



**ELEMENTARY**

**Student  
Handbook  
2023 - 2024**

*Knights for Life*

Christ Centered – Student Focused

<b>PHILOSOPHY AND MISSION STATEMENT OF SRC .....</b>	<b>5</b>
<b>PURPOSE AND PHILOSOPHY OF EDUCATION.....</b>	<b>5</b>
<b>STATEMENT OF FAITH .....</b>	<b>6</b>
<b>STUDENT STANDARDS OF CHRISTIAN CODE AND CONDUCT.....</b>	<b>7</b>
<b>ACADEMICS .....</b>	<b>8</b>
CURRICULUM PHILOSOPHY .....	8
GRADING SYSTEM.....	8
QUARTER GRADES .....	9
SEMESTER GRADES .....	9
PROGRESS REPORTS .....	9
REPORT CARDS.....	9
HOMEWORK POLICY .....	9
MAKE-UP WORK, MISSING, OR LATE ASSIGNMENT POLICY.....	9
STANDARDIZED TESTING .....	9
MAP .....	9
ACADEMIC INTEGRITY POLICY .....	10
PLAGIARISM .....	10
CHEATING .....	10
ACADEMIC INTEGRITY ENFORCEMENT.....	11
ACADEMIC DISCIPLINARY OFFENSES ARE CUMULATIVE FROM YEAR TO YEAR. ....	11
STANDARD PROGRESSION OF DISCIPLINARY ACTION .....	11
STUDENT SERVICES.....	11
<b>ADMISSION GUIDELINES &amp; ENROLLMENT .....</b>	<b>12</b>
AGE ELIGIBILITY.....	12
GRADE PLACEMENT .....	12
OPEN ENROLLMENT POLICY .....	13
ATTENDANCE REQUIREMENTS - GOVERNMENT REGULATIONS.....	13
MINIMUM ATTENDANCE REQUIREMENTS.....	13
ATTENDANCE RECORDS.....	13
NOTICE OF NON-DISCRIMINATION.....	13
STUDENT TRANSFERS AND WITHDRAWALS .....	13
ADDITIONAL REQUIREMENTS.....	14

<b>ATTENDANCE POLICY .....</b>	<b>14</b>
ABSENCES.....	14
HABITUAL CHRONIC ABSENCES .....	14
ADVANCED ABSENCES .....	15
CONSIDERATION ABSENCES .....	15
EXCUSED ABSENCES.....	15
EXTENDED ABSENCES .....	15
TRUANT ABSENCES .....	15
UNEXCUSED ABSENCES.....	15
TARDIES.....	15
FLU POLICY .....	16
COVID-19 POLICY.....	16
POSITIVE TEST PROTOCOLS.....	16
CDC RECOMMENDATIONS:.....	16
LICE POLICY .....	16
PROCEDURE FOR PICK-UP OF STUDENTS .....	17
<b>CHAPEL .....</b>	<b>18</b>
GUIDELINES FOR CHAPEL.....	18
<b>CLASS PARTIES .....</b>	<b>18</b>
<b>CLOSED CAMPUS.....</b>	<b>18</b>
<b>DISCIPLINE GUIDELINES .....</b>	<b>19</b>
CULTURE .....	19
GOSPEL FRUIT .....	19
SOWING AND REAPING .....	19
REVEALING DEPRAVITY .....	19
POSITIVE REINFORCEMENT .....	19
DISCLAIMER .....	20
DISCIPLINE STRUCTURE .....	20
TEACHERS.....	20
DISCIPLINE COMMITTEE (DC) .....	20
SCHOOL BOARD.....	20
ELEMENTARY DISCIPLINE.....	20
DETENTION .....	21
SUSPENSION .....	21

DISMISSAL / EXPULSION .....	21
ZERO-TOLERANCE POLICY.....	22
APPEAL PROCESS .....	22
<b>EMERGENCY PROCEDURES .....</b>	<b>22</b>
EVACUATION PROCEDURES.....	22
FIRE DRILLS.....	23
DISASTER AND/OR EARTHQUAKE DRILL .....	23
SHELTER IN PLACE.....	24
LOCKDOWN.....	24
BOMB THREAT .....	25
BOMB EMERGENCY .....	25
CRIME IN PROGRESS.....	26
GAS OR CHEMICAL SPILL.....	26
<b>EXTENDED CARE.....</b>	<b>27</b>
<b>FIELD TRIPS / OFF CAMPUS EVENTS .....</b>	<b>27</b>
FIELD TRIPS .....	27
OFF-CAMPUS SCHOOL EVENTS.....	27
GUIDELINES.....	27
<b>LIBRARY.....</b>	<b>28</b>
<b>LUNCH .....</b>	<b>28</b>
LUNCH TIME PROCEDURES.....	28
<b>MANDATED REPORTING OBLIGATION .....</b>	<b>29</b>
<b>MEDICAL REGULATIONS .....</b>	<b>29</b>
IMMUNIZATIONS .....	29
MEDICATION .....	29
SICK / INJURED STUDENTS.....	29
<b>MISCELLANEOUS INFORMATION .....</b>	<b>30</b>
SCHOOL MASCOT.....	30
SCHOOL COLORS.....	30
DISTRIBUTION OF MATERIALS .....	30
LOST AND FOUND .....	30
PLAYGROUND RULES .....	30

SCHOOL DIRECTORY.....	30
SCHOOL YEARBOOK.....	30
SCRIP FOR SCHOOL PROGRAM.....	30
STUDENT INSURANCE.....	30
TELEPHONE USE.....	31
TEXTBOOKS.....	31
USE OF PICTURES.....	31
WHEELED TRANSPORTATION.....	31
<b>PARENT / TEACHER COMMUNICATION PROCESS.....</b>	<b>31</b>
<b>PAYMENT POLICY.....</b>	<b>31</b>
TUITION/FEES BILLING PROCESS.....	32
PAST DUE ACCOUNTS POLICY (SECTION III, 302).....	32
30 DAYS PAST DUE.....	32
60 DAYS PAST DUE.....	32
CHANGE IN PAYMENT REQUEST.....	33
TUITION REFUNDS.....	33
RETURNED CHECKS.....	33
<b>PHYSICAL EDUCATION.....</b>	<b>33</b>
<b>PROHIBITED MATERIALS.....</b>	<b>33</b>
<b>SCHOOL OPERATIONS.....</b>	<b>34</b>
SCHOOL DAY.....	34
ARRIVAL.....	34
DISMISSAL.....	34
RAINY DAY SCHEDULE.....	34
SCHOOL YEAR.....	34
<b>STANDARD OF APPEARANCE.....</b>	<b>35</b>
STANDARD FOR ALL STUDENTS:.....	35
STANDARD FOR BOYS.....	35
STANDARD FOR GIRLS.....	35
CHAPEL DRESS.....	36
BOYS:.....	36
GIRLS:.....	36

# PHILOSOPHY AND MISSION STATEMENT OF SRC

## MISSION STATEMENT

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

## VISION

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

## CORE VALUES CHRISTIAN

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

## EXCELLENT

Pursue excellence in all areas.

## COMMUNITY

Become a community and be involved in our community.

## GENERATIONAL

A lasting school that has generations of students and supporters.

# PURPOSE AND PHILOSOPHY OF EDUCATION

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

## 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 to the highest levels of their God-given talent while developing people of high moral and ethical character.

## **INDIVIDUAL DEVELOPMENT**

A central theme of the 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**

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

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

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

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

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

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

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

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

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

## STUDENT STANDARDS OF CHRISTIAN CODE AND CONDUCT

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

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

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

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

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

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

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

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

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

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

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



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

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

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

## ACADEMICS

### CURRICULUM PHILOSOPHY

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

### GRADING SYSTEM

In kindergarten through 2<sup>nd</sup> grade, subjects will be evaluated using O / S / N / U.

O = Outstanding (100%-90%)

S = Satisfactory (89%-70%)

N = Needs Improvement (69%-60%)

U = Unsatisfactory (59%-50%)

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

A Standard Percentage Scale is used school wide:

100% - 97.5% = A+	Excellent
97.4% - 92.5% = A	
92.4% - 90% = A-	
89.9% - 87.5% = B+	Good
87.4% - 82.5% = B	
82.4% - 80% = B-	
79.9% - 77.5% = C+	Average
77.4% - 72.5% = C	
72.4% - 70% = C-	
69.9% - 67.5% = D+	Below Average
67.4% - 62.5% = D	
62.4% - 60% = D-	
Below 60% = F	Failure

## **QUARTER GRADES**

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

## **SEMESTER GRADES**

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

## **REPORT CARDS**

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

## **HOMEWORK POLICY**

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

In kindergarten through third grade some homework may be assigned depending upon subject objectives and the child's ability. In fourth through fifth grade, homework is assigned to help the student mature as an independent learner and practice ownership of their learning. Homework assignments and other pertinent information may be accessed by checking FACTS.

## **MAKE-UP WORK, MISSING, OR LATE ASSIGNMENT POLICY**

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

## **STANDARDIZED TESTING**

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

**MAP** – Measure of Academic Progress test is administered to all first through eighth grade students. This test is a good indicator of growth in academics and identifies areas for improvement.

## **ACADEMIC INTEGRITY POLICY**

Stone Ridge Christian School encompasses all aspects of growing and learning, 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. 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.

### **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 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.

## **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 stealing/receiving 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. Working with another student(s) on assignments when individual work is required.
12. Submitting the same work for more than one assignment without express permission from the teacher(s).
13. Fabricating information to try to earn more time, more credit, or grading leniency on an assignment, project, or exam.

14. Missing class in order to avoid turning in an assignment or taking a test.
15. Misrepresenting community service hours.
16. Misrepresenting information on any official document (i.e. forgery of parent signature).
17. Taking pictures or screenshots of quizzes or exams during the quiz/exam or during the review of the exam/quiz.

### **ACADEMIC INTEGRITY ENFORCEMENT**

Any incident of academic dishonesty is considered a violation of the school's honor code. All faculty, including staff and faculty 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.

### **ACADEMIC DISCIPLINARY OFFENSES ARE CUMULATIVE FROM YEAR TO YEAR.**

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

### **STANDARD PROGRESSION OF DISCIPLINARY ACTION**

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

\* 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 an academic contract in order to continue attending the school.

### **STUDENT SERVICES**

The school may offer programs for students requiring assessment, remediation, reinforcement, tutoring and enhancement.

# ADMISSION GUIDELINES & ENROLLMENT

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

- Online Application or Online Enrollment
- Transcripts, Birth Certificates, and Shot Records

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

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

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

## **AGE ELIGIBILITY**

The following guidelines provide placement information based on age:

- PK3 – The child is at least three years of age by September 1<sup>st</sup>.
- PK4 – The child is at least four years of age by September 1<sup>st</sup>.
- Kindergarten – The child is at least five years old by September 1<sup>st</sup>.

## **GRADE PLACEMENT**

Students must be able to demonstrate that their academic achievement is at least as high as the grade level to which they are seeking admission, as determined by report card grades in school, nationally normed achievement tests and/or an admission test. Students who are unable to demonstrate grade level performance abilities may apply to a lower grade level.

## **OPEN ENROLLMENT POLICY**

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

## **ATTENDANCE REQUIREMENTS - GOVERNMENT REGULATIONS**

Attendance regulations will comply with all government regulations affecting private schools which are indicated in Student Handbook.

Elementary age students who are absent more than 10 days within the semester must make arrangements with the administration.

## **MINIMUM ATTENDANCE REQUIREMENTS**

Attendance requirements vary by grade level, and requirements may be obtained at the appropriate school office. At no time will attendance requirements be less than that which the State of California requires.

## **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.

## **NOTICE OF NON-DISCRIMINATION**

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

Stone Ridge Christian School admits students of any race, color, national or Ethnic origin to all the rights, privileges, programs, and activities generally 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 the love of God, as manifest 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**

For all student transfers or withdrawals appropriate forms must be completed and approval must be given by the Campus Administrator, Business Office and site Office prior to any change in student enrollment. Withdrawals should be cleared through the Campus Administrator and the Business Office after appropriate forms have been submitted.

## **ADDITIONAL REQUIREMENTS**

All state required immunizations and health laws must be met. Student registration is not complete unless all required immunizations have been administered and the school office has verified the information. The physical examination required for first graders may be obtained 18 months prior to entering first grade. If you need the state form for recording this examination, please contact the school office. Records for students transferring in from another school will be requested after the student has been accepted into SRC.

# **ATTENDANCE POLICY**

Stone Ridge Christian School requires students to attend school daily. To teach attitudes and habits of promptness and self-discipline which will enable students to succeed in the world of work. Parent support is essential in the matter of attendance. 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. "Seat-time" equates directly to the attainment of educational goals. Also, parents have a legal responsibility to see that their student attends school regularly. Please read the following attendance guidelines carefully.

## **ABSENCES**

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

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

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

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

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

## **HABITUAL CHRONIC ABSENCES**

SRC has designed an educational experience that places students at the center of the learning. The essential element to this experience is students. When students are habitually or chronically absent, the entire educational learning environment suffers.

The state of California defines habitual absences as more than five days absent, with chronic absences as being marked absent 10% of the school days during the school year.

If a student's habitual or chronic absences or tardies are creating a burden on the SRC teachers/staff or are harming the education experience of the student, then SRC administration may not allow the student to reenroll the following school year. Without an established understanding, chronically absent students will most likely lose their seat at SRC the following school year or will be placed on a contract requiring regular attendance.

### **ADVANCED ABSENCES**

Students who plan to be absent due to family vacations; church retreats, or mission's efforts for more than one day during the school year must petition 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. Forms available online on FACTS.

### **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.

### **EXTENDED ABSENCES**

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.

### **TRUANT ABSENCES**

Truancy is being absent from school, all or part of a day, without parent permission. Truancy is considered most serious and may result in suspension. Repeated truancy may result in expulsion. 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**

Examples of unexcused absences are failure to submit any type of excuse statement signed by the parent or guardian or being suspended from school.

### **TARDIES**

All students who are late to class must come to the school office to get a "tardy" pass.

The administration will be responsible to determine whether an absence or tardy is excused or unexcused.



## **FLU POLICY**

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

## **COVID-19 POLICY**

Students, teachers, and staff should stay home or will be sent home if they have any symptoms of COVID-19 which would require home care, which include the following:

- Fever above 100.4 or chills
- Persistent cough
- Shortness of breath or difficulty breathing
- Fatigue-Muscle or body aches
- Headache-Loss of taste or smell
- Sore Throat
- Congestion or runny nose
- Nausea or vomiting
- Diarrhea

## **POSITIVE TEST PROTOCOLS**

In the event that a staff member or student test positive for COVID-19, the following measures will be taken:

Positive Test Protocol- Any person testing positive for COVID-19 will be required to quarantine at home for at least five days or have a negative test or a “release” from health department officials indicating that the student or staff member is able to return to campus.

Quarantines and Siblings- Family members (siblings, parents, children) of those who test positive for COVID-19 will be asked to monitor themselves for possible symptoms. Privacy- The privacy of all persons who test positive for the virus will be maintained in accordance with Federal Education Rights and Privacy Act (FERPA) requirements.

Contact Tracing- Any person in close proximity to someone who has tested positive for COVID-19 will be notified of possible exposure and instructed to self-monitor for the onset of symptoms.

## **CDC RECOMMENDATIONS:**

- Cover nose and mouth with a tissue when coughing or sneezing. Throw the tissue away.
- If no tissue is available, cough or sneeze into the inside of your elbow, not your hands.
- Wash hands often with soap and water, especially after coughing or sneezing.
- Avoid touching eyes, nose or mouth. Germs spread that way.
- Use alcohol-based hands cleaners when available.
- Stay home if sick to limit contact with others to keep from infecting them.

## **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 discover lice on any of their children, they must inform the Campus Administrator who will communicate with appropriate staff and the child’s teacher.

Stone Ridge Christian School reserves the right to conduct periodic, random student checks for head lice. Whenever the presence of lice is confirmed, the teacher, staff and administrators will seek to avoid any public identification of the student as having lice. The teacher will, 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 Campus Administrator 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.

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

At time of enrollment, each parent/guardian must provide the school office with the name(s) of person(s) authorized to pick up their student. Except for routine pick-up of students at the end of the regular school day, students will be released only to persons listed on the pick up list. It is the parent's responsibility to keep the school office up to date, so the student's record will be accurate.

## CHAPEL

Stone Ridge Christian School is dedicated to providing the best Christian environment and academic program possible. Included in a positive Christian environment is our Chapel program. One day each week (Wednesday) we have Chapel for the spiritual enrichment of our students. 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 and faculty.

### GUIDELINES FOR CHAPEL

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

The dress code for chapel days is designed to contribute to a spirit of reverence for the service.

## CLASS PARTIES

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

**EASTER:** Emphasize the Death and Resurrection of Christ.

**HALLOWEEN:** Emphasize the harvest theme and the Reformation.

**CHRISTMAS:** Emphasize the Birth of Christ.

## CLOSED CAMPUS

Stone Ridge Christian School has a closed campus.

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

Only those enrolled in the school and employees of the school are allowed on campus during the school day. Access to the campus will be limited to only essential school volunteers, who will be subject to temperature checks.

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

## DISCIPLINE GUIDELINES

### **CULTURE**

Balanced rules and expectations establish the guard rails that show clear boundaries and safeguards 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 are certain evidences 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 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 of 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 of the Merit System 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.

### **DISCIPLINE STRUCTURE**

#### **TEACHERS**

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

#### **SCHOOL BOARD**

Has complete authority over student, evaluation and dismissal.  
This is also the last resort to handle discipline issues at our school. In the event of serious offenses, students are immediately referred to the School Board.

#### **ELEMENTARY DISCIPLINE**

A structured environment with a loving attitude is the most effective learning situation. We are seeking to encourage positive attitudes and actions and discourage negative ones. Parents and teachers must work in partnership to make this system work best.

#### **PRESCHOOL & KINDERGARTEN**

Teachers implement age-appropriate classroom management techniques to promote Christian character training and an orderly classroom. Teachers will creatively craft a system that includes positive and negative consequences for behavior. Yearly behavioral plans are submitted to the Campus Administrator and communicated to the parents.

## **GRADES 1 – 5**

Teachers implement age-appropriate classroom management techniques to promote Christian character training and an orderly classroom. Teachers will creatively craft a system that includes positive and negative consequences for behavior. Yearly behavioral plans are submitted to the Campus Administrator and communicated to the parents. Multiple negative reports may result in a parent/student conference with the Campus Administrator. Major offenses will be dealt with by the Campus Administrator on an individual basis.

In order for a student to learn, the class must have a quiet and controlled atmosphere. The teacher will maintain this atmosphere using a variety of methods including, but not limited to verbal warnings, time-outs, and separation from others within the classroom, and the loss of classroom or playground privileges.

When it becomes apparent that a child is unwilling or unable to maintain proper behavior within the classroom, the teacher will send the student to the Campus Administrator. The Campus Administrator will use a variety of methods to help the child learn proper behavior. When a student is sent to the Campus Administrator for disciplinary reasons, the parents should be advised of the discipline problem and requested to become involved in the solution. If the child continues to be disobedient and unwilling to follow school rules, the parents will be requested to meet with the Campus Administrator and the teacher.

**STEP 1** Student will meet with the Campus Administrator and receive a verbal warning.

**STEP 2** Student will have a conference with the Campus Administrator and parent/guardian.

**STEP 3** Student will be issued a Correct-it and it will be sent home to be signed by parent/guardian and behavior will be entered in their discipline record in FACTS.

## **DETENTION**

Detentions are to be served during lunch

## **SUSPENSION**

Suspensions are issued for any extreme violations or as a step in the disciplinary process. Suspensions are the decision of the Campus Administrator. Suspensions are usually 1-5 days based on the degree of the offense. Suspensions are not a normal discipline action and will be reserved for egregious offenses or repetitive inappropriate behavior. Students will be required to make up any and all missed work.

## **DISMISSAL / EXPULSION**

Dismissal will be recommended if it becomes apparent the school will not be able to meet the needs of a student, a student's behavior is disrupting the educational process, or a student's behavior is a danger to themselves or others. Dismissal may also be recommended for a serious violation of school rules and unresolved disciplinary action. The Campus Administrator will normally suspend the student prior to the dismissal, pending a review by the school board. Any student who has been expelled from SRC will not be allowed on school grounds or to attend any school events without prior approval of the Administration and/or School Board. If the Campus Administrator and/or School Board have given a

student specific criterion to meet in order to remain in school, and the parent chooses to remove the student rather than comply, the student will be considered withdrawn.

### **ZERO-TOLERANCE POLICY**

Stone Ridge Christian School has established a zero-tolerance approach to serious offenses. Unless the Campus Administrator or School Board finds that dismissal is inappropriate due to extraordinary circumstances, the Campus Administrator may recommend a student's dismissal for any of the following acts:

1. Caused, attempted to cause, or threatened to cause physical injury or assault / battery to themselves or another person.
2. Entered into, attempted to enter into, or threatened to enter into a physical confrontation with another person.
3. Possessed, used, or furnished any dangerous weapon(s).
4. Bullying, taunting, or instigating. This includes cyber bullying.
5. Possessed, used, or furnished any alcohol, tobacco, controlled substance, or drug paraphernalia.
6. Committed, attempted to commit, or threatened to commit robbery, extortion, or theft, or possessed stolen property.
7. Caused or attempted to cause damage to school or private property.
8. Committed an obscene act, or engaged in continued profanity, name calling, or vulgarity, or used words or actions likely to provoke an immediate reaction from another.
9. Disrupted school activities or otherwise willfully defied the valid authority of supervisors, teachers, administrators, school officials, or other school personnel.
10. A student may be suspended or expelled for any of the acts listed above while on or off school grounds; going to or coming from school; and/or during, going to, or coming from any school sponsored or school related activity, whether on or off campus.

### **APPEAL PROCESS**

If a problem arises because of discipline, grades, offenses, etc., the parents should contact the teacher first and try to resolve the problem. If this fails, then the parents may contact the Campus Administrator. If the matter is still not resolved, then the issue should be expressed in writing and given to the Board President to be placed on the Board's agenda.

## **EMERGENCY PROCEDURES**

Teachers/School Personnel are to remain with their class/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 pre-selected safe location. Use the suggested route on Fire Drill Route Map or alternate route if pre-determined route is blocked or unsafe.
2. Teachers are to take their classroom roll sheets.
3. Walk quickly in 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 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, with instructions 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 Elementary will have fire drills every quarter to familiarize the students, staff and faculty with the procedures needed in the event of an actual fire.

### **PROCEDURES**

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

1. Classes will leave the building 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 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.

### **PROCEDURE**

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

1. DROP to the floor or to 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 and do not run outside as there might be flying debris or glass.
5. Check for serious injuries. If immediate help can be given to open an airway, stop serious bleeding, or put out a small fire, do so. Ask responsible students to assist lightly injured. Non-ambulatory injured should be reassured and wait for treatment where they are unless it is more dangerous to remain.
6. Follow evacuation procedures to 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 evacuation.



## **SHELTER IN PLACE**

Shelter in Place is in response to a threat that is not on campus. The threat is in the surrounding area that may be a threat to the safety of staff and students. Business goes about as usual, except that it will be conducted locked indoors and in a controlled environment. It is possible that 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**

This action is called when there is an active threat near or on campus. There is a clear and immediate threat to the safety of staff and students. Lockdown is appropriate for, but not limited to, the following: an intruder, shooter or hostage situation near or on campus. It is in response to a 911 situation involving an active shooter. 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. Make sure that you have all supplies that you need to accomplish the drill such as black paper, blue tape, and plastic bags to create a latrine if need be. Go over instructions with students periodically throughout the year. Remind them of what to do if they are in a classroom and what to do if they are outside of a classroom.

Lock Down – Shut Down – Quiet Down.

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

1. Lock and barricade all doors.
2. If you are not already in a classroom, proceed directly to the nearest classroom with students. If you are out of the classroom and away from the buildings such as on an athletic field, head to the nearest neighborhood, and take shelter.
3. Turn off lights.
4. Turn off all cell phones with the exception of the teacher's but keep the cell phone on silent.
5. Turn 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 that you have in the classrooms such as desks, tables, and backpacks to create the barricade.
8. Communicate to the command center (school office) the number of students in your classroom via the GroupMe app.
9. Remain calm, silent, and still. Wait for instructions.

### **DURING A LOCKDOWN DRILL OR EMERGENCY**

1. An Administrator or Police Officer will come to each classroom to evaluate/evacuate the class.

2. Remind students that they are not to bring anything with them when they are evacuated. They may be instructed to place their hands on their head.
3. Any faculty or staff member not responsible for students at the time of a lockdown must take cover where working.
4. In the event contact is made with the intruder follow the run, hide and/or defend protocol:
5. If you are able to run – run.
6. If you are able to hide – hide.
7. If as a last resort you may defend yourself with all means possible. Do not sit still and be a target. Intruders are surprised when you 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 find themselves without an adult to supervise them. (They are to immediately take cover inside a classroom or office).
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**

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

### **TEACHER RESPONSIBILITIES WHEN SPEAKING WITH SOMEONE MAKING A THREAT**

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

### **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/Sherriff.
3. Cease radio and cell phone communication on campus.
4. Be aware of a potential second device – stay away from explosion area 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/or 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/Sherriff

### **GAS OR CHEMICAL SPILL**

The warning if a chemical or gas spill is usually received from the Fire Department, Police Department, or from 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:

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

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

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

## EXTENDED CARE

The school provides Extended Care services of SRC students who are on campus outside of normal school hours. Extended care service is provided from 7:30 a.m. until 8:00 a.m. and 3:15 p.m. until 5:30 p.m. Children who are on campus before 8:00 a.m. or after 3:15 p.m. are automatically enrolled. Parents are billed for ECS in fifteen-minute increments at the rate of \$5 per hour. An additional fee of \$1 per minute is assessed for students who are not picked up by 5:30 p.m. Families with Middle and High School students will not be charged for their Elementary student until 3:45 p.m.

## FIELD TRIPS / OFF CAMPUS EVENTS

### FIELD TRIPS

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

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

### OFF-CAMPUS SCHOOL EVENTS

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

### GUIDELINES

1. All students who participate in an out-of-school activity must have a "Registration Application-authorization to Treat a Minor" and "Permission Form" signed in advance by their parent(s)/guardians(s) on file, or they will not be permitted to participate in the activity.
2. Bus or private automobiles may be used for field trips and interscholastic sports events. If private cars are used, the following steps must be taken:
3. Each car driver must fill out a short form certifying that they have had no more than one traffic citation in the last three years, that they have a valid California Driver's license, 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 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 to the event 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 seven passengers may travel in a vehicle unless the vehicle and driver are school bus rated.

## LIBRARY

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

## LUNCH

Stone Ridge Christian School provides a hot lunch program. The lunch menu will be included in the weekly newsletter around the 15th of each month. Parents will need to log into their parent portal in FACTS and select the meals that their student wants. The parents will be notified if their student comes to school with no lunch. If you cannot bring your child a lunch before their lunch period begins, the school will serve them a hot lunch and bill your FACTS account. An additional \$.50 will be charged in these incidents.

### LUNCH TIME PROCEDURES

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

## MANDATED REPORTING OBLIGATION

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

### 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.

### MEDICATION

Medications sent to school for students to take must be in a medication/prescription labeled container with the student's name on it. Stone Ridge Christian School will not dispense any medication brought unless the Medical Release Form has been signed by the parent. At no time may students give any of their medicine to another student. If a student gives or sells medication to another student, 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 to the school office. Students are not to leave school because of illness without first checking in at the school office.

# MISCELLANEOUS INFORMATION

**SCHOOL MASCOT** – Knight

**SCHOOL COLORS** – Blue, Silver, White

## **DISTRIBUTION OF MATERIALS**

Distribution of materials for advertising or promotion is not permitted on campus unless approved by the Campus Administrator. Possession of inappropriate materials is a violation of school policy and may result in disciplinary action.

## **LOST AND FOUND**

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

## **PLAYGROUND RULES**

Students are to remain visible to playground supervisor at all times. No rough/horseplay on the playground. Improper behavior will not be tolerated. Students who violate any playground rules will be sent to the office for disciplinary action.

## **SCHOOL DIRECTORY**

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

## **SCHOOL YEARBOOK**

Students may purchase a school yearbook each year.

## **SCRIP FOR SCHOOL PROGRAM**

Parents are encouraged to participate in the Scrip for School program. A wide variety of businesses such as supermarkets, gas stations, retail stores, theaters, and restaurants support local education. Certificates are redeemed at the designated business at full value. The school earns thousands of dollars for our tuition assistance program through this discount program. Parents also have the option to earn 50% of their scrip rebate to be credited back to their tuition balance if preferred. For more information email: [earnmoney@srcs.us](mailto:earnmoney@srcs.us).

## **STUDENT INSURANCE**

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

**TELEPHONE USE**

The telephone is for school business. Students are not allowed to use the school telephones at any time without permission and supervision. School personnel will make emergency telephone calls for the student.

**TEXTBOOKS**

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

**USE OF PICTURES**

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

**WHEELED TRANSPORTATION**

Bicycles, scooters and skateboards may be ridden to campus at the discretion of the parent/guardian. They must be walked into the campus and stored during the school day. Required safety gear must be worn. Roller blades, roller skates and roller shoes are not allowed on campus.

## PARENT / TEACHER COMMUNICATION PROCESS

Parents are encouraged to communicate with teachers and other school staff. 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 encouraged to email the teacher or to call the office to schedule an appointment to meet with your child's teacher. Parents are not to interrupt a class during school hours but must go through the office to contact a student or teacher.

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

## PAYMENT POLICY

Delinquent balances from the prior academic year (2022-2023) will not be allowed to carry over into the current school year. All prior balances and the current school year tuition payment must be received no later than August 15, 2023 or the student(s) will not be able to attend classes until the past due balance is paid.

All tuition and incidental fees, as agreed upon, must be paid on a timely basis. It is the responsibility of each family to keep the school informed of any changes in their mailing address, email address, phone number and any adjustment requested for payment plans.



## **TUITION/FEES BILLING PROCESS**

Tuition is billed in 11 equal monthly payments.

Monthly tuition payments are due by the 10<sup>th</sup> of each month.

Any account past due will receive a "Past Due Notice" with their monthly statement.

## **PAST DUE ACCOUNTS POLICY (SECTION III, 302)**

If an account is not kept current, the following guidelines will apply:

It is the responsibility of the parent/family to pay all school charges in a timely manner.

No student will be eligible for re-enrollment until all tuition and incidental fees are current.

No student (Kindergarten through High School) will participate in graduation exercises until all accounts are current.

Tuition charges supersede payment for other school related activities (e.g., athletics, class trips, camps, etc.) All payments received will be applied to the oldest tuition charges due then applied to other incidental charges due. Therefore, if any student's financial obligations are delinquent, no payments to enroll/participate in any other school-related activity will be accepted. Enrollment/participation in other activities will be denied until existing financial obligations are brought current.

Past due accounts may be turned over to a collection agency. All fees associated with the collection efforts will be the responsibility of the parent or legal guardian.

Exceptions or modifications to tuition payment arrangements may be made by the Business Office or the Finance Team.

### **30 DAYS PAST DUE**

A 30 day past due notice is emailed.

A 1.5% finance charge will be assessed to the open balance each month.

Tuition payments supersedes payment for other activities (e.g., athletics, class trips, camps, etc.)

Therefore, if any student financial obligations are delinquent, no payments to enroll/participate in any school-related activity will be accepted and, thus, enrollment/participation will be denied until financial obligations are brought current.

### **60 DAYS PAST DUE**

A 60 day past due notice is emailed.

All 60-day overdue accounts at the end of each school quarter will result in your child not being able to attend class at the start of the new quarter. SRC understands that once an account becomes 60 days delinquent, the family has made a voluntary decision to withdraw the student from classes. After such an action, if the parent/student desires to continue their education at SRC, all payments and late fees must be paid in full or a "Change in Payment Request Form" must be completed and approved for the student to resume classes.

### **CHANGE IN PAYMENT REQUEST**

The school is sympathetic when unforeseen issues arise. Please contact the Business Office as soon as possible.

It is the parents' responsibility to contact the Business Office and be proactive in their tuition agreement plan. If the family's financial situation changes during the school year, you must contact the Business Office at [business@srcs.us](mailto:business@srcs.us).

### **TUITION REFUNDS**

Families withdrawing students prior to the first day of school shall be refunded the entire amount of tuition that has been paid for the coming school year. Fees are NOT refundable.

### **RETURNED CHECKS**

Checks returned for non-sufficient funds will be charged a \$30 non-sufficient fund fee and a 1.5% finance charge.

## **PHYSICAL EDUCATION**

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

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

## **PROHIBITED MATERIALS**

Electronic devices are not permitted to be used or displayed on campus at any time unless specific permission has been given from the supervising adult. Unauthorized items will be confiscated and may be reclaimed in the office at a later time.

Bicycles, skateboards, and / or scooters are not to be ridden on the sidewalks of the campus. They are hazardous to riders and pedestrians. Students will not be allowed to ride skateboards or roller blades on the school grounds.

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

Guns, knives, fireworks, explosives or any other weapons of any description are illegal and not allowed on any school campus. Violation will be grounds for expulsion.

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

# SCHOOL OPERATIONS

## **SCHOOL DAY**

The school day is from 8:30 a.m. - 3:00 p.m. Under the Minimum Day schedule, school is dismissed at 12:00 p.m. There is no lunch period or afternoon extended care service when the Minimum Day schedule is used.

## **ARRIVAL**

Students need to be dropped off for school at the drop-off lane located in front of the school. Students will walk directly to the playground and check in with the playground supervisor before proceeding to the playground. Students arriving after the 8:30 a.m. bell must check in at the school office.

## **DISMISSAL**

At the 3:00 p.m. bell, students will line up by grades next to the pick-up lane. Parents need to drive their vehicle as far forward in the pick-up lane as possible. School staff will release the students from their class and assist them into the vehicle. No students will be released from their class until an adult assumes responsibility for the student's welfare. Students will only be released to the parent/guardian or authorized agent of the parent. At 3:15 p.m., any remaining students will automatically be sent to extended care. Extended care charges begin at 3:15 p.m.

## **RAINY DAY SCHEDULE**

Before school extended care (7:30 a.m. – 8:00 a.m.) students will report directly to the Cafeteria. Starting at 8:00 a.m. all students will start to report to their assigned classrooms.

Teachers will pick up their students from the designated rooms by 8:25 a.m.

Students will remain in their classrooms for morning and lunch recess.

# STANDARD OF APPEARANCE

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

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

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

## **STANDARD FOR ALL STUDENTS:**

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

## **STANDARD FOR BOYS:**

- No earrings during school hours.
- Sleeveless shirts must cover the sides of the abdomen.

## **STANDARD FOR GIRLS:**

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

## **CHAPEL DRESS**

SRC's desire is that our chapel dress raises the standard of appearance. Out of respect for God we ask that students and staff wear their best attire for Chapel on Wednesdays.

### **CHAPEL DRESS FOR BOYS:**

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

### **CHAPEL DRESS FOR GIRLS:**

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

## **DISCIPLINE GUIDELINES**

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

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

**First Offense:** Verbal warning.

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

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