

Saddle River Day School
Student and Family Handbook
2022-2023



Revised 08/2022

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

Mission Statement, Core Values, and Operating Principles

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.

Statement of Non-Discrimination

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

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 and a science room. 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, Middle and Upper School classrooms, science labs, facilities for art and music, and the Performing Arts Center (PAC).

North Hall

North Hall contains the Upper School administrative offices, the Center for Innovation and Entrepreneurship (CIE), the graphic arts room, the band room, the IDEAS lab makerspace, Middle and Upper School classrooms, the kitchen, dining rooms, gymnasiums and the Wellness Center.

Athletic Fields

There are two sets of tennis courts, two soccer fields, as well as a softball and baseball field.

Academic Calendar 2022-2023

August 22	Fall Sports begin
August 22 - 25	AP Preseason
September 5	School Closed - Labor Day
September 6	Student Orientation - All Divisions (Half Day for MS/US; 11-11:45am for LS)
<i>September 7 - January 27</i>	<i>First Semester</i>
September 7	First Day of Classes - All Divisions
September 8 - 9	Overnight trips for grades 6-8 and 9-10
September 9	Field Trips for Grades 5, 11, and 12
September 19	LS Back to School Night
September 20	MS/US Back to School Night
September 23	Add/Drop Day-last day to drop classes without a transcript change
September 26 - 27	School Closed - Rosh Hashanah
October 1	Homecoming
October 5	School Closed - Yom Kippur
October 12	PSAT for US (Half Day for US; No School for 12th Grade; Full Day for LS/MS)
October 24	School Closed - Diwali (Faculty Professional Development Day)
October 31	Week of Interim Reports
November 3	MS/US Conferences in the Evening (Half Day of classes for MS/US; Full Day for LS)
November 4	No Classes - Conference Day
November 11 - 12	US Fall Play
November 21 - 25	School Closed - Thanksgiving Break
November 28 - December 2	Mini-Courses (MS/US)
December 19 - January 2	Winter Break
January 3	Classes Resume
January 16	School Closed - Martin Luther King Day
<i>January 30 - June 9</i>	<i>Second Semester</i>
*February 20 - 24	Winter Break
March 9 - 11	US Musical
March 20	No Classes - Conference Day
*April 3 - 7	Spring Break
April 10-14	Week of Interim Reports
May 1 - 12	AP Exams
May 18	Commencement (6pm)
May 29	School Closed - Memorial Day
June 9	4th Grade Moving-Up / 8th Grade Moving-Up Last Day of Classes (Half Day)

Dates are subject to change - check the school's website to get the most current calendar.

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. 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/guardians 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 must supervise parties held in their homes that are attended by SRDS students 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 closings

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 and Closings

School Day

The academic school day begins at 8:05 am for the Lower School and 8:20 am for the Middle and Upper Schools. Lower School dismissal is at 2:50 pm for PreK3 to 1st grade students and 3:00 pm for 2nd to 4th grade students. Middle and Upper School students dismiss at 3:15 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 teenage 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

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. The advisor also serves as the main point of contact for communication regarding the advisee. Upper and Middle School students are assigned a faculty advisor who will help guide them through their year(s) at SRDS.

Reporting of Student Progress

The academic year is divided into **two semester** grading periods, at the end of which report cards are electronically issued. Yearlong grades are a weighted average of **both semesters (45% each) and a final exam or project (10%)**. If there is no final exam or project, each semester is weighted as 50% of the student's final grade. Progress reports are shared at the halfway point, or interim period, of the semester 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

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

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's Honor Roll

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 3 credits per year) each year, plus physical education. The only students that are exempt from this requirement are students enrolled in four AP courses **or those deemed exceptional by the Learning Specialist**. Minor courses earn less than 3 credits 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. 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 years of English (12 credits)
- 3 years of History **including one year of US History** (9 credits)
- 3 years of Math **at least through Alg II** (9 credits)
- 3 years of Lab Science **including Bio, Chem, and one other lab science** (9 credits)
- 3 years Language **through level III in one language** (9 credits)
- 1 year of Fine or Performing Arts (3 credits)
- 4 years of Physical Education including Health in 9th & 10th grades
- 2 semesters of College Counseling Workshop (11th spring, 12th fall)

Homework

- 5th grade: approx. 50 minutes per night
- 6th - 8th grade: approx 20-30 minutes per major academic subject
- 9th - 12th grade: approx. 2 hours per night

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.

Absences and Late/Missed Academic Work

Class work and homework are expected to be submitted on time. **If students are absent on a due date, it is their 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. **In any case, specific arrangements should be made by the student in collaboration with each teacher.**

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 misses class for 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 have required reading as well. At the beginning of the school year, students will be assessed to demonstrate their understanding of the summer texts.

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 responsibility and commitment. Students who are interested in taking Advanced Placement courses should discuss the possibility with the appropriate Department Chair. Teacher and Department Chair recommendations, along with a minimum grade of A- on major assessments 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. Lastly, AP courses begin about 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.

Appeals Process

Students are able to appeal a teacher’s recommendation in the spring, when they submit their course request form. Between the appeal deadline in the spring and the end of the year, students have the opportunity to demonstrate their ability to succeed in the higher level course. Appeals will be reviewed by the entire department after exams in June. Students will be notified of the appeal decision in late June.

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 and advisor approval are obtained in advance**. After the first ten (10) days of the school year, teachers may recommend that a student change a course until the midpoint of the first semester, again without a 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, any course changes may have one of the following designations entered on the student's transcript: "Course Withdrawal – Passing" or "Course Withdrawal – Failing".

Final Examination

Final examinations and/or culminating final projects are assigned in each course as appropriate. These cumulative assessments cover material and skills taught throughout the course. Final Exam length will be 2 hours **per exam** for Grades 7 - 12, 1 1/2 hours for Grade 6, and 75 minutes for Grade 5. AP courses may have simulated exams that are given in the spring and count as a significant grade in the second semester. AP courses will be required to complete a significant final project after the AP Exam.

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 minor 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 minor accommodations 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 should be 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 required coursework in the time allotted for a semester, an “I” for an incomplete is given. It is expected that the student will complete the missing work in a quick and reasonable amount of time. Once the coursework is completed, the earned letter grade is recorded. If the missing work remains incomplete beyond 2 weeks after report cards are released, the “I” will be changed to an “F” unless special arrangements have been made.

A student earning a final grade of an “F” in a sequential course will not be allowed to enroll in any subsequent course until a grade of “C” or above is earned in a **remedial course** - either in the following year or over the summer. 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 Division Heads. Students must arrange to attend extra help sessions in each of their deficient courses. Teachers may assist students after school or 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 following:

“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 them. In short, any work a student turns in is expected to be their own work, produced honestly, and with access to only 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 students plagiarize deliberately either because they do not take time to do their research properly or do not care, then they have committed what amounts to an academic felony.

Instructors 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 or in-school work constitutes plagiarism. If students are in doubt about plagiarism, they 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. 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 receipt of a written request to 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 semester of senior year, in-progress term grades will be sent to colleges along with the SRDS school profile.

Upper School classes taken in Middle 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. Classes taken as part of the SRDS Summer Academy in which a student has earned at least a B- will appear on the student's official 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 colleges 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 as they strategize their final college list. All students are limited to 15 applications, which will allow students to choose the schools where they have the most interest as well as the strongest chances of being admitted. 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).

Attendance and Absences

Attendance

Students should be in 1st period class by 8:05 am in Lower School and 8:20 am in Middle and Upper School.

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 except when they are too ill to do so.
- Students who are absent for a portion of the day must arrive no later than 11:02 and remain in school until 3:15 (or arrive by 8:20 and leave no earlier than 11:02) to earn credit for the day. A student must earn credit for the day in order to participate in extracurricular activities, such as athletic contests or practices, rehearsals, performances, and other special events.
- Students arriving to class more than 15 minutes late will be counted Absent for that class.

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 or guardians are expected to call the appropriate division by 8:20 am 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 appropriate division 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 sixteen (16) class absences in any one class in a school year 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 or not being offered an enrollment contract for the next school year.

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 to 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 Scoir 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 other major assessment 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 Scoir and obtain permission will not be allowed to attend the visit.

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, students, parents, and the Division Head. This form must be completed five (5) days prior to the scheduled absence for the visit. Forms can be obtained from the College Counseling Office.

Principles of Conduct

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. In some instances, like study halls and lunch periods, upper school students may be unmonitored. In every instance, students are expected to behave according to community standards, with or without an adult presence.

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, using, or in possession of tobacco products or other drugs (including but not limited to cigarettes, vaping devices, marijuana, etc.) 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.

The 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 the Division Heads and the Academic Dean.
- 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.
- The Head of School will decide upon the final action and will ensure the student and his or her parent(s) or guardian(s) are notified.

Results of School Rule Violations - Middle School and Upper School

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. 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 should never be used in school during school hours without a teacher's permission. US and 8th grade students may use their cell phones during lunch and recess. Students should use ALL technology responsibly and according to school and classroom rules. 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.

Lunch Detentions

- Students can be assigned a lunch detention for minor infractions including tardiness, absences, inappropriate behavior and repeated dress code violations.
- While students are not permitted to interact with other students during a lunch detention they are allowed to eat lunch.
- Lunch detentions may involve some component of community service.

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.
- After-school detentions may be assigned without regard to sports or other after school commitments. Failure to serve your assigned detention may result in a one day 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.

- A student who has been suspended must remain off campus during the suspension.
- While suspended, the student is not permitted to attend their classes or any school functions.
- During an off-campus suspension, the student will be expected to obtain class assignments and to complete all academic work.
- The student will be permitted to make up tests and submit assignments 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. 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 or her discretion without such a hearing.

Disciplinary Action and the College Process

Disciplinary actions in 11th and 12th grade 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 Upper School Division Head 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, 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 behaviors may not rise to the level of harassment, intimidation, or 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 well-being 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 or 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, or bullying may be made anonymously, although no disciplinary action will be taken solely on the basis of an anonymous report.

Consequences of Harassment, Intimidation, or Bullying

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

Field Trip Rules and Guidelines

- 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 buses.

SRDS Social Events

- 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 social events on or off campus.

Dress Code

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.

Each division follows a specific dress code. Please refer to the individual dress code policies provided by the Division Heads for guidelines.

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 to 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' or guardians' responsibility to see that the following required information is complete and properly documented: immunization data, a recent physical examination, a doctor's signed approval for a full athletic program, a list of any known allergies, and a note of any special health needs (including a doctor's written orders for any emergency care to be given by the School Nurse/R.N.)
- Parent(s) or guardian(s) should also provide a list of current medications being taken by their student, the name and address of their student's physician, and two names and phone numbers of emergency contacts in case of parental unavailability in the event of an accident or illness during school hours.
- To prevent the spread of contagious illnesses, 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 and vomit-free (without medication) for 24 hours before returning to 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. All ill students are to be dismissed from the Nurse's Office **ONLY**.
- All injuries received on campus or in a school-sponsored activity must be reported to the School Nurse, appropriate Division Head, teacher, or coach. This is vitally important to expedite emergency treatment of the injury, provide follow-up care, communicate with the parent(s) and/or guardian(s), and promptly compile 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 well-being, as well as the attainment of his or her full academic potential. We welcome and encourage such communication.
- Students will be released from the Nurse's Office for illness or injury 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 issues medical excuses from physical education classes and specifies the length of time the student is to be exempt from physical activity. This is done upon presentation of a physician's written order (including diagnosis). A note from a parent or guardian will suffice to excuse a student for one period of physical education class.

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 in Middle and Upper School.
- The Athletic Director may 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 and Senior Privileges

Juniors and Seniors Driving to Campus

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 or in the Senior Commons.
- The right to come into school late 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:

- Maintain an average of C (73) or better and maintain satisfactory academic performance in all courses.

- Receive permission of a parent or guardian, in writing, allowing them to be off school grounds for specified periods.
- Honor a signed pledge to meet all school and senior obligations as well as set an example as a representative of Saddle River Day School.

Revocation of these privileges may occur at the School's discretion.

Student Honorable Use Policy

Personal Computing Devices including but not limited to laptops, computers, iPads, 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>.