

***SADDLE BROOK  
HIGH SCHOOL  
&  
MIDDLE SCHOOL***

*355 Mayhill Street  
Saddle Brook, N.J. 07663  
201 – 843-2880*

**CONSENT FORM**

**Acknowledgment of Handbook Receipt**

I have received a copy of the Saddle Brook High School & Middle School Handbook for the 2008-2009 school year. I understand that the handbook contains information that my child and I may need during the school year. I also understand that all students will be held accountable for their behavior and will be subject to disciplinary consequences outlined in this planner.

**Name of Student:** \_\_\_\_\_

**Signature of Student:** \_\_\_\_\_

**Signature of Parent/Guardian:** \_\_\_\_\_

**Homerom Teacher:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**If this consent form is not signed & returned within three (3) school days, I as the parent/guardian understand that my child & I are still responsible for its contents as stated on the top form received in the summer mailing.**

# ***Saddle Brook High School & Middle School***

## ***A Message from your Principal***

Welcome to a new school year and the exciting opportunity that each year provides to begin anew.

This handbook has been prepared as a guide for you to become acquainted with the policies and procedures that will be followed during the ensuing year. It is important that you and your parents read this handbook carefully so that you are aware of both choices and responsibilities. As with any guide, this handbook serves as a framework. Throughout any given school year, as the need arises this handbook may be adjusted and updated to reflect policy changes. In the absence of specific instructions you may seek assistance from a teacher, counselor, coach, secretary, or an administrator.

If you have any questions about the school program, activities, rules or procedures, please call us. Remember the best way to succeed is to study hard, participate in co-curricular and/or athletic activities, respect yourself, your peers, your teacher, and of course your parents.

I look forward to seeing you and supporting your efforts to make the 2008-2009, school year a great year for all of us.

James J. Sarto, III  
Principal

## **SCHOOL PHILOSOPHY**

Saddle Brook High School is a comprehensive high school, serving a student population having a variety of educational and vocational aspirations, interests, and abilities. Students are urged to participate as individuals, and as members of a group, in a wide range of activities and educational endeavors. Students are encouraged to grow creatively, solve problems, appreciate others, and accept personal responsibility as members of our academic community. The school recognizes the individuality of each student and strives to maximize his/her own potential.

## **STATEMENT ON PARENTAL RESPONSIBILITIES**

Parents are responsible for monitoring the progress of their children in school. This includes, but is not limited to making sure students are well rested and prepared to learn each day. Parents should be cognizant of the school's policy on homework, make-up work, absences, lateness, and discipline. Parents of students who consistently report they have no homework should contact the child's teacher or guidance counselor. Parental support and encouragement have a positive impact on student performance.

## **ALMA MATER**

Oh, Saddle Brook, our alma mater,  
To thee we pledge devotion true,  
And mingle merry hearts and voices  
In praise of gold, white, and blue.

When in thine honored halls we gather  
Our hearts are filled with joy and cheer,  
And echoing are song and laughter,  
That toll from year to year.

When from your faithful care we've parted,  
We'll e're recall your guiding hand  
Of truth and honor and of loyalty  
On which our future has been planned.

So as we leave your learned portals,  
To those who follow we reply,  
Have faith and cherish all your moments  
Spent here at Saddle Brook High.

**SCHOOL COLORS: Gold, White, Blue**

## **HIGH SCHOOL TIME SCHEDULES**

### **DAILY SCHEDULE**

Warning Bell		<b>7:50</b>
Period One	<b>7:57</b>	<b>8:49</b>
Period Two	<b>8:52</b>	<b>9:41</b>
Period Three	<b>9:44</b>	<b>10:33</b>
Period Four	<b>10:36</b>	<b>11:25</b>
Period Five	<b>11:28</b>	<b>12:17</b>
Period Six	<b>12:20</b>	<b>1:09</b>
Period Seven	<b>1:12</b>	<b>2:01</b>
Period Eight	<b>2:04</b>	<b>2:53</b>

49 Minute Periods 49 Minute Lunch

### **HIGH SCHOOL SINGLE SESSION**

When a single session is scheduled, dismissal will be at 12:25 p.m. Detention will begin at 12:30 p.m.

Warning Bell	<b>7:50</b>	
Period 1	<b>7:57</b>	<b>8:40</b>
Period 2	<b>8:43</b>	<b>9:25</b>
Period 3	<b>9:28</b>	<b>10:10</b>
Period 4	<b>10:13</b>	<b>10:55</b>
Period 7	<b>10:58</b>	<b>11:40</b>
Period 8	<b>11:43</b>	<b>12:25</b>

### **High School Delayed Opening Bell Schedule**

Students are expected to report to school by 9:40 a.m. The purpose of the delayed opening is to allow ample time for all to arrive punctually.

Period 1	<b>9:40</b>	<b>10:20</b>
Period 2	<b>10:23</b>	<b>10:59</b>
Period 3	<b>11:02</b>	<b>11:38</b>
Period 4	<b>11:41</b>	<b>12:17</b>
Period 5	<b>12:20</b>	<b>12:56</b>
Period 6	<b>12:59</b>	<b>1:35</b>
Period 7	<b>1:38</b>	<b>2:14</b>
Period 8	<b>2:17</b>	<b>2:53</b>

### **MIDDLE SCHOOL DAILY SCHEDULE**

Warning Bell	<b>7:55</b>	
Homeroom	<b>8:00</b>	<b>8:05</b>
Dismissal		<b>2:58</b>

**As of 6/2008 Middle School Daily Schedule  
Subject to Change**

**MIDDLE SCHOOL SINGLE SESSION**

When a single session is scheduled, dismissal will be at  
12:25 p.m.

Detention will be held from 12:30 p.m. – 12:50 p.m.

Homeroom	<b>8:00</b>	<b>8:03</b>
Period 1	<b>8:06</b>	<b>8:40</b>
Block 1	<b>8:43</b>	<b>9:36</b>
Block 2	<b>9:39</b>	<b>10:32</b>
Block 3	<b>10:36</b>	<b>11:29</b>
Block 4	<b>11:32</b>	<b>12:25</b>

**MIDDLE SCHOOL DELAYED OPENING  
SCHEDULE**

Homeroom	<b>9:40</b>	<b>9:43</b>
Period 1	<b>9:46</b>	<b>10:20</b>
Block 1	<b>10:23</b>	<b>10:59</b>
Block 2	<b>11:02</b>	<b>11:38</b>
Lunch	<b>11:41</b>	<b>12:17</b>
Health/Gym	<b>12:20</b>	<b>12:56</b>
Block 3	<b>12:59</b>	<b>1:36</b>
Block 4	<b>1:39</b>	<b>2:16</b>
NIE/NJASK	<b>2:19</b>	<b>2:55</b>

**During all full day schedules Middle School detention  
will be held from 2:55-3:15 p.m**

**SCHOOL CLOSING / DELAYED OPENING**  
**PROCEDURE**

1. In the event of inclement weather, you may log onto [www.cancellations.com](http://www.cancellations.com) to learn whether school is closed or listen to the news media on WNBC Channel 4, ABC Channel 7, WOR Channel 9, Fox 5, News 12 NJ, or WCBS News Radio.
2. All school activities are cancelled once school has been closed or students have been dismissed early.

**During all full day schedules detention will be held from  
2:55-3:55 p.m.**

All students are to leave the school building by 3:00 p.m., unless they are under the supervision of a teacher.

**EMERGENCY CLOSING**

In the event of severe inclement weather or other emergencies, students will be dismissed at the discretion of the Superintendent or his/her designee.

## ATTENDANCE

The Board of Education requires that pupils enrolled in the schools of this district attend school regularly in accordance with the laws of the state. The educational program offered by this district is predicated on the presence of the pupil and requires continuity of instruction and classroom participation. The regular contact of pupils with one another in the classroom and their participation in a well-planned instructional activity under the tutelage of a competent teacher are vital to this purpose.

Parents determine if their child is physically and/or mentally able to attend school on any given day. ***When choosing to keep a student home they should instruct their child to stay within the confines of the home or its property and not out and about during school hours.*** Students not in the company of parents/guardians away from school or home during school hours shall be considered truant and subject to discipline. The only exception to the aforementioned will be students in transit to school planning a late arrival.

### **EXCUSED ABSENCES:**

The following reasons constitute excused absences:

1. Illness documented by medical excuse (doctor's note within thirty days of absence)
2. Death in the immediate family
3. Religious holiday approved by the New Jersey Department of Education
4. Driver's test
5. College visitations, pre-approved by the administration and documentation of completion of said visit.

### **ANY OTHER ABSENCE WILL BE UNEXCUSED**

Note that an illness that is not documented by a medical excuse will be considered an **unexcused** absence. **Doctor's note received after 30 days from date of absence will not be accepted** and the absent day(s) will be considered **unexcused**. Doctor's notes may be faxed to the following number: 201-843-4305.

If a student misses more than one-half a class period due to the fact they are in the nurse's office, it will be an unexcused absence for that period.

While a parental note does not qualify an absence as excused for purpose of this policy, a parental note acknowledging a student's absence is, nonetheless, expected in all cases.

Parents/guardians are responsible for notifying the school on the first day of a student's absence. In the event this procedure is not followed by the parent/guardian, assigned school personnel shall contact the parent/guardian by phone. The attendance officer shall be sent to the home if telephone contact cannot be made. If the absence continues unexplained for three days, the principal or his/her designee shall notify the Saddle Brook Police Department. If a student is present in the morning and absent in the afternoon without an official excuse, parents/guardians shall be contacted immediately.

Parents are required to report student absences to the school by calling (201) 843-2880 ext. 202 between 7:15 and 8:00 A.M. the morning(s) of the absence(s).

Upon return to school a student must present a parental note, plus any other documentation such as a medical

excuse, to the main office personnel. The note must include the following:

- Full name of student
- Homeroom number
- Date(s) of absence
- Reason for absence
- Parent/guardian's signature
- Phone number

Reports of absence must be made promptly to the principal's office in order that lists may be ready for the attendance officer to check. Referrals to the attendance officer will be made by the building principal.

Pupils absent from school for any reason are responsible for the completion of assignments missed because of their absence. No student excused for a religious holiday shall be deprived of an award, eligibility to compete for an award, or the opportunity to make up a test given on the religious holiday.

Daily homework assignments can be accessed via the Internet at [Homeworkhero.com](http://Homeworkhero.com).

When a pupil does not complete work missed for an extended absence or other reasons, he/she will receive an "incomplete" for the marking period. Pupils will be given ten (10) school days following the end of the marking period to make up the missed work.

If work critical to the pupil's understanding of the subject is not made up by the end of the next marking period, the grade for that subject area may be an "F."

If work is missing during the final marking period of the school year, the grade will be left to the discretion of the teacher with the approval of the principal. The teacher who has given an incomplete is responsible for reporting to the pupil the work he/she has missed and citing the consequences mentioned above.

A student who is absent on the day of a mid-term or final exam will be afforded the opportunity to make up that exam upon the presentation of a doctor's note. All students are required to take a mid term and final exam or alternate assessment.

Prolonged or repeated absences, excused or unexcused, from school or from class, deprive the pupil of the classroom experience deemed essential to learning and may result in retention at grade level or loss of credit toward the high school diploma in accordance with policies of the Saddle Brook Board of Education. A warning notice shall be given to any pupil, and to the parent of any minor pupil, who has accumulated more than five (5) unexcused absences excluding any absence attributable to disciplinary suspension. A second warning notice will be issued after ten (10) unexcused absences. A third warning notice will be issued after fifteen (15) unexcused absences

**Any student who accumulates 16 unexcused absences in any class will lose credit for the school year. Students will then be responsible to make up the course during summer school or the following school year.**

**Note: Students who lose credit after accumulating 16 unexcused absences due to mitigating circumstances, may file a written appeal to the building principal for a hearing by a committee consisting of the principal, vice**

**principal, guidance counselor, and teacher within five school days of being notified of loss of credit.**

Unexcused absences from school or from classes within the school day constitute trancies and shall be subject to the disciplinary rules of the Board. Every five (5) unexcused tardies to class will amount to one (1) unexcused absence. Repeated trancies that interfere with the efforts of this Board and its staff in the maintenance of good order and the continuity of classroom instruction may result in the suspension or expulsion of any pupil from the course of study during which absences have occurred or the suspension or expulsion from school of a pupil over sixteen (16) years of age, in accordance with policy nos. 5410 and 5420. Before any such action is taken, every effort shall be made to identify the habitual truant, investigate the cause or causes of the pupil's behavior, and consider the modification of the pupil's educational program.

In order to receive attendance credit for the day, a student must be present for a minimum of four hours of instructional time, not including homeroom, lunch or passing time.

**Students arriving after 9:39 a.m. or leaving prior to 1:12 p.m. will lose attendance credit for the day.**

*Students who have completed a minimum of four hours instructional time but sign out of school prior to the end of the school day may not participate in, attend, or be involved in any co-curricular programs or after school activities at Saddle Brook High School & Middle School or other localities.*

**18A:38-25. Attendance required of children between six and 16; exceptions.** Every parent, guardian or other person having custody and control of a child between the ages of

six and 16 years shall cause such child regularly to attend the public schools of the district or a day school in which there is given instruction equivalent to that provided in the public schools for children of similar grades and attainments or to receive equivalent instruction elsewhere than at school.

**18A:38-27. Truancy and juvenile delinquency defined.** Any child between the ages of six and 16 years who shall repeatedly be absent from school, and any child of such age found away from school during hours whose parent, guardian or other person having charge and control of the child is unable to cause him to attend school and any pupil who is incorrigible, actually vagrant, vicious, or immoral in conduct, shall be deemed to be a juvenile delinquent and shall be proceeded against as such.

**18A:38-29. Warning and arrest of vagrants or habitual truants.** The attendance officer shall examine into all violations of this article, shall warn any child violating any of the provisions of this article and the parent, guardian or other person having charge and control of the child of the consequences of the violation if persisted in, and shall notify such person in writing to cause the child to attend school within five days from the date on which notice is served, and regularly thereafter. The attendance officer shall have full police power to enforce the provisions of this article and may arrest without warrant any vagrant child or habitual truant or any child who is habitually incorrigible or who is vicious or immoral in conduct or illegally absent from school.

**18A:38-31. Violation of article by parents or guardians; penalties.** A parent, guardian or other person having charge and control of a child between the ages of six and 16 years, who shall fail to comply with any of the provisions of this article relating to his duties, shall be deemed to be a

disorderly person and shall be subject to a fine of not more than \$25.00 for a first offense and not more than \$100.00 for each subsequent offense, in the discretion of the court.

In any such proceeding, the summons issuing therein, or in special circumstances a warrant, shall be directed to the alleged disorderly person and the child.

### **ARRIVAL AT SCHOOL**

Once students enter the building they should go to their lockers, take care of any school business in the various offices, and report to their homeroom locations. **Students may not loiter in the parking lot or on school grounds before or after school.** Middle school students must report to homeroom at the 7:55 a.m. warning bell, 8:00 a.m. late bell; high school students – warning bell 7:50 a.m., report to Period 1, 7:57 a.m.

Any student who arrives after homeroom starts, must report to the **main office** and sign in as tardy. (See disciplinary guidelines for tardy offenses.)

### **LEAVING SCHOOL**

During the school day, students are not permitted to leave the school grounds without permission. (See disciplinary guidelines.)

After school, students must be under the direct supervision of a staff member or must leave the premises.

Any student wishing to be dismissed early should present a parental note to the main office before homeroom. S/he must also arrange to be picked up by her/his parent.

Students who become ill during the school day may only be excused by the school nurse. A parent/guardian will be contacted in such cases and asked to pick up the student.

While 18 year old students are legally allowed to sign themselves out of school, this practice is strongly discouraged. It should be used only in cases of illness approved by the nurse or family emergency approved by the administration. At no other time should these students sign out. Violations will be subject to disciplinary actions.

### **STUDENT PHOTO I.D. TAGS**

Students must wear their student Photo I.D.'s and school issued lanyards around their neck at all times when on school grounds. Photo I.D. card must be visible on the front of the student. Students will be responsible to replace any I.D. tags deemed damaged or unrecognizable by the administration. Lost or damaged student I.D. tags will be replaced at student's expense of \$5.00. Lost lanyards are an additional \$5.00. Lanyards and photo I.D.'s are the property of the school and must be returned prior to graduation.

#### **Not Wearing Photo I.D. and/or Assigned Lanyard**

Students not wearing a photo I.D. and/or assigned lanyard will receive a stamp on their hand signifying that the administration is aware that the student:

- a. Had their I.D. and/or lanyard but was not wearing it
- b. Forgot their I.D. and/or lanyard
- c. Had lost their I.D. and/or lanyard and had ordered a new one.

They will also receive an after school detention. Then follow the infraction chart.

### **BALLOONS**

For safety reasons, no more than one (1) celebratory balloon will be allowed in the hallways or classroom by a student (birthday, graduation, etc.)

### **VISITORS**

Alumni of Saddle Brook High School are always welcome. Every effort, however, should be made to visit the school after school hours when the faculty and staff have fulfilled their obligations to the present students. Visitors must sign in at the office and wear visitor badges during their stay.

Guests at school activities, i.e., dances and proms, must be pre-registered by a Saddle Brook student no later than the morning of the event. There is a limit of one guest per student. Outsiders will not be admitted at the door.

## DISCIPLINE

Good behavior is a cooperative effort and a matter of common sense. If a student were to adopt the policy that the main purpose of school is education and strive toward that goal, disciplinary problems would be non-existent. However, part of growing up is to make mistakes at times. Students must understand that failure to meet their responsibilities will carry consequences.

Emphasis must always be given to helping students develop the necessary self-discipline that will allow them to be productive students and citizens. They must be reminded that their actions always reflect on themselves, their family, their school, and their community.

Students must always exercise self-discipline to the extent that they do not interfere with the rights of others. Any form of behavior or conduct which is disruptive not only prevents individual learning but almost always interferes with the learning opportunities of others and, therefore, cannot be tolerated.

Students must also exercise self-discipline in the halls, stairwells and on school grounds. When passing through the halls and stairwells, students should stay to the right.

The administration recognizes its responsibility and right to take reasonable disciplinary action for student behavior and/or conduct that is contrary to school rules or that is judged inappropriate by the administration.

**Students must respect all school rules and regulations and show this respect by following the requests or directives of any staff member. At all times students are expected to cooperate and be courteous to all members of the school community. These rules and**

**regulations also extend to all school-related functions both on and off property and are in effect while students are en-route to and from school.**

**18A:37-1. Submission of pupils to authority.** Pupils in the public schools shall comply with the rules established in pursuance of law for the government of such schools, pursue the prescribed course of study and submit to authority of the teachers and others in authority over them.

**18A:37-2. Causes for suspension or expulsion of pupils.** Any pupil who is guilty of continued and willful disobedience, or of open defiance of the authority of any teacher or person having authority over him, or of the habitual use of profanity or of obscene language, or who shall cut, deface or otherwise injure any school property, shall be liable to punishment and to suspension or expulsion from school.

Conduct which shall constitute good cause for suspension, or expulsion of a pupil guilty of such conduct **shall include, but not be limited to**, any of the following:

1. Continued and willful disobedience;
2. Open defiance of the authority of any teacher or person having authority over him;
3. Conduct of such character as to constitute a continuing danger to the physical well-being of other pupils;
4. Physical assault upon another pupil;
5. Taking, or attempting to take, personal property or money from another pupil, or from his presence, by means of force or fear;
6. Willfully causing, or attempting to cause, substantial damage to school property;
7. Participation in an authorized occupancy by any group of pupils or others of any part of any school or other building owned by any school district, and failure to leave such school or other facility promptly after having

been directed to do so by the principal or other person then in charge of such building or facility;

8. Incitement which is intended to and does result in unauthorized occupation by any group of pupils or others of any part of a school or other facility owned by any school district;
9. Incitement which is intended to and does result in truancy by other pupils; and
10. Knowing possession or knowing consumption without legal authority of alcoholic beverages or controlled dangerous substances on school premises, or being under the influence of intoxicating liquor or controlled dangerous substances while on school premises.

### **DISCIPLINE AND INFRACTIONS**

**During all full day schedules detention will be held from  
2:55-3:55 p.m.**

**Middle School Detentions Tues./Thurs. 2:55-3:15 p.m.**

**Hours for Saturday detention are from 8:00 a.m.  
to 12:00 p.m.**

**In-school suspension in ISS room from 8:00 a.m.  
to 2:53 p.m.**

**Teacher detention takes precedence over office  
detention.**

**NOTE: ANY TEACHER IN THE BUILDING HAS  
THE AUTHORITY TO CORRECT  
MISCONDUCT AT ANY TIME. THEREFORE,**

**IT IS CONCEIVABLE THAT A TEACHER  
MIGHT ASSIGN A DETENTION TO A STUDENT  
WHO IS NOT IN ANY OF HIS/HER CLASSES.**

### **SUSPENSION/DETENTION**

A student on In School Detention (ISD) will be separated from the rest of the student body and supervised in the suspension room. In addition s/he may not attend or be involved in any co-curricular programs or after school activities.

Students assigned to suspension are responsible for all class work. Teachers will provide work for the student which the student must complete during his/her suspension. It is the student's responsibility to bring necessary materials and books to ISD. Students who do not come prepared to the supervised room and who fail to accomplish the work assigned will receive an additional day of ISD.

A student who leaves an in-school detention will be suspended out of school.

Students serving ISD will lose the privilege of cafeteria or open lunch and will have to eat lunch in the suspension room.

Any suspension will remain in effect until the beginning of the next school day. Students may not attend any after school activity on the day of the suspension including work assignments for those students participating in Option II.

**Board of Education Policy 5512.01**  
**HARASSMENT, INTIMIDATION AND BULLYING**

The Board of Education prohibits acts of harassment, intimidation or bullying. A safe and civil environment in school is necessary for pupils to learn and achieve high academic standards. Harassment, intimidation or bullying, like other disruptive or violent behaviors, is conduct that disrupts both a pupil's ability to learn and a school's ability to educate its pupils in a safe environment; and since pupils learn by example, school administrators, faculty, staff and volunteers should be commended for demonstrating appropriate behavior, treating others with civility and respect, and refusing to tolerate harassment, intimidation or bullying.

**SATURDAY DETENTION**

Saturday detention runs from 8 a.m.-12 Noon. Failure to provide a **medical doctor's note** results in an unexcused absence. Teachers will provide appropriate written work. Students are responsible for bringing all textbooks home with them the Friday before and are to bring them to Saturday detention.

*Students who are on out of school suspension or ISS are not eligible to participate in school activities or permitted on school grounds until the next regular school day after the completion of the suspension.*

Students who are on Saturday detention will be eligible to participate in school activities upon completion of the Saturday detention. Students must present advisors/coach with official documentation of completed Saturday detention.

### **CHAIN OF COMMAND**

Students and parents are instructed to use the following chain of command in addressing disputes such as discipline, grades, school policies, etc.

- ❑ Teacher
- ❑ Guidance Counselor
- ❑ Vice Principal
- ❑ Principal
- ❑ Superintendent of Schools

### **ACADEMIC INTEGRITY/PLAGIARISM**

Projects, position papers, tests and quizzes, homework, essays, lab reports and other work assigned in all disciplines are distributed by the teacher to enhance instruction, to evaluate achievement and, in general, to facilitate each student's mastery of the material. The assumption that lies at the base of all academic achievement is that each student does the appropriate research, organization and presentation of the material as part of his or her own learning process.

Any student, therefore, who copies another's work, or who does not acknowledge the sources of the information, ideas and/or wording obtained through the research process, is misrepresenting the work as his or her own. This is considered intellectual and academic dishonesty. The technical term is plagiarism. The penalty for copied work or for plagiarized work is a failing grade on the assignment and 2 Saturday detentions.

## **CARE OF SCHOOL PROPERTY**

Students will show respect for school property (textbooks, calculators, desks, lockers and any other school property), by keeping this property in good condition, and refrain from inflicting damage. Damage of school property is subject to monetary fine and disciplinary action.

**Note: Food and drink are prohibited outside the cafeteria unless pre-approved by the school administration.**

## **SCHOOL LOCKERS**

As a result of recent court decisions, students are advised that school officials may conduct searches of student property including lockers and any vehicle parked on school property if they have reasonable grounds to suspect that the search will reveal evidence that the student has violated or is violating either the law or rules of the school.

In accordance with the aforementioned, students are advised that lockers are subject to periodic inspection without notice. This practice is exercised with the safety and security of everyone in mind.

Students are advised to keep locker combinations confidential in order to safeguard their personal property. The sharing of lockers is not permitted. Only school-approved locks are permitted for use in the school.

Students should occupy only the locker assigned to them by their homeroom and physical education teachers. Tasteful decoration of lockers for special occasions is permissible (i.e., birthdays, holidays, spirit week).

## **HALL PASSES**

Only one student at a time may be issued a pass out of any given class. An original pass must be issued to each student who may be given permission to leave class. That pass must indicate date, student's name, point of origin, destination and time of departure, as well as the issuing teacher's signature. If a student is destined for a location that is staffed, such as the main office or the nurse, then an appropriate staff member at that location must record a return time on that pass and sign it.

Each teacher will maintain a weekly record by period/block of students who leave your classroom, including the time of departure and return as well as the student's destination. Whenever a teacher discovers a pattern of abuse, she or he should address it by limiting the offender's pass privilege and, if necessary, by bringing the matter to the attention of the appropriate administrator. *Student noncompliance with guidelines contained herein will be considered insubordination.* If pass abuse persists after a teacher's attempted intervention, then the teacher should refer the matter to the appropriate administrator.

## **PARKING**

Only seniors will be given parking permits for parking in our lot on a first come, first served basis for available spaces. Senior must adhere to all parking regulations stated on the application. Students not parking in their assigned space will risk being ticketed and/or towed at their expense. Students may also have their parking privilege revoked and relinquish their parking space for the year.

## **LOST AND FOUND**

Items can be retrieved in the guidance office. Valuable items found should be brought to the attention of the office staff. Any articles not claimed in a timely manner will be discarded on a monthly basis.

## **ITEMS PROHIBITED ON SCHOOL GROUNDS**

The following are prohibited in school and on school grounds at all times: animals, remote paging devices, iPods, walkman, radios, tape/CD players, video games, skate boards, water pistols, cigarettes/smokeless tobacco, and any other items judged by the administration to be inappropriate for school.

- ❑ Laser Pointers are strictly prohibited in school, at school activities and on school grounds. They will be confiscated by staff. Students will be disciplined with Detentions, Saturday Detention and/or suspension from school.
- ❑ Secret Organizations- 18:42-5 Certain student organizations declared harmful. Every fraternity, sorority, secret society or organization composed in whole or in part of public school pupils, which seeks to organize and perpetuate itself by taking in members from among the pupils enrolled in such school in which they are students, upon the basis of decision of the membership of such organization rather than from the free choice of any pupils in such school who are otherwise qualified to fill the special aims of such organization inimical to the good of the system and to the democratic principles and ideals of public education and to the public good.

- ❑ 18A: 42-6 Organizations forbidden in high schools; rules; exceptions. No such fraternity, sorority, society or organization shall be formed or maintained in any public high school and the Board of Education of every school district shall adopt rules providing for the necessary disciplinary measures to enforce this section.
- ❑ Students who access inappropriate web-sites on school computers will be punished by class removal for five days as well as Saturday Detention(s) and or Suspension from School.
- ❑ Unauthorized sales of any item not sanctioned by the administration is strictly prohibited. Violators will be disciplined.

### **CAFETERIA RULES**

A student may choose to bring her/his lunch or participate in the school lunch program. **No food from outside vendors may be ordered in or brought to school except with permission of the administration.**

#### **Rules:**

1. Students are due in the lunchroom no later than 4 minutes after the 1<sup>st</sup> bell.
2. Cutting into the food line is prohibited.
3. Empty all debris from trays into the proper disposal receptacles.
4. No more than twelve students should sit at one table.
5. Pupils must return trays to the designated area.
6. All refuse must be cleared from the tables when finished eating.
7. No food is to be taken from the cafeteria except by ISS students and students participating in any science lab

meeting during lunch period or unless authorized by an administrator.

8. Students will sit, if directed by a staff member, in any place designated by that staff member.
9. No chairs may be placed at the ends of the tables since aisles must be kept clear.
10. No places may be reserved. If a student claims a vacant place, s/he is entitled to it.
11. All trips to the lavatory should be made before entering the cafeteria. Students will be allowed to leave the cafeteria only with teacher's permission to use the bathroom.
12. No running, singing, mass noise, or any type of horseplay will be permitted.
13. Throwing food or any other object is absolutely prohibited.
14. Students are to remain seated until the dismissal bell has been rung.
15. Leave the cafeteria by the exit closest to your seat or as otherwise directed.

### **OPEN LUNCH PROGRAM**

**Seniors** open lunch program is a privilege. This privilege includes the opportunity to eat lunch in the cafeteria or go off campus for lunch. Seniors must complete an open lunch permission form and have it signed by their parent. Upon return of this form, a lunch card will be issued. ***This card must be in the student's possession at all times.*** All other students regardless of age must remain in school for lunch. **Seniors** electing to eat off campus are required to leave and return to the building through the double door exit located nearest to Cafeteria B.

*Seniors may purchase lunch and take it out when leaving the building. Seniors will not be permitted to eat in the cafeteria then leave the building.*

*Seniors will enter back into the building only during the last five minutes of lunch period through the designated side entrance. Seniors will remain only in this entrance foyer area until the period bell sounds.*

*Seniors who are late returning from lunch may have their lunch privileges revoked.*

Seniors who do not return to school after lunch must have a parent/legal guardian call the school office within thirty minutes from the end of that lunch period. Failure to do so will be regarded as truancy.

**Underclassmen:** Only parents may take their children home for lunch. They may do so by coming to the school office, signing the form provided by the school principal, and personally taking their children home and physically returning them; however, this is strongly discouraged.

### **DRESS CODE**

1. Attire harmful to the individual's safety or health or to the communal safety or health is prohibited.
2. Attire which is disruptive to the educational program is prohibited.
3. Sunglasses will not be worn inside the school building.
4. Hats, sweatbands, kerchiefs, or bandanas will not be worn inside the school building. **Immediate** detentions will be assigned.
5. No white athletic undershirts are permitted unless worn beneath another appropriate shirt.

6. Shirts, patches, and decorative items advertising beer, liquor, cigarettes, drugs, sex, profanity, pornography, or that state or imply anti-religious or ethnic messages and anything deemed inappropriate by the administration are prohibited.
7. Pants must be worn in such a manner as to cover undergarments and should be of an appropriate and safe length.
8. "Flip-flop" sandals or shoes without backs or back straps approximately ½ inch wide minimum, bare feet, or cleated footwear may not be worn because of the danger they impose.
9. The following garments and articles are prohibited in school and at school-sponsored indoor events: Tank tops or tops with straps less than the width of three fingers, extremely low-cut (draping), tight fitting, excessively revealing (visible cleavage) or transparent clothes, bare midriffs, backless tops, off the shoulder strapless tops, and suggestive clothing.
10. No link chains, bicycle chains, spiked collars or bracelets may be worn in the building.
11. Students may not have exposed body piercing in non-cartilaginous areas because of the inherent danger to self and others.
12. Undergarments should be covered at all times and underwear such as briefs, boxer shorts, panties, thongs, and bras should not be visible.
13. The wearing of outdoor jackets or coats are prohibited, except when entering or leaving the building or when there is a defect in the heating system.
14. Clothing that is overly soiled, torn, worn or defaced is prohibited.
15. Any gang related (including illegal fraternities and sororities) clothing or decorations are prohibited.

## **STUDY HALLS**

Study halls are designed to provide a quiet, regulated environment in which students can read or work on assignments. All students are encouraged to use this time wisely and to follow the rules, regulations and procedures established for study halls. Students may also visit the library during their study hall period, provided they have a pass from the librarian. They are required to make appropriate use of the library, remain there for the entire period, and follow the library rules during their visit.

## **PHONE USE**

Students are permitted to use the hall pay phones only before and after school or during lunch with the supervising teacher's permission.

## **LIBRARY**

Students are encouraged to use the library for study, research, and leisure reading. The library/media specialist and aides are available to assist all students in the use of the computers and online catalog. Proper use of the computers is governed by the *Acceptable Use Policy* as established by the Board of Education. This policy is located near all computer terminals.

The Saddle Brook High & Middle School Library is a member of the Bergen Electronic Library For Schools, otherwise known as **BELS**. Students need a personal card from the Saddle Brook Public Library to borrow books and magazines from our school library.

Print materials are now accessed via our online catalog. Inter-library loans can be arranged for students needing

resources from other member libraries. In addition to the online catalog, students can also access the Internet, as well as online magazine databases, the web version of the Bergen Record, and the Encyclopedia Britannica online.

A variety of CD-ROMs is also available for student use.

The library is open from 8:00 a.m. to 3:30 p.m. **Borrowing privileges are temporarily suspended for those students with unpaid fines or overdue materials.** Students who ignore repeated library notices are referred for administrative action.

The general loan period is for three weeks; reference books and magazines are loaned overnight. Renewals are available for all items.

### **WORKING PAPERS**

Working papers may be obtained from the attendance secretary in the main office only after school. Students up to the age of 18 who are working for pay are required by N.J. State Law to have working papers. Any questions about working papers can be answered in the main office.

**SADDLE BROOK MIDDLE/HIGH SCHOOL**  
**ACCEPTABLE USE POLICY FOR COMPUTER**  
**AND INTERNET ACCESS**

---

Saddle Brook Middle/High School provides computer use and Internet access for all students, faculty and staff. Internet access is currently obtained through Cablevision, which will soon be superseded by another internet service provider accessed through the school's network. Students must have permission from at least one of their parents or guardians to access the Internet at school.

The use of school computers, the school network, and Internet accounts is a privilege, not a right, and inappropriate use will result in disciplinary action by school officials and/or the cancellation of those privileges. A student's activities while using computers or the Internet in this school must be in support of education and research, and consistent with the educational objectives of the Saddle Brook Public Schools. In addition, a student accessing the Internet from a school site is responsible for all on-line activities that take place through the use of the school account when he/she is using it.

**Agreement: Acceptable Use of Computer and Internet Access**

I agree that the following actions (which are not exhaustive) constitute unacceptable use of computers, the school computer network, or the Internet, whether that use is initiated from school or any other site:

- Using impolite, abusive, or otherwise objectionable language in either public or private messages
- Placing unlawful information on the Internet

- Using the Internet illegally in ways that violate federal, state or local laws or statutes
- Using the Internet at school for non-school related activities
- Sending messages that are likely to result in the loss of the recipient's work or systems
- Sending chain letters or pyramid schemes to lists or individuals, or any other types of use that would cause congestion of the Internet or otherwise interfere with the work of others
- Using the Internet for commercial purposes
- Using the Internet for political lobbying
- Changing any computer file that does not belong to the user
- Sending or receiving copyrighted materials without permission
- Knowingly giving one's password to others
- Using another person's password
- Using Internet access for sending or retrieving pornographic material, inappropriate text files, or files dangerous to the integrity of the network
- Circumventing security measures on school computers, networks, or remote computers
- Attempting to gain access to another's resources, programs, or data
- Vandalizing, which is any malicious attempt to harm or destroy hardware or the data of another user either on the computer or on the Internet, and includes the uploading or creation of computer viruses
- Falsifying one's identity to others when using the Internet
- Changing any computer files that do not belong to the user.

## **Student's Agreement**

I have read the policy on Acceptable Use of Computers and Internet Access at Saddle Brook Middle/High School and I understand fully and agree to abide by the principles and guidelines it contains. In addition, I have read and agree to refrain from those actions listed above which are considered unacceptable to the proper use of computer and Internet resources.

## **Parent's Agreement**

As the parent or guardian of this student I have read the Acceptable Use Policy for computers and Internet Access as outlined above. I understand that such use and access are designed for educational purposes. I also recognize that employees of the School or school system may not be able to restrict access to all controversial materials on the Internet. I will not hold them responsible for materials my son or daughter acquires as a result of the use of computers or of access to the Internet from school facilities. I accept full responsibility for supervision if and when my child's use of the Internet is conducted outside the school setting. I hereby give my permission to Saddle Brook Middle/High School to provide opportunities for computer use by my child and/or to permit my child to access the Internet via the equipment and account provided at the school site.

---

For Further information, please contact any of the following at 201-843-2880

James J.Sarto, III, Principal  
Robert Onorato, High School Vice Principal  
Robert Porfido, Middle School Vice Principal  
Joseph Frangipane, Computer Coordinator

## GUIDANCE

The purpose of our school guidance program is to help each student in his/her social, educational, vocational, and personal development. Counselors are in the guidance office daily from 7:55 a.m. to 3:05 p.m. Conferences with students receive first consideration of the counselor's time and are scheduled whenever necessary. Appointments are made through the guidance secretary before or after school hours.

**Some examples of how a counselor may assist a student are:**

1. Recommending ways that a student may improve his/her study habits.
2. Planning a student's schedule and school program.
3. Advising the student in making realistic curriculum selections and suitable plans for the future.
4. Offering aid in problems of adjustment.

## CITIZENSHIP

We will operate with a three-tier citizenship grade. CS constitutes **Satisfactory**, meaning the guidelines of good citizenship are regularly followed. CN indicates a **Need for Improvement** and CU means that the student **Infrequently Shows Evidence of Good Citizenship**. CU only will keep students off of the Honor Roll.

## HONOR ROLL

First Honor Roll - All grades must be A's  
- All citizenship must CS only

Second Honor Roll -All grades must be A's and B's  
All citizenship must be CS or CN

**The following are weighted courses:**

AP Biology	H Physics
AP Calculus	H Enriched Biology
AP English	H Enriched Earth Science
AP History	H Enriched Geometry
AP Chemistry	H Language IV
H Physiology	H Enriched Algebra II
H Enriched Chemistry	H World Studies-History
H World Studies-English	H American Studies-History
H American Studies-English	H Pre-Calculus
H Discrete Math	

A student who transfers into Saddle Brook High School will be eligible only for as many quality points as s/he could have possibly earned had s/he been in attendance in Saddle Brook High School. Furthermore, quality points will only be awarded for classes that are comparable to those offered at Saddle Brook High School.

**Note: No quality points will be issued for courses completed in summer school.**

**Students who take the AP Exam will be reimbursed one-half the fee of the test if they score a 3 and full reimbursement if they score a 4 or 5.**

**PROMOTION**

Promotion from one grade to the next, along with the requisite grade level privileges depends on the accumulation of credits as follows:

30	credits to be a sophomore
60	credits to be a junior
90	credits to be a senior
120	credits to graduate

Students must have the necessary credits to participate in the activities of that class. i.e. Junior/Senior Breakfast, Senior Open Lunch, Senior Banquet.  
No diploma will be issued to any student who has outstanding fines and obligations.

### **GRADUATION REQUIREMENTS**

In addition to various state and district mandated requirements, students must accumulate 120 credits to qualify for a diploma. Saddle Brook High School requires that each student carry a minimum of 30 credits per year, which students must successfully complete in order to advance to the next grade level. They must satisfactorily complete:

- 4 years of English (20 credits)
  - 3 years of Math (15 credits)
  - 3 years of Social Studies (15 credits)
    - \* 2 of US History
    - \* 1 of World History/Culture
  - 3 years of Science (15 credits)
  - 1 year of World Language (5 credits)
  - 1 year of Fine, Practical or Performing Art (5 credits)\*
  - 1 year of Career Education (5 credits)
  - 4 years of Physical Education (20 credits)
- \* This includes one year of computer class.

Please be advised that New Jersey State Law mandates that a student be enrolled in physical education classes each year that he/she attends a public school of New Jersey. Students may only be excused from physical education upon presentation of a valid medical excuse, which must be forwarded to the school nurse. Students who are medically excused will be responsible for completing alternative assignments, which will be provided by the appropriate physical education teacher.

## **CAREER EDUCATION**

Career Education is infused throughout the curriculum.

## **FAMILY LIFE EDUCATION**

Family Life Education is taught in health classes in the senior year. Parents who wish to exclude their child from this curriculum must inform the principal in writing. Students will then complete an alternate assignment.

## **HIGH SCHOOL PROFICIENCY ASSESSMENT (HSPA)**

Students must pass all three parts of the High School Proficiency Assessment 11 in Reading, Writing and Mathematics. They must also adhere to the attendance policy.

**NOTE:** Students planning on entering a NJ State College as freshmen must have completed a minimum of 16 college preparatory units. They are: English (4 units), Social Studies (2 units), Math (3 units - Algebra I & II and Geometry), Lab. Science (2 units - Biology and Chemistry), and Electives (5 units, inc. English, Soc. Studies, Science, Math) plus a minimum of two years of a foreign language.

## **CRITERIA FOR MEMBERSHIP INTO THE NATIONAL HONOR SOCIETY**

Membership in SBHS chapter of the National Honor Society is an honor bestowed upon a student. Selection for membership is made by a faculty council and is based on outstanding Scholarship, Character, Leadership and

Service. Once selected, members have the responsibility to continue to demonstrate these qualities.

**Article IX** To be eligible for membership, the candidate must be a member of the junior or senior class.

Candidates must have a cumulative scholastic average of 3.8 or better. Candidates shall then be evaluated on the basis of service, leadership and character.

The following guidelines will provide help in the definition of leadership, service and character.

**LEADERSHIP:**

The student who exercises leadership:

1. Is resourceful in proposing new solutions, applying principles, and making suggestions.
2. Demonstrates initiative.
3. Exemplifies positive attitudes.
4. Is able to delegate responsibilities.
5. Demonstrates academic initiative.
6. Successfully holds positions of responsibility and school offices.
7. Is a leader in the classroom, at work, in school and in community activities.

**SERVICE:**

The student who serves:

1. Volunteers dependable and well-organized assistance, is gladly available, and is willing to sacrifice to offer assistance.

2. Works well with others and is willing to take on difficult responsibilities.
3. Enthusiastically renders any requested service to the school.
4. Shows courtesy by assisting visitors, teachers and students.

**CHARACTER:**

The student of character:

1. Takes criticism willingly and accepts recommendations graciously.
2. Upholds principles of morality and ethics.
3. Cooperates by complying with school regulations concerning property, programs, etc.
4. Demonstrates the highest standards of honesty and reliability.
5. Shows courtesy and respect for others.
6. Manifests truthfulness in acknowledging obedience to rules, avoids cheating in work and shows unwillingness to profit by the mistakes of others.
7. Actively helps rid the school of bad influences or environment.

**Any of the following will eliminate a student from consideration:**

1. Maximum of 2 unsatisfactory citizenship grades from 2 different staff members.
2. Maximum of 2 discipline referrals.

3. A misrepresentation of factual information on the Student Activity Information Form.

The faculty council surveys academically eligible students to determine interest in membership and to obtain information regarding service and leadership activities. Students so surveyed should understand that such surveys are not applications for membership, and that review of information gathered does not guarantee selection.

Seniors are chosen in the fall, at the conclusion of the first marking period.

Juniors are chosen in the spring at the conclusion of the third marking period.

## **NATIONAL HONOR SOCIETY**

### **Dismissal of Members**

Members should understand fully that they are liable for dismissal if they do not maintain the standards of Scholarship, Character, Leadership and Service that were used as the basis for their selection. Members should also understand that they are allowed limited warnings during their membership but that in the case of a flagrant violation of school rules or civil laws, a warning is not necessarily required. Furthermore, a student who is dismissed or who resigns may never again become an Honor Society member.

**CRITERIA FOR MEMBERSHIP INTO PSI NU  
SIGMA, THE HIGH SCHOOL AND JUNIOR  
COLLEGE SCIENCE HONOR SOCIETY**

Membership in the local chapter of Psi Nu Sigma is an honor bestowed upon a student. Founded in 1996, Psi Nu Sigma is a new addition at Saddle Brook High School. A common bond for members is an interest in the natural sciences. Its purpose is to recognize scholarship in, and promote enjoyment and understanding of the natural sciences in students at the secondary and junior college level. Once selected, members are expected to continue to uphold these standards.

Criteria for acceptance into Psi Nu Sigma include the following:

- ❑ Must have Junior status and be in a Junior Homeroom.
- ❑ Must have completed at least three years of college preparatory science classes with a 3.5 average.
- ❑ Must be enrolled in an additional advanced science course for his/her Senior year.
- ❑ Must complete an essay describing why acceptance to the Honor Society is important to him/her.

The science faculty makes final selections. All new juniors will be chosen at the completion of the third marking period.

## **EXTRA-CURRICULAR ACTIVITIES**

Students are encouraged to participate in extra-curricular activities, including inter-scholastic sports and the following clubs:

Interact	Jazz Band
Unicorn	Concert Band
Latin Club	Marching Band
Photo Club	Chamber Music
SADD	Student Council
React	Spanish Club
Ski Club	Astronomy Club
Cheerleading	Choir
Color Guard	Video Club
National Honor Society	Falcon Flyer Newspaper
Yearbook	Astronomy Club
MS/HS Sake Environmental Club	
Psi Nu Sigma, Science Honor Society	

The following interscholastic sports by season are offered:

<u>Fall</u>	<u>Winter</u>
Football	Basketball B/G
Soccer B/G	Wrestling
Cross Country B/G	Winter Track B/G
Girl's Tennis	Girl's Volleyball

Spring  
Baseball Girl's Softball  
Spring Track B/G  
Boy's Tennis

Students wishing to participate in sports must meet the following eligibility criteria.

Students must pass a physical examination in order to participate in a sport. Written documentation must be presented to the school nurse prior to the first practice. This physical is valid for one calendar year. Physical exams at no cost are available prior to each athletic season. These physicals are scheduled by the school nurse.

To be eligible for first semester sports (Sept. 1 - Jan. 30), all sophomores, juniors, and seniors must have earned a minimum of 27.5 credits in the preceding school year while meeting all citizenship requirements. Freshmen are automatically eligible for his/her first semester sport. To be eligible for spring semester sports (Feb. 1 - Jun. 30), all student/athletes must have earned the equivalent of 13.75 credits by the conclusion of the first semester. In addition student athletes as well as spectators are expected to demonstrate good sportsmanship while fully complying with all school rules at home and away events.

Students and parents are instructed to use the following chain of command in addressing disputes involving school athletics. Chain of command is

- Coach.
- Supervisor of Athletics.
- Vice Principal.
- Principal.
- Superintendent of Schools.

### **HEALTH SERVICES**

If a student becomes ill in school, the student should report to the nurse. If the nurse is not available, students should report to the main office. Teachers should also report all injuries or accidents at once to the health office. Students sustaining injuries should also report for treatment. A parent or individual listed on the emergency form is always contacted before releasing an ill or injured student from the health office. Each student must have on file in the health

office and main office a completed emergency form. Any student leaving the building because of illness without the nurse's certification or official permission from the administration will have the absence recorded as unexcused and will face disciplinary action.

### **Mental Health**

It is recognized that good mental health is necessary for a successful educational experience. In order for students who experience depression or other psychological difficulties to reach their full educational potential, many mental health services are available. Students are encouraged to contact the following staff members regarding these services: School Nurse, Guidance Counselors, Child Study Team Members, Student Assistance Counselor and Administrators. It is important to know that help is available from the above and that the aforementioned staff may refer a student and his/her parent(s) to outside agencies as appropriate.

### **Emergency Forms**

In order that we may conform to the wishes of parents, emergency forms must be filled out for each student and returned to the school for use in emergency situations.

### **Accidents and Insurance**

The school is responsible only for immediate first aid. The Board of Education does not pay any medical or hospital bill incurred as a result of an accident to the pupil at school. The parent or guardian is responsible for the payment of such bills.

We urge you to avail yourself of the protection afforded through school insurance. You will be given information

regarding various insurance plans during the first week of school.

In the case of an accident, no matter how minor, the student should report that accident to the teacher immediately. In the case of severe accident or acute illness, emergency care will be administered by the school nurse. Parents will then be notified.

### **Insurance**

Additional student insurance is available at a nominal cost and is optional. When a student insured under the plan is injured, he will be given a claim form from the nurse's office. This form must be completed by the parents and presented to the doctor or hospital. The school merely acts as a medium in supplying the insurance and assumes no liability, either for the injury or the subsequent negotiations with the company. Saddle Brook Board of Education does not insure against the loss of or damage to personal property, including musical instruments, athletic equipment, etc. If you wish to obtain insurance coverage, one option is to add a rider to your homeowner's insurance policy.

### **Medical Transportation**

It is the responsibility of parents to provide transportation and further care for a student if a student becomes ill or injured on school property. A student may not be sent home without parental approval and no student may drive when excused for medical reasons unless consent has been given by the nurse as well as by the parent.

### **Medications in School**

In order for a student to take medication, prescription or non-prescription, in school, a written order from a physician and a written request from a parent must be submitted to the school nurse. Medication authorization forms for physicians and parents are available in the nurse's office. For short-term medication, a written physician's order co-signed by a parent will suffice.

Medication must be brought to school in its original, appropriately labeled container. At your request, a pharmacist will provide you two labeled containers, one for school and one for home. All medications are to be kept locked in the nurse's office, to be administered only by the nurse or a parent. One exception to the rule is an asthma inhaler, provided that the requisite medical authorization forms have been submitted and that those forms indicate that the student may carry the inhaler and may self-medicate.

Your cooperation in this matter is essential to insure your child's well-being.

### **Immunization (Saddle Brook Board of Education Policy No. 5320)**

In order to safeguard the school community from the spread of certain communicable diseases and in recognition that prevention is a means of combating the spread of disease, the Board of Education requires the immunization of pupils against certain diseases in accordance with state statute and rules of the New Jersey State Department of Health.

No child shall be admitted to school unless he or she has completed required immunizations or has been granted a

provisional status in accordance with rules and the regulations implementing this policy.

The Board shall not require the immunization of any pupil for whom such immunization is medically contraindicated or any pupil for whom administration of immunizing agents conflicts with bona fide religious tenets or practices.

No immunization program, other than that expressly required by the rules of the New Jersey State Department of Health or by order of the New Jersey State Commissioner of Health, may be conducted in district schools without the express approval of the Board.

N.J.S.A. 18A: 40-20

N.J.S.A. 26: 4-6

N.J.A.C. 8: 57-4.1 et seq.

Adopted: January 15, 1997

### **Physical Examination**

In accordance with guidelines established by the State of New Jersey, all new students are required to have a complete physical examination.

All students engaged in interscholastic athletics must have a medical examination (history and physical) within one year (365 days) of the first practice session. N.J.A.C. 6A: 16-2.2(h)

### **Scoliosis Testing**

The New Jersey Legislature has charged that “every Board of Education should provide for the biennial examination of every pupil between the ages of ten and eighteen for the

condition known as scoliosis”. N.J.A.C. 6A:16-2.2(f), N.J.S.A. 18A: 4D – 4.3 to 4.5.

Students in grades 7, 9, and 11 are initially screened by the school nurse. If a spinal problem is suspected, your child will be rechecked at a second screening by the school doctor. If further consultation is recommended, parents will be notified and will be asked to see their own physician for further evaluation. If you prefer to have your child examined by your own physician, you must bring a note from your doctor to the school nurse stating that your child has been examined for scoliosis and the results of the examination.

### **EQUAL OPPORTUNITY POLICY**

The Saddle Brook Board of Education affirms its responsibility to ensure all students in the public schools of Saddle Brook equal education opportunity and all employees equal employment opportunity regardless of economic status, marital status, political affiliation and non-applicable handicap. Furthermore, the Saddle Brook Board of Education shall maintain working and academic environments free of harassment. To fulfill these responsibilities, the school district reaffirms its present school and classroom programs and employment contract practices.

The procedure to file a grievance is set forth:

Step 1            The grievant must present a written complaint to the district affirmative action officer.

- Step 2            The affirmative action officer shall have five (5) school days to investigate and respond to the grievant.
- Step 3            If the grievant is not satisfied with the decision at Step 2, an appeal in writing may be made within ten (10) school days to the Board of Education which will hear the complaint within thirty (30) calendar days.
- Step 4            The Board of Education shall respond to the grievant within thirty (30) calendar days of the hearing.
- Step 5            If the grievant is not satisfied with the Board's decision, the grievant may file the complaint with the Director of the Office of Civil Rights, Washington, D.C. The grievant maintains the right to bypass the grievance procedure and submit the complaint directly to the Office of Civil Rights.

## **CIVIL RIGHTS NOTIFICATION**

The following information is provided in compliance with federal and state civil rights guidelines.

### **District Nondiscrimination Policy**

The Saddle Brook Public Schools ensure all students in the public schools of Saddle Brook equal educational and vocational opportunity and all employees equal employment opportunity regardless of race, creed, color, religion, sex, ancestry, national origin, social or economic status, political affiliation and non-applicable handicap. Furthermore, the schools shall maintain working and academic environments free of harassment. The officers are:

#### **Affirmative Action Officer**

Caroline Gaynor  
Smith School  
201 – 796-6650

#### **504 Officer**

Laura Thoresen  
Washington School  
201 – 843-6740 ext. 2

**ADDENDUM**

Right to Know Officer - Mr. Jeff Weiss, Saddle Brook High School.

Americans with Disabilities Act Officer – Mr. Raymond Karaty, Saddle Brook Board of Education Secretary & Business Administrator.

**THE FOLLOWING INFORMATION IS PROVIDED AS A PUBLIC SERVICE BY OUR LOCAL DRUG AND ALCOHOL AWARENESS ORGANIZATION:**

**Citizens Against Substance Abuse (CASA)**

**TOLL FREE 24 HOUR EMERGENCY HOTLINE NUMBERS**

Saddle Brook.....	1-201-843-7000
Police, Fire Dept, Ambulance.....	911
Poison Information.....	1-800-962-1253
For Home Problems.....	1-800-322-8092
Domestic Violence.....	1-800-572-7233
Cocaine.....	1-800 COC-AINE
Narcotics Anonymous.....	1-800-992-0401
Alcoholism.....	1-800-322-5525
All Drug Problems.....	1-800-225-0196
National Runaway Hotline.....	1-800-621-4000
Child Find.....	1-800-322-8174
Violent Crimes.....	1-800-242-0804

**VICTIM/WITNESS HOTLINE**

DYFS/Child Abuse.....	1-800-792-8610
V.D. Information Referral.....	1-800-227-8922
AIDS Hotline.....	1-800-642-2377
Compulsive Gambling Hotline.....	1-800-426-2537
Suicide Hotline.....	1-800-4A-CHILD



