



**STONE RIDGE  
CHRISTIAN**

*Building Excellence, Shaping Generations*

**MIDDLE / HIGH SCHOOL  
STUDENT HANDBOOK  
2025-2026**

<b><u>Philosophy and Mission Statement</u></b>	<b><u>5</u></b>
<u>MISSION STATEMENT, VISION, CORE VALUES</u>	
<b><u>Purpose and Philosophy of Education</u></b>	<b><u>5</u></b>
<u>FAMILY PARTNERSHIP, BIBLICAL TRUTH, ACADEMIC EXCELLENCE, INDIVIDUAL DEVELOPMENT, ACCREDITATION</u>	
<b><u>Statement of Faith</u></b>	<b><u>6</u></b>
<u>GOD THE FATHER, GOD THE SON, GOD THE HOLY SPIRIT, THE BIBLE, MAN, SALVATION, ETERNAL DESTINY, MARRIAGE</u>	
<b><u>Student Standards of Christian Code and Conduct</u></b>	<b><u>8</u></b>
<b><u>Academics</u></b>	<b><u>11</u></b>
<u>GRADING POLICY, HIGH SCHOOL GRADUATION REQUIREMENTS, A-G REQUIREMENTS vs RECOMMENDATIONS, DUAL ENROLLMENT, MINIMUM GRADUATION CREDITS, TRANSFER STUDENTS, GRADE POINT AVERAGE, HONOR ROLL, GRADUATION CORDS &amp; STOLE, PROGRESS REPORTS, REPORT CARDS, SCHEDULE CHANGES/COURSE WITHDRAWAL, ACADEMIC PROBATION, INCOMPLETE GRADES, SUMMER SCHOOL, SCHOOL SUPPLIES, TESTING, ACADEMIC INTEGRITY POLICY, PLAGIARISM, CHEATING, ACADEMIC INTEGRITY ENFORCEMENT, STANDARD PROGRESSION OF DISCIPLINARY ACTION, NOTICE OF NON-DISCRIMINATION, STUDENT TRANSFERS AND WITHDRAWALS</u>	
<b><u>Associated Student Body</u></b>	<b><u>20</u></b>
<u>PURPOSE, QUALIFICATIONS OF CANDIDATES FOR STUDENT GOVERNMENT</u>	
<b><u>Athletics</u></b>	<b><u>21</u></b>
<u>MISSION, ACADEMICS, ACADEMIC ELIGIBILITY, ATHLETIC LETTER, CODE OF CONDUCT, TRYOUTS/CUTS, CHANGING SPORTS IN MID SEASON, EQUIPMENT, INVENTORY &amp; STORAGE, FACILITIES, LOCKER ROOM, MUSIC POLICY FOR SRC EVENTS, NATIONAL ANTHEM, PHYSICALS, PRACTICES, PRAYER/DEVOTIONS, SPORTSMANSHIP, TRANSPORTATION, VIOLATIONS, PARENT/STUDENT ATHLETE CODE OF CONDUCT</u>	
<b><u>Attendance Policy</u></b>	<b><u>25</u></b>
<u>ABSENCES, MINIMUM ATTENDANCE REQUIREMENTS, ATTENDANCE RECORDS, ADVANCED ABSENCES, SICK / INJURED STUDENTS, EXCUSED ABSENCES, TRUANT ABSENCES, UNEXCUSED ABSENCES, TARDIES, PROCEDURE FOR PICK-UP OF STUDENTS, LICE POLICY</u>	
<b><u>Biblical Mediation and Arbitration Clause</u></b>	<b><u>28</u></b>
<b><u>Chapel</u></b>	<b><u>29</u></b>
<u>GUIDELINES FOR CHAPEL, CHAPEL DRESS,</u>	
<b><u>Church Attendance</u></b>	<b><u>29</u></b>
<b><u>Closed Campus</u></b>	<b><u>30</u></b>

<b><u>Clubs</u></b>	<b>30</b>
<b><u>Community Service</u></b>	<b>30</b>
<b><u>Dance and Music Policies</u></b>	<b>31</b>
<u>DANCE GUIDELINES, DANCE IN EDUCATIONAL AND DEVELOPMENTAL PROGRAMS</u>	
<b><u>Discipline Guidelines</u></b>	<b>32</b>
<u>K-12 STUDENT DISCIPLINE GUIDELINES, CATEGORIES OF MISCONDUCT, CULTURE, GOSPEL FRUIT, SOWING AND REAPING, REVEALING DEPRAVITY, POSITIVE REINFORCEMENT, DISCLAIMER</u>	
<b><u>Discrimination, Harassment, Assault, Bullying, and Weapons Policy</u></b>	<b>36</b>
<u>DISCRIMINATION, HARASSMENT, VISUAL HARASSMENT, PHYSICAL THREATS, HARASSMENT, CONTACT AND/OR ASSAULT, SEXUAL THREATS, HARASSMENT, CONTACT AND/OR ASSAULT, WEAPONS</u>	
<b><u>Electronic Device Acceptable Use Policy</u></b>	<b>37</b>
<u>POLICY, DEVICES INCLUDED, PROHIBITED TIMES AND STORAGE, EXCEPTIONS, LOGISTICS, ENFORCEMENT, PARENTAL COMMUNICATION, TRANSITIONING TO NO PHONES/DEVICES, ELECTRONIC DEVICE ACCEPTABLE USE POLICY, SAFETY GUIDELINES, CHROMEBOOK CLASSROOM USE POLICIES</u>	
<b><u>Emergency Procedures</u></b>	<b>41</b>
<u>EVACUATION PROCEDURES, FIRE DRILLS, SRC POLICY, SRC PROCEDURES, DISASTER AND/OR EARTHQUAKE DRILL, SRC PROCEDURE, SHELTER IN PLACE, TEACHER RESPONSIBILITIES DURING A SHELTER-IN-PLACE DRILL OR EMERGENCY LOCKDOWN FOR ACTIVE THREAT, LOCK DOWN – SHUT DOWN – QUIET DOWN. CLASSROOM SAFETY RESOURCES, TEACHER RESPONSIBILITIES AT THE START OF A LOCKDOWN DRILL OR EMERGENCY DURING A LOCKDOWN DRILL OR EMERGENCY, POST-LOCKDOWN DRILL REVIEW, BOMB THREAT, BOMB EMERGENCY TEACHER RESPONSIBILITIES, CRIME IN PROGRESS, GAS OR CHEMICAL SPILL, EMERGENCY ALARM SIGNALS &amp; RESPONSES</u>	
<b><u>Feedback</u></b>	<b>48</b>
<b><u>Graduation</u></b>	<b>48</b>
<b><u>Lockers</u></b>	<b>49</b>
<b><u>Lost and Found</u></b>	<b>49</b>
<b><u>Lunches and Breaks</u></b>	<b>49</b>
<b><u>Mandated Reporter</u></b>	<b>50</b>
<b><u>Medical Regulations</u></b>	<b>50</b>
<u>IMMUNIZATIONS, MEDICATION(S), SICK / INJURED STUDENTS</u>	

<b><u>Network Acceptable Use Guidelines</u></b>	<b>51</b>
<u>ACCEPTABLE USE, PRIVILEGE, MONITORING, NETWORK ETIQUETTE, NO WARRANTIES, SECURITY, VANDALISM AND HARASSMENT, PROCEDURES FOR USE, INTERNET CONTENT BLOCKING, ENCOUNTER OF HARMFUL MATTER OR CONTROVERSIAL MATERIAL, ELECTRONIC MAIL, USE OF COMPUTER AND PERIPHERAL EQUIPMENT, INTERNET SITES, PENALTIES FOR IMPROPER USE</u>	
<b><u>Parent / Teacher Communication Process</u></b>	<b>54</b>
<b><u>Pregnancy Policy</u></b>	<b>55</b>
<b><u>Property and Vandalism</u></b>	<b>56</b>
<b><u>Restroom Policy</u></b>	<b>56</b>
<b><u>Standard of Appearance</u></b>	<b>57</b>
<u>CLOTHING STANDARD FOR ALL STUDENTS, ATHLETICS, CHAPEL ATTIRE (See Chapel guidelines), FORMAL ATTIRE</u>	
<b><u>Student Insurance and Accident Reports</u></b>	<b>58</b>
<b><u>Student Records</u></b>	<b>59</b>
<b><u>Substance Abuse</u></b>	<b>59</b>
<u>SUBSTANCE ABUSE POLICY, SMOKING PRODUCT FREE CAMPUS, ALCOHOL USE, DRUG TESTING, ILLEGAL SUBSTANCES</u>	
<b><u>Supervision</u></b>	<b>61</b>
<b><u>Transportation</u></b>	<b>61</b>
<u>DRIVING REGULATIONS, FIELD TRIPS AND OFF-CAMPUS TRIP GUIDELINES, BUS GUIDELINES</u>	
<b><u>Visitor on Campus</u></b>	<b>63</b>
<b><u>Work Permits</u></b>	<b>63</b>

# Philosophy and Mission Statement

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## **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 that guide students to understand 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

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The Educational Philosophy of SRC is dependent on a Biblical philosophy which provides the right world view 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.

*In accordance with 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 very serious 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. The clear intent of the law, based on the*

*seriousness of the crimes listed above, 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 suspicion is established, have any legal alternative except to make the report to the proper authorities for their investigation and review.*

### **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 that 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 and 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**

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The basis of Stone Ridge Christian School is the Word of God and having accepted Jesus Christ as their 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

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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.

**INDNESS TOWARDS OTHERS:** Students are expected to actively seek opportunities to show kindness toward others including good sportsmanship in athletic endeavors.

**COMPASSION AND CHRISTIAN LOVE:** Students are expected to display compassion 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.

**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 with the realization that God is the ultimate source of all good things.

**TIQUETTE 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.

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

# Academics

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## **GRADING POLICY**

A standard percentage scale is used school wide:

90% - 100% = A

87% - 89% = B+

83% - 86% = B

80% - 82% = B

77% - 79% = C+

73% - 76% = C

70% - 72% = C

67% - 69% = D+

63% - 66% = D

60% - 62% = D

Below 60% = F

The following scale is used for computing grade point averages:

## **GRADE POINTS STANDARD/ HONORS/AP or DUAL ENROLLMENT COURSES**

A = 4          A = 4.5          A = 5

B = 3          B = 3.5          B = 4

C = 2          C = 2.5          C = 3

D = 1          D = 1.5          D = 2

F = 0          F = 0          F = 0

Incomplete = 0

## **CITIZENSHIP GRADES**

O = Outstanding

S = Satisfactory

N = Needs Improvement

U = Unsatisfactory

## **SENIOR FINALS**

Seniors who have an A (90% or higher) are exempt from taking the End of Course/Year final. All other students will be taking the end of year finals.

## **HIGH SCHOOL GRADUATION REQUIREMENTS**

### A. History/Social Studies

- Graduation: 3 years (US History, World History, American Government/Economics; Merced College equivalents are History 4A and 4B, History 17A and 17B, Political Science 1 and Economics 1)
- A-G: 2 years required; 3 years recommended

### B. English

- Graduation: 4 years required (Merced College equivalent for Junior & Senior courses are English

C1000 and either English 1B or English C1001)

- A-G: 4 years required; No more than one year of ESL-type courses can be used to meet this requirement.

C. Math

- Graduation: 3 years required with minimal level of Algebra 1, Geometry, Algebra 2
- A-G: 3 years required; 4 years recommended

D. Science

- Graduation: 2 years required, 3 years recommended
  - one year life science (biology/ag biology)
  - one year physical science (chemistry/ag chemistry in the earth systems)
- A-G: 3 years recommended

E. World Language

- Graduation: 2 years in the same language required (Merced College Spanish 1 meets this requirement)
- A-G: 3 years of the same language recommended (ASL, Latin, Greek, Native American are also accepted)
  - Biliteracy Seal test eligibility requires spanish 1, 2, 3 at SRC or Span 1, 2 at Merced College

F. Visual & Performing Arts

- Graduation: 1 year required
- A-G: 1 year required

G. Electives

- Electives: 4 years required
- Bible: 4 years required (if transfer in waiver is for years not at Stone Ridge)
- Physical Education: 2 years
  - one season of sports = 1 semester of PE credit; a student must complete 4 seasons of separate sports to satisfy PE requirements (ex: football and baseball for 2 separate school years). Sports and Strength may not be combined in the same year to count for credits. Sports will appear on transcript as an activity or as units depending on the student's schedule.

In order for students to receive a diploma of graduation and in order to participate in *end-of-year* graduation activities, the following criteria must be met:

1. A cumulative grade point average of 2.0.
2. A 90% or higher attendance rate.
3. Good behavioral standing, as deemed by administration.

End-of-Year graduation activities may include:

1. Great America, Disneyland, etc.
2. Graduation Ceremonies
3. Senior Breakfast

### **A-G REQUIREMENTS vs RECOMMENDATIONS**

For students who plan to attend a CSU or UC immediately after graduation, they need to meet the high school graduation requirements and the A-G requirements listed with a grade of C or better in every course. A to G also states recommendations, these are to best prepare and be competitive to enter into a 4 year university directly from high school but are above the A-G requirements. Notably, A-G recommendations suggest a student have 3 years of science, 4 years of Math, and 3 years of a foreign language. Our goal is to

have 100% of our students A-G ready, and those who identify within their educational plan the desire to enter directly into a 4 year college as A-G recommendation ready. Some colleges desire course load above and beyond A-G for entry, always research your college interests to align your schedule for best opportunities.

## **DUAL ENROLLMENT**

We encourage students to consider dual enrollment when appropriate while enrolled at SRC. Community colleges in California offer a host of courses which count for both high school and college credits and students in K12 have most fees waived and also have to purchase needed course textbooks or opt into the Follet program for course materials (\$25/unit). See the GPA area for review of how college courses are weighted. Dual enrollment offers students an opportunity to get ahead, explore career or educational tracks, and can be done in-person or online. Students are responsible for contacting the guidance counselor to inquire about dual enrollment. College courses should only be considered for students who can perform at an honors level or above as they are accelerated and offered at a college level which is similar to an AP course, in half of the time (16 weeks or less), for most course offerings. Dual enrollment counts as college courses which means it impacts both the high school and the college transcript. If a student cannot work at an honors or AP level, most college courses will be too difficult and can negatively impact the student for high school and college. Not all college courses count for high school credit. Please ensure to work with the guidance department on eligible coursework.

Students must maintain at least 4 classes on SRC campus, even if dual enrolled for courses which count for credit at both the high school and the college. Students' schedules will show dual enrollment for periods which are being used to count for their dual enrolled courses unless they are taking on top of a full schedule at SRC.

If you believe you want to take a course at the college level, schedule an appointment with the guidance counselor. Usual enrollment periods at Merced College are April and September of each year. Courses fill up quickly at the college to schedule before registration to have forms completed. It is the students responsibility to complete the forms online, according to the college directions, to ensure registration occurs. SRC does not have access to college records nor ability to register you. Once students register they must send proof of enrollment by way of unofficial transcript to the guidance counselor. Once the course is complete, another unofficial transcript must be sent to show credit for the course taken. SRC schedules will be made based upon what students have submitted. You will not be allowed to change your SRC schedule without proof of enrollment and then completion of community college courses. After all dual enrolled courses are complete, you will send an official transcript to SRC so graduation status can be conferred.

SRC does not offer all courses which could count for dual enrollment purposes. Common courses taken at Merced College which count for both high school and college credit are listed below, subject to change. Please investigate the college catalog for which courses are offered in-person or online and timelines as well as the application process at

<https://www.mccd.edu/enroll-at-merced-college/k-12-students/>

Stone Ridge Course	Merced College Course
English 11 or AP Language	English C1000 (1 semester)
English 12 or AP Literature	English 1B or English C1001 (1 semester)
World History (10th grade)	History 4A and History 4B (2 semesters)
US History or AP US History (11th grade)	History 17A and History 17B (2 semesters)
Government/Econ (12th grade)	Political Science 1 and Economics 1 or Economics 2 (2 semesters)
Biology (9th grade) AP Biology Environmental Science Chemistry	Bio 01: Biology for non-majors (1 semester) Bio 4A and 4B (2 semesters)  Bio 06: Environmental Science (1 semester) Chem 2A: Intro to Chemistry (1 semester)

AP Chemistry	Chem 04A and 04B (2 semesters)
Spanish 1 & Spanish 2  Spanish 3	Spanish 1 (1 semester, high unit course, very demanding)  Spanish 2 (1 semester, high unit course, very demanding)
Foreign Language Year 1	ASLG 01: American Sign Language (1 semester)
Foreign Language Year 2	ASLG 02: American Sign Language (1 semester)
Statistics	Math 10 (1 semester)
Elective: AP Psychology	Psychology 1A (1 semester)
Elective: Personal Adjustment	Psychology 23: Personal and Social Adjustment (1 semester)
Elective: Art 1  Elective: Digital Art I	Art 24A: Fundamentals of Drawing (1 semester)  ArtD 40A: Introduction to Digital Art (1 semester)

Elective: Digital Art II	ArtD 40B: Intermediate Digital Art (1 semester)
Elective: Drama	Theater 01: Introduction to Theatre (1 semester)
Elective: Child Development I	CLDV 01: Child Development (1 semester)
Elective: Child Development II	CLDV 02: Child, Family, Community (1 semester)
Elective: Criminology	Crim 01: Intro to Criminology (1 semester)
Elective: Foundations of Learning	Guidance 30: Foundations & Strategies for College Learning (1 semester)
Elective: Health	Health 10: Contemporary Health
Elective: Music	Music 10: Music Fundamentals
Elective: Music History	Music 14: American Popular Music History

### **MINIMUM GRADUATION CREDITS**

Students must earn a minimum of 250 credits in order to graduate and receive a diploma across the A-G areas of education.

Students that have not earned the required graduation credits at the end of the senior year have two graduation options:

1. The student may walk in the graduation ceremony if they are enrolled in summer school classes at SRC/dual enrollment that will generate enough credits to fulfill SRC requirements. Students choosing this option must complete all classwork by July 31 of their graduation summer year. If requirements are not completed, the student will not receive a diploma from SRC.
2. The student may choose to take up to one calendar year to complete graduation requirements. These classes must be completed independently through SRC's online class options/dual enrollment options. The student will not have staff support from SRC, and the student will not have access to any academic or extracurricular activities or services from SRC. This option does not include participating in graduation ceremonies.

## **TRANSFER STUDENTS**

We welcome students who have started their educational journey elsewhere and transfer in to become a Knight. Transcripts will be reviewed to determine which courses best fit each student's educational pathway based on what has been completed elsewhere. Credits will be added to your transcript at Stone Ridge and an educational plan created when the student applies and is accepted with the guidance counselor. For full years not completed at Stone Ridge, Bible courses will be waived and do not need to be made up.

## **GRADE POINT AVERAGE**

GPA is a system used to compute a grade average for a quarter, a semester, or for the student's total course work for four years. GPA is used to compute honor roll, probation, class rank, eligibility, etc. There are weighted and unweighted GPAs. Unweighted GPAs are calculated on a 4.0 scale, with F grades corresponding to zero points and A grades corresponding to four. A weighted GPA includes some advanced courses that are scored on a 5.0 scale, where an A contributes five points instead of four, boosting the overall GPA.

## **HONOR ROLL**

Acceptance on the honor roll is based on the student's academic grade point average (GPA) for each term or semester.

- Gold Knight 3.7 +
- Silver Knight 3.3 – 3.69
- Bronze Knight 3.0 – 3.29

## **GRADUATION CORDS & STOLES**

High school graduation cords/stoles are colorful, braided or intertwined ropes or sashes worn around the neck during graduation, signifying academic achievements, extracurricular activities, or membership in honor societies. These cords are not awarded to all students; they are earned and symbolize distinction. Stone Ridge Christian offers the following cords at graduation:

Gold Twisted Cords (2) Braided = 4.0+ cumulative GPA across 9th, 10th, 11th, 12th terms 1-3

Gold Cord = 3.7 to 3.99 cumulative GPA across 9th, 10th, 11th, 12th terms 1-3

Silver Cord = 3.3 to 3.69 across 9th, 10th, 11th, 12th terms 1-3

White Single Rope = Community Service, 400 hours across 9-12th grade (due by May 1 of graduation year)

Blue/Silver Cord = Student Government: 4 years service: 2 twisted cords braided; 3 years service: 1 twisted cord; 2 years service: Blue and Silver cord, 1 year service: Blue cord

Purple Cord = Biliteracy Seal Awardee

Bronze Cord = Iron Man Award (3 sports each year or 12 across high school)

Gold Stole = FFA Officer

**Valedictorian/Salutatorian Graduation Selection Criteria: EFFECTIVE Class of 2025 and following classes.**

The valedictorian/salutatorian will be selected each year based on cumulative GPA. For valedictorian and salutatorian calculations, all SRC, UC-approved, college, and dual credit class grades will be included.

Valedictorians and salutatorians must meet the following requirements:

1. Take a minimum of 120 units at Stone Ridge Christian High School to be the Valedictorian or Salutatorian at Stone Ridge Christian High School.
2. For the purpose of valedictorian/salutatorian selection, successful completion of a course in the third quarter of the senior year will be considered successful completion of the second semester.
3. Take at least four semesters of weighted (honors, AP, dual enrollment) classes during the junior year and at least four semesters of weighted (honors, AP, dual enrollment) classes during the senior year.

Students who meet the three requirements above will be eligible to be the valedictorian or the salutatorian.

The student with the highest grade point average using their academic weighted GPA (calculated to two places after the decimal) will be declared valedictorian.

The student with the second highest grade point average using their academic weighted GPA (calculated to two places after the decimal) will be declared the salutatorian.

Grades earned during the third quarter of the senior year will count as second semester grades and must be averaged in to determine candidates' grade point averages. For the purpose of valedictorian/salutatorian selection, candidates must include all grades earned after August of the beginning of their freshman year.

Candidates may exclude high school grades earned prior to the actual beginning of their freshman year. In case of a tie, the tie will be broken in the following manner:

1. The student with the highest number of weighted (honors, AP, dual enrollment) classes during his/her junior and senior year, at their respective high school, will be declared the winner. This number will include classes completed and classes being taken during the third quarter of the senior year.
2. If there is still a tie, the student with the highest GPA from weighted (honors, AP, dual enrollment) classes only will be declared the winner.
3. If there is still a tie, the students will be declared co-aledictorians and a salutatorian may be selected.
4. The computerized report card/transcript ranking is not applicable.

### **PROGRESS REPORTS**

Progress reports will be sent out to parents every 3 weeks. Students who are ineligible for athletic contests per CIF bylaws will be eligible for practice based on progress reports.

### **REPORT CARDS**

Report cards with grades are sent home at the end of each term. The report card will include a conduct

grade and attendance information. Semester report cards are permanent grades, published on the transcript, and based on the average of two terms and a final exam (weighted 15%). Credit is received only for courses earning a “D” grade or better for the semester. Please note A-G requires a C or above for a course to be counted.

### **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. They are not what earns credits and grade points.

### **SEMESTER GRADES**

Semester grades which include final exams, are an evaluation of the student’s work for an entire semester. These grades are recorded on the transcript and are part of the permanent record. It is based on semester grades that a student earns credits and grade points. Credit is received only for courses earning a “D” grade or better for the semester.

### **SCHEDULE CHANGES/COURSE WITHDRAWAL**

Students may not have open periods across the day. Classes may be changed during the first two weeks of each semester. Forms are available at the office to request these changes. After the second week new academic classes may not be added or dropped.

Please ensure you have an educational plan on file with the guidance counselor and update if you change your educational or career plan.

After six weeks students will receive a withdrawal/fail “WF” on the transcript if a class is dropped. All requests must be submitted using the Schedule Change Request Form, which requires teacher, parent, and counselor/administrative approval.

### **ACADEMIC PROBATION**

Students that have **2 or more** below-average grades (Ds or Fs) **AND/OR** below a 2.0 GPA at the end of a grading quarter, will be placed on Academic Probation. This involves the student being on a weekly check-in system with teachers and administrators. Student-athletes will be placed on a “**week-by-week**” status for athletic eligibility. This means that students will not be allowed to suit up in uniform and play in any athletic competition if their current grades consist of 2 or more below-average grades. Grades will be checked for these students on Thursdays. If a student’s grades have improved, they will be eligible for competition the next day. Parent and teacher signatures will be required weekly on the student’s weekly academic check-in form.

**\*NOTE: CIF (California Interscholastic Federation) automatically deems a student ineligible for athletics for an entire grading period if the student falls below a 2.0 GPA on their report card (term or semester).**

A student is subject to dismissal if one of the following occurs:

- The student has been on Academic Probation for 3 or more quarters and the student's cumulative grade point average is less than 2.0, or
- The student's semester grade point average is less than 1.35 and the student’s cumulative grade point average is less than 2.0.

### **INCOMPLETE GRADES**

Students with approved reasons who are unable to complete a term or semester are eligible to contact teachers and administration for the approval to take an incomplete, “I” grade. Such circumstances must

be clearly unavoidable and not merely a matter of convenience for the student. The incomplete approval will include an end date, and a grade which will be given if the work is not completed. Work for incomplete grades must be made up within two weeks of the approved end date. An Incomplete grade at the quarter or semester grading period will bar a student from any extra-curricular activities (i.e. games, drama performances, speech meets, etc.) until the Incomplete is made up. The grade of "I" or Incomplete is given primarily to allow the instructor to complete his or her grade sheet for turn in to the Counselor's Office as early as possible rather than waiting for the late work to be completed. When a student completes the necessary work, his/her final grade will be reported to the Counselor's Office. If the student fails to complete the course work within the specified time, the instructor may award a grade based on the work completed. If an "I" grade is assigned, students may receive unit credit and grade points by satisfactorily completing the coursework as specified by the instructor. Students should not re-enroll in the course; if they do, it is recorded twice on the transcript. Once an "I" grade is assigned, it remains on the transcript until replaced by another grade notation that students may later receive for that course.

### **SUMMER SCHOOL**

SRC may offer both on-site and online courses during the summer (dependent upon interest). Courses generally begin soon after the last day of school and must be completed by the last scheduled day of class. High school students may also enroll, to either get ahead in courses, make room to take a variety of other courses, or attempt credit recovery. Students may also consider accredited institutions (ex: Silicon Valley High School, UC Scout, etc) for summer courses as well as Merced College (see dual enrollment policy).

### **SCHOOL SUPPLIES**

Students furnish their own computer, notebooks, assignment books, paper, pen, ink, pencils, etc. Additional fees may be charged as courses or projects are added (i.e. art, photography). Teachers will provide class lists at the start of the year as well as across the year as items are needed. Beginning in the 2026 - 2027 school year MacBooks and ipads will not be allowed.

### **TESTING**

**PPSAT** – the Pre-Preliminary Scholastic Aptitude Test is given to Freshmen to help determine areas needed for growth. Results are given to the student and parents.

**PSAT/NMSQT** – Preliminary Scholastic Aptitude Test/National merit Scholarship Qualifying Test is given by the school each October. A descriptive handbook is sent home with the results of the test. The PSAT acquaints students with the SAT but does not substitute for it. This is the only qualifying test for the National Merit Scholarship program, which offers recognition, and scholarships for high achievement.

**MAP** – Measure of Academic Progress test is administered to all K – 8<sup>th</sup> grade students. This test is a good indicator of growth in academics and identifies areas for improvement.

**MDTP** - The Mathematics Diagnostic Testing Program (MDTP) measures students' preparedness for the foundational topics of their current or subsequent course of study and are informed by the California State Standards for Mathematics. The robust diagnostic data is used as a formative assessment to help teachers understand students' mathematical strengths and areas of unfinished

learning to inform instruction and interventions; to evaluate course readiness; to measure program growth; and to identify content for professional learning.

**SAT or ACT TESTS** - the Scholastic Aptitude Test (SAT) and the American College Test (ACT) are national aptitude tests which are required by most four-year colleges for entrance. Registration forms and information are available from the office. These tests are administered on various Saturdays during the year. It is recommended that these tests be taken in the spring of the junior year for college applications in the Fall of the senior year. Waiting until the fall of the senior year is not recommended and may impact college admissions. They may be taken more than once.

### **ACADEMIC INTEGRITY POLICY**

Stone Ridge Christian encompasses all aspects of growing and learning, including academic integrity. The desire of SRC is 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 own homework, submit their own thoughts for writing assignments, and take tests without external aids, including the use of artificial intelligence. 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**

The offering of another person's words or ideas as one's own writing/work. This includes the use of AI (artificial intelligence) to write or heavily edit your coursework.

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 a student's 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.
7. Using artificial intelligence to create work based around assignment directions.

## **CHEATING**

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

Cheating includes:

1. The use of another person's test/quiz/answers either 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 obtaining of tests/quizzes prior to the exam.
4. The giving /receiving of specific test information to members of another class period or to a student who was absent for 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 designed 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. Using artificial intelligence to create or largely modify work to be turned in as your own.

## **ACADEMIC INTEGRITY ENFORCEMENT**

Any incident of academic dishonesty is considered a violation of the school's honor code. All faculty, including staff and faculty who are assigned campus supervision duty, are required to 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.

## **STANDARD PROGRESSION OF DISCIPLINARY ACTION**

1. First offense will incur a zero score and parent contact.
2. Second offense will incur a zero score, a parent conference and potential suspension. a. All other types of cheating infractions require the completion of a student response paper. This can be completed during detention.
3. Third offense will incur a zero score, parent conference and possible expulsion.

Guidance counselors may be required to report a pattern of academic dishonesty to colleges and universities. Depending on the severity and timing of incidents, students who have committed more than one academic infraction in their time at SRC may be required to go on academic probation in order to continue attending the school.

## **NOTICE OF NON-DISCRIMINATION**

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

Stone Ridge Christian High School admits students of any race, color, national or Ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, national or ethnic origin in administration of

educational policies, admissions policies, scholarship and loan programs, athletic or other school administered programs. The school wishes to further advise 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 of the love of God, as manifested 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 the City of Merced and its surrounding area.

### **STUDENT TRANSFERS AND WITHDRAWALS**

Student transfers or withdrawals should be cleared through the site office after appropriate forms have been submitted. If forms are not submitted to properly withdraw or transfer, the student will be marked as absent and grades will continue to compile, likely resulting in a non-passing grade which will be posted to the student transcripts.

## **Associated Student Body**

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### **PURPOSE**

To promote students' spiritual growth, general interest, and participation in activities and projects of Stone Ridge in accordance with its stated purpose in 1 Peter 2:5, "you also, like living stones, are being built into a spiritual house to be a holy priesthood, offering spiritual sacrifices acceptable to God through Jesus Christ."

### **QUALIFICATIONS OF CANDIDATES FOR STUDENT GOVERNMENT:**

1. Must have a 3.0 GPA and must not have an "F" on the most recent report card (term or semester).
2. Must sign a commitment contract before beginning their campaign.
3. Commit to hold the office for one school year.
4. Each must be a professing Christian and give evidence of spiritual maturity sufficient for student leadership.
5. Candidates must meet the requirements established by the Student Government Constitution and shall attend meetings as scheduled.

# Athletics

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## **MISSION**

The athletic program at Stone Ridge Christian School is designed to challenge students to pursue excellence. The School's athletic program reflects the mission, beliefs, and values that guide the other components of the institution.

## **ACADEMICS**

To be clear, Stone Ridge Christian School holds our student-athletes to a higher standard than the CIF bylaws. SRC students with 2 Ds and/or Fs on a report card will automatically be placed on Academic Probation, even if they have above a 2.0 GPA. Students who are on Academic Probation, but meet the CIF requirements will go on a 'week-to-week' check-in with administration to determine **practice and game eligibility**. A student is academically eligible if they have maintained during the previous grading period a minimum of a 2.0 GPA and do not have more than 2 below-average grades (Ds or Fs) in all enrolled courses.

If a student is ineligible per CIF bylaws, a student cannot participate in any athletic game for an entire grading quarter. Students will NOT be allowed to practice for the first three weeks of the following quarter, until progress reports are given. If a student meets academic criteria, they may practice **ONLY**. Grades will be checked at each progress report to determine practice eligibility.

## **ACADEMIC ELIGIBILITY**

According to the California Interscholastic Federation (CIF) bylaw 205, a student is scholastically eligible to participate in athletics if:

- The student is currently enrolled in at least 20 semester periods of work.
- The student was passing in the equivalent of at least 20 semester periods of work at the completion of the most recent grading period.
- The student is maintaining minimum progress toward meeting the high school graduation requirements as prescribed by the governing board.
- The student has maintained during the previous grading period a minimum 2.0 grade point average, on a 4.0 scale, with no more than one failing grade, in enrolled courses.
- If a student becomes academically ineligible, the student is not allowed to compete in any athletic contest until eligibility is achieved at the next grading period.
- Academic eligibility is determined on the date report cards are issued and remains until the next report card is issued.
- Students becoming ineligible to play in athletics may appeal the decision with the school's administration.
  - The student may submit a written request outlining the reasons for the drop in their grades and their plan regarding bringing those grades up.
  - An appeal may be granted only one time during a student's 9th-12th academic years.

## **ATHLETIC LETTER**

The Athletic Letter is attained through successful athletic participation in a varsity sport. The student athlete must fulfill all requirements of the varsity sport as determined by the coach and proper behavior as prescribed within the Athletic Handbook.

## **CODE OF CONDUCT**

All athletes and parents must read, accept, sign and submit the Stone Ridge Christian Code of Conduct.

## **TRYOUTS/CUTS**

Tryouts and cuts may be necessary for some Stone Ridge Christian teams. The coach, with the approval of the Athletic Director, is required to be comfortable with the number of athletes on the team and with the ability to provide adequate coaching and proper supervision to team members.

## **CHANGING SPORTS IN MID SEASON**

No student-athlete can change teams during mid-season without the consent of the coach and Athletic Director. Quitting a team may result in the student forfeiting the opportunity to participate in athletics for one calendar year. A participant contemplating quitting a team must have a meeting with the Athletic Director and the coach. An athlete, with administrative approval, may quit an activity without penalty if parents state that their academic record or health requires it, or the athlete quits the activity before the first league game.

Athletes are not allowed to participate in the next sport of season until the current sport of season is completed (including all playoffs) unless approved by the Athletic Director.

## **EQUIPMENT, INVENTORY & STORAGE**

Equipment and uniforms are assigned to students by the coach. All uniforms are to be returned promptly at the end of the season. Uniforms should be clean when returned. Students will be financially responsible for any uniform or equipment that is lost or not returned. There may be incidental sports equipment costs.

## **FACILITIES**

The SRC athletic facilities, fields, gym, school buildings are to be used with proper stewardship. Athletes are to assist in maintaining and keeping the athletic facilities clean and in proper order.

## **LOCKER ROOM**

Teams will be assigned a team room or area and the players will be responsible for that area during the season. Personal locks shall be placed on lockers.

## **MUSIC POLICY FOR SRC EVENTS**

### **PURPOSE**

The purpose of this policy is to ensure that all music used in school-sponsored events reflects the values, mission, and spiritual convictions of SRC. Music has the power to influence hearts and minds; therefore, selections must honor God, promote a wholesome environment, and be appropriate for all age groups.

### **PROHIBITED CONTENT**

Music may not include:

- Offensive or explicit lyrics.
- Songs that have been edited to remove or clean up lyrics but are still associated with inappropriate original content.

- Promotion of harmful behaviors (e.g., drug use, disrespect for authority)

#### **CONSEQUENCES OF NON-COMPLIANCE:**

Music played without approval or that violates the policy may be stopped immediately, and future music privileges may be restricted.

#### **EXPECTATIONS:**

1. AD will include review of music policy with all coaches and cheer advisers.
2. Instructional staff will have a review on the music expectations.
3. Any staff member or club representative playing music during SRC school hours or events will abide by this policy.

#### **NATIONAL ANTHEM**

All students are expected to respectfully stand to honor America during the playing of the National Anthem at any athletic contest and/or school event.

#### **PHYSICALS**

Athletes are required to pass a yearly physical examination prior to participation in school athletics. The record of the physical examination must be on file with the Athletic Director before a student can compete in a practice or game which includes end of summer workouts.

#### **PRACTICES**

Daily practices are usually 2 hours long. Sunday is the Lord's Day and is therefore respected and honored. There are to be no practices, games, or open gym activities on Sunday at Stone Ridge Christian facilities or promoted by SRC at other organizations or their facilities without board approval. The athletic season in session has precedence over other sports regarding facilities and practices.

#### **PRAYER/DEVOTIONS**

Daily team prayer/devotions are an integral part of all Stone Ridge Christian Athletic teams.

#### **SPORTSMANSHIP**

Good sportsmanship must prevail. If a player is ejected from any game for a *sportsmanship violation\**, he or she may not be allowed to participate in the next scheduled game and is required to meet with the Athletic Director and/or administration. *\*This is sportsmanship violations only, not rule violations.*

#### **SRC ATHLETES WILL:**

1. Compete within the rules of the game.
2. Win with humility and lose without excuses.
3. Respect officials and accept their decisions.

#### **SRC COACHES WILL:**

1. Inspire their players to be their best and the desire to win.
2. Serve as positive role models for their players.
3. Hold their players accountable for their behavior.

#### **STONE RIDGE CHRISTIAN SCHOOL WILL:**

Treat officials, opposing teams and their spectators as guests.

## **TRANSPORTATION**

Stone Ridge Christian School may provide transportation to extracurricular activities or events when available. Parent owned vehicles may also be used when the office has received, at least 72 hours in advance of an event, all applicable forms to verify license and insurance coverage. After a game, the school or parent drivers will provide transportation back to school. The parent is to notify the coach if they are taking their student home before leaving with their student(s). Students are not allowed to ride home from games with anyone other than their own parents unless the team coach has written permission from the parents specifying other arrangements. Other students may ride with another student's parent if they have a signed note giving permission and releasing the school of any liability.

All parents who provide transportation for other student athletes are to have a completed *Volunteer Driver Application* and a copy of their license and insurance on file with the school.

## **VIOLATIONS**

Adherence to the Athletic Handbook is expected at all times. Athletes who violate the policies set forth in both the Stone Ridge Christian Student Handbook or Stone Ridge Christian Athletic Handbook will be subject to discipline by the coach, Athletic Director or administration.

## **PARENT/STUDENT ATHLETE CODE OF CONDUCT**

### **GUIDELINES FOR ATHLETES**

Stone Christian High School athletes are expected to:

- Exhibit Christian values and conduct at all times. Respect towards teammates, opponents, and officials must always be evident.
- Attend all practices and games. Any exception to attendance at practice and contests must be resolved by the athlete and the coach prior to the absence.
- Be good stewards of school facilities and equipment. Properly take care of all school property.
- Be committed to team goals. Performance is directed toward achieving team goals and team unity. The quality of the athletic experience and success depends on loyalty and a good working relationship between team members and coaches. If a problem between coach and athlete arises, both have the responsibility to work out a solution through good communication.

### **GUIDELINES FOR PARENTS**

Parents are an important part of the athletic program at Stone Ridge Christian School. The support and encouragement given to coaches and athletes are highly valued.

### **PARENTS ARE EXPECTED TO:**

Display Christian sportsmanship and respect **at all times**.  
Encourage loyalty and dedication towards the team and coach.  
Pray for athletes, coaches, and teams.  
Discuss concerns with the coach.

*Reminder: Never address a coach at a practice or at a game to discuss an issue or concern. Please contact the coach the following day and make an appointment. As a "cooling off period," parents are required to wait 24 hours before talking to a coach about a concern. If there is an immediate concern contact the Athletic Director. Follow proper biblical procedures if a problem concerning the team arises. Good communication with the coach should always be the first step toward resolving a problem. In addition, if discussion is necessary, the Athletic Director is available to help resolve the situation. Steps beyond this may include involvement by the school administration.*

Matthew 18:15-16 says, "If your brother or sister sins against you go and point out their fault, just between the two of you. If they listen to you, you have won them over. But if they will not listen, take one or two others along, so that "every matter may be established by the testimony of two or three witnesses."

## **Attendance Policy**

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There is a positive correlation between school attendance and good academic achievement. The activities of the classroom, including student discussion and participation and teacher lecture and comment, are of vital importance and cannot ever be adequately made up by a student.

### **ABSENCES**

When it is necessary for a student to miss school, the following steps should be followed:

A parent or guardian must call or email the school office before 10am on the date of absence 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 an unexcused absence.

Students who are absent more than ten (10) times in any class period per semester may be withdrawn from that class with an "WF" on their record. Absences incurred because of a school activity are not charged to this total; it should be noted that students on academic probation are not allowed to miss classes unless absolutely necessary. Students who encounter planned absences resulting from school activities are responsible to get their assignments from their teachers and turn in assignments on time.

In an attempt to keep parents informed of these absences, attendance letters will be sent home when the student reaches five and eight absences. When a student reaches eight absences, a conference may be scheduled to discuss the attendance situation and at that time a double check of the record is conducted. At all times, if questions arise concerning any aspect of the student's attendance, call the office for information.

### **MINIMUM ATTENDANCE REQUIREMENTS**

Students are required to maintain a minimum of 90% attendance during the school year. Saturday school can be assigned to students with unexcused or excessive absences. Students in 8th or 12th grade who fail to attend school at a 90% rate may be denied the privilege of participating in graduation activities and/or the graduation ceremony.

The only excusable absence(s) that will not count against the student are illness accompanied by a

medical note, funeral, school activity, and prior approval granted by an administrator.

Students who fall below this rate will be placed on an “Attendance Improvement Plan”. Students in 8th or 12th grade, who violate the attendance improvement contract may become ineligible for end-of-year graduation activities and ineligible to participate in the graduation ceremony.

Students falling below 90% should meet with their administrator along with the parent(s) and sign a Student/Parent contract for 90% Attendance Improvement Plan.

### **ATTENDANCE RECORDS**

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

### **ADVANCED ABSENCES**

Advanced absence forms are available on RenWeb or in the front office.

Students who plan to be absent for more than one day during the school year must inform the school for advanced absence approval. These absences will be counted in the excused absence total. Failure to receive advanced absence approval may result in these absences becoming unexcused. Sometimes a student must be absent for an extended amount of time due to medical reasons. It is the responsibility of the student to get 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.

### **SICK / INJURED STUDENTS**

If a student becomes ill or injured, it is the student's responsibility to report it to his/her 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 contacted, the school will employ whatever means possible or necessary for the aid of the student. School personnel will administer minor first aid and contact the parent if medication is needed unless the medication for the student is in the office and the Medical Release Form has been signed. If the injury is of a serious nature, the paramedics are contacted, and the school will also contact the parents. It is imperative that a

### **EXCUSED ABSENCES**

Illnesses, death in the family, court appearances, family emergencies and medical, dental or orthodontic appointments are examples of excused absences. We suggest that when possible, medical, dental or orthodontic appointments be made after school hours or staggered throughout the day in the case of multiple appointments. In order for any type of medical or dental appointment to be excused, the student must return with a “return to school” note from the medical or dental office.

### **TRUANT ABSENCES**

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

## **UNEXCUSED ABSENCES**

Any student who registers over ten unexcused absences per class in a semester may be dropped from the class with a grade of “F” and without credit.

## **TARDIES**

Excused tardies include, but are not limited to: medical or dental appointment (with a return to school note), inclement weather (heavy fog or rain), traffic shut-down/detour, or illness. Unexcused tardies include, but are not limited to: waking up late, lack of transportation, etc. Students with 3+ unexcused tardies will receive detention. Students who reach 5 unexcused tardies must attend Saturday school. Students with more than 5 unexcused tardies in a grading quarter may be subject to elimination from extracurricular activities.

## **PROCEDURE FOR PICK-UP OF STUDENTS**

At time of enrollment, each parent/guardian must provide the school office with the signature(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 named on the Authorized Signature form. It is the parent's responsibility to keep the school office up to date, so the student's record will be accurate as to address, telephone numbers, place of employment (of both the mother and the father), current phone numbers, and the name and address of the person(s) to be called in case of emergency. All changes of address that affect your student should be made with the office before the day the change is to be effective.

## **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 own students.* If a parent or guardian discovers lice on any of their children, they must inform the Administration 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, at their earliest convenience, contact a parent or guardian informing them of the situation. The parent may choose to come to the school and pick up their child or may 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 which include recommended treatments available. 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 full weeks from the time of the first or any subsequent treatment. A week after a student's return to class, a school representative will check them for lice. If lice are found, the student will be returned to class and a parent or guardian will be notified. The student may return to school upon receiving a second treatment and the presentation of a signed form as described above. In cases where a child is found to be repeatedly infested with head lice, a member from Administration or the Head of School will meet with the parents and a treatment plan, involving the recommendations 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.

## **Biblical Mediation and Arbitration Clause**

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The following Arbitration Clause is legally enforceable and requires that any controversy, claim or dispute arising between the Parties be resolved through biblically based mediation or arbitration. The Parties signed below believe that the Bible commands them to make every effort to live at peace and to resolve disputes with each other in private or within the Christian Church (see Matthew 18:15-20 and 1 Corinthians 6:1-8). Therefore, all Parties agree that any controversy, claim or dispute arising between them shall be settled by biblically-based mediation and, if necessary, legally binding arbitration in accordance with the Rules of Procedure for Christian Conciliation of the Institute for Christian Conciliation, a division of Peacemaker Ministries (complete text of the Rules is available at [www.peacemaker.net](http://www.peacemaker.net).) or other ACSI approved organization if needed. The parties will mutually agree upon a Mediator or Arbitrator, or in the event they cannot agree, then the Institute for Christian Conciliation shall have the power to select a Mediator or Arbitrator, and its decision shall be final and binding on all Parties.

The Mediator and/or Arbitrator shall be compensated based on the amount of time spent on the case at the regularly hourly rates plus reimbursable out of pocket expenses. The Parties agree to share the cost of mediation or arbitration equally. Judgment upon an arbitration award decision may be entered in any court otherwise having jurisdiction. The Parties understand that these methods described above shall be the sole remedy for any controversy, claim or dispute arising between them, including, but not limited to, this Agreement, and expressly waive their right to file a lawsuit in any civil court against one another for any such controversy, claim, or dispute, except to enforce an arbitration decision. Therefore, the undersigned agree that any controversy, claim or dispute arising between the Parties shall be settled by biblically based mediation or arbitration.

# Chapel

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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. Having these services is a privilege. In order 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.

## **GUIDELINES FOR CHAPEL**

1. Chapel is a required event, and an integral part of our curriculum and school philosophy.
2. Bibles are encouraged.
3. Students should be seated on time.
4. Students must show respect for Chapel leaders and guest speakers. No talking or acting in a disruptive manner.

## **CHAPEL DRESS**

It is the desire of SRC that our chapel dress raises the standard of appearance. Out of respect for God we ask that students, staff, and visitors choose to wear their best attire on these days.

### **MALES**

- Dress pants or Dress Jeans with no holes or rips
- Collared shirt, SRC branded polo shirt
- Ties are encouraged, not required.
- No athletic slides

### **FEMALES**

- Dress Pants or Dress Jeans with no holes or rips
- Dresses or Skirts that are **longer** than mid-thigh
- Blouses, Sweaters, or Collared shirts or SRC branded polo that **fully cover** the midriff area
- No athletic slides
- 7th/8th may wear a modest heel
- 9th-12th Heels must not be higher than 3 inches for safety

# Church Attendance

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Students are strongly encouraged to attend church regularly with their parents/guardians.

## Closed Campus

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Stone Ridge Christian School has a closed campus. Anyone wishing to visit must check in at the office from 8:00 a.m. to 4:00pm.

Students who leave during the day for an off-campus appointment must submit a note to the office and obtain a pass. Before leaving, a student must sign out and upon returning sign back in to obtain a re-admit pass for period(s) missed. Failure to properly check out will constitute a truancy absence.

**Students must have a 'return to school' note from the office of the appointment. An absence will be unexcused without a re-admit note.**

Students who need to leave campus **during the school day** must provide a note from home (or parent phone call to the office) and be accompanied by an adult. (Student drivers may drive themselves with permission.) **Students may not leave in vehicles during the school day with other students, unless they are from the same household. \*Exceptions may be made during field trips, etc.**

A visitor may visit the school and attend classes with a student if he/she is a prospective student. Students who wish to bring a visitor should make arrangements/get approval one day in advance through the administration. Visitors are expected to follow the school standards of conduct and dress.

**Senior off campus lunch privilege is monitored by the campus administration.**

## Clubs

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Stone Ridge Christian School encourages the formation of appropriate clubs and activities on campus. Clubs will form based on the interest of the students and faculty. Any student desiring to form a club must have submitted the proper form for approval by the administration. An approved adult sponsor must lead the club.

## Community Service

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Upon entering Stone Ridge Christian School, students are encouraged to complete 12.5 hours of community service each semester. The students will help others discover a sense of purpose, experience success in new areas, gain job experience, grow in self-esteem, have fun and make a difference in local churches and the community.

If a student has earned 400 or more hours, they will receive a white cord at the time of graduation. This white cord shows exceptional dedication and contribution.

# Dance and Music Policies

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## DANCE GUIDELINES

1. School dances are intended to provide social activities and opportunities in a safe and controlled environment with sufficient adult supervision.
2. Dress and appearance should convey modesty and conceal private body parts.
3. Sexually suggestive or sexually provocative dancing or body movements are prohibited.
4. Music must be screened for content and style and not include profanity, vulgar language, sexually suggestive content or substance use references.
5. Security will be billed into the cost for dances. If security can be covered then the ASB will profit from the security cost collection.
6. The Administration will have final say over the appropriateness of any aspect of the event.
7. Students of Stone Ridge may invite **ONE** guest outside of our school. Guests must be approved by both their parent, school of attendance, as well as the SRC parent and SRC. **Guest forms must be turned in to the office no later than the Wednesday before the dance at the end of the school day. All school rules must be followed by the guest. SRC students and parents will be held accountable for the behavior of their guest(s).** Phone calls will be made that evening to the SRC parents, should any issues arise. Guests that do not follow dance guidelines will result in SRC students losing the privilege of having an invited guest to the next event.
8. Non-SRC students will have a 25% increase on their ticket price.
9. Off-site events *may* be required to meet at school and be transported to and from location by bus. The school reserves the right to deny any students access if not in dress code, under the influence or any other disrespectful behavior.
10. Regular school policies will be in effect at the dance (e.g. dress code, substance abuse etc.)
11. The following guidelines will be followed for dances and/or events:
  - a. Stone Ridge Christian School reserves the right to breathalyze students upon entrance and/or departure of a dance or special event.
  - b. Stone Ridge Christian School reserves the right to check bags and/or purses upon arrival to a dance or event. This may include asking students to empty pockets.
  - c. Students suspected of being under the influence during an event may be subject to taking a breathalyzer test. This will be done in a discreet manner.
  - d. Students will not be permitted to exit the event and re-enter – for example, going out to their vehicle and returning.
  - e. Students bringing guests: guests will be held to the same standards. The SRC student and parent will be held responsible for their guest's behavior. The guest's school will be notified of any issues, should they arise.
  - f. Any student found to be under the influence will be disciplined per the student handbook for drug and/or alcohol offenses.
    - Parents will be immediately contacted, and students will be required to be picked up from the event.

- Students will not be allowed to attend the next scheduled event (i.e. - next dance)
- Students will be suspended from school with the possibility of dismissal - at the discretion of administration.

### **DANCE IN EDUCATIONAL AND DEVELOPMENTAL PROGRAMS**

Pursuant to educational and developmental programs, the use of dance/choreography may be deemed appropriate for aerobic exercise and movement classes and for theater and musical productions.

## **Discipline Guidelines**

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### **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. Teachers are at the forefront of teaching students how to be responsible and respectful in the classroom. They are the authority in their classrooms. Students are expected to follow the classroom rules and expectations set forth by the teacher.

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

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.

Stone Ridge Christian School Administration and teachers are always happy to receive constructive criticism or suggestions concerning ways in which the school might be improved or problems of which one may feel we are not aware. It is the policy of the school that problems, criticisms, or suggestions be first taken up with the teacher and then the Administration. We are asking that Matthew 18:15 be observed and followed in dealing with parents, students, teachers, administration and board members.

#### **CORE PRINCIPLES**

- Respect for self and others
- Respect for campus
- 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**. 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.

## **Level 1 – Minor Offenses (Typically Handled & Documented by Teacher)**

Examples:

- Talking out of turn / minor disruption
- Dress code violations
- Running/Horseplay (Bicycles, skateboards, and / or scooters are not permitted on campus)
- No hallway pass, excessive time out of class (We have created a schedule that allows students ample time to have a restroom break in between classes. Therefore, students are not to congregate in restrooms. Restroom doors are to remain open at all times.)
- 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 social media use
- Inappropriate language or gestures (including PDA above hand-hold, arms around waist, shoulders)
- 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, hazing, discrimination, or harassment (including online)
- Vandalism or theft
- Possession of prohibited items (e.g., drugs, alcohol, 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 (Optional Section)**

- 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

Parents and students are expected to contact teachers first when issues arise. The best method of contacting teachers is 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 contact the front office to send a follow up message. If you still do not hear back, please contact the Campus Administrator. Parents are expected to be respectful and practice the fruits of the Spirit to any and all staff in all communications. This is also articulated in the enrollment process for SRC. We ask that students and parents follow the correct 'chain of command' when a concern arises. Please be sure to communicate with the teacher prior to contacting administrators. This will resolve any issues in the vast majority of cases.

If a student or parent has a question or concern related to a class, they should follow the following steps:

1. Teacher/Student Conference
2. Teacher/Student/Parent Conference
3. Teacher/Student/Parent/Administrator Conference
4. Teacher/Student/Parent/Administrator/Head of School Conference

Parents are encouraged to email the teacher or to call the office to arrange a conference as soon as a need arises. Parents are not to interrupt a class during school hours (8:00 a.m. 3:10 p.m.) but must go through the office to contact a student or teacher.

### **CULTURE**

Balanced rules and expectations establish the guard rails that show clear boundaries and safeguards on the road to 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 are seeking to create a culture conducive to academic, social, physical and spiritual growth.

### **GOSPEL FRUIT**

The scriptures teach that there is certain evidence of grace that true believers will exhibit in their actions and attitudes. Standards of Christian conduct and character includes exhibiting the fruits of the Spirit

26

and is 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 functions as a tutor to guide us to Christ. Without the law one would not have a knowledge of sin. We desire to hold standards consistent with biblical conduct that point out sin in the lives of students with a goal of showing 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 (1Cor. 4:2; Proverbs 25:19)

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

**DISCREET LIFESTYLE:** The ability to avoid words, actions, 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. The word, “discipline” should not be seen simply as a negative word. It has the same root as the term “disciple.” Biblical discipleship is the goal at SRC. Such teaching begins in the home, and it is our 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 for that organization 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 producing pharisaical attitudes, cooperative rebellion, and false assurance. We recognize this tendency and acknowledge that compliance to 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.

# Discrimination, Harassment, Assault, Bullying, and Weapons Policy

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*Note: SRC will cooperate with law enforcement officials investigating acts of harassment and or illegal activity that take place on/off campus. A substantiated charge against anyone in the school will result in disciplinary action. Serious cases may involve suspension, removal, and/or expulsion.*

Suspected and substantiated events that occur any time during school or during school related activities will be taken seriously. Administration will determine disciplinary actions based on the context and circumstances.

1. Suspected acts of discrimination, harassment, assault, and/or weapons use will be investigated and appropriate disciplinary measures will be taken.
2. Substantiated acts of discrimination, harassment, assault, or acts with weapons will result in disciplinary actions, up to and including expulsion.
3. Employees or students found to have filed false or frivolous charges will also be subject to disciplinary action, up to and including discharge or expulsion.

It is the students' responsibility to:

1. Conduct themselves in a manner that contributes to a positive school environment.
2. Avoid any activity that may be considered discriminatory, intimidating, or harassing. Immediately inform the person harassing others that the behavior is offensive and unwelcome.
3. Report all incidents of discrimination or harassment to the Campus Administrator.
4. If informed that others perceive any behaviors and actions as engaging in discriminatory, intimidating, harassing or unwelcome conduct, then the conduct must be discontinued immediately

The following actions and conduct are prohibited on school campus or at any school related event.

## **DISCRIMINATION**

Discrimination includes but is not limited to an individual who is subjected to perceived or actual hostile, intimidating, unfair, and/or degrading treatment because of the individual's race, gender, physical/academic or other abilities, appearance, religion, national origin, disability, and/or any other personal characteristics.

Any conduct which directly or indirectly conveys derogatory or demeaning actions toward a person's race, gender, abilities, national origin, or appearance, will be subject to disciplinary actions.

## **HARASSMENT**

Includes but is not limited to direct or indirect derogatory comments, slurs, jokes, threatening words spoken to or about another person, inappropriate or sexually related jokes, verbal abuse of any kind, graphic verbal commentaries about an individual's body, degrading words used to describe an individual, suggestive or obscene letters, notes, or invitations, making reprisals, threats of reprisals or implied threats of retaliation, direct or indirect death threats or threats of harm or injury toward a person or any other comments that express threats to do physical or emotional harm to another person. Threats or actions can be direct, indirect or occur on social media platforms.

### **VISUAL HARASSMENT**

Includes but is not limited to, direct or indirect derogatory, threatening, inflammatory posters, cartoons, written words, drawings, and gestures, leering, making sexual or threatening gestures, displaying of sexually suggestive objects or pictures or use of social media platforms to intimidate or provoke another person or group of people.

### **PHYSICAL THREATS, HARASSMENT, CONTACT AND/OR ASSAULT**

Includes but is not limited to any inappropriate physical touching or contact, assaultive, combative or forceful contact of any kind, deliberate impeding or blocking movements or any intimidating interference with any independent movements. Physical violence of any kind will not be tolerated.

### **SEXUAL THREATS, HARASSMENT, CONTACT AND/OR ASSAULT**

Includes but is not limited to sexual touching, offering benefits in exchange for sexual favors, unwelcome sexual advances or gestures, sexual contact or inappropriate physical contact of any kind, sexual propositions, requests for sexual favors, verbal or physical conduct of a sexual nature or sexual violence of any kind.

### **WEAPONS**

Weapons of any kind include, **but are not limited to**, guns, knives, swords, razors, scissors or any object that could cause physical or emotional harm will be considered a weapon.

## **Electronic Device Acceptable Use Policy**

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### **POLICY**

Upon arriving on campus until the dismissal bell rings, students may only use their Chromebooks as part of classroom assignments. Cell phones, watches, ipads, and all two-way communication devices are not to be used from first bell to dismissal. Students are not to have these devices out or to use them at school until dismissal. By setting clear boundaries on phone/technology use, we believe students can develop healthy habits, avoid distractions, and limit excessive engagement with social media. As a school, we intentionally plan how our time is used and not used, which includes the time spent with access to a cell phone/device.

### **DEVICES INCLUDED**

- cell phones
- tablets and readers
- iPods and video games
- air pods, earbuds, or other audio instrument connected to an unauthorized electronic device
- smartwatches and smart glasses; and,
- any other personal electronic devices

### **PROHIBITED TIMES AND STORAGE**

Students may not use their phones/devices on campus during the school day. Students must store their phones/devices in a designated storage unit. Phones must be powered off. They are not to be seen or heard from. This policy starts from the time a student arrives on campus (walking through the front

gates/other campuses and office) until after the dismissal bell when they are outside of the classroom. Cell phone use is not permitted in restrooms or locker rooms.

- Occasionally, with the approval of the campus administrator, teachers may allow students to use their cell phones, iPads, or smart watches for specific educational purposes. There is a technology use contract for such instances that must be signed by students and parents.

### **EXCEPTIONS**

- When a licensed physician or surgeon grants permission to the student to possess and use a mobile communication device, subject to any reasonable limitation imposed by the teacher or administrator.
- When enrollment in a college course requires such use.
- When under teacher approval and supervision for a specific SRC class.

### **LOGISTICS**

Students are to arrive at school with enough time to deposit your phone and electronics in the storage units.

- The storage units will be in the office lobby from 7:30 a.m. until 8:00 a.m.
- After 8:00 a.m., they will be under constant security camera surveillance.
- When students arrive and leave school within the school day (including athletes for away games), students may retrieve their phone.

### **ENFORCEMENT**

If a student is seen on campus with a device before 2:55 p.m., disciplinary actions will be taken.

#### **1st Offense:**

- The phone will be taken away and brought to the office.
- The parents will be notified, and the student may pick up the phone after 3 p.m.
- The student will receive a minimum of one detention depending on the situation.

#### **2nd Offense:**

- The phone will be taken away and brought to the office.
- The parents will be notified, and only they can retrieve the phone in person.
- The student will receive a minimum of one day of school beautification work to be served during the last 30 minutes of their lunch break.

#### **3rd Offense:**

- The phone will be taken away and brought to the office.
- The parents will be notified and invited for a meeting on-site. At that time, they can retrieve the phone.
- For a determined time, the student must hand in their phone to the office before school, or the parent must attest that they have the phone at home.
- The student will be suspended from 1 to 3 days, depending on the circumstances.
- The student will be put on a behavioral contract. Any further noncompliance may result in a recommendation for further discipline up to and possibly including expulsion as determined by the school's administration and the Board.

If a parent/guardian is unable to pick up the device, it will be held at school and returned to the student at the end of the following day. (Note: A phone confiscated on Friday will not be returned until Monday after school if a parent cannot pick it up on Friday.)

For any offense regarding deception:

- If the student is deceptive about their phone they will be subject to additional disciplinary consequences.

### **PARENTAL COMMUNICATION**

In emergencies, parents may contact the school office directly. Students needing to contact their parents may do so through school-provided phones in the office and media center. Students have access to their email throughout the day where they will be able to receive emails from parents.

### **TRANSITIONING TO NO PHONES/DEVICES**

With phones/devices not accessible during the school day, the following will be important.

- If purchasing a hot lunch, students should have an SRC lunch card, debit card, credit card or cash.
- During off-campus lunch, students can pick up their phones and then return it upon arriving back.
- We will dismiss at 2:55 p.m. (instead of 3:00 p.m.) to give additional time for students to pick up their phones so that the bus students will be on time.
- Parents can contact their students by emailing the student's email address (firstlast@srcs.us). For more urgent messages, please call the office. 209-386-0322. As a reminder, hardlines are available in the media center and office

### **ELECTRONIC DEVICE ACCEPTABLE USE POLICY**

Violation of any of these Guidelines will result in Disciplinary Actions (see below)

1. Each teacher has the discretion to allow and regulate the use of electronic devices in the classroom and on specific projects. Each teacher will grant permission for students to use electronic devices otherwise they must be put away at all times. Headphones may be used with teacher permission.
2. Students may not use their authorized electronic devices in the hallways or in the restrooms during instructional time. Students needing to use the restroom must leave their authorized device in the classroom, visible to the teacher. This includes office and teacher assistants.
3. Students who have electronic devices confiscated may not use other students' electronic devices. Electronic devices may not be used to assist any student on assignments, quizzes, or tests without teacher approval.
4. Students, parents/guardians acknowledge that: The school's network filters will NOT be applied to a device's connection to the internet. Therefore, any student who accesses websites that are prohibited by the SRC Acceptable Use Agreement or Student Handbook will be subject to disciplinary measures.
5. SRC is authorized to collect and examine any device that is suspected of causing technology problems or was the source of an attack or virus infection.

### **SAFETY GUIDELINES**

#### **CYBER SAFETY**

Administration will review cyber-safety rules with students frequently throughout the course of the school year and will offer reminders and reinforcement about safe electronic device behaviors. In addition to the rules outlined in these guidelines, students will be expected to comply with all class and school rules while using personal devices. The use of an electronic device is not a right but a privilege. When abused, privileges will be withdrawn.

#### **USE OF SOCIAL MEDIA**

Negative or derogatory comments about SRC, SRC Students, SRC Administration, SRC Faculty, or SRC Staff are not to be posted or sent to others through social media sites. Students should take issues or concerns to the appropriate person or adult (Matthew 18:15) This may result in disciplinary action.

## **LOST, STOLEN, OR DAMAGED DEVICES**

All users are responsible for their devices and should use them responsibly and appropriately. SRC does not take responsibility for stolen, lost, or damaged cell phones, including lost or corrupted data on those devices. Please check with your homeowner's policy regarding coverage of personal electronic devices, as many insurance policies can cover loss or damage.

## **ADMINISTRATOR ACCESS**

School Administration may view the contents of any device that is suspected to have been used in an inappropriate manner that violates school policy. If the electronic device is locked or password protected, the student will be required to unlock the device at the request of a school administrator.

## **NETWORK CONSIDERATIONS**

Users should strive to maintain appropriate bandwidth for school-related work and communications. All students will use the SRC wireless network to access the internet, and are required to be logged in to their school "SRC Google" account. SRC does not guarantee connectivity or the quality of the connection with personal devices.

- Students may not bring an electronic device on school premises that infects the network with anything designed to damage, alter, destroy, or provide access to unauthorized data or information.
- Students may not interfere with the school network including but not limited to processing or accessing information related to "hacking", altering, or bypassing network security policies.

SRC is not responsible for maintaining or troubleshooting student electronic devices.

## **CHROMEBOOK CLASSROOM USE POLICIES**

**Each student must bring his/her functioning and charged computer or chromebook to school every day,** and are required to abide by the Cell Phone/Device Acceptable Use Policy for Tech Devices and Network Access and Internet Usage Agreement. **Beginning the 2026 - 2027 school year MacBooks will NOT be allowed. Classwork missed because a student has forgotten his/her Chromebook may be subject to the teacher's late work policy.** If a student is unable to complete work due to a broken Chromebook, within 24 hours the student must contact the Campus Administrator, either via email or in person in the main office to receive an extension for any work that cannot be completed on time. Work submitted late without this extension will be subject to the teacher's late work policy.

The Chromebook should be fully charged when the student arrives each morning so that the device will have enough power to last through the school day. **Class work missed due to lack of battery charge may be subject to the teacher's late work policy.** Students should be thoughtful about battery life when using the device before class or between classes so that the Chromebook stays charged the full day. Students may only take pictures and videos in the classroom with the express permission of the teacher. Chromebooks will be used in the classroom at the discretion of the teacher. Non-educational games, personal communications, social networking, surfing the web, etc. during class time will be considered off-task behavior, and a referral for technology violations will be given.

# Emergency Procedures

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Teachers and school Personnel are to remain with their class and students at all times throughout the drill or emergency situation. Students must follow all instructions given by their teacher and the person in authority.

## **EVACUATION PROCEDURES**

1. Follow evacuation procedures to a preselected safe location. If the predetermined route is blocked or unsafe, use the suggested route on the Fire Drill Route Map or an alternate route.
2. Teachers are to take their classroom roll sheets.
3. Walk quickly in a single file, but do not run or push.
4. Classes are to form in lines outside and away from buildings.
5. Students are not to talk, either in or out of the building, so that 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. If any students are injured, send them with two buddies to the First Aid station and instruct them to return together immediately.
8. During a drill, students may return to their classrooms when the all-clear bell signal is announced.

## **FIRE DRILLS**

### **SRC POLICY**

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

### **SRC PROCEDURES**

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

1. Classes will leave the building in a quiet, orderly manner 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 as compared to the start of the period.
9. Follow evacuation procedures to a selected safe location.
10. Teachers and students will return to class when the all-clear signal is given.

## **DISASTER AND/OR EARTHQUAKE DRILL**

A disaster drill will be conducted each year.

### **SRC PROCEDURE**

The disaster drill signal is a series of long bells (10 seconds each). When the signal is given, students and teachers are to 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 try to 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 get in a doorway or run outside, as flying debris or glass might be present.
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. Nonambulatory injured should be reassured and wait for treatment where they are unless it is more dangerous to remain.
6. Follow evacuation procedures to a selected safe location. (See Evacuation Procedures)
7. If an aftershock occurs while you are 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 the evacuation.

Teachers and students will return to class when the all-clear signal is given.

### **SHELTER IN PLACE**

Shelter in Place is a response to a threat that is not on campus. The threat is in the surrounding area and 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 go to the next class or to go outside unless directed to do so by the Administration.

### **LOCKDOWN FOR ACTIVE THREAT**

This action is called when there is an active threat 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 on campus. It is in response to a 911 situation involving an active shooter. In the event of an actual emergency, an announcement should be made as follows, "Lockdown- (say where the threat is occurring) This is an actual emergency. Lockdown". In the event of a lockdown drill, the following announcement will be made over the P.A. system by an Administrator, "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 that you teach. Take stock of each office that you

work in during the times that you are not teaching. 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. CLASSROOM SAFETY RESOURCES**

Each classroom will be equipped with 5-gallon buckets, a case of water, baseballs, baseball bats and a sliding locking device to secure doors. This is to be used as last-resort defense or disruption tactics. These tools are considered low-tech, last-resort options to:

1. Delay or disrupt an intruder if all else fails.
2. Empower staff and students with simple defensive choices.
3. Provide multi-use solutions for sheltering in place (e.g., toilet, storage, barricade, distraction).

#### **Bucket**

- The bucket will hold baseballs and bats while being stored.
- It will serve as an emergency toilet in case of a prolonged lockdown.

#### **Balls**

- Baseballs are small, dense, and throwable with force—meant to interrupt the shooter’s line of sight or aim, possibly allowing others to flee.

#### **Bats**

- Close-range defense: In the rare event of direct confrontation, bats are to be used as a practical defense tool if escape or hiding is impossible.
- They are meant more for resistance in last-ditch scenarios—not as a primary safety solution.

### **TEACHER RESPONSIBILITIES AT THE START OF A LOCKDOWN DRILL OR EMERGENCY**

1. Lock and barricade all doors.
2. If you still need to get 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. (Listen to your radio for instructions).
3. Turn off the lights.
4. Turn off all cell phones, with the exception of the teacher’s 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 objects from the classrooms, such as desks, tables, and backpacks, to create the barricade.
8. If it is safe to do so, turn on your computer to receive possible email messages, directions, and/or information.
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. Be prepared to give the evacuation code to emergency workers. Do not share this code with any other individual at any time.
3. Remind students not to bring anything with them when they are evacuated. They may be instructed to place their hands on their heads.

4. Any faculty or staff member not responsible for students during a lockdown must take cover where they are working.
5. In the event contact is made with the intruder, follow the run, hide, and defend protocol:
6. If you are able to run – run
7. If you are able to hide – hide
8. 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 defend. If the lockdown is an actual emergency, the time that 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 are to do if they need an adult to supervise 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 needs to make every attempt to avoid antagonizing him or her.

### **BOMB THREAT**

#### **1. Receiving the Bomb Threat By Phone:**

- Stay calm and keep the caller on the line as long as possible.
  - Record as much information as possible:
    - Exact words of the threat.
    - Details about the caller's voice (e.g., gender, tone, accent, background noise).
    - Questions to ask:
      - When is the bomb going to explode?
      - Where is the bomb located?
      - What does it look like?
      - Why was the bomb placed?
  - Do not delete the message.
  - Report it immediately to school administration and IT staff to preserve evidence.
- By Note or Other Means:
- Minimize handling of the note or object.
  - Notify school administration immediately.

#### **2. Immediate Notification Notify Key Personnel:**

- Principal or school administrator.
- Local law enforcement (dial 911).
- District security or crisis response team. Activate Communication Plan:
- Use pre-established alert systems to notify staff discreetly.

- Avoid public announcements that may incite panic.

### 3. Assess the Threat

- Collaboration with Law Enforcement: ○ Evaluate the credibility of the threat based on details provided. ○ Determine if evacuation or lockdown is necessary.

### 4. Evacuation (if warranted) Follow the School's Evacuation Plan:

- Announce evacuation calmly using designated codes or signals.
- Avoid using fire alarms to prevent additional panic or accidental detonation of a device.
- Evacuation Procedures:
- Direct students and staff to pre-identified evacuation sites at least 300 feet away from the building.
- Ensure special needs students and staff have appropriate assistance.
- Take attendance and account for all students and staff at evacuation sites. DO NOT:
- Use cell phones or radios near the suspected bomb (unless at a safe distance, per law enforcement instructions).
- Touch or move any suspicious objects.

### 5. Lockdown (if evacuation is not possible)

- Announce a lockdown if the bomb threat includes external risks or credible evidence of danger nearby.
- Secure classrooms: ○ Lock doors, close windows, and turn off lights. ○ Keep students calm and quiet away from windows and doors.
- Follow police directives when they arrive.

### 6. Law Enforcement Coordination

- Once law enforcement arrives, defer to their expertise: ○ Provide building maps and access. ○ Share any details about the threat (e.g., recordings, notes). ○ Allow bomb squads to manage the search and handling of suspicious objects.

### 7. All-Clear and Reentry

- Reentry is only permitted after law enforcement declares the area safe.
- Notify staff, students, and parents once the situation is resolved using pre-established communication channels.

### 8. Post-Threat Actions

- Conduct debriefing sessions with staff and crisis response teams.
- Provide counseling support for students and staff if needed.
- Review and update the bomb threat protocol based on lessons learned.

### 9. Communication with Parents and Media Parents:

- Notify parents through official communication channels (e.g., email, text, or calls).
- Reassure them of student safety and provide clear instructions (e.g., pickup procedures if applicable). Media:
- Designate a spokesperson to handle media inquiries.
- Share factual information without compromising ongoing investigations.

10. Prevention and Preparedness • Train staff and students on bomb threat protocols through regular drills. • Maintain updated emergency plans and contact information. • Collaborate with local law enforcement to assess security vulnerabilities and implement preventative measures.

### **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 in any way 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 – stay away from explosion areas and buildings or vehicles.
5. Evacuate to the furthest point of the predetermined evacuation site.
6. Account for students 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 signal 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 are able to run – run.
3. If you are able to 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 defend.
5. If you have students with you and the assailant is in possession of a weapon, follow the run, hide, and defend protocol (see above). If the assailant does not have a weapon, move students away from the scene of the crime 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 ethnicity)
  - i. Weapons (type and number)
7. Call 911 or the local Police/Sheriff

## **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 there is a spill or leak 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.

## **EMERGENCY ALARM SIGNALS & RESPONSES**

To ensure a swift and appropriate response to emergencies, the following alarm signals will be used at SRC:

1. Fire Alarm
  - a. Signal: Loud, continuous alarm/bell with flashing strobe lights.
  - b. Response:
    - i. Wait for the intercom to confirm the fire threat is real. Once you receive confirmation, evacuate immediately using designated routes. The message will be "a fire has been detected in the building, please evacuate."
    - ii. Do not use elevators. ○ Gather at assigned evacuation areas.
    - iii. Wait for an all-clear signal from administration or emergency personnel.
2. Lockdown/Active Threat Alert
  - a. Signal: Repeated intercom announcement: "Lockdown! Lockdown!" or a distinct alarm sound.
  - b. Response:
    - i. Lock all doors and turn off lights -use the secure bolt from inside the class.
    - ii. Stay silent and out of sight.
    - iii. Open the bucket of balls, distribute and have the bats ready only if intruders get in the classroom. ○ Do not open doors until law enforcement provides an all-clear.
3. Shelter-in-Place (Hazardous Material or Weather Emergency)
  - a. Signal: Intercom announcement: "Shelter-in-Place!"
  - b. Response:
    - i. Close all windows and doors.
    - ii. Stay indoors and await further instructions.
    - iii. If necessary, seal windows/vents to prevent outside air exposure.
4. Earthquake Drill/Drop, Cover, and Hold
  - a. Signal: Intercom announcement or long bell rings
  - b. Response:
    - i. Drop to the ground, take cover under a desk, and hold on.
    - ii. Stay put until the shaking stops.
    - iii. Evacuate only if instructed.
5. All-Clear Signal
  - a. Signal: Intercom announcement: "All Clear. Resume normal activities."
  - b. Response:
    - i. Return to regular school operations.
    - ii. Follow any additional instructions from administration.
6. Medical Emergency Alert

- a. Signal: Intercom call for "Code Blue" or specific location announcement
- b. Response:
  - i. The medical team responds to location.
  - ii. Staff keeps areas clear for emergency responders.

## Feedback

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Stone Ridge Christian School Administration and teachers are always happy to receive constructive criticism or suggestions concerning ways in which the school might be improved or problems of which one may feel we are not aware. It is the policy of the school that problems, criticisms, or suggestions be first taken up with the teacher and then the Administration. We are asking that Matthew 18:15 be observed and followed in dealing with parents, students, teachers, administration and board members.

## Graduation

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In order for students to receive a diploma of graduation and in order to participate in "end-of-year" graduation activities, the following criteria must be met:

1. A cumulative grade point average of 2.0.
2. A 90% or higher attendance rate.
3. Good behavioral standing, as deemed by administration.

End-of-Year graduation activities may include:

1. Great America, Disneyland, etc.
2. Graduation Ceremonies
3. Senior Breakfast
4. Senior Blast Day

\*Senior Blast Day (also known as "Senior Ditch Day") is considered a fun tradition held by seniors. This is considered an end-of-year activity. This day must be planned by the Senior Class President and the office/teachers must be given prior notice and approval of the day chosen. SRC will excuse this absence with the following criteria being met:

- a) parent phone call to excuse the absence
- b) the student is in good academic standing

*\*NOTE: End-of-year 'senior pranks' or other incidents that utilize staff resources and/or cause damage to any school property may cause a student to be ineligible to walk in the graduation ceremony. Diplomas will be held for all seniors until all school functions for the school year have been completed - i.e. - trips or FFA events. Students are expected to maintain proper school etiquette and follow all school rules while engaging in any activities representing Stone Ridge Christian School.*

## Lockers

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Stone Ridge Christian School will assign school lockers for students. The use of student lockers is a privilege that can be revoked with or without cause. Items that are not permitted on the campus of SRC shall not be placed or kept in student lockers.

Students are prohibited from using any locker other than the locker to which they are assigned. The school will assign a lock and combination for the student's locker.

Each student is responsible for his locker and the content inside it at all times. To maximize security, your lock should be snapped shut at all times, but confiscation of open locks (including those hanging inside the locker) may occur. Lockers must be cleaned out and emptied at the end of each school year.

Students are not permitted to write on lockers or to place stickers or tape in or on the lockers.

To ensure a safe and wholesome educational environment, unannounced periodic locker checks may be made throughout the year. Stone Ridge Christian School maintains the right of inspection of all student lockers. Students who fail to comply with locker rules may have their locks cut and removed with possible loss of locker privileges.

## Lost and Found

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### LOST AND FOUND

All lost items are placed in the "lost and found" area in the Office, Student Store, or Cafeteria (junior high). The unclaimed contents that accumulate will be displayed for two days. After 30 days, all items will be given to Restored.

Stone Ridge Christian School is not responsible for loss or damage to personal items.

## Lunches and Breaks

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### LUNCH TIME PROCEDURES

1. Common courtesy and manners must be shown during lunch and snack times.
2. Students are to talk in conversational tones.
3. Observe proper table manners.
4. Ensure the area is picked up and free from food and trash. All trash is placed in receptacles prior to leaving.
5. NO Door Dash or any other food delivery service is allowed to deliver to SRC during school hours. Families are welcome to deliver food to their students.

## **SENIOR OFF CAMPUS LUNCH PRIVILEGES**

1. Students are given adequate time to procure food and eat at SRC campus. We encourage students to pack nutritious meals to support healthy learning and activity or purchase meals at the cafeteria.
2. Senior students who are in good academic and behavioral standing are permitted to request off-campus lunch passes each term. Request slips are available at the front office and must be signed by Guidance, Administration, parents, and students.
3. Good academic standing is defined as grades B or above with a GPA of 3.0 or higher.
4. Students may request off campus lunch passes after the first progress report of the year, and then they will be given at each grading term/semester, as requested by the student and approved by Guidance, Administration, and parents. If a student is placed on academic probation at progress report time, the lunch pass may be revoked until the probation has been cleared.
5. Students who return late from off campus lunch more than one time, will have their pass revoked until the next grading period.
6. Students who have behavioral issues at SRC will also have their lunch pass revoked. Students will be eligible to request a lunch pass again after their consequence has been served and the next progress report/grading period is published.

## **Mandated Reporter**

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In accordance with 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 very serious 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. The clear intent of the law, based on the seriousness of the crimes listed above, 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 suspicion is established, have any legal alternative except to make the report to the proper authorities for their investigation and review.

## **Medical Regulations**

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### **IMMUNIZATIONS**

California law requires that students attending any school must show proof that they have been immunized for diphtheria, tetanus, polio, measles, and rubella (German measles). Verification must be submitted to the school office prior to the beginning of school. Health records from a previous school showing immunizations will be accepted. Students who are entering school from outside of Merced County are required to have a tuberculosis screening.

### **MEDICATION(S)**

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 by the parent unless the Medical Release Form has been signed by the parent. Non-prescribed medication (e.g. pain relievers, decongestants, cough drops, inhalers, etc.), students may self-medicate if the parent has recorded written permission in the office.

At no time may students give any of their medicine to another student. If a student does give or sell medication to another student, all privileges to take any medication at the school on his/her own will be forfeited and further disciplinary action may be taken.

### **SICK / INJURED STUDENTS**

If a student becomes ill or injured, it is the student's responsibility to report it to his/her 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 contacted, the school will employ whatever means possible or necessary for the aid of the student. School personnel will administer minor first aid and contact the parent if medication is needed unless the medication for the student is in the office and the Medical Release Form has been signed. If the injury is of a serious nature, the paramedics are contacted, and the school will also contact 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 with a pass to the school office. Students are not to leave school because of illness without first checking in at the school office. In the event a student does leave for any reason without checking in at the office, the absence will be considered unexcused.

## **Network Acceptable Use Guidelines**

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### **ACCEPTABLE USE**

The purpose of the network is to facilitate communication in support of research and education by providing access to resources and opportunities for collaborative work, as well as to facilitate effective management and administration of the school. To remain eligible as a user, the account must be in support of and consistent with the educational objectives of the SRC School Board. Network users must comply with this policy and any other policies governing the use of other networks which they may be through the Internet.

The following activities are not acceptable uses of the network:

1. Transmitting communications or messages which violate School Board or school policies or applicable state and federal laws, including but not limited to, those which are defamatory, harassing (sexual, racial, etc.), obscene, or constitute the unauthorized release of confidential information.
2. Using the network for nonwork-related purposes or for private commercial purposes, including transmission of advertising, promotional materials or other forms of solicitation.
3. Using the network to gain unauthorized access to any electronic communications system, network, or file.
4. Using the network or software installed on school computer systems in violation of United States' copyright, trademark, or trade secret laws or applicable software license agreements.
5. Disclosing intentionally or negligently of a user's password or account number to any other person who does not have authorization to view that password or account number.

## **PRIVILEGE**

The use of the network is a privilege, not a right. Inappropriate use, including any violation of these conditions and rules, will result in suspension or cancellation of the privilege. SRC, under this agreement, is delegated sole authority to determine appropriate use and may deny, evoke, suspend, or close any user account at any time based upon a determination of inappropriate use by an account holder or user.

## **MONITORING**

There shall be no expectation of privacy for users of the network. SRC reserves the right to review, copy, modify, delete, or disclose to third parties any material created, saved or accessed under any user account and to monitor, review and inspect any computer file. Files subject to this provision may reside on any file or e-mail server, computer workstation, back-up media, removable media, floppy disk or any other file storage device physically located on school property to make determinations on whether specific uses of the network are inappropriate.

It is possible for information entered on or transmitted via the network to be retrieved, even if a user has deleted such information. Accordingly, be advised that such information may be accessed by SRC and may potentially be subject to subpoena or discovery in litigation.

## **NETWORK ETIQUETTE**

All users are expected to abide by the generally accepted rules of network etiquette. These include, but are not limited to, the following:

1. Be polite. The content of all communications shall be professional in nature and befitting an educational institution.
2. Use appropriate language. Do not swear, use vulgarities, or use any other inappropriate language.
3. Do not engage in activities which are prohibited under state or federal law.
4. Do not reveal personal information regarding students or colleagues including telephone numbers, home addresses or any other confidential information.
5. Note that electronic mail (e-mail) is not private. People who operate the system do have access to all mail. Messages relating to or in support of illegal activities will be reported to the authorities and will result in the loss of user privileges.
6. Do not use the network in such a way that you would disrupt the use of the network by other users.
7. All communications and information accessible via the Internet should be assumed to be the private property of those who put it on the network.

## **NO WARRANTIES**

SRC makes no warranties of any kind, whether express or implied, for the service they are providing. SRC will not be responsible for any damages a user suffers. This includes loss of data for any reason. Use of any information obtained via the Internet is at the user's own risk. SRC specifically denies any responsibility for the accuracy or quality of information obtained through their services. All users need to consider the source of any information they obtain and consider how valid that information may be.

## **SECURITY**

Security on any computer system is a high priority, especially when the system involves many users. A user must never allow others to use his/her password. Users should also protect their passwords to

ensure system security and their own privileges and ability to continue use of the system. Users should change their passwords regularly and keep their password private. If a security problem on the network is recognized, notify Information Technology as soon as possible. Do not demonstrate the problem to other users. Attempts to log on to the network as a System Administrator will result in cancellation of user privileges. Any user identified as a security risk will be denied access to the network.

### **VANDALISM AND HARASSMENT**

Vandalism and harassment will result in cancellation of network privileges. Vandalism is defined as any malicious attempt to harm, modify, or destroy data of another user on the SRC network, or other networks that are connected to the Internet, or tampering with any part of the network which you have not been granted permission to access. This includes, but is not limited to, the uploading or creating of computer viruses, deleting or modifying files, or changing system settings. Harassment is defined as the persistent annoyance of another user, or the interference of another user's work.

### **PROCEDURES FOR USE**

Student users must always get permission from their instructors before using the network. Student users must always be supervised by an adult while using the network.

Users shall not play games or use the network for other non-academic or non-business activities.

### **INTERNET CONTENT BLOCKING**

SRC maintains blocking software/hardware to help prevent users from accessing inappropriate Internet material. Inappropriate Internet material includes, but is not limited to, "harmful matter" as defined by Penal Code Section 313. The School Board retains sole authority for determining if a site, service or protocol will be made unavailable to network users. Any attempt to circumvent or disable Internet blocking will result in immediate termination of network privileges.

SRC retains the right to use hardware/software to screen email for inappropriate language or content. E-mail messages that contain inappropriate language or content will not be delivered to or from SRC account holders.

### **ENCOUNTER OF HARMFUL MATTER OR CONTROVERSIAL MATERIAL**

While it may be possible to block access to certain inappropriate material on the Internet, it is virtually impossible to completely control access to such material. It is possible users may encounter material which is controversial and which users, parents, teachers or administrators may consider inappropriate or offensive. It is the user's responsibility not to initiate access to such material. SRC will not be held liable for any decision to restrict or regulate access to Internet materials, nor will they be liable for any injuries or damages resulting from exposure to such materials.

### **ELECTRONIC MAIL**

All SRC students are provided with a private email account. Students may use their email account to send messages to other students or staff/faculty or any Internet e-mail account holder as long as the content and language of the message or any associated attachment is consistent with all of the provisions of this contract.

The use of any other email service from within the SRC network is strictly prohibited. Any violation of the e-mail parameters of this agreement will result in the immediate termination of network privileges.

### **USE OF COMPUTER AND PERIPHERAL EQUIPMENT**

All computers and peripheral equipment, and files they contain, are the property of the School Board. Only Information Technology personnel, the site Library Media Teacher, or a designated site Technology

Facilitator may install, trouble-shoot or configure software or hardware. All requests for assistance should be forwarded to the site Library Media Teacher or site Technology Facilitator who will then forward the request to Information technology personnel.

### **INTERNET SITES**

Sites, schools or classes may establish web pages that present information about the site, school or class. The Campus Administrator is responsible for reviewing all materials that appear on the Internet site. The school or site should designate one person as webmaster. The webmaster will communicate with School Board Information Technology personnel in maintaining and updating their website.

All material on a school site or web site must adhere to the School Board Copyright Policy as well as all other School Board policies and provisions.

### **PENALTIES FOR IMPROPER USE**

Any user violating these rules, applicable state and federal laws, or posted classroom and School Board policies is subject to loss of network privileges and any other School Board disciplinary actions and a report to law enforcement authorities if appropriate. Any expenses incurred by improper use will be at the expense of the employee, student, or parent/guardian.

In addition, pursuant to State of California law, any unauthorized Internet access, attempted access, or misuse of any state computing and/or network system is a violation of section 502 of the California Penal Code and/or other applicable federal laws and is subject to criminal prosecution.

## **Parent / Teacher Communication Process**

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Parents and students are expected to contact teachers first when issues arise. The best method of contacting teachers is 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 contact the front office to send a follow up message. If you still do not hear back, please contact the Campus Administrator. Parents are expected to be respectful and practice the fruits of the Spirit to any and all staff in all communications. This is also articulated in the enrollment process for SRC. We ask that students and parents follow the correct 'chain of command' when a concern arises. Please be sure to communicate with the teacher prior to contacting administrators. This will resolve any issues in the vast majority of cases.

If a student or parent has a question or concern related to a class, they should follow the following steps:

1. Teacher/Student Conference
2. Teacher/Student/Parent Conference
3. Teacher/Student/Parent/Administrator Conference
4. Teacher/Student/Parent/Administrator/Head of School Conference

Parents are encouraged to email the teacher or to call the office to arrange a conference as soon as a need arises. Parents are not to interrupt a class during school hours (8:00 a.m. 3:10 p.m.) but must go through the office to contact a student or teacher.

# Pregnancy Policy

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First and foremost, SRC is committed to the sanctity of human life and does not advocate for the termination of a pregnancy through abortion. Should an enrolled student become a parent the following guidelines will be followed, and a course of action will be determined by the Campus Administrator with approval by the School Board. It is the policy to treat both male and female students according to the same or similar guidelines.

The process will begin by determining the facts through a meeting with the student and Counselor and/or Administrator. Following the meeting the parents/guardians may be notified of the meeting. SRC can provide life affirming support and resources as needed. Following the student and parent consultation, appropriate referrals will be made, and a plan developed immediately.

The Administration will work with parents and students to determine an appropriate alternative placement (another school, independent study, or home school) for the pregnant student and the out of wedlock father in order to maximize credits earned and minimize the disruption of the student's educational progress. The cost of an alternative placement is not the responsibility of SRC. Enrollment and Tuition fees will apply during Independent Study Status.

## **GUIDELINES FOR FEMALE STUDENTS MOTHERING A CHILD**

1. The pregnant student will be allowed to continue attending school until the time the pregnancy becomes a distraction to the learning and environment for fellow students (i.e., second trimester or changes in physical appearance/pregnancy symptoms). The School Administration, with the input of staff, the student and the parents/guardians, will make the determination when this has occurred.
2. Once that determination has been made, the student will be placed on Independent Study Status if the student plans to stay enrolled. The student will be offered the opportunity to complete all assignments and tests. The student must submit assignments and tests within designated timelines in order to earn required academic credits. All tuition charges will apply during Independent Study Status.
3. Throughout the pregnancy the student will not be allowed to participate in any extra-curricular activity or represent the school at any function.
4. A plan will be developed to determine whether the pregnant student will or will not be permitted to participate in the graduation ceremony.
5. Following the birth of the baby, the student will be allowed to return to classes full-time and participate in extracurricular activities upon the medical approval by the physician.
6. The infant/child's attendance at school will not be allowed unless approved by the Administration in advance. Requests to bring the infant/child to campus must be made directly to the Administration at least one day in advance of the event.
7. The student would be dismissed from school if a second pregnancy occurs during the enrollment.

## **GUIDELINES FOR MALE STUDENTS FATHERING A CHILD**

1. It is the position of the school that the male student be held to the same level of accountability as the female student. It is understood that the restrictions placed on the student is dependent upon both students being enrolled in SRCS.
2. The male student will be allowed to continue attending school. However, he will be placed on Independent Study status at the time when the pregnant student is placed on Independent Study

status.

3. If the female is not a student at SRC, then the school administration will make the decision when such status is warranted.
4. During the Independent Study Status, the male student will be offered the opportunity to complete all assignments and tests. Assigned work must be submitted within given timelines in order to earn academic credit. All tuition charges will apply during Independent Study Status.
5. Throughout the pregnancy the student will not be allowed to participate in any extra-curricular activities or represent the school at any function.
6. The male student may return to regular school life upon the return to school of the female student at that time he will be allowed to return to classes full-time and participate in extracurricular activities.
7. A plan will be developed to determine whether the student will or will not be permitted to participate in the graduation ceremony.
8. If the female student is not enrolled in SRC, then the School Administration will determine the date in which the male student may return to regular school life.
9. Failure to notify the school that the male student has fathered a child will lead to further action.
10. The male student will be dismissed from school if he fathers a second child during enrollment at SRC.

## Property and Vandalism

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Breakage of, or damage to, school facilities, equipment or supplies (i.e., desks, lockers, textbooks, etc.) must be paid for by the responsible party(ies) whether done intentionally or accidentally.

## Restroom Policy

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Our academic minutes are very important, and students incur a huge loss of academic learning with frequent bathroom visits. Students will be encouraged to use the restroom before school, during passing breaks, break time, lunch, etc. If a student does use the restroom while in class, a pass must be given out by the teacher. Each teacher will communicate their bathroom policies during class time with students.

We have created a schedule that allows students ample time to have a restroom break in between classes. This becomes prohibitive when students are loitering in the bathrooms, making it difficult for others to use the restroom. Therefore, students are not to congregate in restrooms. Restroom doors are to remain open at all times. Backpacks are to be left near the entrance. Any damage done to restrooms will result in disciplinary action and/or reimbursement costs to the school.

Students who have disciplinary issues involving the restrooms may be required to use alternative restroom facilities in the office.

Restrooms will be monitored throughout the day by staff.

# Standard of Appearance

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"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 fully comply with the dress code. Parents/Guardians have the ultimate responsibility to ensure that their child is appropriately dressed. Students that are out of dress code will be asked to change their clothing (call home for clothing, if needed), or change into "loaner" clothing provided by the school. Students will also receive a referral.

## **CLOTHING STANDARD FOR ALL STUDENTS**

- Modest clothing while on campus and all school events held off campus.
- Clean and in keeping with health, sanitary, and safety requirements.
- Any article of clothing or grooming that interferes with the educational process and is not glorifying God will not be permitted in the schools.
- Clothing must cover the abdomen, back, chest and sides at all times
- Shorts must be mid-thigh.
- Pants may not have exposed skin above mid-thigh.
- NO pajama pants.
- Hats, skullcaps, beanies, sunglasses or hoods may not be worn in the classroom.
- Shoes, boots or other types of footwear must be worn at all times
- Hairstyles with extreme cuts or colors are not allowed.
- Tattoos are discouraged, and may affect enrollment. Students with inappropriate or distracting tattoos must cover them up on campus and during athletic competitions.
- Students are not permitted to dress as the opposite gender.

## **MALES**

- No sleeveless shirts.
- Shirts must be worn when in the gym and weight room during workouts and practice
- Shirt must be buttoned to the chest.
- Hair must be neatly cut and out of the eyes.
- Hair cannot extend past the shoulder or it must be tied back.
- Face must be well groomed.

## **FEMALES**

- Appropriate neckline; 4 fingers below collarbone.
- Tops and dresses must have at least a 2" strap, no backless, strapless or halter styles.
- NO leggings, except for gym/PE and sports.
- Hair must be kept out of the eyes.

## **ATHLETICS**

While engaged in athletic activity on campus, students are expected to be in approved athletic/practice/game attire as directed by the Athletic Director.

\*Approved team uniform tops may be worn on game days only except for chapel days. On chapel days students can change into their team uniform tops during lunch.

## **CHAPEL ATTIRE (See Chapel guidelines)**

### **FORMAL ATTIRE**

#### **MALES**

- Dress Pants
- Collared shirt, SRC branded polo
- Closed toe shoes are required.
- Ties are encouraged.

#### **FEMALES**

- Modest dresses with covered cleavage (no deep plunging necklines.)
- Dresses must cover the small of the back at the waistline.
- Dresses must be longer than mid-thigh, including slits.
- Skin may not show at the midriff, abdomen, or sides, even if covered by a sheer fabric.
- No two-piece dresses.

\*If you arrive in an inappropriate dress you will not be admitted to the event.

## **Student Insurance and Accident Reports**

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To enroll at Stone Ridge Christian School, the family must have medical insurance, which covers their enrolled children at school. It is important that insurance information be on file in the student's record. Health and accident insurance are the responsibility of each family and are not carried by the school.

Each student is covered by accident insurance on a full excess basis for all school sponsored activities. (Parents' health insurance is the primary insurance.) A student is covered to and from athletic events if traveling in a school vehicle. In case of an accident the following procedures must be followed:

All accidents, regardless of how slight the injury or damage, must be reported immediately to the

teacher in charge of the class or activity.

If no teacher is available, the accident is to be reported to the office. The student and his physician must cooperate with our office personnel in completing all necessary insurance forms.

## Student Records

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Student school records are kept in school files. According to the California State Department of Education:

Parents of currently enrolled or former pupils have an absolute right to access any and all pupil records related to their children that are maintained by school districts or private schools. (California Ed Code Section 49069)

Parents who wish to view their student's records will need to make an appointment and allow up to five (5) days to view the file with school personnel.

Originals of all files and records remain the property of Stone Ridge Christian School. Copies of files will be made by Stone Ridge Christian School upon written request of a parent if all financial obligations are current. The parent shall be required to reimburse Stone Ridge Christian School for the cost of copying student records requested by the parent.

## Substance Abuse

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The purpose of this policy is to prevent substance abuse among Stone Ridge Christian School students and to provide support in a compassionate manner for the few students who need such accountability.

1. The consequences for the occasional substance abuse can be so serious that Stone Ridge Christian Schools and parents have chosen to make a proactive agreement to encourage students to avoid substance abuse. This bold policy ensures that all possible prudent action is taken to promote a no tolerance campus atmosphere toward substance abuse.
2. Unfounded rumors about substance abuse are destructive to students. This policy provides a means of defusing unfounded rumors.
3. Substance abuse testing provides a means of resolving the issues surrounding accusations of substance abuse.
4. The policy provides students and parents with the confidence that Stone Ridge Christian Schools are doing all that is possible to provide a safe and caring Christ-centered educational environment. This partnership between Stone Ridge Christian School and parents encourages the few Stone Ridge Christian School students who may consider substance abuse to be more likely to refuse temptation.
5. This agreement provides parents and Stone Ridge Christian School the opportunity to provide guidance and accountability for the few students who need and will receive corrective guidance.
6. During the enrollment process, students who have a history of substance abuse problems are less likely to choose to attend Stone Ridge Christian School since abuse testing will require accountability. These procedures will help maintain the Christ-centered environment that is such a blessing to SRC students.

6. The Stone Ridge Christian School administration, students, parents, and members of the Stone Ridge Christian School Board are to be commended for taking such a firm and proactive stand to promote a drug free campus.

### **SUBSTANCE ABUSE POLICY**

SRC maintains a drug, alcohol and tobacco free campus. It is SRC's policy to maintain a school community that is free from the use and effects of legal (including tobacco, marijuana and alcohol) and illegal drugs.

All Board members, employees, students and volunteers are prohibited from the use, sale, dispensing, distribution, possession or manufacturing of illegal drugs, controlled substances, narcotics, non-prescribed drugs, misuse of prescription drugs, alcoholic beverages, tobacco and marijuana products at school, during school hours and school sponsored events.

If anyone suspects or has evidence that a student or employee is in possession of, may be using or under the influence of legal or illegal substances, alcohol or tobacco products on school premises, during school hours or during school sponsored events, it must be reported immediately to the Campus Administrator. If deemed necessary, a search of items and/or the person may be conducted, in a discreet manner.

Any person suspected to be under the influence of any substance will be investigated.

Anyone who comes on school property or attends a school sponsored event is subject to search and surveillance at all times, including while conducting business.

All persons with substantiated instances of inappropriate or illegal substance use will be subject to Disciplinary Actions (see Student Disciplinary Guidelines).

### **SMOKING PRODUCT FREE CAMPUS**

Smoking products used on campus or during school hours, on school campus or during school sponsored events of any kind is prohibited. This includes athletic grounds, athletic events, vehicles, parking lots, dances, or any area where school business or school related events are conducted. For the purpose of this rule tobacco is defined to include any lighted or unlighted cigarette, cigar, pipe, vaping device, bidi, clove cigarette, any other smoking product, spit tobacco, dip, chew, and snuff, in any form.

### **ALCOHOL USE**

Alcohol possession or use by students on campus, during school hours of operation or during school sponsored events of any kind is prohibited. This includes athletic grounds, athletic events, vehicles, parking lots, dances, or any area where school business or school related events are conducted.

Any person suspected to be under the influence of alcohol or any substance on school campus or during any school sponsored event will be investigated, and students may be required to be tested with a breathalyzer.

### **DRUG TESTING**

Consent and agreement to the following policy may be required prior to employment, enrolling or re-enrolling at SRC.

Any person will be required by the Campus Administrator to submit to substance use testing if there is reasonable cause or suspicion. Random drug testing may be instituted. All expenses will be incurred by

the families and not the school.

The Campus Administrator may require testing if there is evidence or signs of substance use or after an investigation determines reasonable suspicion of inappropriate, illegal, or unauthorized substance use. In such cases, the Campus Administrator may require substance use testing as a condition of continued enrollment or employment.

### **ILLEGAL SUBSTANCES**

The Police will be notified if illegal substances are found on the school campus.

## **Supervision**

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The school provides supervision on campus from thirty minutes before the start of the school day until thirty minutes after the end of the school day. Students are not to be on campus earlier or later than these times unless they are under supervision of a co-curricular activity, instructor or coach. Exceptions must be granted through the office. Upon arrival at school in the morning, students are required to stay within the boundaries of the quad and hallways until school dismissal. All other areas, including the fields and parking lots, are off limits except to enter or exit the campus or when students are participating in a supervised school activity. **The school does not accept the responsibility to supervise students before thirty (30) minutes before the start of the school day or after thirty (30) minutes after the end of the school day except for co-curricular activities.** Parents may be charged \$10 every 15 minutes after 3:45pm. Staff is unavailable to supervise students on campus or in the office.

## **Transportation**

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### **TRANSPORTATION TO AND FROM SCHOOL**

Stone Ridge Christian School does not provide transportation for students to and from school. To encourage families to form carpools, the school office will provide information on others who live in your area.

### **DRIVING REGULATIONS**

Stone Ridge Christian School students have an obligation to their neighbors, and themselves to drive carefully, courteously, and safely at all times. The following regulations apply to driving:

1. Drive slowly at all times on streets around the campus.
2. Spinning of wheels, squealing tires, speeding, or any form of reckless driving will not be permitted on or around the campus.
3. Horns are not to be used to attract attention or in a careless manner. They are to be used in emergencies for the safety of others.
4. Car speakers must be kept at a low volume so as not to be disruptive.
5. Students are to be seated in the vehicle while in motion. At NO time are students allowed to ride outside the car.
6. Students may drive on campus only if they possess a valid California Driver's License
7. Students may only drive their own car or a car belonging to a member of their immediate family.
8. Students may not loan their car to another student unless parental permission and proof of

insurance has been submitted to the school office for both students.

9. Students must drive carefully, with an awareness of others.
10. Students may not exceed a speed of five (5) miles per hour on campus.
11. Parents may be liable for any damage or injury caused by students driving on campus.
12. Students will not be permitted to drive other “non-sibling” students during the school day.

### **FIELD TRIPS AND OFF-CAMPUS TRIP 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 *Volunteer Driver Application* 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, and that they 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 or Superintendent 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 given permission for 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 permission are available in the office or on our website.
7. A student may not leave a school event in a different vehicle than that which he/she was transported unless a release form has been signed by a parent. 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 ten passengers may travel in a vehicle unless the vehicle and driver are school bus rated.

### **BUS GUIDELINES**

1. No students are to be on the bus without the driver being present.
2. Students are to obey the driver and/or sponsor’s instruction without hesitation.
3. The sponsor or a designated adult is responsible for the behavior of the students on the bus.
4. Students must remain seated at all times and have no part of the body extended outside the bus.
5. Each group of students is responsible to assist with cleaning up the bus after their outing.
6. Damage to buses or any other vehicles will be paid for by the person who caused damage.

## Visitor on Campus

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Under certain limited circumstances and with prior approval by Administration, visitors and alumni are welcome on Stone Ridge Christian School campus. All visitors are required to check in with the school office to obtain a **Visitor's Pass**. Visitor's Passes shall be issued at the discretion of Stone Ridge Christian School Administration and may be revoked at any time at their discretion. Visitors are not to interfere with class schedules.

## Work Permits

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Students who exhibit satisfactory academic progress may request an application for a student work permit. Students who wish to obtain a work permit should:

1. Request an application from the school office.
2. Have your prospective employer complete and sign the application.
3. Have your parents or guardians sign the application.
4. Return the completed application to the school administration office for consideration and processing.
5. If the application is approved the student work permit will be issued.

Please note that students whose academic progress is marginal will not be issued a work permit. Students whose academic performance falls off as a result of working shall have their student work permit rescinded.

Students under eighteen who are employed are required by state law to have a work permit. The student is to obtain a Form B1-1 (Statement of Intent to Employ Minor and Request for Work Permit) from the office. The student is to fill out the form and obtain parent and employer signatures. Please note that the student must have a social security number to obtain a work permit.

The student is to return the completed form to the school office. The office will then issue Form B1-4 (Permit to Employ and Work). This form is to be signed by the student and returned to the employer.

End of Handbook.