective and alumni families, the handbook provides detailed information about academics, advising, student life, special programs, parent involvement and more. Simply consult the index to find what you need.

Circumstances may require that guidelines and policies described in the Handbook change from time to time. Consequently, the School reserves the right to amend, supplement or rescind any provisions of this Handbook as it deems appropriate in its sole absolute discretion. Nothing in this Handbook represents a binding contract between Sage Hill and students or parents, whose relationship remains defined by their enrollment agreement.

Of course we are always available to answer your questions in person. We look forward to an exciting school year!

Sincerely,

Patricia A. Merz
Head of School

Dominic Campeau
Dean of School Life
Important Contact Information

Sage Hill School
20402 Newport Coast Drive
Newport Coast, CA 92657
Phone: 949-219-0100
Fax: 949-219-1399
For Absences: 949-219-1394

Switchboard hours are from 8:00 AM - 4:00 PM, Monday - Friday

FOLLOW US AT:  Facebook Sage Hill School  Instagram sagehill  YouTube Sage Hill Stories

Sage Hill Mission

We inspire in our students a love of knowledge and the ability to use that knowledge creatively, compassionately and courageously throughout their lives.

Along with our mission, we promote ten core values for our students and six core competencies for 21st century leaders. Every aspect of our school program is shaped by these values and core competencies:

Values
Courage • Balance • Community • Service • Discovery • Knowledge • Excellence • Integrity • Compassion • Creativity

Core Competencies

Character: Students cultivate awareness of self, others, and community, demonstrating compassion, courage and integrity in all actions.

Collaboration: Students engage with others to recognize and consider diverse perspectives to establish and achieve goals.

Communication: Students actively listen to understand, and express and exchange ideas and information in a thoughtful and intentional way.

Creativity: Students pursue curiosity and a desire to discover, embrace a risk-taking mindset and generate innovative ideas across all disciplines.

Critical Thinking: Students gather and evaluate information with an open and analytical mindset.

Cross-Cultural Competency: Students seek and acquire knowledge and respect for cultural identities as they develop skills to effectively navigate across differences.
# Table of Contents

- Letter from School  
  1
- Important Contact Information  
  2
- Mission Statement  
  2
- Calendar  
  4-5
- Daily Schedule  
  6
- Quick Reference Guide  
  7-8
- Directory of Administration, Staff and Faculty  
  9-12
- Contacts at a Glance  
  13
- Non-Discrimination Statement  
  14
- Guide to School Life  
  14-21
- Academic Information  
  21-26
- Honor Code  
  26
- Honor Code and Honor Violation Response Policies  
  26-27
- Maintaining Honor  
  27-29
- Honor Code Violation Response Procedures  
  29-30
- Student Anti-Harassment, Discrimination and Retaliation Policy  
  31-33
- Anti-Bullying Policy  
  33-34
- General School Rules  
  34
- Disciplinary and Support Responses  
  35-37
- Athletics Policy  
  37
- Advising and Counseling  
  37-38
- Policy for Reasonable Accommodations Including Students with Learning Disabilities  
  38-40
- Return to Learn Concussion Policy  
  40
- Campus Leadership Opportunities  
  40-41
- Sage Hill Parents  
  42
- Sage Hill Student Acceptable Use Policy  
  42-44
- Social Media Policy  
  44-45
- Access to Student Records  
  45-46
- Custody Disputes and Arrangements  
  46
- Student Recommendations  
  46
<table>
<thead>
<tr>
<th>Date</th>
<th>Day</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>August 5</td>
<td>Mon.</td>
<td>Fall Sports Begin</td>
</tr>
<tr>
<td>August 9</td>
<td>Fri.</td>
<td>Student Leadership Retreat</td>
</tr>
<tr>
<td>August 12-14</td>
<td>Mon.-Wed.</td>
<td>Opening Meetings – All Faculty on Campus</td>
</tr>
<tr>
<td>August 15</td>
<td>Thurs.</td>
<td>New Student Orientation – 8:00 AM - 2:00 PM</td>
</tr>
<tr>
<td>August 15</td>
<td>Thurs.</td>
<td>New Parent Welcome Coffee – 8:00 AM – Lipman Family Lobby (Gym Lobby)</td>
</tr>
<tr>
<td>August 15</td>
<td>Thurs.</td>
<td>New Parent Orientation – 6:00 - 8:00 PM – Wilkins Town Square</td>
</tr>
<tr>
<td>August 19</td>
<td>Mon.</td>
<td>Fall Semester Begins, Opening Day, Convocation Ceremony – 8:00 AM –</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Wilkins Town Square</td>
</tr>
<tr>
<td>September 2</td>
<td>Mon.</td>
<td>Labor Day – No Classes – Offices Closed</td>
</tr>
<tr>
<td>September 3</td>
<td>Tues.</td>
<td>AP/Accelerated Class Add Deadline</td>
</tr>
<tr>
<td>September 10</td>
<td>Tues.</td>
<td>Class Add/Drop Deadline</td>
</tr>
<tr>
<td>September 11</td>
<td>Wed.</td>
<td>Grade Level Retreats – Grades 10-12 – Classes Do Not Meet</td>
</tr>
<tr>
<td>September 11-13</td>
<td>Wed.-Fri.</td>
<td>Freshman Retreat – Ninth Grade Classes Do Not Meet</td>
</tr>
<tr>
<td>September 19</td>
<td>Thurs.</td>
<td>State-of-the-School/Back-to-School Night – 5:00 PM – Studio Black Box</td>
</tr>
<tr>
<td>September 20</td>
<td>Fri.</td>
<td>Late Start Schedule – School Begins at 9:00 AM</td>
</tr>
<tr>
<td>September 30</td>
<td>Mon.</td>
<td>Rosh Hashanah – School in Session – Offices Open</td>
</tr>
<tr>
<td>October 9</td>
<td>Wed.</td>
<td>Yom Kippur – School in Session – Offices Open</td>
</tr>
<tr>
<td>October 11</td>
<td>Fri.</td>
<td>End of First Quarter</td>
</tr>
<tr>
<td>October 12</td>
<td>Sat.</td>
<td>Admission Open House – Studio Black Box Theater</td>
</tr>
<tr>
<td>October 14</td>
<td>Mon.</td>
<td>Indigenous People Day – No Classes – Offices Closed</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Fall Break – No Classes – Offices Closed</td>
</tr>
<tr>
<td>October 15</td>
<td>Tues.</td>
<td>Faculty In-Service – No Classes – Offices Open</td>
</tr>
<tr>
<td>October 16</td>
<td>Wed.</td>
<td>CWRA/PSAT Test Date – 8:00 AM – CWRA - Freshmen; PSAT – Sophomores &amp; Juniors</td>
</tr>
<tr>
<td>October 28</td>
<td>Mon.</td>
<td>Winter Sports Begin</td>
</tr>
<tr>
<td>November 1</td>
<td>Fri.</td>
<td>Advisor/Advisee/Parent Conferences – No Classes – Offices Open</td>
</tr>
<tr>
<td>November 11</td>
<td>Mon.</td>
<td>Veterans Day Holiday – No Classes – Offices Closed</td>
</tr>
<tr>
<td>November 26</td>
<td>Tues.</td>
<td>Grandparents’ Day</td>
</tr>
<tr>
<td>November 27-29</td>
<td>Wed.-Fri.</td>
<td>Thanksgiving Break – No Classes – Offices Closed</td>
</tr>
<tr>
<td>December 12-13</td>
<td>Thurs.-Fri.</td>
<td>Review Days – No Major Assignments or Assessments</td>
</tr>
<tr>
<td>December 13</td>
<td>Fri.</td>
<td>End of First Semester</td>
</tr>
<tr>
<td>December 16</td>
<td>Mon.</td>
<td>Reading Day – All-Day Conference Period – No Classes – Offices Open</td>
</tr>
<tr>
<td>December 17-20</td>
<td>Tues.-Fri.</td>
<td>Final Exams</td>
</tr>
<tr>
<td>December 23-31</td>
<td>Mon.-Tues.</td>
<td>Winter Break – No Classes – Offices Closed</td>
</tr>
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**SAT Testing:**
- October 5, 2019
- November 2, 2019
- December 7, 2019
- March 7, 2020
- May 2, 2020
- June 6, 2020

**ACT Testing:**
- September 7, 2019
- October 26, 2019
- December 7, 2019
- February 8, 2020
- April 18, 2020
- June 13, 2020
- July 18, 2020
## Sage Hill School Calendar 2019-2020

<table>
<thead>
<tr>
<th>Date</th>
<th>Day</th>
<th>Event Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>January 1-3</td>
<td>Wed.-Fri.</td>
<td>Winter Break – No Classes – Offices Closed</td>
</tr>
<tr>
<td>January 6</td>
<td>Mon.</td>
<td>Teacher In-Service – No Classes – Offices Open</td>
</tr>
<tr>
<td>January 7</td>
<td>Tues.</td>
<td>Classes Resume – Second Semester Begins</td>
</tr>
<tr>
<td>January 20</td>
<td>Mon.</td>
<td>Martin L. King, Jr. Day Holiday – No Classes – Offices Closed</td>
</tr>
<tr>
<td>February 3</td>
<td>Mon.</td>
<td>Spring Sports Begin</td>
</tr>
<tr>
<td>February 17</td>
<td>Mon.</td>
<td>President's Day Holiday – No Classes – Offices Closed</td>
</tr>
<tr>
<td>February 18-21</td>
<td>Tues.-Fri.</td>
<td>Mid-Winter Break – No Classes – Offices Open</td>
</tr>
<tr>
<td>February 24</td>
<td>Mon.</td>
<td>Classes Resume</td>
</tr>
<tr>
<td>February 28</td>
<td>Fri.</td>
<td>TENTATIVE – Math Placement Assessments for 2020-2021 school year</td>
</tr>
<tr>
<td>March 6</td>
<td>Fri.</td>
<td>End of Third Quarter</td>
</tr>
<tr>
<td>March 9</td>
<td>Mon.</td>
<td>Teacher In-Service Day – No Classes – Offices Open</td>
</tr>
<tr>
<td>March 23-27</td>
<td>Mon.-Fri.</td>
<td>Spring Break – No Classes – Offices Closed</td>
</tr>
<tr>
<td>March 30</td>
<td>Mon.</td>
<td>Classes Resume</td>
</tr>
<tr>
<td>April 10</td>
<td>Fri.</td>
<td>Advisor/Advisee/Parent Conferences – No Classes – Offices Open</td>
</tr>
<tr>
<td>May 4-15</td>
<td>Mon.-Fri.</td>
<td>AP Exams</td>
</tr>
<tr>
<td>May 18-20</td>
<td>Mon.-Wed.</td>
<td>Review Days – No Major Assignments or Assessments</td>
</tr>
<tr>
<td>May 21-22</td>
<td>Thurs.-Fri.</td>
<td>Final Exams</td>
</tr>
<tr>
<td>May 25</td>
<td>Mon.</td>
<td>Memorial Day – No Classes – Offices Closed</td>
</tr>
<tr>
<td>May 26</td>
<td>Tues.</td>
<td>Teacher In-Service – No Classes – Offices Open</td>
</tr>
<tr>
<td>May 27-29</td>
<td>Wed.-Fri.</td>
<td>Spring at Sage</td>
</tr>
<tr>
<td>June 1-2</td>
<td>Mon.-Tues.</td>
<td>Spring at Sage Assembly – 10:00 AM – Ube Gym</td>
</tr>
<tr>
<td>June 3</td>
<td>Wed.</td>
<td>Senior Graduation Rehearsal – 1:00 - 2:00 PM – Wilkins Town Square</td>
</tr>
<tr>
<td>June 4</td>
<td>Thurs.</td>
<td>Senior Breakfast – 8:00-9:30 AM – Ueberroth Family Foundation Science Piazza</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Advisory Breakfasts – 8:00 - 9:30 AM – Advisory Meeting Locations</td>
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<tr>
<td></td>
<td></td>
<td>All-School Awards Assembly – Mandatory for All Grades – 9:30 AM – Wilkins Town Square</td>
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<td></td>
<td>Yearbook Distribution &amp; Pizza Lunch – 11:30 AM - 1:30 PM – Outside Aquatics Center</td>
</tr>
<tr>
<td>June 5</td>
<td>Fri.</td>
<td>Graduation Ceremony – 5:00 PM – Wilkins Town Square</td>
</tr>
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# Sage Hill Daily Schedule: 2019–2020

<table>
<thead>
<tr>
<th>Monday</th>
<th>Tuesday</th>
<th>Wednesday</th>
<th>Thursday</th>
<th>Friday</th>
<th>Tuesday Assembly Schedule</th>
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<tbody>
<tr>
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<tr>
<td>8:00-9:20</td>
<td>8:00-9:20</td>
<td>8:00-8:45</td>
<td>8:00-9:20</td>
<td>8:00-9:20</td>
<td>8:00-9:20</td>
</tr>
<tr>
<td>A</td>
<td>E</td>
<td>A</td>
<td>B</td>
<td>F</td>
<td>E</td>
</tr>
<tr>
<td>8:00-9:20</td>
<td>8:00-9:20</td>
<td>8:00-9:20</td>
<td>8:00-9:20</td>
<td>8:00-9:20</td>
<td>8:00-9:20</td>
</tr>
<tr>
<td>B</td>
<td>F</td>
<td>B</td>
<td>G</td>
<td>G</td>
<td>F</td>
</tr>
<tr>
<td>Lunch</td>
<td>Lunch</td>
<td>Lunch</td>
<td>Lunch</td>
<td>Lunch</td>
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<tr>
<td>11:30-12:10</td>
<td>11:30-12:10</td>
<td>11:35-12:25</td>
<td>11:30-12:10</td>
<td>11:30-12:10</td>
<td>11:40-12:15</td>
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<tr>
<td>C</td>
<td>G</td>
<td>E</td>
<td>D</td>
<td>E</td>
<td>G</td>
</tr>
<tr>
<td>12:10-1:30</td>
<td>12:10-1:30</td>
<td>12:25-1:10</td>
<td>12:10-1:30</td>
<td>12:10-1:30</td>
<td>12:15-1:35</td>
</tr>
<tr>
<td>F</td>
<td>X</td>
<td>G</td>
<td>C</td>
<td>X</td>
<td>Conference</td>
</tr>
<tr>
<td>1:40-3:00</td>
<td>1:40-3:00</td>
<td>1:40-3:00</td>
<td>1:40-3:00</td>
<td>1:40-3:00</td>
<td>1:45-2:30</td>
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<tr>
<td></td>
<td></td>
<td>2:15-3:00</td>
<td></td>
<td></td>
<td>X Block</td>
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<tr>
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<td></td>
<td></td>
<td></td>
<td>2:30-3:00</td>
</tr>
</tbody>
</table>

### Additional Schedule Items
- **Town Meeting**: 9:25-10:05
- **Conference**: 9:25-10:05
- **Nutrition**: 9:25-10:05
- **Advisory**: 9:25-10:05
- **Assembly**: 10:50-11:40
- **Conference**: 10:25-11:05
- **Lunch**: 11:30-12:10
- **Conference**: 1:45-2:30
- **X Block**: 2:30-3:00
## Quick Reference Guide to Sage Hill Questions by Topic

Please use the guide below as a starting point for who to contact if you have questions about any of these areas.

### Head of School

Patricia Merz, merzp@sagehillschool.org  
(949) 219-1370

### Athletic Teams

Megan Cid,  
Director of Athletics  
cidm@sagehillschool.org  
(949) 219-1366

### Attendance

Norma Partida,  
Administrative Assistant for the Sage Center/Dean of School Life  
partidan@sagehillschool.org  
(949) 219-1308

### Billing

Liza Quidachay,  
Revenue and Accounting Manager  
quidachayl@sagehillschool.org  
(949) 219-1311

### Calendar

Mona Spencer,  
Executive Assistant to Head of School  
spencerm@sagehillschool.org  
(949) 219-1370

### Clubs, Leadership & Academic Teams

Dominic Campeau,  
Dean of School Life  
campeaud@sagehillschool.org  
(949) 219-1375

### College Counseling (9th & 10th Grade Students)

Greg McCandless,  
Dean of 9th and 10th Grade College Counseling  
mccandlessg@sagehillschool.org  
(949) 219-1390

### College Counseling (11th & 12th Grade Students)

Frank Smith,  
Director of College Counseling  
smithf@sagehillschool.org  
(949) 219-1392

### Financial Aid

Leyla Hanjan,  
Associate Director of Admission & Financial Aid  
hanjani@sagehillschool.org  
(949) 219-1330

### Health Forms/Magnus

Meaghan Beaudoin,  
Health Management Coordinator  
beaudoinm@sagehillschool.org  
(949) 270-2349

### Parent Association

Juliana McNeill,  
Parent Association President 2019-20  
sagePAPres@gmail.com  
(949) 534-6482

### Physical Health Class Waivers

Amy Ray,  
Physical Health Department Chair  
raya@sagehillschool.org  
(949) 270-2335

### School Dances

Dominic Campeau,  
Dean of School Life  
campeaud@sagehillschool.org  
(949) 219-1375

### Security

Adam Patterson,  
Security Supervisor  
pattersona@sagehillschool.org  
(949) 219-1324

### Service Learning

Mindy Aguirre,  
Sage Center Asst. Director for Inclusion & Outreach  
aguirrea@sagehillschool.org  
(949) 270-2354

### Sage Hill Internship Program (SHIP)

Bethany Pitassi,  
Sage Center Asst. Director for Global Outreach  
pitassib@sagehillschool.org  
(949) 219-1374

### Spring at Sage

Bethany Pitassi,  
Sage Center Asst. Director for Global Outreach  
pitassib@sagehillschool.org  
(949) 219-1374

### Student Work Permits

Mona Spencer,  
Executive Assistant to Head of School  
spencerm@sagehillschool.org  
(949) 219-1370

### Summer at Sage

Lynette Swanson,  
Director of Summer at Sage / Registrar  
swansonl@sagehillschool.org  
(949) 219-1391

### Technology

Sage Hill School, Technology Help Desk  
helpdesk@sagehillschool.org  
(949) 219-1325

### Transcripts (Current Students)

Pavle Filipovic,  
Administrative Assistant for College Counseling & Aquatics Coordinator  
filipovicp@sagehillschool.org  
(949) 219-1368

### Website

Kelly Abbate,  
Website Manager  
abbatek@sagehillschool.org  
(949) 219-1341
QUICK REFERENCE GUIDE TO SAGE HILL
QUESTIONS BY TOPIC

Please use the guide below as a starting point for who to contact if you have questions about any of these areas.

ADVISING

DEAN OF SCHOOL LIFE
Dominic Campeau, campeaud@sagehillschool.org
(949) 219-1375

LEAD CLASS ADVISORS:

9TH GRADE
Elizabeth Anauld, anaulde@sagehillschool.org
(949) 270-2359

10TH GRADE
Greg McCandless, mccandlessg@sagehillschool.org
(949) 219-1390

11TH GRADE
Lauren Popkowski, popkowskil@sagehillschool.org
(949) 219-1393

12TH GRADE
Tanya Lerch, lercht@sagehillschool.org
(949) 270-2325

FACULTY

DEAN OF FACULTY & CURRICULUM / INTERIM SAGE CENTER DIRECTOR
Matt Balossi, balossim@sagehillschool.org
(949) 270-2310

DEPARTMENT CHAIRS:

ART DEPARTMENT
Megan Eddy, eddym@sagehillschool.org
(949) 270-2305

ENGLISH DEPARTMENT
Boyd Jorden, jordenb@sagehillschool.org
(949) 270-2322

HISTORY DEPARTMENT
Stephen Schumacher, schumachers@sagehillschool.org
(949) 270-2312

MATHEMATICS DEPARTMENT
Drew Ishii, ishidi@sagehillschool.org
(949) 270-2320

PHYSICAL HEALTH DEPARTMENT
Amy Ray, raya@sagehillschool.org
(949) 270-2335

SCIENCE DEPARTMENT
Chris Irwin, irwinci@sagehillschool.org
(949) 270-2319

WORLD LANGUAGES DEPARTMENT
Analaura Brophy, brophy@sagehillschool.org
(949) 270-2344

School spirit merchandise is available at the Lightning Locker in the Lipman Family Lobby (upstairs gym). Online orders can be made at www.sagehillschoolstore.com.
Sage Hill Main Phone Line: 949-219-0100

To reach Sage Hill Administration/Staff dial 949-219-plus the four digits below.
To reach Sage Hill Faculty dial 949-270-plus the four digits below.

<table>
<thead>
<tr>
<th>Name</th>
<th>Title</th>
<th>Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>Gordon McNeill</td>
<td>President</td>
<td>1303</td>
</tr>
<tr>
<td>Patricia Merz</td>
<td>Head of School</td>
<td>1370</td>
</tr>
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</table>

### Administration

<table>
<thead>
<tr>
<th>Name</th>
<th>Title</th>
<th>Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>Matt Balossi</td>
<td>Dean of Faculty &amp; Curriculum/Interim Sage Center Director</td>
<td>2310</td>
</tr>
<tr>
<td>Dominic Campeau</td>
<td>Dean of School Life</td>
<td>1375</td>
</tr>
<tr>
<td>Megan Cid</td>
<td>Director of Athletics</td>
<td>1366</td>
</tr>
<tr>
<td>Nikki Imai</td>
<td>Director of Library and Technology</td>
<td>1381</td>
</tr>
<tr>
<td>Jill Livermore</td>
<td>Chief Financial Officer</td>
<td>1312</td>
</tr>
<tr>
<td>Elaine Mijalis-Kahn</td>
<td>Director of Admission and Financial Aid</td>
<td>1337</td>
</tr>
<tr>
<td>Torrey Olins</td>
<td>Director of Communications and Marketing</td>
<td>1346</td>
</tr>
<tr>
<td>Angela Oliver</td>
<td>Director of Human Resources</td>
<td>1317</td>
</tr>
<tr>
<td>Frank Smith</td>
<td>Director of College Counseling</td>
<td>1392</td>
</tr>
</tbody>
</table>

### Staff

<table>
<thead>
<tr>
<th>Name</th>
<th>Title</th>
<th>Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>Kelly Abbate</td>
<td>Writer &amp; Website Manager, Publications Advisor</td>
<td>1341</td>
</tr>
<tr>
<td>Mindy Aguirre</td>
<td>Sage Center Assistant Director for Inclusion and Outreach</td>
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</tr>
<tr>
<td>Meaghan Beaudoin</td>
<td>Health Management Coordinator</td>
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<tr>
<td>Sally Bedoya</td>
<td>Archive and Library Assistant</td>
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<tr>
<td>Joshua Black</td>
<td>Technology Specialist</td>
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<tr>
<td>Elle Charles</td>
<td>Associate Director of Constituent Relations</td>
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<tr>
<td>Catie Chase</td>
<td>Assistant Director of Athletics</td>
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<tr>
<td>Jason Dino</td>
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<td>Charles Duffy</td>
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<tr>
<td>Pavle Filipovic</td>
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<tr>
<td>Leyla Hanjan</td>
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<td>Toni Helms</td>
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<td>David Hsu</td>
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<tr>
<td>Gary Huizar</td>
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<tr>
<td>Chris Irwin</td>
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<tr>
<td>Chamonie Kopp</td>
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<td>Faustino Maduena</td>
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<td>Kelli McCarty</td>
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<tr>
<td>Felicia McCulloch</td>
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<tr>
<td>Tina McDaniel</td>
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<td>Annalise Miyashiro</td>
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<td>Nicole Morello</td>
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<td>Nichole Ngom</td>
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<tr>
<td>Jason Nguyen</td>
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<tr>
<td>Norma Partida</td>
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<tr>
<td>Adam Patterson</td>
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<tr>
<td>Bethany Pitassi</td>
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<td>Lauren Popkowski</td>
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<td>Mike Prevost</td>
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<tr>
<td>Emily Rader</td>
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<tr>
<td>Evelyn Ramirez-Schultz</td>
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<td>Mark Rogers</td>
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<tr>
<td>Ricky Sharpe</td>
<td>Strength and Conditioning Coach, Assistant Director of Athletics</td>
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<tr>
<td>Mona Spencer</td>
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<tr>
<td>Lynette Swanson</td>
<td>Director of Summer at Sage, Registrar</td>
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<tr>
<td>Lisa Willett</td>
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<tr>
<td>Rob Wolter</td>
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<tr>
<td>Janice Wunder</td>
<td>AP and Accounting Assistant</td>
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<tr>
<td>Matthew Vadeboncoeur</td>
<td>Library Technician</td>
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**Academic Department Chairs**

<table>
<thead>
<tr>
<th>Name</th>
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<tbody>
<tr>
<td>Drew Ishii</td>
<td>Math Department Chair</td>
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<tr>
<td>Megan Eddy</td>
<td>Arts Department Chair</td>
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<tr>
<td>Analaura Brophy</td>
<td>World Languages Department Chair</td>
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<tr>
<td>Chris Irwin</td>
<td>Science Department Chair</td>
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<tr>
<td>Boyd Jorden</td>
<td>English Department Chair</td>
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<tr>
<td>Amy Ray</td>
<td>Physical Health &amp; Wellness Department Chair</td>
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</tr>
<tr>
<td>Stephen Schumacher</td>
<td>History Department Chair</td>
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**Faculty**

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<thead>
<tr>
<th>Name</th>
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<tbody>
<tr>
<td>Mindy Aguirre</td>
<td>History</td>
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<tr>
<td>Elizabeth Anauld</td>
<td>English, Ninth Grade Dean</td>
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<tr>
<td>Pete Anderson</td>
<td>Math</td>
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<tr>
<td>Cece Angotti</td>
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<td>Catherine Ball</td>
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<tr>
<td>Teryn Bentley</td>
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### Sage Hill School Administration/Staff/Faculty 2018-2019

<table>
<thead>
<tr>
<th>Name</th>
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<tbody>
<tr>
<td>Nicolle Bradshaw</td>
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<td>Claire Cassidy</td>
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<td>Joanne Chen</td>
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<tr>
<td>Merja Connolly-Freund</td>
<td>Wellness Coordinator, Physical Health &amp; Wellness</td>
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<tr>
<td>Jeffrey Crockett</td>
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<td>Kim Davis</td>
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<td>Rena Dear</td>
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<td>Brent Dodson</td>
<td>Instrumental Music</td>
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<td>Kevin Garcia Cruz</td>
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<tr>
<td>Isabelle Gervais de Rouville</td>
<td>French</td>
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<td>Frank Gonzales</td>
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<td>Beatriz Jacobson</td>
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<td>Justin Johnson</td>
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<tr>
<td>Mary Kildare</td>
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<td>Nisha Kunte</td>
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<td>Kerry Langdale</td>
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<td>Laura Lyons</td>
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<td>Kelly May</td>
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<tr>
<td>Greg McCandless</td>
<td>English, Dean of 9th and 10th Grade College Counseling</td>
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<tr>
<td>Brian McMahon</td>
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<td>Donna Okamura</td>
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<td>Judy Richonne</td>
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<td>Anie Robinson</td>
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<td>Jennifer Scott</td>
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<td>Sally Sefami</td>
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<td>Derek Shapiro</td>
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<td>Kristen Shiraki</td>
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<td>Dion Simmons</td>
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<td>Sydney Smith</td>
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<td>Tovi Spero</td>
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<td>Beril Tekin</td>
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<td>Dan Thomassen</td>
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<tr>
<td>Megan Vanni</td>
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</tr>
</tbody>
</table>

Facility (Continued)

Sage Hill Cafe by Filk
Kitchen Phone: (949) 270-2363
Contacts at a Glance

At Sage Hill, we are committed to providing close communications among our faculty, students and families. Below is a snapshot of who Sage Hill students should contact to address any concern that they may have. Part of the Sage Hill learning process is for its students to take the responsibility of starting the conversation when an issue arises. The School encourages parents to contact their student's advisor or teachers if they feel an issue warrants parental involvement.
Non-Discrimination Statement

Sage Hill School seeks students of character and intelligence from diverse ethnic, racial and socioeconomic backgrounds. We do not discriminate on the basis of race, color, gender, sexual orientation, religion or national origin in the administration of our policies and programs.

Guide to School Life

Attendance Procedures and Policies

To report an absence, late arrival or early dismissal, please call the Administrative Assistant for the Sage Center/Dean of School Life at 949-219-1308.

Sage Hill strongly believes that all students should make every effort to attend all classes and all school commitments including assemblies, advising sessions, service learning and grade level meetings in a timely manner each day. While the School fully realizes that students may miss class from time to time, it is the School’s prerogative to either grant or deny make-up work based on the reason for the absence. This is not meant to be a punitive action, but rather to ensure fairness among all students who are preparing and being assessed for a particular class. In light of this, all parents and guardians of students must comply with the following in order to be extended the courtesy of allowing for make-up work:

• If a student is ill, a parent/guardian must call in on behalf of the student the day they are absent in order for the student to be given the opportunity to make up work.
• If a family or student is planning an absence including, but not limited to, a vacation, college visit, or other personal matter, advance notice in written form must be given to the Dean of School Life’s office. Email campeaud@sagehillschool.org or call (949) 219-1375 if you have questions. If the Dean of School Life acknowledges the absence, it will be considered excused and each individual teacher will provide a strict set of guidelines for turning in make-up work which the student must follow in order to receive credit for the missed work. If the absence request is denied and the student is absent, the absence will be considered unexcused, and the student will receive zero credit for the school dates and work that is missed. The College Counseling Office also must approve a college visit.
• Absences including general illness, death in the family, significant illness of a family member and unexpected trips due to an emergency may be excused and students may have full access to make-up work and the time necessary to complete it at the discretion of the School.
• All other absences that have not been approved by the Dean of School Life will be considered unexcused and the School will not grant the student the privilege of making up the missed work. In addition, further consequences including loss of credit for missed work and social restriction may be imposed.

Please note: A student who accrues eight (8) or more absences in any one class per semester may forfeit the right to receive credit for that class. The Dean of School Life will make every effort to notify the student and the parent of the situation when the student approaches this number. Typically, an email will be sent after the fourth absence and an email and phone call will be placed after the sixth absence. All cases where this absence standard applies will be reviewed by the Student Support Committee to determine if credit should be granted. A student who accrues five (5) or more absences in a Physical Health class or Athletic team per season may forfeit the right to receive credit for that Physical Health class or Athletic team. That student will need to retake a Physical Health class or Athletic team season to make up the missed credit. Students who leave an Athletic team during the season will have their attendance carry over to the Physical Health class into which they transfer.
**ABSENCES THAT DO NOT COUNT AGAINST TOTAL** | **ABSENCES THAT COUNT AGAINST TOTAL**
---|---
Athletic absence | Unexcused Absence
College visit on campus | Excused absence without doctor note
College visit off campus | Pre-excused absence for non-Sage Hill event
Excused absence with doctor’s note | Performance/rehearsal—not school approved
Excused absence for family emergency | Left class early
Medical leave | Tardy more than 10 minutes
Pre-excused absence for Sage Hill event | Tardy three times in a class
Sage Hill school field trip | Suspension
Performance/rehearsal—school approved |  

**Athletics/Arts/School Sponsored Events:** Sage Hill strongly believes that all programs play an important role in the development of our students; however, the School feels strongly that academics should be prioritized. The School will not allow any student to participate in any activity if they miss any class on the same day as the scheduled activity unless the departure for the activity is the reason for missing the class. The Dean of School Life may make exceptions to this rule based on special circumstances that lead to missed academic class.

Please refer to the School’s Homework Policy for students who miss class due to school sponsored events elsewhere in this Handbook.

**Medical Leaves of Absence:** For a variety of medical reasons and circumstances, time away from school may be necessary for students at some point in their career at Sage Hill School. Medical leaves are available to promote physical and/or emotional well-being, and, in some cases, can be designated retroactively. Leaves are granted at the discretion of the Dean of School Life in conjunction with the Dean of Faculty and Curriculum, School Counselors, and the Head of School. We will meet with families when such a time arises for their student, and together we will determine the nature and duration of a leave. A note from a medical provider will be required to document the need for the leave, and the School may require a note from a medical provider releasing the student to return to school. The impact of a leave of absence on a student’s academic situation varies with the amount of class time missed. When a student is placed on a leave of absence they will be excused from all academic work during the leave. Upon a student’s return from leave, teachers will take steps to help a student make up missed work and, when appropriate, to adjust expectations about the work necessary to complete a given course. If, however, students miss more than five weeks of school, they may not be eligible for credit.

- Students will be excused from academic work during the medical leave of absence. Upon return, students will need time and faculty support to catch up on the essential learning they missed in order to successfully progress in the curriculum. The needed work to catch up with the curriculum should not be included in their academic grades.

- For example, if a test or quiz was given while a student was on leave, the test could be given as a homework assignment so the student can exhibit their understanding, but the assignment should not be entered into the gradebook.

**Religious Holidays:** Sage Hill makes reasonable efforts to allow the observance of religious holidays. It is the student’s responsibility to arrange in advance with their teachers an alternative date for any tests, quizzes or in-class essays assigned.

**Signing In and Out:** Sage Hill prides itself on providing a safe environment for its students, faculty, staff and visitors. To ensure the safety of our students, it is vital that all students sign in at the reception desk at the Caillouette Community Center each time they arrive on campus at a time different from the start of the daily schedule. In order for students to leave the campus prior to the end of the school day, a parent or guardian must call the Sage Hill reception desk to excuse the student from school. In addition, it is imperative that students sign out at the reception desk prior to leaving campus. At that time, their name will be placed on the security log at the Security Station for exiting campus. If students are not listed on the log at the Security Station, they will be asked to return to the reception desk to sign out.
Lateness: In order to instill in our students time management skills, respect for others, and to optimize our learning environment, we expect our students to be on time for all classes and commitments. Students are considered late if they arrive within 10 minutes after the designated start time of the period. Beyond 10 minutes they are considered absent and may forfeit the right to make-up work depending on the reason for the extreme lateness. Students late to class because of approved school activities or appointments with counselors, administrators, or teachers will not be recorded as late.

Every three (3) tardies in a class per semester will result in a recorded absence that will count toward the seven allowable absences before the possibly of forfeiting the right to receive credit. As a general rule, once a student has been late a combined five times per semester, the Dean of School Life will begin a process designed to encourage the student to address the cause of the chronic tardiness.

Closed Campus: Sage Hill is a closed campus. Those students who must leave during the day, including lunchtime or free periods, must follow the sign out procedures outlined above prior to departing campus. Failure of the student to obtain approval may result in an unexcused absence and may result in further consequences including loss of credit for missed work, social restriction, and suspension (see Attendance Policy above). Students who have free periods between classes are required to stay on campus.

Students who leave campus before their last commitment without permission from the School and a parent will automatically be placed on social restriction for the remainder of the academic year. A student who violates this policy a second time will automatically receive a one-day suspension.

Students are expected to remain on campus from their first commitment of the day through their last commitment of the day. Students who have activities (practices, rehearsals, games, performances) that begin more than one hour after the end of the academic day are permitted to leave campus between the end of the academic day and the beginning of the activity. Please note that most activities meet immediately at the end of the academic day and students are therefore expected to stay on campus through the end of that activity.

The collection area (the drainage area surrounded by Newport Coast Drive, the 73 Freeway and the fields) behind Ramer Feld and Hague Field is considered off-campus and students who are found in that area before school, during the academic school day, or after school will be considered in violation of the closed campus policy. Any construction areas on campus are also considered off limits to students.

School Closings and Delayed Starts
The decision to close the School due to an emergency or unplanned reason is made by the Head of School and is generally made before 5:30 AM. A procedure is in place for notifying Sage Hill employees and families by telephone. The recorded phone message at the School should also report school status by 5:30 AM.

Head of School Late Start Days
Sage Hill School introduced the Head of School's Late Start Day in the Spring of 2019. These surprise late start days will be announced occasionally during the school year in an effort to promote big and exciting events on campus that we strongly encourage our community to attend. This could mean important athletic games, arts performances or Sage Center events. Students and parents will be notified several days in advance of these late start days.

Daily Schedule and Calendar
Sage Hill's academic calendar is designed to maximize learning while honoring holidays and taking into consideration the scheduling of Advanced Placement exams. Our daily block schedule accommodates a full slate of classes while allowing space in the week for other important aspects of student life, such as club meetings, teacher conferences and student collaboration.

Communication Tools
At Sage Hill, we value open communication within the community, including students, parents and alumni. Below are the multiple channels of communication we use to receive and disseminate information.
Please note that all communication tools provided by the School, including the School Directory, are for the express use of parents, students, faculty and staff of Sage Hill School for school-related matters only. Information must not be used by any person or organization to solicit members of our community for any purpose or be shared with persons other than parents, faculty, students and staff of Sage Hill School.

Student Directory
The School provides a Directory with phone numbers and emails for each family. While the School does make available a printed version of the Directory, families are urged to consult the online version for the most up-to-date contact information. The online Directory may be accessed via the Records program in the Sage Hill Portal. The online Directory will reflect all updates to contact information provided by our families throughout the year. See further details below in the “Online Community Access” section of this Handbook.

Email
To send an email to any Sage Hill faculty, staff or administrator, please use the following convention:
Last name first initial @sagehillschool.org
Example: Jane Smith would be smithj@sagehillschool.org
For students, use the following convention:
Graduation year last name first initial @sagehillschool.org
Example: Jane Smith, Class of ‘22 would be 22smithj@sagehillschool.org

Telephone
To speak with a member of the faculty or staff, or to leave a voice mail message, please call the main number of the school, (949) 219-0100, or use the extensions provided in the faculty/staff directory, on pages 9-12 of this Handbook.

Staying Informed
Sage Hill keeps the community abreast of school happenings through a variety of channels. On alternating Sundays we distribute, via email, an in-depth Community eNewsletter and a Calendar Update. Additional emails are sent to parents as warranted. We make an effort to keep emails to a minimum; therefore, we encourage parents to read all emails from Sage Hill. If you are not receiving our emails, please check your junk mail or spam filters. We also publish a biannual newsletter, an annual report of philanthropy, and occasional blog posts by Sage Hill President Gordon McNeill.

Emergency Notifications with Titan
Sage Hill School uses Titan HST, a comprehensive emergency alert and mass notifications system. Titan utilizes a smartphone app that helps the School establish immediate two-way communication with the entire Sage Hill community in the event of a crisis or emergency situation.

With Titan, parents will be alerted via email, text message and a Titan app push notification on their smartphones in the event that School administrators send out a broadcast message regarding an emergency. It is important to note that even if parents do not download the Titan smartphone app, they will still get emergency notifications sent to the email addresses and phone numbers that Sage Hill School has on file for them. Students will also receive alerts via email and the Titan app push notification, if they have downloaded the app. With the app, students also have the ability to alert School administration about potential threats they witness on campus or communicate their whereabouts to administration in the event of a major emergency.

Online Community Access
Each enrolled student and their parents or guardians will receive via email a login and password to access the Sage Hill Portal. Once logged into Portal, community members may access the following essential services:

- **Canvas**, our internal learning management system, houses all academic courses, assignments, and daily grades. All students are enrolled in their academic courses on Canvas and receive access prior to the first day of school. All parents and guardians are also automatically enrolled in their students’ courses as non-participating observers. As observers, parents and guardians can see their students' syllabi, course curricula, grades and all assignments.

- **Records** houses each student's information, attendance, quarterly report cards and instructor comments, as well as our student and family directory. The directory is located under the far right-hand column marked “Search” and can be searched by
individual name, grade level or “All” to see the full listing of all currently enrolled Sage Hill students. Use the “My Profile” link to change or update family address and contact information, which will be recorded on the emergency record and for school mailings. You can also use Records to sign up for Summer at Sage and Spring at Sage.

- Magnus Health allows parents and guardians to submit student health records and annual forms online.
- Google Apps is available for students in the classroom.

Daily Laptop Requirement
Students are required to bring a laptop to school daily. More information on the Daily Laptop Requirement, service updates, and instructions are available on the Sage Hill website: www.sagehillschool.org/technology.
For assistance, parents and students can email helpdesk@sagehillschool.org.

Registration and Class Schedules
Registration for returning students occurs in the spring prior to the upcoming school year. Students select their courses in consultation with their advisor during spring conferences, which parents also attend. Some courses have prerequisites and/or require a placement exam and recommendation of the instructor. Please refer to the 2019 - 2020 Course Catalog.

New students will select courses following enrollment in the School and, as needed, placement testing in select subjects that occurs in late May.

Class schedules are mailed home during the summer.

Books
Sage Hill publishes a list of books required for each course. Students are expected to purchase their books through our online bookstore; they may be new or used. Some titles can be rented from the bookstore as well.

Traffic Awareness for Drop Off and Pick Up
Drop off and pick up at any school present unique traffic management challenges. We all play a part in this as drivers and we ask all community members to work together to improve the situation. Here are some tips to aid in the safety and efficiency of the drop-off and pick-up process:
- The student parking lot is not a drop-off area; during morning drop off, traffic in the student parking lot is one-way only. If you enter, you will not have an opportunity to exit until after 8:15 AM.
- Please drop off only in the unloading zone denoted by a yellow curb near the Caillouette Community Building and Lisa Argyros and Family Science Center. Please pull forward as far as possible using all available yellow curb space; this includes the area where the traffic poles are located along the curved portion or the drop off area near the front desk.
- If you stop short and do not use all available space along the yellow curb, you are delaying the entire drop-off queue behind you. Please be courteous to others.
- Please be ready for an efficient drop off before you arrive at the yellow curb, with personal belongings in order and persons ready to step out of the vehicle; the yellow zone is not the place to search for items in your vehicle or gather your things.
- Please do not use the faculty/visitor parking lot for drop off or pick up; this lot only permits one-way traffic and is a dead end during drop-off hours. If you enter, you will not have an opportunity to exit until after 8:15 AM.
- After your vehicle is unloaded, please merge as soon as possible to the left into an exit lane freeing space at the yellow curb. Please use turn signals as they help others anticipate your movements and intentions.
- Do not drop off in passing/exit lanes as this creates a safety hazard.
- Please do not stop or park in Fire Zones (red curbs) and please do not be a distracted driver (no phones or other distractions); safety is everyone’s responsibility, please set the example. Local laws do apply and are enforced by our city partners to increase community safety.
- Please drive slowly and cautiously; you are driving among new and often times inexperienced drivers. Be mindful that your children and the children of others will model your driving behavior.

Parking
Students who are at least 16 years of age and have a valid driver’s license are permitted to park at school, provided that they have a valid Sage Hill vehicle decal for their car. Students may park in the student parking lot only. Students are not allowed to park in faculty, staff or visitor parking.

18
spaces and will be asked to move their vehicle if they violate this rule. Additional infractions may result in the towing or ticketing of the vehicle at the student's expense, as well as a disciplinary response for violating the Honor Code.

Students are also expected to drive safely and follow all local and state driving laws. Failure to follow these rules may result in revocation of the privilege of parking at school. Cars that do not display handicapped identification may be towed immediately or ticketed if parked in handicapped parking spaces.

The parking lot is the property of Sage Hill and individuals who choose to park at Sage Hill's private parking lot are consenting to searches of the vehicle at the School's discretion. Individuals should have no reasonable expectation of privacy in their car parked on Sage Hill property or the contents of their car. If a member of the staff must enter a student's car, the School, as a courtesy to its students, will contact the student concerned and arrange for them to be present when it is opened. The School reserves the right, solely at the discretion of School administrators, to open the car and search its contents, including closed items, without the student being present when there is a reasonable suspicion of a violation of School policy. Students are expected to follow all School rules while in the parking lot. The School reserves the right to prohibit a student from driving and parking on campus. The parking lots are off limits to students during class hours, lunches and breaks. Students must have permission from the Dean of School Life to enter the parking lots during these times.

Transportation
Transportation from the School's campus to a school-sponsored event is the responsibility of the school. Students may not drive themselves unless special permission has been granted from the activity supervisor and with parental permission.

Passenger Vans: Whenever students are transported in a vehicle designed to carry 10 or more passengers, including the driver, the operator must have a commercial driver's license. This requirement applies even if the vehicle has been modified to carry fewer than 10 passengers and even if there are fewer than 10 passengers in the vehicle.

Employee Drivers: Employees may not transport students to school activities in their own cars. The School participates in the Employer Pull Notice (EPN) program with the DMV to obtain driving records for employees who drive as part of their jobs, either transporting students or other tasks.

Volunteers/Parents: Volunteers/parents must show confirmation that they carry adequate automobile insurance ($100,000 each person/$300,000 each occurrence for Bodily Injury and $50,000 for Property Damage or $300,000 Combined Single Limit) and hold a current valid driver's license before transporting students. They must also participate in the EPN program if they are transporting students.

Student Drivers: Students are not allowed to transport other students to school activities, even with parental permission.

Ride Sharing Services: The School understands that as parents, you have many options for how to transport your children to and from school each day. Sage Hill School is not responsible for any decisions parents make regarding the transportation of students to and from School, including the use of professional ride share companies, including but not limited to UBER, Lyft, or HopSkipDrive (“Ride-Sharing Service”). Not all Ride-Sharing Services conduct criminal background checks of their drivers, and some of these Ride-Sharing Services do not permit minors under the age of 18 to ride in their vehicles without an adult present. The School strongly advises parents to research the Ride-Sharing Services they decide to use for their students. The School neither endorses nor prohibits the use of any Ride-Sharing Services. The School does not and will not screen, monitor, or otherwise review or assess the safety of these Ride-Sharing Services or any Ride-Sharing driver or vehicle.

Waivers: A transportation waiver may be required for certain activities and will be evaluated on a case-by-case basis.

Dining on Campus
Food is available for purchase on campus from 7:30 AM to 3:30 PM, or students may bring their own food. Students are not permitted to order food for delivery on campus (i.e. Postmates) unless they have the permission of the Dean of School Life. Lunch is scheduled each day for approximately
40 minutes. Areas where students are permitted to eat lunch include the tables in Wilkins Town Square and other seating areas around campus. Our food service contractor provides a healthy selection of breakfast, lunch and snack choices available for purchase during the school day.

**Lockers**

Lockers are the property of Sage Hill and are subject to search at the School's discretion. Students should have no expectation of privacy in their lockers or anything contained in their lockers. Lockers are to be used for storing books, clothing and other school-related equipment and materials. Students are strongly encouraged not to leave their property in places where it might be taken by other people, and are advised to keep their lockers securely locked and not share their combinations with others. Students are not allowed to disable the lock or deface the locker. Sage Hill is not responsible for items lost or stolen from lockers or other campus areas. Students will keep their assigned lockers from one year to the next until they graduate or otherwise leave the School. Students must clean out their locker at that time. Any items remaining in the locker will be donated to charity or disposed of after graduation.

**Entering Lockers/Searching Personal Belongings**

The School reserves the right, solely at the discretion of the School Administration, to inspect the lockers or personal belongings of a student without the student present. As a courtesy, staff may make an effort to arrange for the student to be present during the inspection. In addition to lockers, items inspected may include backpacks, purses and wallets, when there is a reasonable suspicion of a violation of a school policy. The School can also confiscate a student's personal electronic device or cell phone if the School has reasonable suspicion that the devices were used in a manner that violates School policies.

**Hallways and Community Areas**

Students are expected to leave common areas such as hallways, the library and lunch tables clean and orderly, and to keep their personal items with them or stored in their locker at all times. Students are responsible at all times for their personal belongings. Unattended personal items may be picked up by staff and brought to the Dean of School Life’s office or lost and found bins in the D. Diane Anderson Humanities Building.

**Personal Property**

Students are discouraged from bringing valuables or large sums of money to school. If it is necessary to bring valuables, such as a camera, students should keep the items with them at all times. The School is not responsible for the loss or damage to personal property brought to school. Students’ possessions are not covered by the School's insurance.

**Illness and Injury During School Hours**

In order to promote the health of the entire Sage Hill community, families are asked not to send students to school when they are ill, and not to return until a student has been symptom-free for 24 hours. If a student becomes ill during the school day, they should leave the campus as quickly as possible to visit a doctor, recover at home and avoid spreading germs to others around them. Students should call home immediately to arrange to be excused due to illness. If a student is able to drive home, their parent should call the front office and inform the receptionist that the student is excused to leave campus due to illness. Students who do not drive should sign out in the front office and be picked up from campus by a parent or legal guardian, or via another mode of transportation arranged by the family and communicated to the School.

If a student is injured on campus, they should obtain help from the Health Management Coordinator and/or an administrator such as the Director of Athletics or Dean of School Life. Depending on the severity of the injury (ex. requiring professional medical attention off campus), a School administrator may need to fill out an Accident or Injury Report for the Sage Hill Business Office. In the case of a serious injury, the student’s parent(s) or an ambulance may be called so that the student can leave campus to obtain medical treatment.

**Over-the-Counter and Prescription Medication**

If a student must take a prescribed medication at school, Sage Hill School must receive written authorization from the student's parents allowing the student to self-administer the medication, naming the medications and required dosage, and providing the contact information of the student's doctor. Sage Hill shall not be held liable or responsible for a student's failure to self-administer their prescription medication. Sage Hill School does
not administer or provide any over-the-counter or prescription medication to students, unless reasonable accommodations as described above, are required.

Library
Sage Hill's Johnson Family Library is both a physical and a digital resource for students. Our physical resources within the library include books and periodicals, audio-visual materials, and laptops. Students may also use the Internet to access our digital library of eBooks, full-text databases and reference materials. Study carrels offer a quiet space for individual work.

Visitors
Visitors to Sage Hill who do not have a campus access pass on their vehicle, including alumni and parents of alumni, must check in with the receptionist in the Caillouette Community Center and obtain a visitor pass. Students who would like to have a friend visit the School for an academic school day must be granted permission from the Dean of School Life at least one week prior to the scheduled visit. Sage Hill reserves the right at its sole discretion to deny any visitor access to our campus.

Academic Information
Academic life at Sage Hill is vibrant and stimulating, characterized by small classes and an open dialogue between teacher and student. We define excellence broadly—whether through scholarly pursuits, artistic expression, or service to the community. We believe academic excellence transcends traditional measurement, and is best reflected in the process of learning, the habit of attention, the quality of our faculty and the perseverance devoted to attaining a goal. For complete information about Sage Hill's course offerings, please refer to our 2019-2020 Course Catalog.

Graduation Requirements
Students are eligible for a Sage Hill diploma when they have completed, with satisfactory grades, the following coursework:

- English — 4 years
- Mathematics — 3 consecutive years through Algebra II
- History and Social Studies — 3 consecutive years through US History or AP US History
- World Languages — 3 years and through Level III
- Science — 3 years laboratory science
- Fine Arts — 2 years
- Athletics, Physical Health & Wellness — 3 years
- Spring at Sage — 4 years
- Service Learning — 4 years

All students are required to carry and earn a passing grade in a minimum of five courses (not including Physical Health courses) each year. Sage Hill reserves the right to withhold a student's diploma, even if the student has satisfied coursework requirements, if the student is behind on tuition or for other violations of the student's enrollment contract with Sage Hill.

Grading and Comments
Sage Hill utilizes the following grades and corresponding values in assessing student work:

<table>
<thead>
<tr>
<th>GRADE</th>
<th>PERCENTAGE</th>
<th>VALUE</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>93–100</td>
<td>4.00</td>
</tr>
<tr>
<td>A-</td>
<td>90–92</td>
<td>3.67</td>
</tr>
<tr>
<td>B+</td>
<td>87–89</td>
<td>3.33</td>
</tr>
<tr>
<td>B</td>
<td>83–86</td>
<td>3.00</td>
</tr>
<tr>
<td>B-</td>
<td>80–82</td>
<td>2.67</td>
</tr>
<tr>
<td>C+</td>
<td>77–79</td>
<td>2.33</td>
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<tr>
<td>C</td>
<td>73–76</td>
<td>2.00</td>
</tr>
<tr>
<td>C-</td>
<td>70–72</td>
<td>1.67</td>
</tr>
<tr>
<td>D+</td>
<td>67–69</td>
<td>1.33</td>
</tr>
<tr>
<td>D</td>
<td>63–66</td>
<td>1.00</td>
</tr>
<tr>
<td>D-</td>
<td>60–62</td>
<td>0.67</td>
</tr>
<tr>
<td>F</td>
<td>59–00</td>
<td>0.00</td>
</tr>
</tbody>
</table>

At Sage Hill, AP and specific accelerated courses carry internal weighting of 1.0 added to the grade earned, using the scale above.

Parents and students receive formal grade reports four times a year, at the end of each grading period. An effort grade may also be noted if there is exceptional effort or
If a student cannot carry a full course load, the student may be asked to leave the School before or at the end of the term. A full course load is defined as no fewer than five courses from among the following departments: arts, English, history, math, science, and world languages.

If a student remains at Sage Hill for the subsequent grading period with fewer than five core courses, the student will need to achieve a GPA of 2.33 or better in order to be considered for re-enrollment. Once a decision has been made by the Student Support Committee not to allow a student to re-enroll, the Head of School will review that decision for two reasons only: new information is revealed or a procedural error has occurred in the process leading up to the decision. If evidence of either of the above is true, the Head of School will then review the case and render a final decision. Parents must submit a written appeal to the Head of School within ten business days of the School's notification that the student will not be offered re-enrollment.

Disputing Semester Grades
A student should always go to their teacher first with any questions about a semester grade. If questions remain, the Dean of Faculty and Curriculum will investigate and review any questions about a disputed grade. The Dean of Faculty and Curriculum will only review those cases in which a potential grading error has occurred. Requests for review must be made in writing to the Dean of Faculty and Curriculum, and initiated within two weeks of the publication of grades. The Dean of Faculty and Curriculum will make all decisions on grade changes.

Failing a Semester in Any Course
In any course where a student earns a failing grade (F) for a semester, that student must drop the course and retake the entire course unless the student petitions the Department Chair, in concert with the Dean of Faculty and Curriculum, in order to receive credit for the course. The repetition could occur at Sage Hill the following school year if the student re-enrolls. If a senior fails a course in either the first or second semester, they may not be eligible for graduation. In these cases, the Student Support Committee will convene to discuss the matter and render a recommendation to the Head of School. In most cases, the senior would have to repeat the course with prior approval.
from the appropriate Department Chair in concert with the Dean of Faculty and Curriculum in order to receive credit for the course and graduate. No diploma will be awarded to the senior until a sealed transcript is presented to Sage Hill School for approval. It would be the discretion of the Head of School, based on a recommendation from the Student Support Committee, as to whether the student would be eligible to walk with their classmates even though the student would not be eligible for graduation until all course work was completed with passing grades.

**Academic Advancement Policy**

Students must earn a minimum average of C- and a C- or better in the second semester in any course in order to progress to the next level within the curriculum. If a student earns below a C- in any semester, they will need departmental approval to move on to the next semester or course. Students who are not seniors, who receive a grade below a C- in a course at Sage Hill, may be required to retake that course the following academic year, if they do not receive departmental approval to progress to the next course within the curriculum or the next course sequence in a particular discipline. When students repeat a course at Sage Hill, both courses will be calculated into the student's overall grade point average and appear on the transcript.

**Athletic Academic Eligibility**

All students participating in athletics need to maintain an average of 2.0 or higher in all enrolled courses during the previous grading period as required by the California Interscholastic Federation (CIF). If a student's average falls below 2.0, there will be a probationary period of one grading period. If a student's average does not reach the 2.0 level after the probationary period, they will be ineligible to participate in athletics. Students who have received a Physical Health waiver are also subject to this guideline.

**Coursework Outside of Sage Hill School**

If a student wishes to advance in the curriculum through coursework that is taken and completed outside of Sage Hill, the student must follow the school procedures as indicated:

- Students must receive written approval of the Department Chair, prior to enrolling in the course, in order to be considered for course advancement for a course taken outside of Sage Hill.

- Course advancement is available only for courses that are similarly offered at Sage Hill (for example, students may not get World Language course advancement in languages other than those in the Sage Hill curriculum).

- Placement for subsequent courses at Sage Hill will not be made until proof of successful completion of the outside course. Students may be required to take a competency exam upon returning to Sage Hill or submit their coursework for review before they are placed in the next course in the sequence in that discipline. The responsibility lies with the student and family to provide the relevant Department Chair with the following materials in order to make a decision regarding credit for outside coursework:
  - Course syllabus
  - Course description
  - Course topics
  - Hours of instruction

In addition, upon completion of the course, a transcript and sample coursework will need to be submitted to the appropriate Department Chair and the Dean of Faculty and Curriculum in order to receive recognition for the pre-approved coursework.

Courses approved may not be applied toward the Sage Hill graduation requirements and will not be included on the student's transcript or in calculations of the grade point average. The transcript of coursework completed at another institution will be sent to colleges and universities along with the Sage Hill transcript.

**Summer at Sage Coursework**

Sage Hill students who successfully complete an academic credit course during Summer at Sage will receive graduation credit, which will appear on their transcripts, as well as a letter grade that will be incorporated into their GPA. If a Sage Hill student fails to complete an academic credit course during Summer at Sage, a withdraw pass (WP) or withdraw fail (WF) will appear on the students' transcript. Students may not miss more than two classes during Summer at Sage to receive credit.
Transfer Student Coursework
Any grades earned by students during their high school years at other institutions prior to transferring to Sage Hill School shall remain separate and are not included in a student’s Sage Hill GPA. The Dean of Faculty and Curriculum will determine, at their sole discretion, which, if any, coursework completed by transfer students prior to enrolling at Sage Hill School will meet Sage Hill graduation requirements.

Advanced Placement Policy
Sage Hill offers Advanced Placement (AP) courses in many academic disciplines. Students are encouraged to take AP courses when the course is appropriate for them and the content interests them.

Each department sets criteria for entrance into AP courses and placement is reserved for those students who are prepared for the challenges these rigorous courses of study present. Faculty may recommend that students be dropped from an AP course if the placement is found to be inappropriate. The School reserves the right to make final enrollment determinations of courses in which students seek to enroll.

All students enrolled in an AP class are required to take the accompanying AP Exam. Students not enrolled in AP classes are permitted to take the AP examinations, provided they are properly registered for them. The families of students taking AP examinations are responsible for paying the test administration fee. No refunds will be given once the AP exam order has been placed.

Students are required to attend all classes during the week of AP examinations except while taking an AP examination.

Adds/Drops
All adds, drops, or changes in courses must be made through the Registrar (in consultation with the advisor, the appropriate teacher(s), appropriate Department Chair(s), and the Dean of Faculty and Curriculum). Students may not add a new course to their program at any time after the end of the add/drop period. Any course dropped later than the end of the add/drop period may appear on the student’s transcript with a grade of withdrawn-pass (W/P) or withdrawn-fail (W/F) and 0.00 credits. No student may drop a course after the end of the add/drop period without the consent of the teacher, Department Chair, advisor and Dean of Faculty and Curriculum. The School reserves the right to cancel a course when the number of students registered is fewer than nine.

Homework Policy
It is not possible for students to learn effectively unless they prepare carefully for each class meeting. Almost all courses at Sage Hill require homework. Students receive, on average, between two and three hours of homework per class, per week, although reading and assimilation skills affect the length of time required for any assignment. Accelerated and AP courses require additional homework and consistent independent review throughout the academic year. Students should learn to manage their time so that they can fit the homework into their daily schedules. It will be the students’ responsibility to plan out their homework accordingly.

Unless specific arrangements have been made, teachers and advisors are not responsible for gathering students’ homework when they are absent. Students must take the primary responsibility for gathering notes and assignments from their classmates when they are absent from school. Students have been encouraged to create a network on which they can rely. Please refer to the classwork make-up policy for more information regarding make-up work associated with absences.

Finally, it is important to note that homework is due on the assigned deadline even if a teacher fails to request its submission. Students must take responsibility for turning in work at its deadline.

Make-Up Policy for Assessments and Classwork During Absences
Students with excused absence/s must contact teachers within 24 hours upon return to school to set a plan to make up missed work. Students have a maximum of five school days upon return to complete any classwork, notes, quizzes, in-class essays, tests, etc. from the lost class sessions or forfeit credit for the work, unless there is an otherwise agreed upon plan in writing. They are required to make these up by prior arrangement with their teachers. If the student fails to make up the work at the prearranged time, they may receive a 0 for the work.
Faculty may require students to miss athletic or arts practice or other non-academic commitments to fulfill these obligations.

Students who are present in school but leave before a quiz, test, in-class essay, etc., or arrive in school after a quiz, test or in-class essay, etc., may receive a 0 for the missed assessment. Please keep this in mind when arranging doctor appointments and travel plans.

**Students who miss class time because of an unexcused absence may receive an automatic 0 for any missed work or assessments and may not be permitted to make up the test, quizzes, in-class essays, etc.**

**Homework Policy for Classes Missed due to School-Sponsored Events**
Students who miss class time due to school-sponsored events are responsible for checking in with the teacher and obtaining their assignments at least one day prior to the event. A school-sponsored event includes Sage Hill athletic contests, arts events, and any function mandated by a teacher or coach associated with Sage Hill. Furthermore, students who miss class time due to school-sponsored events may need to turn in any previously assigned homework before they leave for the event. Participation in a school-sponsored event is not considered to be a valid excuse for failing to complete homework on time.

**Testing and Final Examinations**
Students should expect to be tested in all courses. Many teachers regularly ask short questions on unannounced quizzes to help the student maintain a consistent pattern of work. For longer, more formal tests, students should prepare carefully. To try to ensure no student has more than three major assessments on any given day, the faculty at Sage Hill will work closely with one another and schedule tests accordingly. Students should let their teachers know at least one day in advance if they have more than three major assessments on any given day. In addition, there will be examination periods at the close of the fall and spring semesters. The last day or two of regularly scheduled classes prior to final examinations will generally be spent in review, not in the introduction of new material. Upper level and AP courses may introduce new material through the last day of classes. Final exams may count between 10%–25% of the semester grade.

In the second semester, seniors may elect not to take a final exam for a particular course if they are earning a B+ or higher as they enter final exam week. The student may elect to take the exam if they feel they can improve their grade by scoring higher than a B+ on the final. In addition, a teacher may require a student to take a final exam, even if the student has a B+ or higher, if they feel it is necessary in order to accurately assess a student’s overall performance in a particular course.

Students who are absent on the day of an exam should expect to be contacted by the Dean of School Life’s Office about the absence. Students are expected to make every effort to attend class on the day of an exam.

Final exams will not be given before the scheduled time and date. Students who need to miss an exam, for whatever reason, must take the exam during one of the subsequent conflict exam periods or arrange to take the exam later.

**NOTE: Any student who violates the School’s Academic Dishonesty policy on a major assessment, including but not limited to: essays, projects, research papers, lab reports, tests, and final exams/assessments, will automatically receive a minimum of a one-day suspension.**

**Academic Resource Center (ARC)**
The Academic Resource Center (ARC) is available for students to seek additional academic help before and after school, Monday through Thursday every week school is in session. The ARC is staffed by faculty members who specialize in math and science. Students should check with their teachers and on the school website to find out which subjects are supported during each session and the location of these sessions. It is highly recommended that students take advantage of the ARC in conjunction with meeting their teachers during conference time and other scheduled times. Regular attendance in ARC and conference has often provided the additional support that students need.

**Recommending a Tutor**
Before enlisting the assistance of a tutor, parents
and students should take advantage of the resources available at the School. Teachers are available to help students during their free periods and are available during conference periods. In addition, the Academic Resource Center is available to all students (see previous section). If, after exhausting all of these options a student and their family feel the need for further assistance, the use of a tutor may be an option.

If a student and their family feel that a tutor is necessary, then families should contact the Learning Specialist for a tutor referral. Sage Hill teachers are prohibited from tutoring students enrolled in their classes but are permitted to tutor students whom they do not teach in class. Teachers may not tutor for a fee during school hours. Sage Hill faculty may tutor Sage Hill students off campus after 4 PM. Please note: No private tutoring for a fee may take place on campus. Given the caliber of our faculty, the School is comfortable including our own teachers on the tutoring lists. Moreover, it may be helpful to use an on-campus faculty member as a tutor because they can directly investigate the student’s academic needs with the relevant faculty member(s) involved. Students may also enlist the help of non-faculty members for tutoring purposes, but we recommend this option only once a student has exhausted resources noted above. Outside (non-Sage Hill faculty) tutors are not allowed to come on campus for tutoring purposes.

Honor Code

The Sage Hill Honor Code empowers students to make choices between right and wrong.

The Sage Hill Honor Code:
Facial challenges with courage and dignity, the community with respect and dedication, and academics with integrity and honesty: Live honorably.

Implemented in 2004 by a group of then-seniors, the Honor Code is designed to entrust students with ownership of school life and to reflect the evolving ethos of the school community. The Honor Code is intended to be interpreted in a flexible manner, on a case-by-case basis, and to instill in students a mature sense of responsibility for their actions. All new students are invited to sign the Honor Code, and it is printed at the top of many exams.

The Honor Committee was created to educate the community and define what honor means. In addition to the Student Body President, the committee includes four juniors and six seniors, appointed through a rigorous selection process. Students on the Honor Committee are not allowed to discuss any details of issues that go before the Committee. If there is a breach of confidentiality from any Honor Committee member, they will face immediate dismissal from their position of leadership. Together with two faculty advisors and the Dean of School Life, the Committee hears cases of possible Honor Code violations. In the event that student privacy outweighs the value of being heard by the student-led Honor Committee, the Honor Council may instead hear a case. The adult-only Honor Council is comprised of the Head of School, the Dean of School Life, Dean of Faculty and Curriculum, School Counselor, and two faculty members from the Honor Committee. Please refer to page 29 for further explanation of the Honor Committee and Council procedures.

The Honor Code has shaped Sage Hill culture and instilled mutual trust and respect among all members of the community.

Honor Code and Honor Violation Response Policies

The School reserves the right to determine, at its sole discretion, the appropriate consequences in all disciplinary cases based on the facts of each case. Further, the School will take into account previous disciplinary history when making all disciplinary decisions.

The following guidelines and policies apply whenever a student is under the School’s jurisdiction. Students are generally considered to be under the School’s jurisdiction when:
• On the School grounds and the immediate surrounding property ("campus").
• Traveling to and from the campus.
• Traveling to or from school related events off campus
• On or off campus at school related events including, but not limited to, athletic and arts events, field trips, service learning outings, Spring at Sage travel or other travel that may occur throughout the year, and school related lectures.
• When a student’s actions, whether on or off campus, negatively affect the School, including, but not limited to, students, members of the School community or the School’s reputation.

Maintaining Honor

In order to assist you, the student, in acting honorably, guidelines have been created to help you make honorable decisions when confronted with an Honor Code violation. These guidelines give you access to options other than participation in a Dishonorable Act. As Sage Hill students, it is your responsibility to abide by the Honor Code and to help your peers in doing the same. The following is a list of recommended actions that you can take when you are a witness to an Honor Code violation.

• In the moment, discuss accountability with the people involved.
• Remove yourself from the situation and consult with a student leader or adult.
• Remove yourself from the situation and consider other options to address the situation.

PLEASE NOTE: The Maintaining Honor section of the Honor Code deals with what you should do when you are confronted with someone else committing a Dishonorable Act. If you, however, are the one who is committing the Dishonorable Act, it is important to take responsibility for your own actions.

Dishonorable Acts Committed by a Student: The School wishes to instill in its students a sense of honor and fairness that should guide students while at Sage Hill and in life after graduation. The School will make it a priority to educate the community about the following eight “dishonorable acts.” While this is not a complete list of the school rules, it is an attempt to focus students on some issues that the School has deemed to be of a serious nature.

Academic Dishonesty: If a student is interacting in any way with another student and/or another’s work (either written, verbal, or online), it is that student’s responsibility to clarify the acceptability of that interaction with the instructor, regardless of whether or not the student believes their interaction to constitute a lack of integrity. By not doing so, the student(s) run(s) the risk of committing an act of Academic Dishonesty.

Below are some examples of Academic Dishonesty:

Plagiarism: Plagiarism is using someone else’s ideas or work without properly or completely attributing the work or ideas to the author. Rewording someone else’s work or ideas and using it as one’s own is plagiarism. Plagiarism also includes providing someone with information about a test or quiz from a previous class period. Copying from another’s test or homework or from the internet, and the use of notes or hidden pieces of information are also considered plagiarism. In addition, knowingly providing someone your work so they can copy it is also considered to be Academic Dishonesty.

It is very important that students properly acknowledge all ideas, work, and even distinctive wording that are not their own. What is considered to be “common knowledge” varies among subjects; when in doubt, consult a teacher. Students unsure of how to properly acknowledge another’s contribution should consult a teacher or use the MLA Handbook. For more information on plagiarism, please see the current MLA Handbook.

Multiple Submission: Multiple submission refers to submission at Sage Hill of work to one class that was previously submitted in another class at this or any other school to fulfill academic requirements in a different class. Slightly altered work that has been resubmitted is considered to be a violation of this principle. With prior permission, some teachers may allow students to complete one assignment for two classes. In this case, prior permission from both teachers is absolutely necessary.
**False Citation:** False citation refers to falsely citing a source or attributing work to a source from which the referenced material was not obtained. A simple example of this would be footnoting a paragraph and citing a work that was never utilized.

**False Data:** False data refers to the fabrication or alteration of data to deliberately mislead the reader. For example, changing data to achieve hypothesized experiment results is academic fraud. Teachers in lab classes will often have strict guidelines for completion of labs and assignments. Whenever in doubt about what may be considered academic fraud, immediately consult with the appropriate teachers.

**Translation Sites:** The use of translation sites for World Language classes is prohibited unless the individual instructor approves the use prior to working on any assignment.

**Lying/Deceitful Behavior/Intentional Omission:** Lying, cheating, deceitful behavior, and intentionally omitting relevant information—whether in doing schoolwork, taking standardized tests, speaking directly to a person or responding during the course of an investigation of an alleged Honor Code violation, or submitting applications or information to colleges or other schools—-are violations of the Honor Code. Lying, deceitful behavior, and intentionally omitting relevant information show not only a lack of honesty, but also a lack of respect and integrity.

**Theft:** Theft, the use or possession of stolen property, the use or possession of another’s property without permission, use or distribution of “pirated” or other copyrighted software on the School campus, and the destruction or abuse of personal or community property, are violations of the Honor Code.

**Lack of Respect:** Respect for each member of our community and what the Sage Hill community stands for is an important part of our Honor Code. Treating an individual member of our community with disrespect will be considered a violation of the Honor Code. Students are also expected to treat the campus with the utmost respect. To deface, intentionally damage or devalue any campus property is considered a Dishonorable Act.

**Harassment/ Fighting/ Bullying:** Please see the Student Anti-Harassment and Anti-Bully Policies below for full discussion of these Dishonorable Acts.

**Weapons Policy:** Possessing, using, or threatening to use fireworks, firearms, knives, toy weapons, replica weapons, weapon facsimiles or any similar weapon, item, or substance anywhere on campus or off-campus at school related events is prohibited. The use of an open flame, which includes, but is not limited to, candles, incense, matches, and lighters, in any school building or anywhere on campus, except under faculty or staff supervision, is also prohibited. Because the use of the above items poses a potential threat to the safety of the community, they are considered a violation of the Honor Code.

**Illegal Drugs/Alcohol/Tobacco:** The use or possession of illegal drugs, alcohol, and tobacco are not only a violation of the Honor Code, but also of the law. It is considered a violation of the trust placed upon you as a member of the Sage Hill community as well as a lack of respect for yourself and those around you. Illegal drugs include prescription drugs without a valid prescription and the use of prescription drugs not in compliance with a valid prescription. Illegal drugs also include marijuana, which may not be possessed, used or cultivated in or near schools. Use of tobacco that is prohibited includes smoking, including e-cigarettes and vaping.

Students are prohibited from possessing or using illegal drugs, alcohol, and tobacco while on school grounds, at school related events, or traveling to and from school events.

Sage Hill also encourages students to uphold the Honor Code in their private lives and abstain from illegal drugs, alcohol and tobacco. If the use or possession of illegal drugs/ alcohol/tobacco off-campus publicly and negatively affects the honor of the Sage Hill community, results in disruption at school or has the foreseeable effect of encouraging students to violate Sage Hill’s drug/alcohol/ tobacco policies, disciplinary action may be taken.

Students need to be aware that the following are violations of the Sage Hill Honor Code relating to illegal drugs/ alcohol/tobacco:
• Possession, use, distribution, or providing alcohol, tobacco, or any illegal drug, which includes but is not limited to, any controlled substance or anabolic steroid.
• Misuse or distribution of prescription or over-the-counter medications in their own possession at school. See Over the Counter and Prescription Medication policy on page 20.
• Being under the influence of alcohol or illegal drugs on campus or at any school event, whether on campus or off campus.
• Possessing, using, distributing, or providing paraphernalia related to illegal drugs, alcohol or tobacco on campus or at school related events (paraphernalia includes, but is not limited to, rolling papers, pipes, vaping devices, electronic cigarettes or any bottle or container used for holding alcoholic beverages).

It should be noted that in some cases where a student has violated this policy the School may require an evaluation before allowing a student to return to campus.

Accumulated Concerns: A student who has been placed on Social Warning or Social Restriction but is unwilling to correct their behavior(s) over a reasonable period of time, or repeatedly violates the General School Rules will be considered to be in violation of our Honor Code, even if their infractions, on their own, do not constitute Dishonorable Acts.

NOTE: The above list of Dishonorable Acts is not intended to be exhaustive. Certain conduct may result in discipline, up to and including dismissal from the School, even if it is not expressly covered above.

Honor Code Violation Response Procedures

The Dean of School Life, in consultation with the Head of School, determines whether or not a student will come before Honor Committee. The Dean of School Life will investigate any violation of the Honor Code or general school rules. The Dean of School Life will refer many cases that fall under the category of Dishonorable Acts to the Honor Committee.

The Honor Committee is a group of students, two faculty advisors, and the Dean of School Life who hear cases of student misconduct. The Honor Committee faculty advisors and the Dean of School Life oversee the hearing process.

Students should expect to appear before the Honor Committee if there are any suspected violations of the Honor Code. The Honor Committee will meet and hear all evidence gathered by the Dean of School Life and have an opportunity to speak with the student(s) involved in order to make a recommendation to the Head of School about the alleged disciplinary matter. After hearing the relevant facts of the disciplinary case, the Honor Committee will render a recommendation to the Head of School that it believes will serve the best interest of the student(s) in question and the community as a whole. Once the Honor Committee has delivered the recommendation, the Dean of School Life will present the recommendation to the Head of School, who will either accept the recommendation or deliver an alternate disciplinary response in their sole discretion.

The student appearing before the Honor Committee has the right to invite their advisor or trusted teacher to speak on their behalf in front of the committee. The student is then given the opportunity to make a statement and answer questions from members of the Honor Committee.

In certain cases, the Dean of School Life will make the decision to refer the case to the Honor Council. If the Honor Council hears the case, a recommendation will be made to the Head of School in the same manner as the Honor Committee makes recommendations to the Head of School.

It will be the sole discretion of the Dean of School Life to decide which body will hear the case of student misconduct.

The Honor Council is made up of the Head of School, the Dean of School Life, Dean of Faculty and Curriculum, School Counselor, and two faculty members from the Honor Committee. In some instances, the Dean of School Life will refer a case of student misconduct to the Honor
Council in order to gain the collective perspective of a group of adults from within the School’s faculty and staff. These cases typically involve matters in which the School feels that the privacy of the student(s) outweighs the value of the case being heard by the Honor Committee. After hearing the relevant facts of the disciplinary case, the Honor Council will render a recommendation to the Head of School that it believes will serve the best interest of the student(s) in question and the community as a whole. Once the Honor Council has delivered the recommendation, the Head of School in their sole discretion will either accept the recommendation or deliver an alternate disciplinary response.

**Student Support Committee:** The Student Support Committee convenes at the end of each of the four grading periods during the year to identify students struggling to meet academic and/or social expectations, and to communicate to students and parent(s) the extra support students must pursue in order to address any identified concerns. The Dean of Faculty and Curriculum will communicate the student’s level of academic and/or social status as well as outline the expected course of response to students and parents. Students may be placed on one of the following levels of academic and social status: Academic Warning, Academic Restriction, Social Warning, or Social Restriction (See Disciplinary and Support Responses).

**Head of School — Appeals:** Appeals by students or families who seek reconsideration or review of a student disciplinary decision must be made in writing to the Head of School within ten school days of the decision. Appeals are only granted if the Head of School in their sole discretion determines that significant new information has come to light, or if serious procedural errors occurred which materially impacted the outcome of the decision. Review will be based on the written appeal or reconsideration request, the record, and any information deemed appropriate by the Head of School or Dean of School Life, respectively. An in-person informal meeting with the Head of School may or may not be granted at the School’s sole discretion. If an appeal of a disciplinary decision is taken, the Head of School will render the final binding decision with respect to any student disciplinary matter. Please refer to the following chart for a summary of dishonorable acts and disciplinary responses:

<table>
<thead>
<tr>
<th>DISHONORABLE ACTS COMMITTED BY STUDENTS</th>
<th>DISCIPLINARY PROCESS*</th>
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</thead>
<tbody>
<tr>
<td>Academic Dishonesty</td>
<td>Honor Committee</td>
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<tr>
<td>Plagiarism</td>
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<td>Multiple Submissions</td>
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<td>False Citation</td>
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<td>False Data</td>
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<td>Translation Sites</td>
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<td>Lying/Deceitful Behavior</td>
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<tr>
<td>Theft</td>
<td>Honor Council</td>
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<tr>
<td>Lack of Respect</td>
<td>Honor Committee</td>
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<tr>
<td>Deface/Damage Property</td>
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<tr>
<td><strong>Weapons Possession</strong></td>
<td>Honor Council</td>
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<tr>
<td>Illegals Drugs/Alcohol/Tobacco</td>
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<tr>
<td>Dealing</td>
<td>Honor Council</td>
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<tr>
<td>Possession</td>
<td>Honor Committee</td>
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<tr>
<td><strong>Bullying (Non Protected Class)</strong></td>
<td>Honor Council</td>
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<tr>
<td><strong>Harassment (Student to Student/Protected Class)</strong></td>
<td>Honor Council</td>
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<td>Verbal</td>
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<td>Visual</td>
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<td>Sexual</td>
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<td>Bullying</td>
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<tr>
<td><strong>Accumulated Concerns</strong></td>
<td>Honor Committee/Council</td>
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</tbody>
</table>

*The School retains the right to notify law enforcement at its discretion where deemed appropriate; parental notification always occurs when a violation of the Honor Code is sent to the Honor Council, Honor Committee or Administration.

**Please note that it is in the School’s sole discretion to determine the appropriate course of action in any disciplinary situation and the above chart is only a guideline.**
Student
Anti-Harassment,
Discrimination and
Retaliation Policy

Sage Hill School is committed to maintaining a working and educational environment that is free of harassment, including sexual harassment, discrimination, and retaliation. This may include behavior that occurs off-campus or via social media, or other electronic communications, that impacts or affects the School community. Violations of this Policy will not be tolerated and will result in corrective action, up to and including expulsion from the School.

Harassment
This Policy prohibits harassment based on actual or perceived sex, race, color, religion, ancestry, national origin, sexual orientation, physical or mental disability, medical condition, marital status, gender identity, gender expression, age, military and veteran status, or any other basis protected by federal, state or local law (“Protected Classifications”), as applicable, or association with an individual who has an actual or perceived protected classification. This Policy prohibits both harassment by students and parents toward students and employees, and harassment by others in the community toward students and employees. Harassing conduct by students and/or parents will result in appropriate corrective action, and corrective action includes discipline up to and including suspension or expulsion from School. Harassment of students by employees will result in appropriate corrective action, up to and including termination of employment, and is addressed in a separate Policy in the Employee Handbook.

Examples include, but are not limited to:

Examples of Harassment
Harassment can take many forms, and may include verbal, physical or visual conduct.

- Verbal, written, and visual harassment includes: making disparaging statements, telling jokes, using epithets, slurs, stereotypes, insults, or labels based on an individual's Protected Classification(s), threats of physical harm or statements designed to intimidate, abuse or humiliate another, whether communicated verbally, in writing, electronically or in posters, cartoons, drawings or gestures. This may include comments on appearance including dress or physical features, or dress consistent with gender identification, or stories and jokes, focusing on race, national origin, religion or other Protected Classifications identified below in this Policy.
- Physical harassment includes: intimidating conduct, such as touching of a person or a person's property, hazing, assault, grabbing, stalking or blocking or impeding a person's movement.

Examples of Sexual Harassment
California Education Code section 212.5 defines sexual harassment as any unwelcome sexual advances, requests for sexual favors, and other verbal, visual, or physical conduct of a sexual nature made by someone from or in the work or educational setting, under any of the following conditions:

- Submission to the conduct is explicitly or implicitly made a term or a condition of an individual's employment, academic status, or progress.
- Submission to, or rejection of, the conduct by the individual is used as the basis of employment or academic decisions affecting the individual.
- The conduct has the purpose or effect of having a negative impact upon the individual's work or academic performance, or of creating an intimidating, hostile, or offensive work or educational environment.
- Submission to, or rejection of, the conduct by the individual is used as the basis for any decision affecting the individual regarding benefits and services, honors, programs, or activities available at or through the educational institution. Sexually harassing conduct can occur between students of the same or different gender.
- Sexual harassment may include, but is not limited to:
  » Unwelcome verbal or written conduct, including by notes, letters, e-mails, text
messages, social media postings, such as suggestive comments, derogatory comments, sexual innuendos, slurs, or unwanted sexual advances, invitations, or comments, pesterings for dates, making threats, spreading rumors about or rating others as to sexual activity or performance.

- Unwelcome visual conduct such as displays of sexually suggestive objects, pictures, posters, written material, cartoons, or drawings, graffiti of a sexual nature, or use of obscene gestures or leering.
- Unwelcome physical conduct such as unwanted touching, pinching, kissing, patting, hugging, blocking of normal movement, assault, or interference with work or study directed at an individual because of the individual's sex, sexual orientation, gender, gender identity, or gender expression.
- Threats and demands or pressure to submit to sexual requests in order to keep academic standing or to avoid other loss, and offers of benefits in return for sexual favors.

A. Complaint Procedure
Students and parents who believe that they have experienced, witnessed, or have relevant information about harassment should immediately report the matter to the School, either orally or in writing. Students and parents may report the matter to the Head of School, Dean of School Life or any teacher. Alternatively, students and parents may choose to report harassment or retaliation to any other employee of the School with whom they are comfortable, such as a counselor, or coach, all of whom must report the matter to the Head of School under this Policy. While the School does not limit the time frame for reporting, immediate reporting is important as the School may not be able to investigate as thoroughly or consider as wide-range of corrective actions the longer the time that has passed between the alleged misconduct and the report.

B. Interim Measure
The School may provide appropriate interim support and reasonable protective measures, if and as needed based on the particular applicable circumstances, to protect against further acts of harassment or acts of retaliation, to provide a safe educational environment, and/or to protect the integrity of an investigation. The School will, in its sole judgment and discretion, determine the necessity and scope of any interim measures.

C. Investigation Process
Upon receipt of a report of alleged harassment and any related initial inquiries, the School may request clarification and/or conduct an initial inquiry, to determine whether the oral report or written complaint alleges a potential violation of this Policy. To request clarification and/or conduct an initial inquiry, the Head of School, or their designee, may meet with the individual(s) who made the report and/or that was reportedly subjected to conduct that violates this Policy.

If the School has determined that the report pertains to behavior that may be in violation of this Policy, the School will undertake an investigation related to the reported conduct. Any investigation may be conducted by designated School personnel or by an outside investigator, in the School's sole discretion.

Students and parents are expected to cooperate in any investigation as needed. Any individual who is interviewed during the course of an investigation is prohibited from discussing the substance of the interview, except as otherwise directed by the investigator or the Head of School, as necessary in relation to any administrative or legal proceedings or as otherwise required by law. Any individual who discusses the content of an investigatory interview or who otherwise fails to cooperate with the investigation may be subject to corrective action.

D. Confidentiality
Reports of harassment will be kept confidential, except as needed to conduct an investigation, to take interim measures, to take corrective action, to conduct ongoing monitoring, or as necessary in relation to any administrative or legal proceedings or as otherwise required by law.

E. Discrimination
Discrimination is treating an individual differently because of the individual's actual or perceived membership in a Protected Classification as defined in this Policy, by
taking an adverse action against or denying a benefit to that individual. Students or parents who believe they have experienced, witnessed, or are otherwise aware of discrimination by the School, should immediately report the matter using the same complaint procedure provided for in this Policy under the above section on harassment and the above sections on interim measures, investigation and confidentiality for harassment reports, will also apply to reports of discrimination.

F. No Retaliation
The School prohibits retaliatory behavior against anyone who complains in good faith or participates in the complaint and/or investigation process pursuant to this Policy, regardless of the outcome of the investigation. Retaliation constitutes a violation of this Policy and may result in disciplinary or other corrective action. Retaliation includes, but is not limited to, taking sides against an individual, spreading rumors about or shunning or avoiding an individual, or making real or implied threats of intimidation towards an individual, because that individual reported harassment or discrimination or participated in an investigation related to a report of harassment or discrimination.

G. Remedial and Disciplinary Action
Sage Hill School will determine if the conduct violates School policy and if so, the appropriate corrective action. Any student determined to have violated this policy will be subject to disciplinary action, up to and including expulsion.

Bullying is defined by this Policy as:
Any physical or verbal act or conduct, including communications made in writing or electronically (including, but not limited to, e-mail, instant messaging, text messages, blogs, mobile phones, online games, chat rooms, and posting on a social network), targeting one or more students that has or can be reasonably predicted to have the effect of one or more of the following:

- Placing a student in reasonable fear of harm to that student or those students' person or property;
- Causing a reasonable student to experience a substantially detrimental effect on their physical or mental health;
- Causing a reasonable student to experience substantial interference with their academic performance; or
- Causing a reasonable student to experience substantial interference with their ability to participate in or benefit from the services, activities, or privileges provided by the School.

While the education code defines bullying as conduct meeting the above requirements that is severe or pervasive, conduct need not be severe or pervasive in order for the School to determine that there has been a violation of this policy.

Examples of bullying may include, but are not limited to:
- Social isolation;
- Threats and intimidation;
- Stalking;
- Direct physical contact, such as hitting or shoving, or attempting to make physical contact or inflict physical injury;
- Theft;
- Public humiliation;
- Destruction of property;
- Verbal assaults, such as teasing or name-calling;
- Creating a false profile on a social networking website, for the purpose of having one or more of the effects listed above.

Students are encouraged to and should immediately report any incidents of bullying that they either observe or that is directed toward the student or others, to the School.
Counselor, to the Head of School, or to any teacher or administrator. After the School receives an oral report or written complaint, and any clarification requested, or the School otherwise learns of an alleged potential violation of this Policy, the Head of School or designee, will determine the appropriate course of action, which may include initiation of an investigation. If the School initiates an investigation, it will conduct the investigation, as it deems appropriate, in its sole discretion, including, depending on the circumstances, retaining an outside, neutral investigator. The School will make reasonable efforts to protect students' privacy and confidentiality. Information reported will be shared only on a need-to-know basis with School personnel directly involved in an investigation or to the extent necessary to conduct an investigation and/or to take effective corrective action and any appropriate remedial action including any interim support or protective measures.

The School will provide appropriate interim support and reasonable protective measures, if and as needed based on the particular applicable circumstance during the pendency of any investigation and/or to protect against further acts of bullying, and to provide a safe educational environment. The School will determine the necessity and scope of any interim support or protective measures.

Any student determined by the School, in its sole discretion, to have violated this Policy will be subject to disciplinary action, up to and including expulsion. Any violation of this Policy by a parent will be considered a violation of the School's parent behavior expectations, and may be grounds for expulsion of the offending parent's student(s). As a separate Policy, harassment is also prohibited by the School's Policy against Harassment, Discrimination, and Retaliation.

General School Rules

In addition to the Dishonorable Acts which are addressed through the Honor Code, the School enforces certain rules, as follow:

Dress Code: The dress code at Sage Hill is designed to allow student expression of individuality and comfort. At the same time, Sage Hill students should wear clothing that is in accordance with the School's policy of honor as defined in the Honor Code. The choice of clothing and how that clothing is worn should be appropriate for a school environment and should therefore reflect our view that the School is a place of learning and clothing that is inappropriate detracts from the learning process. The following are some of the expectations for dress that should be followed at all school events:

- Clothing should cover the mid-section and not reveal too much of the leg, shoulder, chest, or back area.
- Clothing may not be vulgar, obscene, libelous, or denigrate others on account of gender, sexual orientation, race, color, religion, ancestry, national origin, disability or other protected category.
- Clothing may not promote and/or endorse the use of alcohol, tobacco, drugs, or violent activities.
- Ornamentation or jewelry that constitutes a potential safety hazard is not allowed (e.g., spiked necklaces or bracelets).
- Shoes must be worn at all times. Footwear that constitutes a safety hazard will not be allowed. Inappropriate shoes include: extreme high heels and cleated or spiked soles. Flip-flops and platform shoes are considered appropriate.

Please note: Any student dressed in a manner that reasonably makes any member(s) of the community feel uncomfortable may be considered in violation of the dress code policy.

Cell Phone: In general, the use of cell phones for calling and texting distracts students from focusing on their classmates, teachers and schoolwork. Cell phones should
be used to contact external parties only in a situation of absolute necessity, and their use must be discreet.

**Personal Electronic Devices in the Classroom:** Students should be responsible and on task when using an electronic device (e.g., smart phone, laptop, tablet) in the classroom and are not permitted to record, film or photograph without the knowledge of the teacher and/or other students.

Individual teachers will set parameters for electronic device usage. Confiscation of the electronic device for the remainder of the class or school day or banned use of the electronic device may result if a student violates a teacher's parameters for usage.

**Drone Policy:** Drones are not permitted on or above the Sage Hill School campus. If a rare case occurs in which a drone is needed for school related purposes, prior approval must be obtained from the Sage Hill School Administration.

**Note:** The above list of school rules is not intended to be exhaustive. Certain conduct may result in discipline, up to and including dismissal from the School, even if it is not expressly covered above.

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**Disciplinary and Support Responses**

When a student has violated the Honor Code or other School rules, the School's response will depend on the circumstances of the violation. A description of our disciplinary and support responses is discussed below. The School's response to rules violations will depend on, among other things, the severity of the conduct and repetition of rules violations. Please be aware that Sage Hill School is not required to follow any form of progressive discipline before making a determination to suspend or to expel a student.

Depending on the circumstances of the violation, disciplinary action for violation of the School Honor Code and/or other School Rules may include, but is not limited to, any or a combination, of the following, in the School's sole discretion:

**Parent Conference:** Parent Conferences are used to open up a dialogue between the School, the student, and the parent in the hopes of working together to correct specific behaviors. Parent Conferences are often used in conjunction with other forms of disciplinary responses.

**Social Warning/Restriction:** Social Warning and Social Restriction are responses to students who show behavior that does not meet the standards of the School.

A student may be placed on Social Warning where the behavior is not yet severe enough for them to be placed on Social Restriction. A student who is placed on Social Warning will be reviewed by the Dean of School Life who will update and recommend any possible change of status to the Student Support Committee at the end of the period of Social Warning. A student who has met the expectations of the School while on Social Warning may be removed from warning status at that time. If the student has not met the expectations of the School at that time they may be placed on Social Restriction, suspended, dismissed from school, and/or not invited to re-enroll for the subsequent year.

A student who is placed on Social Restriction will be reviewed by the Dean of School Life who will update and recommend any possible change of status to the Student Support Committee at the end of the period of Social Restriction. That student's disciplinary status may be lowered to Social Warning or possible removal from Social Restriction at that time if the behavior has met the expectations of the School. If by the end of the subsequent grading period the student on Social Restriction has not shown an improvement in effort, behavior and achievement, they may be suspended, dismissed from school and/or not invited to re-enroll for the subsequent year. Social Warning or Social Restriction status is communicated to the student and parents by the Dean of School Life. The Warning/Restriction will be communicated in writing as well by the Dean of School Life. In both cases, an expectation...
of improvement is discussed, with an appropriate course of behavior modification.

**In-School Suspension:** In-school suspensions generally are used when a student has committed a Dishonorable Act, or when a student has repeatedly committed General School Rule violations or violations of other School policies.

Students are removed from the daily routine of school. Credit for missed work due to the suspension will be at the discretion of the student’s teachers. Students serve the suspension at Sage Hill. The Dean of School Life will provide rules for serving the suspension.

A student may be excluded from activities on the day a suspension is levied against them, even though the suspension would not become effective until the following day. In addition, students may not participate in any activities such as rehearsals, practices, performances or games on the day(s) they are suspended. If the students’ suspension falls on the day of a tryout or audition, the students will be allowed to participate in that audition or tryout only, but not in any practice sessions, performances, or games. An in-school suspension will be reported to all colleges to which a student applies.

**Home Suspension:** A home suspension is identical to an in-school suspension except that the student serves the suspension at home rather than at the School. A home suspension is issued when the School feels the student has violated the Honor Code of the School in such a way that the student’s complete removal from campus is necessary. Home suspensions and in-school suspensions are both reported to colleges in the same manner.

**Dismissal from School:** The decision to dismiss a student is in the sole and absolute discretion of the School and is defined in the School’s enrollment contract. Generally speaking, students who have violated the School’s Honor Code or School Rules, who have been placed on Academic or Social Warning/Restriction or who have engaged in an offense of a serious nature (even if it is a first violation) may be dismissed from the School.

**College Counseling Reporting of Suspensions and Dismissals:** It is the School policy to disclose to colleges all disciplinary actions resulting in a suspension or dismissal from Sage Hill. When a student applies to college, their College Counselor will use the secondary school report (counselor recommendation), to disclose the nature of the incident(s) and the disciplinary action taken. In the event that the disciplinary action takes place after the student has applied or been admitted to college, the College Counselor will notify the colleges in writing of the change in disciplinary record. Receiving a recommendation from a College Counselor is a privilege, not a right. Accordingly, College Counselors reserve the right to rescind recommendations written on a student’s behalf, if the student, in the School’s opinion, fails to uphold the School’s standards.

**Other Consequences:** Restitution, confiscation of items that are in violation of school rules, and revocation of certain privileges, including but not limited to driving to and from campus, parking on campus, and Senior Privileges, are other consequences a student may face. Depending on the circumstances, police involvement is also a possible consequence for breaking any school rules.

**School’s Right to Discipline/Dismiss/Decline Re-enrollment:** The School’s enrollment contracts are for a single year only. There is no right to enrollment in any subsequent year unless a new enrollment contract is extended to the student.

The Student and the Student’s parents/legal guardians agree to abide by the School’s philosophy, policies, rules, regulations, and standards as expressed or implied in the most current Student Handbook (available on the School website) and other documents, which may be adopted or amended from time to time in the School’s sole discretion. The Student may be disciplined, suspended, or dismissed from, or denied continued enrollment in the School at any time if, in the sole opinion of the School’s administration, (1) the Student’s academic progress is unsatisfactory; (2) the Student’s conduct at School or away from School is unsatisfactory, and/or detrimental to the reputation of the School; (3) the Student and/or the Student’s parents/legal guardians fail to abide by the School’s policies, rules, and regulations or otherwise interfere with the School’s accomplishment of its educational purpose; or (4) the Student or parents/legal guardians are uncooperative, unreasonable or unsupportive of the School, its administration, its faculty or its staff. If the School terminates
the Student’s enrollment for any of the above reasons, the School may retain all sums paid and require immediate payment of any outstanding balance for the entire year.

NOTE: The School reserves the right to determine, in its sole discretion, the appropriate process (if any) associated with violations of its rules. Likewise, the School reserves the right to determine, in its sole discretion, the appropriate consequence associated with any rules violations, up to and including immediate dismissal.

Athletics Policy

To participate in Sage Hill’s athletic programs, students must meet all academic and disciplinary eligibility requirements and submit to the Health Management Coordinator a Waiver of Liability signed by their parents or legal guardians as well as any other forms required by the School.

Use of Paid Private Trainers On Campus: Sage Hill student athletes may not work with paid private trainers on campus during school hours.

Transportation Expectations: Athletes are expected to ride the bus to and from Sage Hill’s campus with their team to all off-campus competitions and practices.

Athletic Team Commitment: Student athletes who are in violation of the School’s Athletics code of ethics and quit a team at any point during the season including all post season play (sectional, regional and state playoffs) will lead to disciplinary actions which could include Social Restriction and disqualification in receiving a Physical Health credit for that season of sport.

Sport Selections: The goal for Sage Hill Athletics is for everyone to have the best possible experience in their sport with ample opportunity for both close team camaraderie and individual attention from coaches. In order to do that, there may be limits on how many participants are selected for each team. The number of participants may vary slightly year to year. Therefore, there is a chance that cuts may need to be made in certain sports each year. Although cuts may need to be made, there is still opportunity for participation each season in a sport. It is the philosophy of the Sage Hill Athletic Program to introduce an additional team when and where the participation numbers warrant the expansion of that program.

Academic Teams, Arts, and Athletics Conflict Policy: When a conflict emerges for a student who is required to attend an academic team, arts, and/or athletic event on the same day and time, it is the School’s practice for the Dean of School Life, the Arts Department Chair, and the Director of Athletics to manage the conflict for the student.

College Athlete Recognition Ceremony: The College Athlete Recognition Ceremony will be held at a Town Meeting at the end of the year recognizing and celebrating student athletes who will be playing their sport at the collegiate level. The requirement for participation in this event requires a written confirmation from the student athlete, parent of the student athlete, and the college where they will attend/compete. The Athletics department will then confirm admission to the college with the Sage Hill College Counseling department and call the college for verbal confirmation that the student athlete is an athletic recruit for their college.

Advising and Counseling

Multiple support systems are available to Sage Hill students throughout their four years.

Advisory

From their very first day at Sage Hill, all students are assigned to an advisory group that remains together through all four years. Each group comprises approximately 10-12 students in the same grade, plus a faculty or staff mentor. Advisory groups meet approximately once a week, sometimes with specific topics to address and other times just as a touch-point of support.

Helping students to solve problems, or view different options, is an important part of advising, along with communicating concerns to advisees’ families as is deemed necessary by the advisor. Twice a year on
designated conference days, the advisor meets with students and parents for student-directed meetings. Additional face-to-face meetings are scheduled as needed. The advisor is typically the first point of contact for students or parents who have any specific concerns to address.

The parents of ninth graders should expect at least two phone calls/emails home throughout the year and two face-to-face meetings to maintain close contact. As students progress through 10th, 11th, and 12th grades, they are expected to communicate with their parents about their academic progress and other concerns.

School Counselors
Sage Hill’s two School Counselors provide general support to students and their families as they navigate the sometimes challenging teen years. Counselors are available, by appointment, to consult on a broad range of concerns, such as balancing the demands of school, handling social issues, or coping with setbacks. In addition, the counselor is available to handle a crisis if one should arise. If a situation is beyond the scope of the counseling office, the counselors may suggest that the student receive appropriate outside help. Parents are encouraged to contact the counseling office for advice pertaining to their child’s life at Sage Hill.

Confidentiality
The School Counselors are members of a team of faculty, staff and administrators working to maximize every student’s well-being. To do so, confidential information may be shared with faculty, staff and administrators with a need to know in order to perform their job responsibilities. If something significant (e.g., divorce, illness of a parent) occurs in a student’s life, those who deal directly with the student can help only if they are aware of the problem. Certainly, if a student or parent explicitly requests that confidentiality be maintained, we will do our best to comply with the request to the extent that it is reasonably possible under the particular circumstances. In addition, when appropriate, the School Counselors will try to notify the student in question before calling home or notifying other adults about any situation in which the student is involved. It is the sole discretion of the counselors to decide if the student should be notified before concerned adults are made aware.

Examples of areas where requests for confidentiality may not be honored:

- When there is concern that a student may be a danger to self or others.
- Severe disability, illness, or injury (e.g., mental or physical illness that requires attention by a professional).
- Sexual/physical/emotional abuse.

If a student’s statements, behavior, or writing (e.g., journal entry or poetry) raise a concern regarding a student’s well-being or the safety of others, the faculty member will discuss the issue with the School Counselors.

Policy for Reasonable Accommodations Including Students with Learning Differences

The School adheres to the requirements of Title III of the Americans with Disabilities Act, which prohibits discrimination against qualified individuals with disabilities in public accommodations. As part of this policy, students with qualified disabilities, or their parents, may request reasonable accommodations that will permit the student full and equal access to the goods, services and operations of the School.

Request for Accommodation: A parent of a student with a disability who desires a reasonable accommodation in order to access the goods, services or operations of the School, or their parents, should make a request in writing to the Learning Specialist. The request must identify: a) the goods, services, or operations to which the student requests full and equal access; and b) the desired accommodation(s).

Reasonable Documentation of Disability: Following receipt of the request, the Learning Specialist may require
additional information, such as reasonable documentation of the existence of a disability. Students or their parents, may be asked to provide recent documentation from a medical provider, at their expense, documenting the existence of a disability. The medical provider should not identify the disability, but only indicate that: (1) the applicant or student has a disability that substantially limits one or more major life activities; and (2) the manner in which the disability limits major life activities relevant to an applicant's or student's participation in the school's education program (i.e. what are the functional limitations of the student with regard to his or her participation in the School's educational program).

Documentation of a disability will be kept confidential and will be shared only with school personnel involved with the coordination and facilitation of services and accommodations, except as is otherwise required by law or emergency health services. Since insufficient information may jeopardize the accommodations process, the School reserves the right to request additional documentation considered necessary to the formulation of a reasonable and appropriate accommodation. For example, in the case of a student with a learning disability, the school may request current cognitive and achievement testing (ex: IEP or psycho-educational profile).

Interactive Process Discussion: Students or their parents may speak to the School at any time about reasonable accommodations. However, after receipt of reasonable documentation of a qualified disability, the School will arrange for a discussion with the student and the student's parents. The discussion may include other individuals that may be helpful for the School to better understand the student's disability or limitations or the need for accommodations. The purpose of the discussion is to work in good faith to fully discuss all feasible potential reasonable accommodations.

Case-by-Case Determination: The School determines, in its sole discretion, whether reasonable accommodation(s) can be made, and the type of accommodation(s) to provide after it has engaged in the interactive process described above unless the parents and student refuse to engage in an interactive process. The School will not provide accommodation(s) that would pose an undue burden upon School finances or operations, or that would endanger the health or safety of the student or others, or that would fundamentally alter the nature of the School or its goods, services, or operations. The School will inform the student and parents of its decision as to reasonable accommodation(s) in writing.

Review: In situations where a request for accommodation is not granted the family may request a review, which will include the Dean of Faculty and Curriculum and Head of School.

Sample Accommodations: Accommodations may include, but are not limited to:
• Preferential seating.
• Use of an electronic device for note taking.
• Use of a computer for in-class evaluations and note taking.
• Extended time (e.g., time and a half).
• An alternative testing location.

Academic Support: While most eligible students perform well with the use of reasonable accommodations and the academic support provided by their teachers and advisor, some may work directly with the Learning Specialist. The Learning Specialist is not meant to take the place of a tutor, but may assist students and families in establishing helpful organizational or academic routines.

Accommodations on ACT, AP, CRWA, PSAT, and SAT: In addition to overseeing school-based accommodations, the Learning Specialist will support families who wish to apply for accommodations to the College Board and other testing agencies. This is a separate process from application for school-based accommodations, and must be initiated at least eight weeks prior to the desired testing date. Please consult the appropriate testing agencies for their guidelines and procedures. The final determination of whether a student will receive accommodations is made by the third party testing agency.

NOTE: If Sage Hill concludes that the School is unable to extend an accommodation to a student without fundamentally altering the nature of the services it provides or without creating an undue burden for the School, and the School concludes that such accommodation is in the student's best interest, Sage Hill may dismiss the student.
from the School or decline to re-enroll the student for
the next year in order to allow the student to attend an
institution that can better serve the student.

Return to Learn
Concussion Policy

If injury occurs on campus or during a Sage Hill-sponsored
activity, the Health Management Coordinator will be
contacted by a supervising adult (Coach, Teacher, Advisor,
Administrator, Chaperone) to evaluate the student. If the injury
occurs off-campus or in a non-school sponsored activity, it is
the responsibility of the student’s parent/guardian to contact
the Health Management Coordinator as soon as possible.

Once notified of an injury, the Health Management
Coordinator will contact the family/guardian to inquire about
the student’s well-being and to further inform them about
the Return to Learn Concussion Policy. If the student is an
athlete or involved in dance/theater/musical production, they
will also follow a Return to Play Protocol in accordance with
best practices and state law. The Return to Play protocol will
be tailored to the student’s activity or sport when appropriate
during their recovery.

• An email will be sent to parents explaining/outlining the
  Return to Learn Concussion Policy and introducing them
to the Learning Specialist (LS) who will coordinate with
the student, parents, and teachers a plan to return to
their academic workload.

• The Health Management Coordinator will contact the
  student’s teachers and Learning Specialist, informing
them that the School is aware of the injury and that the
protocol is in place for the affected student.

Prior to attending any classes post-injury, it is suggested
that the student and/or parent meet with the Learning
Specialist, where the student’s symptoms will be evaluated
and an appropriate plan will be put into place to support
the student’s academic success. If possible, the Health
Management Coordinator will also attend. During this
meeting any immediate or future academic accommodations
and the limitations on the student’s participation in school

activities other than class (e.g., dances, pep rallies, field
trips, etc.) will be discussed.

• The Learning Specialist will contact teachers by
  email discussing any necessary academic and
  participatory accommodations that have been
  approved for the student. The teacher and Learning
  Specialist will continue to communicate weekly
  about the student’s progress.

• The Learning Specialist will continue to follow up with the
  student and parents as necessary.

• Student will return to classes with/without
  accommodations. Participation in school functions such
  as a dance, pep rally, field trip, etc. will be restricted
  based on their symptoms and agreed accommodations.
  Once the student has returned to a full academic load,
is caught up with their assignments, and functioning
normally, they will be considered “cleared.” The student
may or may not be fully “cleared” from an academic
standpoint, before they will be able to begin the Return to
Play protocol.

Campus
Leadership
Opportunities

Leadership opportunities at Sage Hill include, but are not
limited to, elected or appointed positions in the campus
groups described below. Due to the time commitment involved
and our desire to engage as many student- leaders as
possible, students will be allowed to participate in only one of
these groups at a time. The exceptions are the Student Body
President, who also sits on the Honor Committee, and the
Student Body Vice President, who also sits on S.A.M.E., as
well as members of Student Ambassadors.

All Sage Hill students who hold positions in these
organizations are expected to adhere to the highest standards
of behavior of our school, whether on or off campus. Any
actions that negatively impact a student’s ability to uphold the
duties of their office may result in the student’s removal from
the group, within the School’s sole discretion. Any student
who is placed on Social or Academic Restriction will be asked
to step down from their participation in these groups for the remainder of the academic year.

**ELECTED LEADERSHIP**

Student Council Sage Hill’s Student Council plans activities and incorporates student needs and desires into the life of the School, while maintaining a close relationship with faculty and staff. Students must be elected to Student Government positions. Contact the Dean of School Life for more information.

**APPOINTED LEADERSHIP**

The following leadership opportunities have limited membership and are open to students via a selection process that may include a written application, recommendation from adults on campus, interview with students and/or adults and review by student and faculty/staff committees.

**Honor Committee**

Honor Committee members, in addition to hearing cases of student misconduct, are responsible for maintaining school culture and educating the community in all aspects of honor and school life. Rising juniors and seniors are selected through an application process. Interested students should contact the Dean of School Life for more information.

**Peer Counselors**

Peer counselors work closely with ninth grade students to ease the transition to high school and support those who find themselves in difficult social, family and community situations. While student peer counselors are not licensed professionals, and do not provide professional counseling services, student peer counselors are trained to hear and respond to students’ needs, and to refer them to the School Counselors when necessary. Interested students should contact the School Counselors for more information.

**S.A.M.E.**

Members of Sage Advocates of Multicultural Education (S.A.M.E.) advocate for respect and acceptance of the differences within our community. Interested students should contact the Sage Center Assistant Directors.

**Student Ambassadors**

Student Ambassadors support the Admission office by interacting with prospective families throughout the year. Students must exhibit school spirit and exemplify the School's values, acting as positive spokespersons. Interested students should contact the Associate Director of Admission.

**OTHER LEADERSHIP OPPORTUNITIES**

**Senior Leaders**

Every senior at Sage Hill is expected to be a role model to the underclassmen. Seniors are expected to lead by example and set the tone for the entire school.

**Sports Captains**

Each sport selects team captains who are expected to lead by example on the playing field, in the classroom and in the broader community.

**Clubs/Academic Teams**

Sage Hill offers numerous academic teams and clubs in the arts, academic enrichment, hobbies, and recreation. Meeting times are decided by each club/academic team and may be during or after school, or on the weekend. Sage Hill prohibits the formation of clubs/academic teams that are discriminatory in nature. All clubs/academic teams should be consistent with Sage Hill’s mission and Honor Code. All clubs/academic teams must be approved by the Dean of School Life, who will consider the subject and purpose of each proposed club before making a decision.
Sage Hill Parents

At Sage Hill, we consider parents an important part of the community. We foster a collegial relationship between parents, faculty and staff, and offer numerous ways for parents to be actively involved. By being involved at Sage Hill, parents gain a more intimate view into their children’s experience, get to know our faculty and administrators and develop friendships that can last a lifetime.

Getting Involved
The Parent Association (PA) hosts monthly meetings and organizes key events throughout the year. Our meetings are educational as well as organizational in nature. They typically feature speakers, either from within the faculty or staff or outside professionals, on topics of great interest to our parent community. The PA offers volunteer opportunities to suit your talents, interests and availability. Our committees organize faculty/staff appreciation luncheons, Career Panels, Grad Night, the Multicultural Fair and much more. Visit the PA website for a complete description of volunteer opportunities.

Supporting Sage Hill
We gratefully acknowledge the role of generous contributions from parents in maintaining the exceptional quality of Sage Hill School. Our programs are deeply enriched by your support. Your donation is also a symbol of your confidence in Sage Hill and demonstrates to outside foundations and funders a commitment to our mission.

Annual Fund
Each parent is encouraged to donate to Sage Hill’s Annual Fund at the level with which they are comfortable. The Annual Fund is an integral part of our operating budget and funds school programs, such as arts and athletics, faculty professional development, technology and more. We aim for 100% participation. The only gift too small is no gift at all, and all gifts are tax deductible.

OTHER PHILANTHROPIC OPPORTUNITIES

Spring Celebration — Each spring, our community gathers for the signature fundraising event of the year. Our evening of celebration includes student performances, silent and live auctions, fine dining, live music, and dancing. Amidst the festivities, we build support for our transformational programs.

Sage Hill Scholars Endowment for Financial Aid — This endowment reaffirms our commitment to enhancing access to a Sage Hill education, which will, in turn, support a cherished aspect of our community: the diversity of our student population.

The Sage Center Endowment — This endowment works to sustain the Hamoui Family Sage Center for Innovative Curriculum in perpetuity, integrating the Six Cs and building cohesiveness in our curricular and co-curricular programs.

Planned Giving — A charitable gift in your overall estate or financial plans helps ensure Sage Hill’s continued excellence in the future.

Other Designated Giving — From time-to-time, a donor may have a specific project or program they are interested in funding. Please contact the President of the School to discuss specific designated giving ideas you may have.

Throughout the year, a variety of activities give parents the opportunity to engage with the community. Check eNews and calendar updates weekly for information about upcoming events.

Sage Hill Student Acceptable Use Policy (AUP)

Sage Hill School believes that technology, when utilized safely and honorably, inspires innovative teaching, nurtures all learning styles, and creates unique opportunities to connect our students with their community. We believe that every student can and should master the information and tools necessary to be passionate learners, global citizens and leaders. We also believe all members of our School community should be supported as they employ technology in the service of our students’ success.
Sage Hill School is pleased to provide network services for students so they may access educational resources and work collaboratively with peers and others outside the School community. These resources include the School computers, network data ports, wireless network and remote connections allowing Internet access, online course pages, email, and personal and shared folders from School and home (“technology resources”).

Our Acceptable Use Policy is intended to clarify the student’s responsibilities in using the Sage Hill’s technology resources.

The Sage Hill technology resources are the sole property of Sage Hill. Use of all technology resources, including but not limited to @sagehillschool.org email, is a privilege, not a right, afforded to students of the School. The School reserves the right to monitor and inspect all traffic, including email and web browsing activity, to ensure compliance with School policies. The School’s technology resources should not be used for transmission of sensitive or personal information or in violation of any School policy. No user of the School’s technology resources should have a reasonable expectation of privacy in anything created, maintained, sent or received through the School’s system.

The following additional rules apply to students’ use of the School’s technology resources:

**Proper Usage:** Technology resources are provided to promote educational excellence. During class time, technology resources are to be used for academic purposes only. Students agree to:
- Meet any technology rules imposed by faculty members.
- Do not make audio or video recordings of other people without obtaining permission.
- Keep their passwords private and never attempt to discover or use the login information of another student.
- Treat technology equipment with respect and contact a faculty member or administrator if they discover broken equipment.
- Obtain permission from a faculty member before copying, downloading, or installing any software or programs to or from School computers.
- Obtain permission from a faculty member before using disks or flash drives from sources outside the School.
- Respect School security measures on School or remote computers or networks. It is never acceptable to circumvent security configurations.
- Only visit websites with appropriate content. It is never acceptable to knowingly access any sites, or follow any links, that would be offensive to any student, faculty or staff member, or parent because of pornographic content, nudity, or obscenity; racial, ethnic, or other slurs; or violent or illegal content. If a student finds an inappropriate website, he/she will leave it immediately and will not show it to another student. Students will seek guidance from a faculty member if they encounter any site or material that is inappropriate, or if they are unsure how to proceed.
- Behave in a manner that is consistent with the Sage Hill Honor Code and in accordance with the School’s policies.
- It is never acceptable to write or send obscene, threatening, or otherwise harmful messages, pictures, video or music to anyone in the School community from home or school via online communication such as emails, text messaging, social media, etc. The School refers to this as “Cyber-Bullying” and such conduct is also prohibited by the School’s Policy Against Bullying. If a student becomes aware of such behavior, he/she must report this to a teacher immediately.
- Only access, delete, move, or change files or folders that belong to them.
- Students must keep personal address, phone number, or any other personal contact information private. Students must not share personal information about others, including peers, over the internet.
- Keep the School settings on any computer or laptop on campus.
- Practice good digital citizenship when researching or producing schoolwork. Students will not plagiarize works found on the Internet; students are responsible for producing their own work in completing school assignments.
- Responsibly use communication tools. It is never
acceptable to post chain letters or engage in “spamming.” Spamming is sending an annoying, or unnecessary message to a large number of people.

**Safety:** Students must promptly disclose to a faculty member or other administrator any message they receive that is inappropriate or makes them feel uncomfortable. Also, if a student mistakenly accesses inappropriate information, the student should immediately inform a faculty member or an administrator.

**Vandalism:** The entire community suffers when computer systems are disrupted. Students agree to refrain from vandalism, including the following: attempting to access the files or folders of others or to bypass the security software; revealing passwords to others; unauthorized installation, removal, or copying of any software or data files; modifying or circumventing any computer software or network settings; or changing any hardware connections or cabling.

**Password Protection:** Students agree to respect others’ privacy and not use another person’s account or password, even with that person’s consent. Students must also not disclose or allow others to use their passwords.

**Copyright & Plagiarism:** Students are responsible for producing their own work in completing school assignments. Downloading and copying another individual’s work from the Internet without crediting the author is plagiarism. Copyright violations include the copying of computer software or written materials without the permission of the author.

**Misuse:** Students agree to report any misuse of technology resources to a faculty member or administrator.

**Parental Use and Conduct:** If parent or legal guardians have occasion to use the School’s technology resources, they are considered bound by this policy as well.

The AUP, set forth above, outlines standards and practices designed to protect the student and help ensure that all Sage Hill students have access to the technology resources provided by the School. If you have any questions about acceptable practices or any other issues regarding the use of the School’s technology resources, contact the Director of Library and Technology.

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### Social Media Policy

This policy applies to all students of Sage Hill School in their use of the Internet, social media, and electronic communications, regardless of whether that use is through devices and resources of the School or any other devices or resources.

**Adhere to School Policies and Regulations**

To the extent a student's Internet, social media, and electronic communications use affects other School students or employees, School families, or their participation in the School community through work, education, or otherwise, students are required to follow School rules, including but not limited to the provisions of this Policy, the School's Honor Code, the School's General School Rules, the School's Policy Against Harassment, Discrimination and Retaliation, and the School's Policy Against Bullying. If a student engages in any use of the internet, social media, or electronic communications that creates a substantial disruption at School or materially interferes with School activities, that reasonably leads the School to foresee such disruption or interference, or which interferes with the rights of students, employees or School families, the School may take steps to address the disruption, including disciplinary action against the student. This includes, but is not limited to, any statements, comments, photographs, images, videos, or audio recordings that are posted online or distributed via social media. Distribution or posting of potentially embarrassing or mean-spirited electronic communications can cause the target or subject severe emotional and psychological harm and damages the sense of community that the School strives to maintain.

**Other Prohibited Behavior**

- Do Not Engage in Unlawful Conduct, Including Threats: Students cannot post statements, photographs, video or audio that reasonably could
be viewed as violating the law, such as unlawful threatening conduct.

- Do Not Engage in Bullying of Fellow Students:
  Students are prohibited from engaging in conduct that violates the School’s Policy Against Bullying, which also includes a detailed definition of “cyber-bullying.”
- Do Not Make Inaccurate or Defamatory Statements:
  Never communicate any information or rumors that you know to be false about fellow students, faculty, or employees of the School, or anyone.
- Do Not Infringe Others’ Rights or Privacy:
  Do not disclose information that may violate student, School family, or employee rights.

It is recommended that, in order to keep a student’s personal life separate from their school life, the student should use privacy settings to restrict personal information on public sites. Also, students should consider whom they invite or accept to join their social networks, as those individuals will have access to personal profiles, photographs, etc. Students should understand that even if they have private settings, those whom they invite into their network can easily, print, save, cut, paste, modify or publish anything they post. Also, as a general matter, students should consider that their online reputation may follow them into their future academic, personal, and professional life, including the college admissions process. Material can be archived on the Internet even after it is removed, and search engines can turn up posts many years after they are created. For all these reasons, it is best for students to use discretion and judgment in on-line posting and activity.

Access to Student Records

Parents of currently enrolled or former students may review any and all student records related to their students that are maintained by the School. If parents are divorced or legally separated, both parents have the right to access pupil records unless the School is provided with a court order that specifies otherwise. Also, a divorced or legally separated parent is not entitled to review financial aid records containing information about the other parent’s finances.

A. Procedure for Requesting Student Records

All requests to review student records must be directed to the Head of School. Student records will be made available for parent review during school hours and the review will take place at on School’s campus. A School employee will be present to assist and to oversee the inspection of records. Parents may also request assistance from School staff in interpreting records. To the extent that a student’s records are not located at the School, the parent will be notified of where all official records of the student are located.

B. Circumstances Where Parent/Student Access to Student Records May Be Restricted

In following limited circumstances, marks, transcripts and diplomas may be withheld from parents or students:

- Where a student has failed to return loaned School property or willfully damaged School property, the parent and student must be notified of the unreturned or damaged property. The parent and student will be offered an opportunity to return the property, pay for the damage or, in lieu of payment, the student may perform community service. If these efforts fail, the School may notify the parent/student that the School will withhold the marks, transcript, and diploma of the student from the parent and student until the issue is resolved.

C. Disclosure of Student Records to Third Parties

Parents of students under 18, and students 18 and over, may provide written consent to third parties to access student records as follows:

- The written consent must specify the records to be released, the purpose(s) of record release, and the party to whom the records may be released.

Written consent is not required to disclose student records in the following circumstances:

- School officials and employees may access student records when there is a legitimate educational interest or as necessary as part of their job duties.
- Information contained in student records may be released to state and local officials or agencies to the extent that the information is required to be reported pursuant to state law.
• Information contained in student records may be released to appropriate persons in connection with an emergency if the knowledge of the information is necessary to protect the health or safety of a student or other persons.
• Information contained in student records may be released to officials and employees of private schools or school systems where the student is enrolled or intends to enroll.
• Student records may be released to those authorized in compliance with a court order or lawfully issued subpoena or as otherwise required by law.

Custody Disputes and Arrangements

Custody Arrangements and Rights Of Non-Custodial Parents
Sage Hill School requires all parents/guardians to keep the School informed about changes to a student's home location, family contact information, custody arrangements, or other changes that might impact the student's educational experience.

Noncustodial parents generally retain the same rights as custodial parents, unless a court order restricts the rights of the non-custodial parent. These rights include but are not limited to accessing their student's records, participating in school activities, receiving communications from the School, and visiting the student at school. Any custody-related court order binds the parties to the proceeding and not the School. However, the School recognizes that certain court orders impact the student's educational experience. For that reason, the School requires parents to notify the School of any applicable and relevant court orders that impact the student's educational experience, and to provide copies of such court orders when requested by the School.

When custody arrangements or disputes among the parents regarding the student's educational experience impede the School's ability to maintain a positive and constructive relationship with the parents, the School may terminate the student's enrollment or ban one or both parents from entering School property or participating in School-sponsored events.

Parents' Requests for Statements Regarding Custody or Divorce Proceedings
The School is committed to working collaboratively with parents. Consistent with the School's philosophy, an appropriate learning environment is only possible when the School and parents act in partnership with one another. Open, candid communications between parents, faculty, and staff are simply essential.

As a result, the School will not become entangled in disputes between parents. Parents are not permitted to ask School employees for statements (such as a letter, declaration, or affidavit) in support, or in opposition to, divorce or custody proceedings, and School employees are not permitted to provide such statements.

Student Recommendations

It is Sage Hill School's policy to only provide letters of recommendation for students if the student and their family have waived the right to view the recommendation letter, and such letters are sent directly to the requesting school. Sage Hill School may require families to execute a release before providing a letter of recommendation for a student.