

Saddle River Day School
Student and Family Handbook
2018-2019
(rev 9/25/2018)

CONTENTS

SRDS Mission Statement
SRDS and Parent(s)/Guardian(s)
Statement of NonDiscrimination
SRDS History
School Website
School Closing
Class Schedule
Academic Policies
Academic Integrity/Honor Code
Academic Reporting
College Counseling
Principles of Conduct
Personal Conduct
Health Service regulations
Athletics
General Policies
Student Leadership
Honorable Use Policy

The most accurate calendar of events is the SRDS digital calendar available on the website.

During the year SRDS may supplement and/or amend this Handbook. Written communication with parents and students will be made when major changes occur.

Statement of NonDiscrimination

SRDS does not discriminate on the basis of race, color, national or ethnic origin, sexual orientation in admissions, educational policies, scholarships, loan programs, athletics, and other school-administered programs. SRDS complies with all state and federal antidiscrimination laws.

Mission, History and Campus

Mission Statement

We inspire each child to achieve personal excellence and to become a caring and ethical contributor to society.

Core Values

Everyone Counts At Saddle River Day School, all children and adults matter; their talents and contributions are prized.

Love of Learning Saddle River Day School engenders a lifelong love of learning in our students with a caring and committed faculty, staff, and administration.

Intellectual Risk Taking Intellectual risk-taking is encouraged and celebrated through a nurturing, intimate environment that ensures the physical and emotional security of each child.

Operating Principles

- *Recognize and develop the individual talents and gifts of each child.*
- *Ensure a complete education, which involves a combination of core content, basic skill development, conceptual understanding of the academic material, and the development of the integrity and skill to make individual, ethical decisions.*
- *Articulate and maintain the highest academic, aesthetic, athletic and behavioral standards.*
- *Maintain small classroom environments.*
- *Teach and integrate technology into the daily curriculum in a relevant manner.*
- *Encourage intellectual risk-taking and a commitment to lifelong learning on the part of children and adults as they grow into a community of learners.*

History and Campus

Saddle River Day School was incorporated and registered in the State of New Jersey as a nonprofit educational institution in 1957. It has been in continuous operation since then and is fully accredited by the New Jersey Association of Independent Schools and the Middle States Association of Colleges and Schools.

Main Hall The original building houses lower school classrooms, art room, science room, and lower school library. In addition, the administrative offices of the Head of School, Admissions, Development, the Business Office, and the Alumni Office are located on the first floor. On the lower level of the building is a multipurpose meeting room and an adjoining outdoor patio.

Alford Hall Alford Hall houses the administrative office of the middle school, a video studio, learning specialist, middle school classrooms and middle and upper school science labs and mathematics classrooms, facilities for art and music, and the Performing Arts Center.

North Hall North Hall contains the upper school administrative offices, the library, the graphic arts room, band room, IDEAS lab makerspace, middle and upper school classrooms, kitchen, dining rooms, gymnasiums, and fitness room. Within the North Hall Library are quiet reading areas, digitally capable collaborative work areas, and the desk of Reference Librarian.

Athletic Fields There are two sets of tennis courts, two soccer fields along with a softball and baseball field.

Academic Calendar

August 20

August 27

August 29

August 28-30

September 4

September 5 – November 30

September 5

September 6

September 10-11

September 13

September 19

September 27

October 5

October 13

October 15

October 26

November 16-17

November 21-23

November 30

December 3 – March 1

December 21 (half day) – January 7

January 7

January 21

January 22

January 28-February 1

February 4

February 18

March 1

March 1 - May 31

March 1-3

March 11-22

March 25

March 29

April 19

April 22

May 6-17

May 16

May 17

May 27

May 31

June 3-5

June 5

June 6

June 7

June 7 and 10

2018-2019

Fall Sports and AP Classes begin

New Faculty Orientation

International Student Orientation

Opening Faculty Meetings

MS Student Orientation

First Trimester

School Opens

New Parent Recept. + LS Back to School Night

School Closed - Rosh Hashanah

MS Back to School Night

School Closed - Yom Kippur

US Back to School Night – 9-12

Grandparents' Day

Homecoming

Week of Interim Reports

Conference Day - no classes

Fall Drama

Thanksgiving Break

End of Trimester 1

Second Trimester

Winter Break

Classes Resume

School Closed - Martin Luther King Day

Week of Interim Reports

ERB testing Grades 2-8

Professional Development - No Classes

Presidents' Day - No School

End of Trimester 2

Third Trimester

Spring Musical

Spring Break

Classes Resume

Half day classes then Spring Conferences

School Closed –Passover and Good Friday

Week of Interim Reports

AP Exams

12th grade Blue & White Lunch; Senior Awards

Commencement – 6 pm

School Closed - Memorial Day

End of Trimester 3

Final Exams and Projects

Half day for LS and MS; 8th grade moving up

Teacher Work Day - no classes

Awards Gr. 5-11; 4th grade moving up

Closing Faculty Meetings

Dates do change during the year. To get the most current updates, check the calendar on the school's website.

General Information

Approach to working with students

Students across SRDS are held to high expectations both academically and behaviorally. We place great emphasis on students being a part of a learning community and, to that end, their awareness of the expectations laid out in this handbook are integral to their success while attending SRDS. We understand that primary and secondary school is a time of fundamental growth and change among students. As such, while we are guided by the principles and policies established by our student handbook, we treat each student as an individual.

We challenge our students academically with a rigorous college preparatory curriculum and we encourage them to challenge themselves as well, but we recognize that, developmentally, adolescents take risks and are learning how to be independent and make sound decisions.

Additionally, Upper School students are considered role models for students in the other divisions of our pk-12 community and, given the shared spaces in our small school, they are expected to lead by example and set a tone of mutual respect.

Annual Enrollment

The Saddle River Day School is a selective, nondiscriminatory, independent school, which maintains high standards of academic and personal excellence. One's standing as a student at SRDS is governed by an annual Enrollment Contract. If a student's grades fall below an acceptable level or if personal and/or social behavior does not meet acceptable standards, one may not be offered an enrollment contract for the next academic year. In some cases, a conditional enrollment contract and letter of explanation may be offered. In such a case, the student's parents will meet with the SRDS school officials to confirm and discuss the conditions of the contract and/or letter.

Further, SRDS is limited in its ability to help students with moderate and severe learning disabilities. Enrollment contracts may not be offered or may be withdrawn if, in the opinion of the faculty and administrative staff of SRDS, the School is unable to meet the learning needs of a particular student. In addition, SRDS reserves the right to prohibit a student from attending classes or to withhold report cards, schedules and/or transcripts and advise any school of the nonpayment of fees, if any payment is not made in accordance with the terms of the Enrollment Contract.

SRDS and Parent(s)/Guardian(s)

Students must live with a parent/guardian. When parents are away or on vacation or business trips, they must provide adequate supervision by having a responsible adult in their home or having their children live with another family. Parents will supervise student parties held in their homes and will support the SRDS drug and alcohol policy.

Saddle River Day School believes that a positive and constructive working relationship between the School and the student's parent(s) or guardian(s) is essential to the fulfillment of the School's mission. Your cooperation and respect with regard to faculty, staff, and administration will help us reach this goal. The School reserves the right to dismiss a student or not to enroll a student if the School reasonably concludes that the actions of a parent or guardian make such a positive and constructive relationship impossible or seriously interferes with the School's accomplishment of its educational purposes. The decision of Saddle River Day School in this regard shall be final.

Saddle River Day School website

Communication between home and school is facilitated by the school's website often referred to as the portal. Parents and students have unique logins and passwords on this site. Password protected information found on the school's website include:

- Directory of SRDS community members including teachers and staff
- Class pages including course expectations, homework and other assignments
- Student schedules
- Report cards
- General forms and information about the school's curriculum and policies
- Calendar of school events
- Important notices such as school closing

Teachers use this site to send progress updates home and the school uses it for general communication to parents. Parents should regularly update their own contact information through this site so the school always has the most current addresses and phone numbers.

School Day

The academic school day begins at 8:00 am. Dismissal for prK-2 students is at 3:00 pm and at 3:10 pm for grades 3-4 students. Middle and upper school students dismiss at 3:26 pm. For middle and upper school students, sports teams begin practices at 3:30 pm.

School Closings and Delays

The decision to delay or close school is not made lightly and is made with the safety of all community members including teen-aged drivers in mind. In the event of school closure or delay, you will be notified via a recorded phone message, no later than 6:30 am except in highly unusual circumstances.

- Please be sure that the contact information in the school's directory is current so that the notification is sent to the correct phone number and that a parent/guardian can be reached during the day in the event of a midday school closing.
- If you are out of town and suspect an early closing, please call the school for confirmation.
- Please note that the **NEW YORK STATE** bus companies are known to give SRDS as little as 30 (thirty) minutes' notice regarding early pickups. We will not release a lower school or middle school child without confirmation of parental availability for the child at the drop off point.
- Every effort will be made to open school when driving conditions in and around the larger area are safe during travel times; however, if the conditions in your area are not safe to drive in, please call the school and let us know that your child will be late or absent due to unsafe travel conditions.

Academic Policies - all divisions

Advisory Program

The Advisory Program establishes and maintains a close working relationship between students and faculty members. The faculty member provides academic guidance as well as social and community awareness, in the hopes of preparing students to become well rounded and focused on their academic and social development. Each Upper and Middle School student is assigned a faculty advisor who will help guide him or her through their year(s) at SRDS.

Reporting of Student Progress

The academic year is divided into three trimester grading periods at which time report cards are electronically issued. Yearlong grades are a weighted average of the three trimesters and final exam or projects if there is one. Progress reports are shared at the halfway point, or interim period, of the trimester as needed. For classes that receive grades, progress is reported using letter grades according to the scale listed below.

Grading Scale

A+ (97-100)	A (93-96)	A- (90-92)
B+ (87-89)	B (83-86)	B- (80-82)
C+ (77-79)	C (73-76)	C- (70-72)
D (65-69)	F (64 and below)	

Academic Honors

Dean's List – term honor

In order to achieve Dean's List status for any given term, a student's grades for that term must satisfy the following criteria:

- The term average must be at least a B+
- All term grades must be a B or higher.

Honor Roll - year honor

In order to achieve Honor Roll status, a student's grades for the year must satisfy the following criteria:

- The yearlong average must be at least a B+
- All year long grades must be a B or higher

Head of School - year honor

In order to achieve Head of School's Honor Roll status, a student's grades for the year must satisfy the following criteria:

- The yearlong average must be at least an A-
- All year long grades must be an A- or higher

Upper and Middle School Academic Guidelines

Upper School students are required to enroll in a minimum of five major academic courses (those earning 1 credit per year) each year plus physical education. The only students that are exempt from this requirement are students enrolled in four AP courses. Minor courses earn less than 1 credit per year.

Middle School students have a set course of study including math, science, history, English, world language, art, and physical education. Band, Chorus and a second language are possible electives. Detailed course descriptions including prerequisites are available online.

Graduation requirements

To graduate from Upper School, students must successfully meet the following minimum requirements. Each full-time year long course earns three credits per year. Full-time courses meeting for one trimester earn one credit. Classes, such as those in the Arts Department, that meet less than full time, earn credit based on the frequency with which the class meets.

Credit Distribution

4	English
3	History (through US History)
3	Math (through Alg II)
3	Lab Science (bio, chem, and one lab science)
3	Language (through level III in one language)
1	Art (performing, fine or graphic) 4 yrs Physical Education Physical education each year Health in 10th grade

Homework

- 5th 8th grade: Approx. 50 minutes for 5th graders; 75 minutes for 6th graders; 90 for 7th graders and 105 minutes for 8th graders of homework total
- 9th - 12th grade: Approx. 30-40 minutes per major academic subject.

Longer term projects may require students to devote more time than this to their studies at various times throughout the year. Homework is not assigned over religious holidays or over Thanksgiving, Winter or Spring breaks.

Academic Work

Class work and homework is expected to be submitted on time. If a student is absent on a due date, it is his or her responsibility to contact the teacher. Students who are absent the day an assessment is given or a paper or project is due are expected to make up that assessment on the day they return to school. If possible, papers and other long-term assignments should be submitted electronically by the original due date.

Missed homework assignments due to absence should also be made up promptly and, if possible, students should use the portal to complete assignments on the days they are out to the extent that they are able. We ask parents' cooperation in helping students to meet deadlines.

When a student is on a school sponsored activity, such as an athletic event, performing arts event or field trip, and returns to school on or after 8:30 pm. The following homework policy will be in effect:

- Students should try to complete all work for the next day, if at all possible.
- Students will be required to take all tests and quizzes assigned for the next day.
- Students that are unable to complete their other homework will be given ONE extra day to complete their other assignments.
- This does NOT include papers, projects etc. assigned more than one day prior to the late evening return.

Summer reading

A Summer Reading Program is part of the Saddle River Day School education, and students are required to read assigned books for their English classes. Other classes may also have required reading as well. At the beginning of the school year, students will be tested to demonstrate their awareness of the text.

Honors courses

Students seeking an Honors course recommendation for the following year must have a minimum grade of B+ **and** the approval of the Department Chair and permission of their current teacher. Performance on assessments is of particular importance in gaining this recommendation. Students in Honors classes are expected to maintain honors level work.

Advanced placement courses

Advanced Placement courses are college level courses generally offered in the major subject areas. As a result, these courses are meant for those students that display initiative, effort, and achievement. A good portion of the work in an AP course is independent of the classroom instruction and thus requires an advanced level of student maturity. Students who are interested in taking Advanced Placement courses should discuss the possibility with the appropriate department chairperson. Teacher and department chair recommendation along with a minimum grade of A- on assessments and as a class average in the prerequisite course is required to be considered for AP level coursework.

During the school year, any term grade below “B” may require a meeting for the purpose of reevaluating the student’s status in the course. Every AP student must take the AP examination for that course. Failure to appear for the exam will result in the loss of the ‘AP’ designation on the final transcript. Lastly, AP courses begin two weeks before the formal start of the school year.

Course Selection Process

Teachers make course recommendations for the upcoming school year in the spring of the current year. Students work closely with their advisors during this process and use these recommendations to request their courses. There is an appeals process in both Middle and Upper School, should a student seek to challenge a teacher’s recommendation.

Course changes

Students wishing either to change a course or add a new course can do so within the first ten (10) school days without penalty or transcript record, as long as parental permission is obtained along with the approval of the student’s advisor. After the first 10 days of the school year, teachers may recommend that a student change a course up until the mid-point of the first trimester, again without transcript record.

Appropriate grade adjustments will be made for a student moving from one level of a course to another level of the same course. Missed work in the new course must be made up promptly. Outside of the above timelines, a student changing any course may have one of the following designations entered on the student’s transcript: Course Withdrawal – Passing or Course Withdrawal – Failing

Final Examinations

Final examinations and/or culminating final projects are assigned in each course as appropriate. These are cumulative exams cover material and skills taught throughout the course. Final Exam length for Grades 8 – 12 will be 2 hours, for Grade 7 – 1½ hours. AP courses have simulated exams that are given in the spring and count as a significant grade in the third trimester.

Learning Accommodations

Our approach to teaching keeps in mind that each student learns differently. As such, many common accommodations are already a part of our classrooms. A student seeking formal accommodation for a diagnosed learning disability needs to provide current documentation

including a complete educational, developmental and relevant medical history, with a detailed account of the testing used, results and dates of testing. The functional limitations resulting from the disability must be detailed and the evaluator's credentials as to licensing, certification and area of specialization set forth.

Once current testing is received, appropriate accommodations beyond our regular classroom structures may be considered. SRDS may not be able to meet all accommodation requests and parents will be notified of the accommodation requests that the school can implement. For example, an extension on timed testing does not exceed 50% extended time.

In order to qualify for additional time and/or reasonable accommodations for standardized testing such as the PSAT, SAT, preACT, ACT and/or AP examinations, a separate request is made to the appropriate testing bureau. Our learning specialists can help in that process.

Incomplete coursework or course failure

If a student is not able to complete the required coursework in the time allotted, an "I" for an incomplete is given. It is expected that the student will be able to complete the missing work in a quick and reasonable amount of time. Once the coursework is completed, the earned letter grade is recorded.

A student earning a final grade of an "F" in a sequential course will not be allowed to enroll in any subsequent course unless a grade of "C" or above in a remedial course is attained. If a student has earned an "F" the course will be repeated the following year or over the summer in order to move on to the next course. If the course is repeated, both grades appear on the transcript.

Academic Probation

Academic probation indicates that a student is not satisfying the school's minimum scholastic standards. Students are placed on academic probation under one of the following circumstances:

- Their term cumulative average is less than a "C".
- Their term grades include one "D" or "F"

Students on academic probation may be ineligible for extracurricular activities such as sports, play rehearsals, etc. Extracurricular eligibility will be reviewed every three weeks by the divisional Division Heads. Students must arrange to attend extra help sessions in each of their deficient courses. Teachers are more than willing to assist students after school, or possibly during a study period. Continuing poor academic performance may jeopardize a student's chances for re-enrollment for the following school year. The appropriate division head will notify parents and students of such status, in writing.

Academic Integrity

Students enrolled at Saddle River Day School accept an Honor Code. Each time they submit work under their own name, they are pledging the below:

"I will neither give nor receive any unauthorized assistance on my school work."

Academic dishonesty includes, but is not necessarily limited to, cheating, plagiarism, falsification, multiple submissions, complicity, sharing of homework and interference. We understand that collaboration is often an essential part of learning, but it should be clear that working with a fellow student or assisting someone to understand the homework is not the same as doing the homework for him/her. In short, any work a student turns in is expected to be their own work produced honestly and with access to the materials and assistance allowed.

It is a violation of the academic integrity policy for tutors to write or to overly influence the production of a student's paper, homework or any other academic work. Assisting a student in understanding a topic, concept or question is allowable but the work produced must be in the student's own words, calculations or artistic expression.

If there is a violation of the Academic Integrity Policy:

- The teacher meets with the student privately to discuss concerns and notifies the head of the division of a violation.
- Parents are notified and if necessary a meeting is held to discuss the incident and consequences.
- The student may have a hearing with the Judiciary Committee.

Consequences may include any of the following sanctions or combination thereof, although they are not limited to these sanctions.

- Recompletion of the assignment.
- No credit or failure for the academic exercise.
- Reduced grade for the course.
- Recommendation for Academic Probation.
- Detention.
- Suspension from school.
- Dismissal from the School.

Plagiarism

Plagiarism (including internet/electronic plagiarism) is intellectual theft. It constitutes the use of another person's words (copying without quoting) or ideas (changing a word here and there) without giving the author credit with either a footnote or statement attributing the credit to its proper source. For a beginning writer, it is an easy mistake to make. It is also easy for teachers to spot. If a student plagiarizes deliberately either because he or she does not take time to do his or her research properly or does not care, then that student has committed what amounts to an academic felony.

Instructors will teach students how to avoid unintentional plagiarism on footnotes and sources, and thus, ignorance of the practice will not be accepted as an excuse for plagiarism.

Students should note that copying another student's homework constitutes plagiarism. If a student is in doubt about plagiarism, he or she should always check with the teacher. We encourage the thoughtful sharing of ideas; however, our role is to evaluate and assist students as they evolve into proficient, articulate and confident writers. It is the student's responsibility to create written pieces without relying on outside help, so that all submitted work is original and is presented in the student's own voice and style, therefore, the over-reliance on tutors is strongly discouraged.

Academic Reporting Policies

SRDS will provide access to report cards and progress reports to both parents where the parents are separated or divorced unless otherwise directed by court order or unless the right to grade reports is declined, in writing, by the noncustodial parent. Parents have the right to review a student's personal records maintained in the central office. The school records will be made available within five days after a receipt of a written request by the school administration.

Academic Information sent to Colleges

The final SRDS transcript is a record of the coursework completed at SRDS between 9th and 12th grades and includes only the final letter grade earned in each class with one exception. During the

fall and winter trimesters of the senior year college application process, in-progress term grades will be sent to colleges along with the SRDS school profile.

Upper school classes taken in middle school, classes taken during summer school and classes taken at other schools do not appear on the SRDS transcript. Additional transcripts showing courses taken at other schools will be included with a student's application to college but do not appear on the SRDS transcript.

College Counseling

The goal of the Saddle River Day School college counseling program is to help students understand the college selection process so that they will make sound educational decisions for themselves. Students will have the opportunity to learn about themselves, to develop communication skills, and to learn how to research college accurately. Throughout the college selection process, the emphasis will be on the individual, as each student has unique perspectives, characteristics, and talents to offer a school, as well as a developed list of likes and dislikes in relation to size, location, and setting of a college.

The college counseling team will help students with the tasks of self assessment and research. The team will also serve as the students' advocate throughout the process, sending out letters of recommendation, interacting with college admissions officers, and helping students highlight their strengths on their applications. Teachers, advisors, and coaches also help students and parents with aspects of the college selection process.

Additional information regarding the college counseling process, ACT and College Board testing recommendations and timelines, and other pertinent information is found at our website under the college counseling tab (under Academics).

Principles of Conduct

Attendance - students should be in homerooms/advisory by 8:00 am.

Implicit in the granting of a diploma is the understanding that students have maintained a satisfactory record of attendance during their years at the School. Being present is an integral part of both community membership and academic growth. Therefore, it is Saddle River Day School's policy that the following attendance requirements be followed:

- Students are expected to attend school for the full school day by 8 am except when they are too ill to do so.
- Students must attend school to participate in any after school activity that day. Activities include athletic contests or practices, rehearsals, performances, or any other extracurricular event such as dances.

It is the student's responsibility to make up all work that has been missed due to absenteeism.

SRDS teachers will assist, when appropriate. Students who miss classes due to school activities, such as athletics, field trips, etc., are responsible for making up academic work.

Other activities, such as medical appointments and personal matters should be scheduled outside of school time when possible.

Late arrivals

Lower and middle school students arriving late to school must check in the main office when arriving on campus. Upper school students arriving late check in at the front desk in North Hall. Excessive lateness will result in suspension of privileges and/or detention.

Absences

Parents or guardians are the only people allowed to report an absence. Parents are expected to call the Main Office or North Hall by **8:15 a.m.** to inform the School of a student absence. In addition, these apply:

- Any absence of three (3) days or more requires written confirmation from a physician, including the date of return to school, to be presented to the Main Office upon return to classes.
- With extended absences of longer than three (3) days, the nurse will call home to talk about the return to school. The advisor will communicate with teachers regarding the student's expected return to school and academic progress.
- Greater than 18 sixteen class absences in any one class in a school year (or 6 per trimester) may result in a loss of credit for that class.
- Exceptions will only be made for extended illnesses (more consecutive school days) with doctor's documentation.

SRDS will work with a student who is absent from school for an extended period of time because of illness through the use of technology or providing home tutoring through the local school district if that is possible. Excessive absences may result in a student being asked to withdraw from Saddle River Day School.

Sign out procedure

- In order to leave school for any reason during the school day, a student must bring a request written and signed by a parent stating the reason for early dismissal; no student may leave without parental permission.
- All students must sign out and then sign back in upon return in the Main Office. Upper School students should sign in and out at North Hall.
- Seniors need to sign in and sign out at North Hall if they are leaving campus and abide by the expectations explained in the "Senior Privileges" section of the Handbook.
- Students are not permitted to walk to or from Campus during the school day.
- SRDS does not condone students leaving campus in third-party car services and, specifically, ridesharing services whose own policies explicitly prohibit minors from using them.

Seniors with College Visits

On-campus Visits from College Representatives

Only seniors have the privilege of signing up to meet with representatives from colleges and universities throughout the year as they visit the SRDS campus. Students may obtain permission from their teacher and the College Counseling

Office by signing up for the visit through the Naviance system and having a visitation form signed by their teacher. Students may not miss class for a college visit if there is a test, quiz, or presentation during that class period. Every faculty member has the right to not allow a student out of class for a college visit. Students who do not sign up in Naviance and obtain permission will be considered skipping class.

Off-campus College Visits

Seniors often visit colleges during the academic year. The process involves the completion of an off campus college visit form, signed by teachers, student, parents, and the division head. This form must be completed five days prior to the scheduled absence for the visit. Forms can be obtained from the College Counseling Office.

Personal Conduct

It is the expectation of our School that all students recognize that they are part of an important community, a community focused on academic and personal growth and dedicated to the emotional and physical safety of all its members.

On those rare occasions when a member of the administration believes that a student may possess an item that is harmful or illegal, SRDS has the right to perform random and blanket searches of book bags, cars, pockets on clothing, as well as lockers, desks, and other school property to review student possessions for health and safety compliance. Where Saddle River Day School believes that a law has been violated, the item seized may be turned over to the appropriate law enforcement authorities.

Students who are discovered smoking, or using or in possession of a vaping device on campus or off-campus during a school event will be suspended and referred to the Judiciary Committee.

We also believe that it is in the best interest of all members of the community that we exist together in an atmosphere of mutual respect. It is not possible to make an exhaustive list of expectations, but students should be mindful of tidiness, noise, politeness, respect for others' personal property and they should work towards creating an atmosphere of decorum. Cell phones or other electronic devices should never be used in class without a teacher's permission. Good sportsmanship should be displayed at athletics and all school events. Failure to abide by the guidelines of community membership will result in disciplinary action.

Disciplinary Action - Judiciary Committee

Mission: The Judiciary Committee recognizes that discipline must be a part of a student's growth and development. As such, disciplinary action must be conducted with the dignity of the student intact and focus upon learning from one's mistakes.

Operating Principles:

- The JC is not a fact-finding committee
- The JC provides guidance to the Head of School in determining the best course of action for the major infraction of a student
- The JC embraces the notion that there can be a wide range of disciplinary actions that will help it carry out its mission

All students at SRDS should understand that failure to abide by the rules and regulations of the School may result in punishment as severe as suspension or even dismissal from the School. Major infractions of school rules may result in the calling of a Judiciary Committee meeting. If that Committee meeting is called the following guidelines will be observed:

- The student may be represented by his/her advisor or another member of the faculty of his/her choice.
- The Committee is made up of heads of each division, the dean of students and the dean of faculty.
- The Committee will discuss the events of the infraction
- The Committee will then meet in closed session to reach its recommendation.
- The Committee will forward a disciplinary recommendation, which may include expulsion, to the Head of School or her designee.
- The Head of School or her designee will decide upon the final action and will ensure notification of the student and his or her parents or guardian.

Violations of school rules may result in the following actions:

Morning Break Detention

- Tardiness and minor infractions, such as thoughtless comments, inappropriate language, or a shirking of responsibility may result in break detention.
- Morning Break detentions may involve some component of community service.

Lunch Detentions

- Students can be assigned a lunch detention for a series of infractions including repeated tardiness, absences, or morning break detentions.
- While students are not permitted to interact with other students during a lunch detention they are allowed to have lunch.

After School Detentions (3:30 to 4:30)

- Students can be assigned an after-school detention for infractions that result in repeated lunch detentions or for more serious community transgressions.
- After school detentions can only be assigned by Division Heads.
- Students who receive an after-school detention must serve it within five school days of being notified of the detention. Failure to do so can result in a oneday suspension.

Suspensions

Division heads or the Head of School may choose to suspend a student for a limited amount of time for certain egregious infractions that require a student to be reminded that membership in a community is a privilege, not a right. All Upper School suspensions may be announced to the Upper School student body at the discretion of the Head of School.

- A student who has been suspended must remain off campus during the suspension.
- While suspended, the student is not permitted to attend any school functions and is expected to follow a study guide supplied by the school.
- During an off-campus suspension, the student will be expected to obtain class assignments and to complete all academic work while suspended.
- The student will be permitted to make up tests and submit papers upon return to school.
- There must be a “reentry” meeting prior to the student’s return, which includes parents and school officials.

Community Probation

- If a student has committed a serious community offense, probationary status may be warranted. In essence, probation gives the student a second chance and should be treated very seriously.
- The period of time of the probation depends on the nature of the offense.
- Should a student on probation commit another major offense, he/she may be dismissed from the School after a hearing with the Judiciary Committee
- Students on Community Probation will not be permitted to attend extracurricular school trips, activities, and/or games and leadership roles may be taken away.
- Parents will be notified of such status in writing.

Dismissal

- Dismissal from the School will be the result of a serious and substantial major social and/or disciplinary violation or a pattern of repeated violations.
- The Head of School can dismiss a student either following a Judiciary Committee hearing, or, at his/her discretion without such a hearing.

Disciplinary Action and the College Process

Disciplinary actions in grades 11th-12th that go to a judiciary committee hearing and result in suspension or a change in status such as academic or community probation, will be reported by the student on their college application and by the college counselor on the secondary school report. The student will work with the director of college counseling and the division head of the upper school to craft a statement that is both truthful and introspective.

For disciplinary action occurring at any time after a college application has been submitted, it is expected that the student will report the disciplinary action first to the college, after consultation and advice from the college counselor and division head. The counselor will also submit a statement to the colleges after the student has submitted their own statement.

Harassment, Intimidation or Bullying

SRDS prohibits acts of harassment, intimidation or bullying. Any form of harassment, intimidation or bullying of a student violates the dignity of that person and constitutes a serious and unacceptable breach of conduct. The School seeks to be a community in which each individual is treated with sensitivity and respect.

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

“Harassment, intimidation or bullying” means repeated gestures or written (including by electronic means), verbal or physical acts that:

- a) are motivated by any actual or perceived characteristic, such as race, color, religion, ancestry, national origin, gender, sexual orientation, gender identity and expression, or a mental, physical or sensory disability, or by any other distinguishing characteristic; and that
- b) a reasonable person should know, under the circumstances, that the act(s) will have the effect of harming a student or damaging the student’s property, or of placing a student in reasonable fear of harm to him or herself or his/ her property; or
- c) has the effect of insulting or demeaning any student or group of students in a serious or substantial manner; and
- d) creates an environment which interferes with a student’s education or severely or pervasively causes physical or emotional harm to the student.

Active or passive support for acts of harassment, intimidation or bullying is also prohibited and may subject a student who fails to report such behavior in accordance with this policy to discipline. SRDS encourages students who observe acts of harassment, intimidation or bullying to attempt to stop them and requires them to report such behavior to teachers, administrators or the school counselor, in accordance with the reporting procedure outlined below. Any student who, although not the aggressor, but passively supports an act of harassment, intimidation or bullying will also be subject to the consequences set forth in this policy.

Acts of harassment, intimidation or bullying, are a violation of this policy and will subject an individual to disciplinary consequences when the acts of harassment, intimidation or bullying take place on campus, on a school bus, on a school trip or during a school sponsored event or activity. In addition, any act of harassment, intimidation or bullying which is carried out using school property such as computers or other electronic or wireless communication devices is also strictly prohibited and is covered by the provisions of this policy.

While some of behaviors may not rise to the level of harassment, intimidation and bullying, they may still be prohibited by the school's discipline or social exclusion policy.

Off-Campus Harassment, Intimidation or Bullying

Harassment, intimidation or bullying which occurs off school grounds, whether in person or through an electronic communication, such as through a social media site, is covered by this policy in certain circumstances. Specifically, if the conduct at issue affects another student's physical or emotional safety, security and wellbeing and has a nexus to the school such that it materially and substantially interferes with the requirements of appropriate discipline in the operation of school, then the commission of such acts may subject a student to the provisions of this policy.

Reporting Harassment, Intimidation or Bullying

Any student who is the victim of harassment, intimidation or bullying or any student, staff member or person who has witnessed or has reliable information that a student has been subjected to harassment, intimidation or bullying as defined above, shall immediately report such incident to a teaching staff member or an administrator who shall then immediately report the matter to the school counselor. The school counselor shall conduct an investigation into the allegation(s). Upon completion of the investigation, the school counselor shall prepare a confidential report to the head of the division and the head of school containing his/her findings and recommendations. This report shall be prepared in a timely manner. The parents of the alleged bully and victim shall be notified of the investigation and findings at the appropriate point in time, however, the written report shall remain the exclusive confidential property of SRDS and will not be disclosed. Following the completion of the investigation, if it is determined that a student has engaged in harassment, intimidation or bullying, the student(s) shall be subject to the consequences set forth below.

Note: Reports of harassment, intimidation and bullying may be made anonymously, although no disciplinary action will be taken solely on the basis of an anonymous report.

Consequences

SRDS will take appropriate disciplinary measures to ensure that the acts of harassment, intimidation, and bullying will cease.

Consequences for a student who commits an act of harassment, intimidation, or bullying shall be determined by the nature of the offense, the extent and severity of the conduct, the degree of harm inflicted, the surrounding circumstances, the age of the student and the student's history of problem behavior and performance. Consequences may include admonishment, temporary removal from the classroom, and loss of privileges, detention, suspension, or expulsion. In addition, the offending student may be required to provide restitution and/or may be required to attend take part in a relevant learning or service requirement. In appropriate cases, a student may be required to undergo a behavioral assessment or evaluation and to participate in student counseling. In cases of sufficient severity, the conduct may be reported to law enforcement officials.

Non-Retaliation

Any reprisal or retaliation against a person who reports an act of harassment, intimidation or bullying is strictly prohibited.

Social Exclusion

"Social Exclusion" can take many forms. It differs however from "Harassment, Intimidation or Bullying." Social Exclusion essentially involves a lack of connectedness between a student and

his/her peer group. This lack of connection can occur as the result of many factors some of which may be intentional and others that are not. SRDS seeks to minimize and where possible eliminate Social Exclusion from the experiences of its students. To prevent and combat Social Exclusion, SRDS has engaged with a program specifically designed to promote social inclusion and to address situations that require social mediation and other non-punitive responses.

As part of its ongoing commitment to address Social Exclusion issues, SRDS implemented a Social Inclusion Coordinating Group, comprised of invested faculty members and headed by the school counselor in coordination with the social inclusion program. This group meets each week to discuss the social atmosphere at the school, both generally and for specific children. If a student feels he/she is being subjected to social exclusion at SRDS he/she should immediately discuss the matter with his/her advisor or the counselor so that all options to redress the matter can be discussed and considered.

Field Trip Rules and Guidelines - local and overnight

- WRITTEN permission from a parent/guardian MUST be obtained before any student can participate in trips.
- All school rules apply on the field trips.

Bus Rules

All school rules apply when riding the SRDS busses.

SRDS Social Events - dances, proms etc.

- Each student may bring one guest only.
- No guest will be admitted unless he/she is approved by the division head and accompanied by his/her host.
- All school rules apply to students at dances on or off campus.

Standards for Personal Appearance

SRDS enforces a dress code across all three divisions. This ensures that the focus of school and the classroom is on learning and academic success. In preparation for work environments and almost all social settings, student dress maintains levels of respect, modesty, and neatness. It furthers our school's core values by **nurturing** individuality within the boundaries of modesty, and it allows our students the opportunity to **achieve** academic success through a positive mindset, readiness for a workplace standard, and respect for self and others.

Faculty, parents, and peers are all asked to support and maintain this community standard. The school maintains and enforces specific standards of dress by division.

General Guidelines for Appearance for Middle and Upper School students

Students' shirts must be tucked in on all formal dress days and shirts that fall considerably below the belt line must be tucked in on all other days. All skirts and dresses must reach below mid thigh.

Distracting or inappropriately themed writing (e.g. alcohol brands) is prohibited as is torn, ripped, or frayed clothing. Athletic uniforms, warm-up pants, and athletic shorts are not permitted. Hats may not be worn indoors.

Anything not covered explicitly by the "Dress Code," but seen to be unsuitable, shall be left to the discretion of school adults.

Each division has its own specific dress code appropriate to students at that age and stage.

Dress Code Violations

Every faculty member has a role in maintaining the community standard with respect to dress. The advisor is the 'first line of defense' with respect to dress code enforcement and may send a notice as a result of a dress code violation. Students are required to amend the dress code violation immediately with either their own or school provided items and may be sent home if they cannot.

In subsequent violations, the infraction is rectified immediately and the student may be required to serve detentions and/or be prohibited from participating in future 'dress down' days. A parent conference may be held if a student fails to adhere to the community expectation of the dress code and if the problem remains, the student may be referred to the judiciary committee.

Health Service Regulations

- Health and Emergency forms are due in the nurse's office on or before the first day of classes at Saddle River Day School.
- For athletes, this would be on or before the first day of practice. This is mandated by the New Jersey Department of Education.
- It is the parents' responsibility to see that the required information is complete and properly documented – immunization data, a recent physical examination, doctor's signed approval for a full athletic program, any known allergies, special health needs including written doctor's orders for emergency care to be given by the School Nurse/R.N.
- A request for a list of current medications being taken at present time, name and address of student's physician, and two names and phone numbers of emergency contacts in case of parental unavailability in the event of accident or illness during school hours.
- Students who show signs of obvious illness should remain at home with appropriate care arranged by the parent. Any child with a fever of 100 degrees or greater should not attend school. Children should be fever-free (without medication) for 24 hours before returning to school. This is particularly important to prevent the spread of colds, flu, throat infections, and other contagious diseases here at school.
- Students who are ill or injured must report to the School Nurse or the appropriate Division Head before calling home.
- Parents will be notified promptly of illness or injury severe enough to warrant withdrawal from school and all ill students are to be dismissed from the Nurse's office ONLY.
- All injuries received on campus or in a school sponsored activity are reported to the School Nurse, appropriate Division Head, teacher or coach. This is vitally important to expedite emergency treatment of the injury and follow up care, communication with the parent, and prompt compiling of information for school insurance purposes.
- The health and welfare of everyone on campus is of vital importance to the faculty and administration. Please feel free to confer by phone or in person with the School Nurse or your child's Division Head on any matters relative to your child's health and wellbeing and the attainment of his/her full academic potential. We welcome and encourage such communication.
- Students will be released from school for illness or injury, from the health office following assessment of the student's condition by the School Nurse.
- The release will be made only to a parent or an emergency contact designated on the student's health card.
- Other transportation arrangements must be by parent approval directly to the Division Head or the School Nurse.
- Students who are seniors and/or drive to school must be dismissed from the Nurse's Office or by the appropriate Division Head.

- The School Nurse administers medication **ONLY** on:
 - Written orders from the physician and by written request of the parent.
 - All medications must be provided by the parent/guardian, including over-the-counter medications.

The School Nurse upon presentation of a physician's written order, including diagnosis, the degree of restriction of activity, issues medical excuses from physical education classes and specified time length the student is to be exempt from physical activity. A note from a parent or guardian will suffice for one gym period excuse.

Regulations specific to athletics

- Students excused from PE for a medical reason will **NOT** be permitted to play on an athletic team.
- An SRDS uniform is required for Physical Education
- The Athletic Director may also determine if a student can be excused from any physical education class on any given day.
- Athletes must be present in school in order to participate in sports on that day.

Safety Drills

SRDS practices at least two emergency safety drills each month. There are emergency procedure handbooks in each classroom detailing each drill and maps indicating the nearest exit.

Fire Drills

- The signal for fire is a constant bell or alarm.
- Students under the supervision of their teachers will quietly exit the building through the designated doorway.
- Silence and order must be maintained throughout the drill.
- All community members gather on the baseball field by homerooms or advisory.
- If the field is blocked, students should gather in the parking lot nearest the field.
- A blocked exit means you should proceed to the nearest available exit.
- An "all clear" signal will be given at the end of the drill, whereby students and teachers will return to the classroom in an orderly fashion.

Lock-Down, Evacuation and Shelter in Place Procedures

- Each drill is practiced regularly.
- Faculty and staff know what to do in each of these scenarios and it is the responsibility of the students to do exactly what a faculty or staff member says to do, in complete silence.

Bus Drills

Students practice exiting a bus via the emergency exits twice a year.

Driving Rules - juniors and seniors are permitted to drive personal cars to and from campus.

- ALL cars arriving or parking on campus must be properly registered with the upper school office.
- All student automobiles are to be parked in the appropriate area.
- The upper parking lot by North Hall is for seniors and faculty only, space permitting.
- All other students may park in the lot at the east end of the Main Hall.
- The campus speed limit is TEN (10) miles per hour.
- Students are NOT permitted in the parking area or in their cars at any time during the school day without permission.

- No student drivers are allowed to transport non-family members in automobiles without the proper parental consent in writing. Consent letters must be turned into the upper school office before such an arrangement can begin.
- The school will provide athletic transportation unless parental permission has been coordinated with the athletic director and/or the upper school division head.
- Driving privileges may be revoked.

Senior Privileges

Senior privileges are a special set of guidelines which allow our seniors in good academic and community standing some more freedom. In general, the senior class proposes their requests for specific privileges which usually include:

- The right to leave campus for lunch and return in time to meet the next appointment of the day.
- The right to leave campus during a free period, or to spend a free period on the Senior Patio, in the Senior Commons.
- The right to come into school or to leave early if the first or last period classes are study periods.

Senior Privileges may commence soon after the start of the school year for all members of the Senior Class, who meet and maintain the following standards:

- Maintaining an average of C (73) or better and maintaining satisfactory academic performance in all courses.
- Permission of a parent, in writing, granting permission to be off school grounds for specified periods.
- Honoring of a signed pledge to meet all school and senior obligations, and to set an example as a representative of Saddle River Day School.
- Revocation of privileges may occur.

Student Honorable Use Policy

Personal Computing Devices including but not limited to laptops, computers, ipads, and phones and other smart devices brought on campus are to be used for academic and class-related purposes.

Any and all devices brought on campus are subject to the Honorable Use Policy. Students not abiding by these regulations may be subject to disciplinary action, including the loss of the device and/or the request that certain devices not be brought to school.

As members of the SRDS Community, we will use technology responsibly by acting in a considerate, safe, and ethical manner. We understand that ethical use of technology extends beyond the school day and our buildings. We will be mindful of how we present ourselves online and understand that our words have the power to affect others and our own safety.

1. I will treat all technology, devices, resources, and equipment with care and respect.
2. I will use school accounts and technology for academic purposes only, not for personal or social use.
3. I will protect my privacy and the privacy of others by not giving out personal information (including images and videos) and passwords. I will respect the privacy of others by not using anyone else's passwords or interfering with email and other electronic communications.
4. I will obey copyright laws by giving citations for images and ideas taken from the Internet. I will not represent other people's work as my own.
5. I will only use SRDS-approved applications, software, websites, and settings, and never download, install, or change settings without permission. I will respect SRDS school computers as school property and not purposefully damage them or make them unusable by loading software,

changing settings, or accessing harmful websites.

6. I will be mindful of the environment by reducing what I print.
7. I will use personal devices for academic purposes and only when given explicit permission by a teacher. Personal devices such as cell phones, eReaders and gaming devices must not be present in class and must remain silent in lockers or backpacks. Students should obtain teacher permission before using laptops, iPads or eReaders during class.
8. I will not send inappropriate or hurtful content electronically.
9. I will not use, transmit, receive or seek inappropriate, offensive, vulgar, profane, suggestive, obscene, abusive, harassing, threatening, defamatory or misleading language or materials. SRDS will investigate any instances of negative or untrue comments communicated electronically in or out of school.
10. I understand that using technology is a privilege and may be limited if I do not use it responsibly.
11. I understand that the HUP is a living document and may be changed by the School.

This policy articulates the overarching parameters for students' use of technology at Saddle River Day School. It is expected that each division will implement it through procedures that are appropriate for the developmental level of their students. The administration retains the right to monitor, restrict or terminate user access to the computer network and school devices at any time, for any reason.

COPPA Notification

The Saddle River Day School makes every effort to respect the privacy of our students and families. The Children's Online Privacy Protection Act of 2000, requires parental notification for children 13 years of age and younger when creating online accounts that use third-party services, such as Google Drive, Voicethread, and Typing Pal. Students are expected to use school-provided accounts solely for school-related purposes in accordance with the SRDS Honorable Use Policy. You can learn more about COPPA at <http://coppa.org>.