



**STONE RIDGE
CHRISTIAN**

Building Excellence, Shaping Generations

ELEMENTARY

2026 - 2027

**Student
Handbook**

PHILOSOPHY AND MISSION STATEMENT OF SRC.....	4
PURPOSE AND PHILOSOPHY OF EDUCATION.....	4
STATEMENT OF FAITH.....	5
STUDENT STANDARDS OF CHRISTIAN CODE AND CONDUCT.....	6
ACADEMICS.....	6
CURRICULUM PHILOSOPHY.....	6
GRADING SYSTEM.....	7
QUARTER GRADES.....	7
SEMESTER GRADES.....	7
REPORT CARDS.....	7
HOMEWORK POLICY.....	7
MAKE-UP WORK, MISSING OR LATE ASSIGNMENT POLICY.....	8
STANDARDIZED TESTING.....	8
MAP.....	8
ACADEMIC INTEGRITY POLICY.....	8
PLAGIARISM.....	8
CHEATING.....	8
ACADEMIC INTEGRITY ENFORCEMENT.....	9
STANDARD PROGRESSION OF DISCIPLINARY ACTION.....	9
STUDENT SERVICES.....	9
ADMISSION GUIDELINES & ENROLLMENT.....	10
AGE ELIGIBILITY.....	10
GRADE PLACEMENT.....	10
OPEN ENROLLMENT POLICY.....	10
ATTENDANCE REQUIREMENTS – GOVERNMENT REGULATIONS.....	11
MINIMUM ATTENDANCE REQUIREMENTS.....	11
ATTENDANCE RECORDS.....	11
NOTICE OF NON-DISCRIMINATION.....	11
STUDENT TRANSFERS AND WITHDRAWALS.....	11
ADDITIONAL REQUIREMENTS.....	11
ATTENDANCE POLICY.....	12
ABSENCES.....	12
HABITUAL CHRONIC ABSENCES.....	12
EXCUSED ABSENCES.....	12
EXTENDED ABSENCES.....	12
TRUANT ABSENCES.....	13

UNEXCUSED ABSENCES.....	13
TARDIES.....	13
PERFECT ATTENDANCE.....	13
FLU POLICY.....	13
LICE POLICY.....	13
PROCEDURE FOR PICK-UP OF STUDENTS.....	14
CHAPEL.....	14
GUIDELINES FOR CHAPEL.....	14
CLASS PARTIES.....	14
CLOSED CAMPUS.....	14
DISCIPLINE GUIDELINES.....	15
CULTURE.....	15
GOSPEL FRUIT.....	15
SOWING AND REAPING.....	15
REVEALING DEPRAVITY.....	15
POSITIVE REINFORCEMENT.....	15
DISCLAIMER.....	16
DISCIPLINE STRUCTURE TEACHERS.....	16
SCHOOL BOARD.....	16
ELEMENTARY DISCIPLINE.....	16
K-12 DISIPLINE GUIDELINES.....	16- 18
EMERGENCY PROCEDURES.....	18
EVACUATION PROCEDURES.....	18
FIRE DRILLS.....	18
DISASTER AND EARTHQUAKE DRILL.....	18
SHELTER IN PLACE.....	19
LOCKDOWN.....	19
BOMB THREAT.....	20
BOMB EMERGENCY.....	20
CRIME IN PROGRESS.....	21
GAS OR CHEMICAL SPILL.....	21
EXTENDED CARE.....	22
FIELD TRIPS / OFF CAMPUS EVENTS.....	22
FIELD TRIPS.....	22
OFF-CAMPUS SCHOOL EVENTS.....	22
GUIDELINES.....	22
LIBRARY.....	23

LUNCH.....	23
LUNCHTIME PROCEDURES.....	23
MANDATED REPORTING OBLIGATION.....	23
MEDICAL REGULATIONS.....	23
IMMUNIZATIONS.....	23
MEDICATION.....	23
SICK / INJURED STUDENTS.....	24
MISCELLANEOUS INFORMATION.....	24
SCHOOL MASCOT.....	24
SCHOOL COLORS.....	24
DISTRIBUTION OF MATERIALS.....	24
LOST AND FOUND.....	24
PLAYGROUND RULES.....	24
SCHOOL DIRECTORY.....	24
SCHOOL YEARBOOK.....	24
SCRIP FOR SCHOOL PROGRAM.....	24
STUDENT INSURANCE.....	24
TELEPHONE USE.....	25
TEXTBOOKS.....	25
USE OF PICTURES.....	25
WHEELED TRANSPORTATION.....	25
PARENT / TEACHER COMMUNICATION PROCESS.....	25
PHYSICAL EDUCATION.....	25
PROHIBITED MATERIALS.....	25
SCHOOL DAY.....	26
ARRIVAL.....	26
DISMISSAL.....	26
RAINY DAY SCHEDULE.....	26
STANDARD OF APPEARANCE.....	26
STANDARD FOR ALL STUDENTS.....	27
STANDARD FOR BOYS.....	27
STANDARD FOR GIRLS.....	27
CHAPEL DRESS.....	27
CHAPEL DRESS FOR BOYS.....	27
CHAPEL DRESS FOR GIRLS.....	27
DISCIPLINE GUIDELINES.....	27

PHILOSOPHY AND MISSION STATEMENT OF SRC

MISSION STATEMENT

Together with parents and the church, Stone Ridge Christian School exists to educate students in developing their unique God-given potential.

VISION

Students will be equipped academically, spiritually, physically, and socially to impact their community and the world for Jesus Christ.

CORE VALUES CHRISTIAN

All activities are experienced through the lens of Christian faith and guide students to understand that God is at the center of every pursuit of knowledge.

EXCELLENT

Pursue excellence in all areas.

COMMUNITY

Become a community and be involved in our community.

GENERATIONAL

A lasting school that has generations of students and supporters.

PURPOSE AND PHILOSOPHY OF EDUCATION

The educational Philosophy of SRC is dependent on a Biblical philosophy which provides the right worldview and essential truths for life so that children may be prepared to assume their proper place in the home, the church, and the state. The Philosophy of Education for Stone Ridge Christian School is as follows:

FAMILY PARTNERSHIP

The purpose of Stone Ridge Christian School is to assist parents and guardians in fulfilling their God-given responsibility to raise their children and to help families and students live a life that is God-centered. SRC seeks to admit students of parents and guardians who will support the school's mission, Educational Philosophy, and Statement of Faith.

SRC will be an extension of the home in providing a cognitive structure for both sound educational knowledge and moral principles. The ultimate objective is that God will be glorified in every academic discipline and in every activity of school life.

BIBLICAL TRUTH

We believe that all Truth is God's Truth, and the Bible is the inspired and infallible Word of God. The Bible is foundational in all areas of the curriculum and is designed to enable students to develop to their full potential.

ACADEMIC EXCELLENCE

Excellent education requires qualified people working in a quality environment. Christian men and women of the faculty and staff must demonstrate professional excellence. Their desire is to challenge students to achieve the highest levels of their God-given talent while developing people of high moral and ethical character.

INDIVIDUAL DEVELOPMENT

A central theme of SRC is to provide a well-rounded educational experience, including opportunities for spiritual growth, high academic achievement, student involvement in competitive athletics, enriching fine arts, and other

student activities.

ACCREDITATION

Stone Ridge Christian School maintains dual accreditation from the Association of Christian Schools International (ACSI) and the Western Association of Schools and Colleges (WASC). As a member of ACSI, SRC subscribes to ACSI's Christian Philosophy of Education. The mission of ACSI is to enable Christian educators and schools worldwide to effectively prepare students for life.

STATEMENT OF FAITH

The Basis of Stone Christian School is the Word of God, and having accepted Jesus Christ as personal Savior, all students shall subscribe annually in writing to the following Statement of Faith:

GOD THE FATHER. That God is the Creator and Ruler of the universe. He eternally exists in three persons: The Father, the Son, and the Holy Spirit. These three are co-equal, co-eternal, and are one God.

GOD THE SON. That Jesus Christ is the Son of God. He is co-equal with the Father and possesses all the attributes of deity. Born of a virgin, he lived a sinless human life and offered Himself as the perfect sacrifice for the sins of all people by dying on the cross. He arose from the dead after three days to demonstrate His power over sin and death. He ascended to the right hand of the Father and will return again someday to reign as King of kings and Lord of lords.

GOD THE HOLY SPIRIT. That the Holy Spirit is co-equal with the Father and is a divine person possessing all the attributes of God. He convicts the world of sin, righteousness, and judgment. The Holy Spirit lives in the life of every believer. He develops a Christ-like character in believers, empowers them for ministry, and brings comfort in times of hurt.

THE BIBLE. That the Bible is God's infallible, authoritative Word to us. It is written by human authors under the supernatural guidance of the Holy Spirit. It is the supreme source of truth for Christian beliefs and living. Because it is inspired by God, it is the Truth without any error.

MAN. That man was made in the spiritual image of God, to be like Him in character. Man was the supreme object of God's creation. Although every person has tremendous potential for good, all of us are marred by an attitude of disobedience towards God called "sin." Sin separates people from God and keeps us from a right relationship with God.

SALVATION. That salvation is God's free gift to us, but we must accept it. We can never make up for our sin by self-improvement or good works. Only by trusting in Jesus Christ as God's offer of forgiveness can anyone be saved from sin's penalty. When we turn from our sinful life and turn to Jesus Christ in faith, we are saved.

ETERNAL DESTINY. That man was created to exist forever. We either exist eternally separated from God by sin or eternally with God through forgiveness and salvation. To be eternally separated from God is Hell. To be eternally in union with Him is eternal life. Heaven and Hell are real places of eternal existence.

MARRIAGE. Marriage is ordained by God in the Bible. The religious covenant of marriage is between one man and one woman as created by God and provides the foundation and definition for the family.

STUDENT STANDARDS OF CHRISTIAN CODE AND CONDUCT

Students are expected to act in a manner that reflects Biblical values and to develop personal character traits that show maturity.

LOVE FOR GOD'S WORD. Students are expected to spend time reading scripture regularly.

RESPECT FOR GOD, PEOPLE, AND PROPERTY. Students are expected to treat others with respect.

KINDNESS TOWARDS OTHERS. Students are expected to actively seek opportunities to show kindness toward others. Good sportsmanship is also expected in all athletic endeavors.

COMPASSION AND CHRISTIAN LOVE. Students are expected to display compassion and concern for others.

HONESTY AND INTEGRITY. Students are expected to deal truthfully with others and maintain a reputation for choosing to do what is right.

DISCIPLINE AND SELF-CONTROL. Students are expected to exercise control over their emotions and desires so that their behaviors are appropriate and right.

MODESTY AND PURITY. Students are expected to maintain the highest moral standards as a reflection of God's holiness and as a protection against the effects of sin. Biblical principles for behavior and dress are essential.

DILIGENCE AND RESPONSIBILITY. Students are expected to work hard in their personal and academic endeavors and to take responsibility for their actions at all times.

THANKFULNESS. Students are expected to exhibit polite gestures of gratitude, thankfulness and to display a spirit of contentment along with the realization that God is the ultimate source of all good things.

ETIQUETTE AND MANNER. Students are expected to exhibit proper manners in all situations.

FRUIT OF THE SPIRIT. Students are expected to display peace, patience, gentleness, and self-control when interacting with others in our school and community.

SEXUALITY. Students are expected to exhibit purity in their relationships. All sexual misconduct, including but not limited to – premarital sex, fornication, homosexual activity, sexual harassment, use or viewing of pornographic material or websites, or any other sexual contact outside of marriage, is prohibited.

SUBSTANCE USE. Students are prohibited from using alcohol, tobacco, or other substances that impair judgment and clear thinking.

ACADEMICS

CURRICULUM PHILOSOPHY

Biblical principles and knowledge from God's perspective are interwoven throughout the learning process. The curriculum is selected from Christian publishers that share a Christian worldview. The goal of the entire school is to achieve the student's full development in academic learning, spiritual growth, and healthy social and physical performance.

GRADING SYSTEM

In Kindergarten through 2nd grade, subjects will be evaluated using O/G/S/N/U.

O = Outstanding (100% - 90%)

G = Good (89% - 80%)

S = Satisfactory (79% - 70%)

N = Needs Improvement (69% - 60%)

U = Unsatisfactory (59% - 50%)

In 3rd through 5th grade, students will be given percentage scores that correspond to the Standard Percentage Scale.

A Standard Percentage Scale is used school-wide:

100% - 97.5% = A+ Excellent

97.4% - 92.5% = A

92.4% - 90% = A-

89.9% - 87.5% = B+ Good

87.4% - 82.5% = B

82.4% - 80% = B-

79.9% - 77.5% = C+ Average

77.4% - 72.5% = C

72.4% - 70% = C-

69.9% - 67.5% = D+ Below Average

67.4% - 62.5% = D

62.4% - 60% = D-

Below 60% = F Failure

QUARTER GRADES

Quarter grades are an evaluation of the student's progress for an entire nine-week period. These grades are recorded on the student's report card after the end of each quarter. Although these grades are not part of the permanent academic record, they reflect progress for a significant part of the permanent semester grade.

SEMESTER GRADES

Semester grades are an evaluation of the student's work for an entire eighteen-week period. These grades are recorded and become part of the permanent record.

REPORT CARDS

Report cards with permanent transcript grades are sent home at the end of each semester (18 weeks). The report card will include a conduct grade and attendance information. Grades are cumulative, with points earned divided by points possible.

HOMEWORK POLICY

Homework is a purposeful extension of the school day to provide the student with additional opportunities for the development and reinforcement of the school's instructional objectives. All homework should be easily doable by all students and previously taught in class. Homework assignments generally will follow the 10 minutes per grade-level guideline.

In Kindergarten through 3rd grade, some homework may be assigned depending upon subject objectives and the child's ability. In 4th grade through 5th grade, homework is assigned to help the student mature as an independent

learner and practice ownership of their learning.

MAKE-UP WORK, MISSING OR LATE ASSIGNMENT POLICY

It is the parent's responsibility to make prior arrangements with the teacher for planned absences. Parental permission for any absence does not necessarily constitute an excused absence (see Attendance Policy). Students with excused absences will be allowed to make up work within a reasonable length of time. The teacher will specify the due date for make-up work considering the circumstances. Generally, a student will have two days to make up missed work for every day they were absent. Late work will be accepted at the teacher's discretion.

STANDARDIZED TESTING

All K through 5th grade students are administered a Nationally Norm-Referenced Academic Achievement Test. A copy of the results is provided to the parents and placed in the student's cumulative folder. We utilize a variety of tests; however, the most common test is the MAP test.

MAP

A Measure of Academic Progress test is administered to all K through 5th grade students. This test is a good indicator of growth in academics and identifies areas for improvement.

ACADEMIC INTEGRITY POLICY

Stone Ridge Christian School encompasses all aspects of growing and learning. SRC desires to graduate students who are life-long learners with all the academic skills necessary to pursue higher education or enter the workforce. We want our students to be critical and original thinkers who are to society. SRC school's faculty and Administration believe in academic honesty and the principle of an honor code. Students are expected to do their homework, submit their thoughts for writing assignments, and take tests without external aids. Students are also expected to deny requests from other students to copy from their work. Violation of this policy can result in suspension from school and further disciplinary and academic penalties.

PLAGIARISM

Offering another person's words or ideas as one's writing/work.

PLAGIARISM INCLUDES:

1. Failing to cite quotations and borrowed ideas not considered "common knowledge."
2. Failing to enclose borrowed language (three or more words in a row) in quotation marks.
3. Failing to use students' own word choice and sentence structure by instead simply copying a source's sentence structure and substituting synonyms.
4. Copying another person's work, in part or in full (including homework and math formulas).
5. Copying and pasting from the internet without citation.
6. Having a parent or another person write an essay or do a project that is then submitted as one's own work.

CHEATING

Cheating is an attempt to improve one's score or help improve someone else's score through dishonesty.

CHEATING INCLUDES:

1. Using another person's test/quiz/answers before or during an exam.
2. The use or possession of notes, answers, cheat sheets, electronic devices, or other sources not approved by the teacher during the exam.
3. The stealing/receiving of tests/quizzes before the exam.

4. The giving/receiving of specific test information to members of another class period or a student absent from the exam.
5. Communicating/requesting information to/from another student during an exam.
6. Using an online system or another person to complete an assignment designated to be completed by the student.
7. Allowing another person to complete online work instead of the student.
8. Looking onto another student's exam for answers or allowing a student to look at any student's exam for answers.
9. Submitting pre-written work when such work is expected to be written in class.
10. Falsifying data (science labs, statistics, etc.).
11. Working with another student(s) on assignments when individual work is required.
12. Submitting the same work for multiple assignments without express permission from the teacher(s).
13. Fabricating information to earn more time, credit, or grading leniency on an assignment, project, or exam.
14. Missing class to avoid turning in an assignment or taking a test.
15. Misrepresenting community service hours.
16. Misrepresenting information on any official document (i.e., forgery of parent signature).
17. Taking pictures or screenshots of quizzes or exams during the quiz/exams or the review of the exam/quiz.

ACADEMIC INTEGRITY ENFORCEMENT

Any incident of academic dishonesty is considered a violation of the school's honor code. All faculty, including staff and faculty assigned campus supervision duty, must confiscate the item(s) in question (paper, Chromebook, electronic device), turn it into the office, and report all possible violations. Violations may result in both academic and disciplinary consequences.

ACADEMIC DISCIPLINARY OFFENSES ARE CUMULATIVE FROM YEAR TO YEAR.

Academic penalties vary widely based on severity and type of infraction. The Campus Administrator will speak with the teacher to determine an appropriate level of academic penalty that reflects the severity and type of infraction while also considering fairness to all other students who completed that assignment with integrity. Patterns of behavior will also be considered. The Campus Administrators will make the final decisions as to grade and disciplinary penalties.

STANDARD PROGRESSION OF DISCIPLINARY ACTION

1. First offense will result in lunch detention.
2. Second offense will result in a lengthened detention or suspension. The number of hours/days will depend on the severity of the infraction.
3. Third offense will result in up to five days suspension or expulsion.

*Depending on the severity and timing of incidents, students who have committed more than one academic infraction at SRC may be required to go on an academic contract to continue attending the school.

STUDENT SERVICES

The school may offer programs for students requiring assessment, remediation, reinforcement, tutoring, and enhancement. An interview with our SRC Educational Psychologist would be scheduled prior to enrollment.

ADMISSION GUIDELINES & ENROLLMENT

Admission will be based upon the students' mental, spiritual, physical, and academic capabilities as determined by interviews, entrance tests, referrals, proof of physical examination and immunizations, and the families' support of the SRC Mission, Educational Philosophy, and Statement of Faith. The following documentation is required:

- Online Application and Online Enrollment
- Transcripts, Birth Certificates, and Immunization Records

Admission to SRC is a privilege and may be granted if the following criteria are met:

1. The student qualifies for admission by completing the Online Enrollment Packet and taking the MAP Screening Assessment.
2. An interview is conducted with the parents/guardians and the prospective student, and it is determined that the educational philosophies of SRC are a good match for the prospective student and family.
3. There is space to accommodate the student.
4. There is financial means and a commitment to cover enrollment costs and fees.
5. The family has signed the Statement of Faith, Arbitration, or Dispute Resolution Agreement and agrees to support the Educational Philosophies of SRC.
6. All students and parents/guardians will be strongly encouraged to regularly attend a Christian church of their choice.
7. To qualify for admission, students must not be married, actively parenting, and living under the authority of their parent(s) or guardian(s).

The Campus Administrator is responsible for administering and evaluating admission procedures for determining the appropriate grade placement. The student must display proper behavior and academic potential. Outside assistance (e.g., therapy or tutorial) at the expense of the family may be required as a condition of student acceptance.

AGE ELIGIBILITY

The following guidelines provide placement information based on age:

- PK3 – The child will be at least three years of age by September 1st.
- PK4 – The child will be at least four years of age by September 1st.
- Kindergarten – The child will be at least five years of age by September 1st.

GRADE PLACEMENT

Students must demonstrate that their academic achievement is at least as high as the grade level to which they are seeking admission, as determined by report card grades in school, nationally normed achievement tests, and/or an admission test. Students who cannot demonstrate grade-level performance abilities may apply to a lower grade level.

OPEN ENROLLMENT POLICY

SRC has no district or boundary restrictions for enrollment. If students qualify for admission and parents/guardians agree with the Philosophy of Education and Statement of Faith, all applicants will be considered based on the time of application and spots available.

ATTENDANCE REQUIREMENTS – GOVERNMENT REGULATIONS

As indicated in the Student Handbook, attendance regulations will comply with all government regulations affecting private schools. Elementary-age students absent more than ten days within the semester must make arrangements with the Administration.

MINIMUM ATTENDANCE REQUIREMENTS

Attendance requirements vary by grade level, and requirements may be obtained at the appropriate school office. Attendance requirements will never be less than what the State of California requires.

ATTENDANCE RECORDS

Accurate records of student attendance, noting tardiness and absences, are to be maintained and permanently filed. Enrollment and attendance reports must be submitted to parents and authorized government agencies as required.

NOTICE OF NON-DISCRIMINATION

In accord with the requirement outlined in IRB No. 1975-49, dated December 8th, 1975, Stone Ridge Christian School therefore announces the following policy:

Stone Ridge Christian School admits students of any race, color, national or ethnic origin to all the rights, privileges, programs, and activities generally available to students. It does not discriminate based on race, color, national or ethnic origin in the Administration of educational policies, admissions policies, scholarship and loan programs, athletic or other school-administered programs.

The school wishes to advise further that concurrence with the Policy of Non-Discrimination is not grounded in humanist premises but rather upon a theological basis as presented in the Bible, which is the Word of God. Its doors are open to people of all races and national origins because the love of God manifests in the ministry of redemption through Jesus Christ and is intended for all people who will receive it.

To this end, Stone Ridge Christian School is pleased to serve Christian families of Merced and its surrounding area.

STUDENT TRANSFERS AND WITHDRAWALS

Appropriate forms must be completed for all student transfers or withdrawals, and approval must be given by the Campus Administrator, Business Office, and site Office before any change in student enrollment. Withdrawals should be cleared through the Campus Administrator and the Business Office after submitting appropriate forms.

ADDITIONAL REQUIREMENTS

All state-required immunizations and health laws must be met. Student registration is incomplete unless all required immunizations have been administered and the school office has verified the information. The physical examination required for first graders may be obtained 18 months before entering first grade. Please get in touch with the school office for the state form to record this examination. Records for students transferring in from another school will be requested after the student has been accepted into SRC.

Stone Ridge Christian School requires students to attend school daily. Parent support is essential in attendance to teach attitudes and habits of promptness and self-discipline, enabling students to succeed in work. There is a positive correlation between school attendance and good academic achievement. The classroom activities, including student discussion and participation and teacher lecture and comment, are vital and can never be adequately made up by a student. "Seat-time" equates directly to the attainment of educational goals. Also, parents are legally responsible for seeing their students attend school regularly. Please read the following attendance guidelines carefully.

ABSENCES

When a student must miss school, the following steps should be followed:

A parent or guardian must call the school office between 8 a.m. and 10 a.m. to notify the school of the student's absence and the reason for the absence.

An absence must be cleared with a note or phone call within three days of a student's return to school, or the absence will be recorded as a truant absence.

In prolonged illness, administrative exceptions may be granted with a doctor's note, including specific dates of absence (See Extended Absences). Absences incurred because of a school activity are not charged to this total. Students who encounter planned absences resulting from school activities are responsible for getting their assignments from their teachers and turning in assignments on time.

At all times, if questions arise concerning any aspect of the student's attendance, call the office for information.

HABITUAL CHRONIC ABSENCES

SRC has designed an educational experience that places students at the center of the learning. The essential element of this experience is the students. The entire academic learning environment suffers when students are habitually or chronically absent. The state of California defines habitual absences as more than five days of absence, with chronic absences as being marked absent 10% of the school days during the school year (17 days). If a student's habitual or chronic absences or tardies are creating a burden on the SRC teachers/staff or are harming the education experience of the student, then the SRC administration may not allow the student to re-enroll the following school year. Without an established understanding, chronically absent students will most likely lose their seat at SRC the next school year or will be placed on a contract requiring regular attendance.

EXCUSED ABSENCES

Illnesses, death in the family, court appearances, family emergencies, and medical, dental, or orthodontic appointments are examples of excused absences. We suggest medical, dental, or orthodontic appointments be made after school hours or late in the day.

EXTENDED ABSENCES

Sometimes, a student must be absent for an extended time due to medical reasons. The parent is responsible for getting a written excuse from the doctor explaining the reason for the absences, including the specific dates of absence. If a doctor's note is received, these absences will not be added to the student's total absences for the semester.

TRUANT ABSENCES

Truancy is being absent from school, all or part of a day, without parental permission. Truancy is considered the most serious and may result in suspension. Repeated truancy may result in expulsion. The student will also receive zeros for class assignments missed. To prevent the school from misconstruing an absence as truancy, parental and school permission should be given before an absence occurs. The school reserves the right to determine whether a particular absence is a truancy or an unexcused absence.

UNEXCUSED ABSENCES

Examples of unexcused absences are failure to submit any excuse statement signed by the parent or guardian or being suspended from school. Unexcused absences cannot exceed 10 days per semester.

TARDIES

All students who are late to class must come to the school office to get a "tardy" pass. The Administration will determine whether an absence or tardy is excused or unexcused.

PERFECT ATTENDANCE

Perfect Attendance Award Criteria-Only excused absences for illness will be counted for Perfect Attendance and awardees must be present 97% of the school days.

FLU POLICY

Students, teachers, and staff should stay home or will be sent home if they have a flu-like illness and must stay home until at least 24 hours after they no longer have a fever or signs of a fever without the use of fever-reducing medication or vomiting.

LICE POLICY

The prevention and control of lice are best accomplished by partnering home and school. The most effective prevention and control practice is for each family to conduct weekly lice checks of their students. If a parent or guardian discovers lice on their children, they must inform the Campus Administrator, who will communicate with appropriate staff and the child's teacher.

Stone Ridge Christian School reserves the right to conduct periodic, random student checks for head lice. Whenever the presence of lice is confirmed, the teacher, staff, and administrators will seek to avoid any public identification of the student as having lice. The teacher will contact a parent or guardian at their earliest convenience, informing them of the situation. The parent may come to the school and pick up their child or wait until the end of the school day to pick them up.

Upon picking up their child, the parent or guardian will be given materials, including recommended treatments. The child may return to school the next day after treatment, accompanied by a form signed by the parent or guardian, indicating treatment has been administered and describing the treatment used.

A parent or guardian should thoroughly comb and check their student's head and hair daily for two weeks from the first or any subsequent treatment.

In cases where a child is found to be repeatedly infested with head lice, a Campus Administrator will meet with the parents, and a treatment plan involving the recommendation of a doctor chosen by the parents will be created for the student. "Repeatedly" is defined as the presence of lice for six consecutive weeks or in three separate months of the school year.

To avoid unnecessary embarrassment and possible isolation or bullying of the student, no general announcement to parents and/or guardians will be made in the case of an individual student with lice. Should more than one student in a class become infected, all parents or guardians of students in that class will be notified.

PROCEDURE FOR PICK-UP OF STUDENTS

At enrollment, each parent or guardian must provide the school office with the name(s) of the person(s) authorized to pick up their student. Except for routine pick-up of students at the end of the regular school day, students will be released only to persons listed on the pick-up list. The parents are responsible for keeping the school office up to date so the student's record will be accurate.

Stone Ridge Christian School is dedicated to providing the best Christian environment and academic program possible. Included in a positive Christian environment is our Chapel program. One day each week (Thursday), we have a Chapel for the spiritual enrichment of our students. Having these services is a privilege. For students to receive the greatest benefit from Chapel, they must be willing to recognize the opportunity presented and manifest respect for others and especially for the Lord. Chapel attendance is mandatory for all students and faculty.

GUIDELINES FOR CHAPEL

1. Bibles are encouraged
2. Students are to enter the Chapel quietly and reverently.
3. Students must show respect for Chapel leaders and guest speakers.
4. No talking or acting in a disruptive manner.

The dress code for Chapel days is designed to contribute to a spirit of reverence for the day.

CLASS PARTIES

Because of the strong secular emphasis given to Easter, Halloween, and Christmas, the following guidelines will be followed:

EASTER: Emphasize the Death and Resurrection of Christ.

HALLOWEEN: Emphasize the harvest theme and the Reformation.

CHRISTMAS: Emphasize the Birth of Christ.

CLOSED CAMPUS

Stone Ridge Christian School has a closed campus.

Students may not leave the campus once they arrive for the school day unless a parent/guardian sign them out or they are released by their teacher and accompanied off campus by a parent or an authorized person. Students who remain after school must be checked into extended care or be involved in other school activities. After any after-school activity, students must leave the campus or be enrolled in extended care. All students who leave or return to campus must go to the school office to be signed in or out by their parents or other authorized individual.

Stone Ridge Christian School's policy is not to accept non-students on campus, either during or after school, unless accompanied and directly supervised by their parent or guardian on campus for authorized school activities or business.

DISCIPLINE GUIDELINES

CULTURE

Balanced rules and expectations establish the guard rails that show clear boundaries and safeguards for a

successful school environment. Any relationship necessitates a certain level of "rules" to cultivate and continue the relationship, and our school is no different. We seek to create a culture conducive to academic, social, physical, and spiritual growth.

GOSPEL FRUIT

The scriptures teach that true believers will exhibit specific evidence of grace in their actions and attitudes. Standards of Christian conduct and character include displaying the fruits of the Spirit. They are recorded for us in Galatians 5:22-23: "But the fruit of the Spirit is love, joy, peace, patience, kindness, goodness, faithfulness, gentleness and self-control..." At SRC, we want to create a culture that is helpful for believers to demonstrate genuine obedience from the heart, motivated by God's grace and not a mere outward behavior or conformity motivated by a person's guilt.

SOWING AND REAPING

We also want to teach students through real-life application the biblical law of sowing and reaping. It is for their benefit that they realize that "the way of the transgressor is hard" (Proverbs 13:15) and that there are positive and negative consequences for one's behavior.

REVEALING DEPRAVITY

The scriptures teach that the law is a tutor to guide us to Christ. Without the law one would not know sin. We desire to hold standards consistent with biblical conduct that point out sin in students' lives to show them their need for Christ to change their hearts, not merely their external actions.

POSITIVE REINFORCEMENT

We seek to encourage positive character qualities such as the following that are helpful in both secular and sacred arenas.

DEDICATION TO GOD: An unreserved, lifetime commitment to God (Romans 12:1-2)

DEVOTION TO OTHERS: An unselfish, sacrificial love for others (1 Cor. 13; Mark 10:44)

DISCIPLINED LIVING: A sustained, daily effort to be controlled and directed by the Holy Spirit (1 Timothy 4:7; 1 Cor. 9:25-27).

DEPENDABLE SPIRIT: Doing what I ought to do (1 Cor. 4:2; Proverbs 25:19)

DISCERNING MIND: The ability to see people and circumstances as they really are (Hebrews 5:14; 1 Cor. 2:14).

DISCREET LIFESTYLE: The ability to avoid words and attitudes that are not pleasing to God (Psalm 112:5; Romans 13:14; Ephesians 4:29-30).

DISCIPLESHIP MINISTRY: Transferring biblical convictions to others (Matt. 28:19-20; 2 Tim. 2:2).

Biblical discipline should be understood as instruction in righteousness that will produce obedience. "Discipline" should not be seen simply as a negative word. It has the same root as the term "disciple." Biblical discipleship is the goal of the Merit System at SRC. Such teaching begins in the home, and we desire to strengthen and enhance that instruction in your child's life. Discipline at SRC is done "for" the student, not "to" the student.

Every organism requires organization. In any organization, rules, standards, and procedures are necessary to function efficiently and effectively. Rules help us to honor God and others; standards allow for the equitable treatment of students, and procedures enable the smooth functioning of the school. Teachers will handle most discipline matters in their classes. As the situation warrants, parents will be contacted for their help. Difficult

cases will be referred to the Campus Administrator.

DISCLAIMER

We recognize that no human system can produce the fruit of the Spirit. Institutional standards have a danger of creating pharisaical attitudes, cooperative rebellion, and false assurance. We recognize this tendency and acknowledge that compliance with SRC standards does not equate to spirituality. We desire to create an atmosphere conducive for gospel grace to take root and grow in the lives of our students. The following categories list various offenses and their consequences. This list is not intended to be all-inclusive. The Campus Administrator reserves the right to make the final decision concerning the assignment of any consequence for a student's behavior.

DISCIPLINE STRUCTURE TEACHERS

Classroom management is a must. Teachers are at the forefront of teaching students to be responsible and respectful in the classroom.

SCHOOL BOARD

Has complete authority over student evaluation and dismissal.

This is also the last resort to handle discipline issues at our school. For serious offenses, students are immediately referred to the School Board.

ELEMENTARY DISCIPLINE

A structured environment with a loving attitude is the most effective learning situation. We are seeking to encourage positive attitudes and actions and discourage negative ones. Parents and teachers must work in partnership to make this system work best. Teachers implement age-appropriate classroom management techniques to promote Christian character training and an orderly classroom. Teachers will creatively craft a system that includes positive and negative consequences for behavior. Yearly behavioral plans are submitted to the Campus Administrator and communicated to the parents.

K-12 STUDENT DISCIPLINE GUIDELINES

Purpose

To provide a safe, respectful, and Christ-centered (or values-based) learning environment where students understand expectations, learn from mistakes, and develop personal responsibility and self-discipline.

Core Principles

- Respect for self and others
- Responsibility for actions
- Restoration and reconciliation where possible
- Consistency and fairness
- Developmentally appropriate consequences

Categories of Misconduct

Disciplinary responses are progressive and may vary depending on the **severity, age of student, and frequency of behavior**.

Level 1 – Minor Offenses (Typically Handled by Teacher)

Examples:

- Talking out of turn / minor disruption

- Dress code violations
- Lack of preparedness
- Unauthorized use of electronics

Possible Interventions:

- Verbal correction
- Seat change
- Teacher-student conference
- Parent contact
- Lunch or recess detention
- Written reflection or apology

Level 2 – Intermediate Offenses (Involve Administration)

Examples:

- Repeated Level 1 behaviors
- Disrespect toward staff or peers
- Inappropriate language or gestures
- Academic dishonesty (e.g., cheating, plagiarism)
- Minor property damage

Possible Consequences:

- Behavior contract
- Detention (before/after school or lunch)
- In-school suspension
- Restorative justice meeting
- Parent conference

Level 3 – Major Offenses (Immediate Administrative Action)

Examples:

- Physical aggression or fighting
- Bullying, threats, or harassment (including online)
- Vandalism or theft
- Possession of prohibited items (e.g., vape pens, weapons)
- Leaving campus without permission

Possible Consequences:

- Suspension (in-school or out-of-school)
- Behavior intervention plan
- Law enforcement notification (if legally required)
- Expulsion recommendation (for severe or repeated violations)

Restorative & Supportive Practices

- Peer mediation
- Restorative circles
- Conflict resolution workshops
- Counseling referrals
- Mentorship or check-in/check-out systems

Documentation and Parent Communication

- All Level 2 and 3 incidents must be documented
- Parents/guardians must be notified of serious or repeated behaviors
- Behavior records are confidential and used to guide student support

Appeals Process

Students and families may request a review of major disciplinary actions through a written appeal to the campus administrator or within 5 school days of the action.

EMERGENCY PROCEDURES

EVACUATION PROCEDURES

1. Follow evacuation procedures to a pre-selected safe location. Use the suggested route on the Fire Drill Route Map or alternate route if the pre-determined route is blocked or unsafe.
2. Teachers are to take their classroom roll sheets.
3. Walk quickly in a single file line, but do not run or push.
4. Classes are to form in lines outside and away from buildings.
5. Students are not to talk in or out of the building so they can hear the teacher's instructions.
6. Teachers will take roll and check for injuries. Classes should remain separate and in the designated areas.
7. When the all-clear is announced, students may return to their classrooms during a drill.

FIRE DRILLS

SRC Elementary will have fire drills every quarter to familiarize the students, staff, and faculty with the procedures needed in the event of an actual fire.

PROCEDURES

The alarm will be a series of short beeps to be followed according to the actions below.

1. Classes will leave the building quietly and orderly according to instructions.
2. Classes will exit by the nearest convenient location as directed by the staff.
3. Students will line up as quickly as possible.
4. All school supplies and books should remain in the room.
5. The teacher will be the last person to leave the room with the class roll book.
6. The door to the classroom is to be closed but not locked.
7. Class groups are to remain together in designated areas. (See Fire Drill Route Map)
8. Teachers will take roll quickly and report absences compared to the start of the period.
9. Follow evacuation procedures to the selected safe locations.
10. Teachers and students will return to class when the all-clear is given.

DISASTER AND EARTHQUAKE DRILL

A disaster drill will be conducted each year.

PROCEDURE

When the signal is given, students and teachers must Drop, Cover, and Hold and then evacuate.

1. DROP to the floor or the ground if outdoors (to prevent falling) and make yourself as small a target as possible.
2. Protect your head, neck, and chest by taking COVER under a sturdy desk or table or near an interior wall. If there isn't a table or desk near you, drop to the ground in an inside corner of the building and cover your head and neck with your hands and arms. (Do not run to another room to get under a table.)

3. HOLD on to something (the desk or table you are under) until the shaking stops.
4. Do not enter a doorway; do not run outside, as there might be flying debris or glass.
5. Check for serious injuries. If immediate help can be given to open an airway, stop serious bleeding, or put out a small fire, do so. Ask responsible students to assist those lightly injured. Non-ambulatory injured should be reassured and wait for treatment where they are unless it is more dangerous to remain.
6. Follow evacuation procedures to the selected safe locations. (See Evacuation Procedures)
7. If an aftershock occurs while exiting, Drop, Cover, and Hold On until the shaking stops. When the shaking has stopped, check to see if any students are injured, and then continue evacuation.

SHELTER IN PLACE

Shelter in Place is in response to a threat not on campus. The danger is in the surrounding area, which may threaten the safety of staff and students. Business goes about as usual, except that it will be conducted locked indoors and in a controlled environment. A Shelter in Place may be escalated to a Lockdown if the threat increases.

TEACHER RESPONSIBILITIES DURING A SHELTER-IN-PLACE DRILL OR EMERGENCY

1. Bring all students indoors if they are not already there.
2. Lock the classroom or office door.
3. Go about teaching the lesson as usual while you wait for instructions.
4. Do not release students to the next class or outside unless directed by the Administration.

LOCKDOWN

This action is called when an active threat is near or on campus. There is a clear and immediate threat to the safety of staff and students. Lockdown is appropriate for, but not limited to, the following: an intruder, shooter, or hostage situation near or on campus. It is in response to a 911 situation involving an active shooter. An announcement should be made in an emergency: "Lockdown- (say where the threat is occurring) This is an actual emergency, Lockdown." In the event of a lockdown drill, an Administrator will make the following announcement over the P.A. system: "This is a lockdown drill-take cover and hold." Plan for the lockdown ahead of time.

Decide where the safest place is away from doors and windows in each class you teach. Take stock of each office that you work in during the times that you are not teaching. Ensure you have all the necessary supplies for the drill, such as black paper, blue tape, and plastic bags, to create a restroom if needed. Go over instructions with students periodically throughout the year. Remind them what to do if they are in a classroom and what to do if they are outside of a classroom.

Lock Down – Shut Down – Quiet Down.

TEACHER RESPONSIBILITIES AT THE START OF A LOCKDOWN DRILL OR EMERGENCY

1. Lock and barricade all doors.
2. If you are not already in a classroom, proceed directly to the nearest classroom with students. If you are out of the classroom and away from the buildings, such as on an athletic field, head to the nearest neighborhood and take shelter.
3. Turn off the lights.
4. Turn off all cell phones, except for the teachers, but keep the cell phone on silent.
5. Turn the radios down.
6. Pull shades down on all doors and windows.
7. Create an interior barricade away from hallway windows (indoor and outdoor) and away from the "path of least resistance." Use classroom objects such as desks, tables, and backpacks to create the barricade.
8. Communicate to the command center (school office) the number of students in your classroom via the

GroupMe app.

9. Remain calm, silent, and still. Wait for instructions.

DURING A LOCKDOWN DRILL OR EMERGENCY

1. An Administrator or Police Officer will come to each classroom to evaluate/evacuate the class.
 2. Remind students not to bring anything with them when they are evacuated.
 3. Any faculty or staff member not responsible for students during a lockdown must take cover where working.
 4. In the event contact is made with the intruder, follow the run, hide, and/or defend protocol:
 5. If you can run – run.
 6. If you can hide – hide.
 7. If, as a last resort, you may defend yourself with all means possible. Do not sit still and be a target. Intruders are surprised when you protect.
- If the lockdown is an emergency, the time you will be in lockdown may be hours. Remember – always follow the instructions of law enforcement personnel.

POST-LOCKDOWN DRILL REVIEW

1. Explain that emergency drills are to be taken seriously.
2. Explain to students the possible reasons for a lockdown drill.
3. Review the actual steps to take during a lockdown.
4. Review what students should do if they find themselves without an adult supervising them. (They are to take cover inside a classroom or office immediately).
5. Explain to students the most important objective of this action is to remain calm, silent, and still and wait for instructions, no matter how long it takes.
6. Explain to the students that in the event of an actual emergency, should they come in contact with the intruder, they are to keep their distance, be alert of their surroundings, and under no circumstances engage in a conversation or try to persuade the intruder to leave the area. Anyone coming in contact with an intruder must try to avoid antagonizing them.

BOMB THREAT

A bomb threat exists when a suspected bomb or explosive device has been reported but not located.

TEACHER RESPONSIBILITIES WHEN SPEAKING WITH SOMEONE MAKING A THREAT

1. Immediately locate a bomb threat questionnaire.
2. Try to gain as much information from the caller as possible, such as:
3. Detonation time, location of the bomb(s), type of bomb(s), voice characteristics of the caller, background noises (such as automobile passing by, phone booth, etc.), and reason for the threat.
4. Cease radio and cell phone communication on campus.
5. Report the threat to your immediate Administrator and then call 911 or the local Police/Sheriff.

BOMB EMERGENCY

A bomb emergency exists if a bomb has been located or an explosion has occurred.

TEACHER RESPONSIBILITIES

1. Do not touch, move, or handle a suspected explosive device.
2. Call 911 or the local Police/Sheriff.
3. Cease radio and cell phone communication on campus.
4. Be aware of a potential second device – avoid explosion areas, buildings, or vehicles.
5. Evacuate to the furthest point of the pre-determined evacuation site.
6. Account for students at a maximum safe distance from the buildings. Caution students to stay clear of

buildings, trashcans, lockers, and emergency vehicles.

7. Return to buildings only when the all-clear is given.

CRIME IN PROGRESS

1. If you are in the area of a crime in progress and/or gunfire is heard, follow the run, hide, and/or defend protocol.
2. If you can run – run.
3. If you can hide – hide.
4. If, as a last resort, you may defend yourself with all means possible. Do not sit still and be a target. Intruders are surprised when you protect.
5. If you have students with you and the assailant has a weapon, follow the run, hide, and defend protocol (see above). If the assailant does not have a weapon, move students away from the crime scene in an orderly fashion.
6. If the situation permits, make note of as many details as possible, such as:
 - a) Height, weight, and hair color
 - b) Clothing color and type
 - c) Ethnicity
 - d) License plate number
 - e) Type of vehicle
 - f) Color of vehicle
 - g) Damage to vehicle
 - h) Occupants (number and race)
 - i) Weapons (kind and number)
7. Call 911 or the local Police/Sherriff

GAS OR CHEMICAL SPILL

The warning if a chemical or gas spill is usually received from the Fire Department, Police Department, or the Office of Disaster Preparedness when there is a threat to the safety of the school. When the reported accident occurs, the following procedures shall be used:

If a spill or leak exists in the classroom, evacuate the immediate area following the evacuation protocol.

1. Be sure to direct and locate students up-wind from the spill.
2. Keep exposed students separate.
3. Notify the Director of Operations immediately. They will determine if an emergency HAZMAT response is necessary.

Should it become necessary to dismiss school due to unforeseen circumstances, parents will be notified via Parent Alert, telephone, or email as soon as possible.

EXTENDED CARE

The school provides Extended Care services for SRC students outside regular school hours. Extended care is provided from 7:15 a.m. until 7:45 a.m. and 3:05 p.m. until 5:30 p.m. Children on campus before 7:45 a.m. or after 3:05 p.m. are automatically enrolled. Parents are billed for EC in fifteen-minute increments at \$5 per hour. An additional \$1 per minute fee is assessed for students not picked up by 5:30 p.m.

FIELD TRIPS / OFF CAMPUS EVENTS

FIELD TRIPS

Classes may take trips to interesting and educational places in the area as a vital part of the instructional program. Parents will be notified beforehand and must sign a permission slip for the student to go.

Field Trips count as a school day. All school rules, policies, procedures, dress codes, and codes of conduct apply while on Field Trips.

OFF-CAMPUS SCHOOL EVENTS

Students may be taken off campus for regularly scheduled curricular activities requiring attendance. Parents will be informed of these events via the school calendar, but no permission slips will be required.

GUIDELINES

1. All students who participate in an out-of-school activity must have a "Registration Application-authorization to Treat a Minor" and "Permission Form" signed in advance by their parent(s)/guardians(s) on file, or they will not be permitted to participate in the activity.
2. Bus or private automobiles may be used for field trips and interscholastic sports events. If private cars are used, the following steps must be taken:
3. Each car driver must fill out a short form certifying that they have had no more than one traffic citation in the last three years that they have a valid California Driver's license, have met minimum insurance requirements, and understand the risks involved in driving students in their car. (Stone Ridge Christian School insurance covers students and drivers. However, the driver's insurance is primary.)
4. Approval from the Campus Administrator must be granted if transportation other than the bus is used.
5. Emergency information for each SRC student must accompany the vehicle by which the student is transported.
6. Drivers must be at least 25 years of age unless they are a parent, a Stone Ridge Christian School staff member, or a Stone Ridge Christian School student driving other SRC students also in school whose parents have permitted them to ride in a car with a student driver. (The student driver must also have parental permission to transport other students in their car for school activities.) Both forms for parental consent are available in the office or on our website.
7. A student may not leave a school event in a different vehicle than when transported to the event unless a parent has signed a release form. Only parents may transport students in this situation.
8. All students and adults traveling in private automobiles for Stone Ridge Christian School field trips must wear seat belts, one per person. No more than seven passengers may travel in a vehicle unless the vehicle and driver are school bus-rated.

LIBRARY

The school maintains a library for its students and their parents. Materials usually are checked out for one or two weeks, depending on the grade level. A replacement fee will be assessed for lost or damaged material. The library's purpose is student support and promoting recreational reading for fun.

LUNCH

Stone Ridge Christian School provides a hot lunch program. The lunch menu will be available on FACTS on the 15th of each month and close on the last Wednesday of the month. Parents must log into their parent portal in FACTS and select the meals their student wants. If a student comes to school without lunch and someone cannot bring a lunch for them by their scheduled lunch period, the school will serve them a lunch and bill your FACTS account. An additional \$.50 will be charged for these incidents.

LUNCHTIME PROCEDURES

1. Students are to remain in designated eating areas during lunch.
2. Common courtesy and manners must be shown during lunch and snack times.
3. Students are to talk in conversational tones.
4. Observe proper table manners.
5. Students may not share food.
6. Ensure the area is picked up and free from food and trash. All trash is placed in receptacles before leaving.

MANDATED REPORTING OBLIGATION

Per school policy and California law, school staff is obligated under penalty of fine and jail term to report the reasonable suspicion of physical abuse, emotional abuse, emotional deprivation, physical neglect, inadequate supervision, or sexual abuse and exploitation. In this severe and legally narrow area, the school will not contact parents in advance of making a report to legal authorities, which would be the procedure followed in most other legal matters. Based on the seriousness of the crimes listed above, the law's clear intent is to mandate that a report of reasonable suspicion of abuse be made. School staff will make such reports in the best interest of the affected child and do not, once reasonable doubt is established, have any legal alternative except to make the report to the proper authorities for their investigation and review.

MEDICAL REGULATIONS

IMMUNIZATIONS

California law requires that students attending any school prove they have been immunized for diphtheria, tetanus, polio, measles, and rubella (German measles). Verification must be submitted to the school office before the beginning of school. Health records from a previous school showing immunizations will be accepted.

MEDICATION

Medications sent to school for students to take must be in a medication/prescription labeled container with the student's name on it. Stone Ridge Christian School will not dispense any medication brought unless the parent has signed the Medical Release Form. At no time may students give any of their medicine to another student. If a student provides or sells medication to another student, disciplinary action may be taken.

SICK / INJURED STUDENTS

If a student becomes ill or injured, the student must report it to their teacher or other staff immediately. The school will attempt to contact the parents first and then those designated to act for the parents in emergencies. If no one can be reached, the school will employ whatever means possible or necessary for the student's aid. School personnel will administer minor first aid and contact the parent if medication is needed unless the medicine for the student is in the office and the Medical Release Form has been signed. If the injury is severe, the school will contact the paramedics and the parents. It is imperative that a "Registration/

Application-"Authorization to Treat a Minor" form be on file in the school office listing all phone numbers of those persons who are to be contacted in case of injury. Students who become ill at school should report to the school office. Students are not to leave school because of illness without first checking in at the office.

MISCELLANEOUS INFORMATION

SCHOOL MASCOT – Knight

SCHOOL COLORS – Blue, Silver, White

DISTRIBUTION OF MATERIALS

Distribution of materials for advertising or promotion is prohibited on campus unless approved by the Campus Administrator. Possession of inappropriate materials violates school policy and may result in disciplinary action.

LOST AND FOUND

Students who find or lose articles should promptly notify their teacher or the school office. All articles left in the classrooms, halls, or grounds will be placed in the lost and found. Unclaimed items may be donated after 30 days.

PLAYGROUND RULES

Students are to remain visible to the playground supervisor at all times. No rough/horseplay on the playground. Improper behavior will not be tolerated. Students violating playground rules may be subject to disciplinary action.

SCHOOL DIRECTORY

We will publish your phone numbers, address, and email information in the SRC Elementary School Directory accessible in FACTS. No part of this information is used for solicitation or other purposes contrary to the directory's intent.

SCHOOL YEARBOOK

Students may purchase a school yearbook each year.

SCRIP FOR SCHOOL PROGRAM

Parents are encouraged to participate in the Scrip for School program. Various businesses such as supermarkets, gas stations, retail stores, theaters, and restaurants support local education. Gift Cards are redeemed at the designated business at total value. Through this discount program, the school earns thousands of dollars for our tuition assistance program. Parents also have the option to earn 50% of their scrip rebate to be credited back to their tuition balance if preferred. For more information, email: earnmoney@srcs.us.

STUDENT INSURANCE

All students enrolled in school are covered by accident insurance. This insurance is for secondary coverage or if a student has no insurance and medical treatment is necessary.

TELEPHONE USE

The telephone is for school business. Students cannot use the school telephones without permission and supervision. School personnel will make emergency telephone calls for the student.

TEXTBOOKS

Students are responsible for the condition of their textbooks. Parents are responsible for replacing lost or damaged books.

USE OF PICTURES

We can publish photographs depicting students and non-students in our school publications, i.e., Yearbook, Advertising, Pamphlets, Website, etc. No pictures will be used for purposes contrary to the school policy's intent and will follow our acceptable use policy.

WHEELED TRANSPORTATION

Bicycles, scooters, and skateboards may be ridden to campus at the discretion of the parent/guardian. They must be walked into the campus and stored during the school day. Required safety gear must be worn. Roller blades, roller skates, and roller shoes are prohibited on campus.

PARENT / TEACHER COMMUNICATION PROCESS

Parents are encouraged to communicate with teachers and other school staff. The best method of contacting teachers is by email. Sometimes, messages can get stuck in filters or junk boxes, so if an email is not responded to within a 24-hour business day, please get in touch with the front office to send a follow-up message. If you still do not hear back, please get in touch with the Campus Administrator.

Parents are encouraged to email the teacher or to call the office to schedule an appointment to meet with their child's teacher. Parents are not to interrupt a class during school hours, but must contact a student or teacher through the office.

Please notify the office of any changes in phone number or address.

PHYSICAL EDUCATION

Physical Education is an essential subject for all students. All grade levels participate in Physical Education. Please make sure your students wear appropriate shoes on their specified P.E. days.

One-day exemptions from P.E. may be made based on a note signed by the parent, but a written note from a physician is needed for an exemption of more than two days.

PROHIBITED MATERIALS

Electronic devices cannot be used or displayed on campus at any time unless the supervising adult has given specific permission. Unauthorized items will be confiscated and may be reclaimed in the office later.

The possession of chewing gum is strictly prohibited on the school campus.

Guns, knives, fireworks, explosives, or any other weapons of any description are illegal and prohibited on any school campus. Violation will be grounds for expulsion.

Toys and other materials not related to the curriculum should not be brought on campus without permission from the school (i.e., dolls, electronic games, Pokémon cards, radios or stuffed animals).

SCHOOL OPERATIONS

SCHOOL DAY

The school day is from 8:10 a.m. - 2:50 p.m. Under the Early Release schedule, school is dismissed at 1:15 p.m. There is no afternoon extended care service when the Early Release schedule is used.

ARRIVAL

Students need to be dropped off for school at the drop-off lane located in front of the school. Students will walk directly to the playground and check in with the playground supervisor before proceeding to the playground. Students arriving after the 8:10 a.m. bell must check in at the school office.

DISMISSAL

At the 2:50 p.m. bell, students will line up by grade next to the pick-up lane. Parents must drive their vehicle as far forward in the pick-up lane. School staff will release the students from class and assist them in the vehicle. No students will be released from their class until an adult assumes responsibility for the student's welfare. Students will only be released to the parent/guardian or authorized agent of the parent. At 3:05 p.m., any remaining students will automatically be sent to extended care. Extended care charges begin at 3:05 p.m.

RAINY DAY SCHEDULE

Before school extended care (7:15 a.m. – 7:45 a.m.), students will report directly to the Cafeteria. Starting at 7:45 a.m., all students will report to their assigned classrooms.

Teachers will pick up their students from the designated rooms by 8:05 a.m. Students will remain in their classrooms for morning and lunch recess.

STANDARD OF APPEARANCE

"Or do you not know that your body is the temple of the Holy Spirit who is in you, whom you have from God, and you are not your own? For you were bought at a price; therefore glorify God in your body and in your spirit, which are God's." 1 Corinthians 6:19-20 Striving to glorify God with our bodies, the standard of appearance at SRC schools is designed to reflect modesty, neatness, and appropriateness. Each of these standards should be used as a guide to determine the appropriateness of a student's appearance.

- Is my appearance neat and clean?
- Is my appearance modest and appropriate, not attempting to draw attention to my body?
- Is my appearance non-distracting to the school community?
- Am I in compliance with the dress code policy?

Students and families are expected to comply with the dress code fully. Parents/Guardians are responsible for ensuring that their child is appropriately dressed.

STANDARD FOR ALL STUDENTS

- Modest clothing while on campus and at all school-sponsored events.
- Clean and in keeping with health, sanitary, and safety requirements.
- Clothing must always cover the abdomen, back, and sides, even when sitting, bending, or reaching.
- No Pajama Pants (Except for a spirit day).
- Shorts/skirts/dresses and holes in jeans must be mid-thigh or longer.
- Students are not permitted to dress as the opposite gender.

STANDARD FOR BOYS

- No earrings during school hours.

- Sleeveless shirts must cover the sides of the abdomen.

STANDARD FOR GIRLS

- Tops, Shirts, and Blouses must have a minimum 2" shoulder width. No spaghetti straps.
- Dresses, skirts, shorts, and holes in jeans must be mid-thigh or longer.
- Makeup and fingernail polish should be applied with discretion and must not draw undue attention to the wearer or distract from the educational process.
- Girls' earrings should not be large enough to cause a safety hazard for themselves or others. Girls are allowed up to two piercings on each ear. Excessive ear piercing or any other body piercing is not allowed.

CHAPEL DRESS

SRC desires that our chapel dress raises the standard of appearance. Out of respect for God, we ask that students and staff wear their best attire for Chapel on Thursdays.

CHAPEL DRESS FOR BOYS

- Collared shirts are required. Polo shirts are acceptable.
- Dress pants, khaki pants, or shorts.
- Dress shoes are encouraged. Nice tennis shoes are acceptable.
- No Crocs on Chapel Day.
- No jeans or T-shirts on Chapel Day.
- No hats in Chapel.

CHAPEL DRESS FOR GIRLS

- Girls are to wear dresses or skirts and blouses on chapel days. Skirts and dresses are to be mid-thigh or longer.
- Dress shoes are encouraged. Heels should be a modest height. Nice tennis shoes are acceptable.
- No Crocs on Chapel Day.
- No jeans or pants on Chapel Day.
- No T-shirts on Chapel Day.

DISCIPLINE GUIDELINES

SRC recognizes that families, and sometimes school officials, interpret the standard of appearance differently. We know consistency is necessary, so we have provided appropriate guidelines for what is and is not acceptable.

SRC reserves the right to make the final decision regarding dress. If any part of the outfit is inappropriate or immodest, SRC will issue a verbal warning and attempt to help the student find something to wear for the day that is within the standard of appearance. If a solution cannot be found, the parent will be called to bring another article of clothing for them.

First Offense: Verbal warning.

Second Offense: The parent/guardian will be notified, and the student must change clothes.

Repeated violations of the Standard of Appearance within a school year may result in further disciplinary actions.