



Sage Ridge School

College Preparatory Excellence

2010-2011

STUDENT – PARENT HANDBOOK

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Sage Ridge School

College Preparatory Excellence

Headmaster's Welcome

Welcome to the Sage Ridge community. As with any community, there are certain responsibilities and expectations which define the community's nature and character. This Handbook defines and describes the most important of these responsibilities and expectations.

Guided by the School's Mission Statement and supported by SRS's value "Pillars," you will find that the SRS community is dedicated to true educational excellence for every child. In addition, SRS pursues the goal of being traditional without being rigid; and progressive without being trendy. That is, at Sage Ridge, we believe there is certainly much to learn from the past but this should inform, not restrict, our planning for the future.

Best wishes to you as we enter another school year. Please do not hesitate to contact me if you think I can be of help.

Sincerely,

Colburn Shindell
Interim Head of School



Sage Ridge School

College Preparatory Excellence

Mission Statement

Sage Ridge School is committed to a traditional college preparatory curriculum for a diverse student body. The pursuit of excellence in academics, the arts, physical endeavor, and ethical behavior is emphasized in an environment nourished by the dynamic relationship between students and teachers. The School fosters self-expression, service, and a sense of community while encouraging students to think critically, communicate clearly, and pursue a lifelong passion for learning.

The Sage Ridge Pillars

Developed by the faculty, and approved by the Headmaster, these five “value pillars” provide the support and structure for the Sage Ridge experience. All actions, both individually and collectively, are defined and framed within the context of these values:

Community

Respect

Integrity

Courage

Scholarship

History and Philosophy

Sage Ridge School is a coeducational day school providing a quality education for children of families who are supportive of the School’s mission. The School serves the communities of the greater Truckee Meadows area.

The School was established in the spring of 1997 when a group of concerned parents and educators decided to create a new educational choice for students of the greater Truckee Meadows area. Later that year, through the efforts of these parents, the School was founded as an independent, non-profit, non-sectarian institution. The purpose of these Founders was to create a school that would:

- Challenge students through an integrated, core curriculum
- Generate excitement for learning
- Foster self-discipline while nourishing self-confidence
- Emphasize and incorporate sound ethical and moral values
- Encourage a sense of social responsibility
- Serve a diverse student population
- Provide adequate need-based financial assistance for qualified applicants
- Offer a wide range of extra and co-curricular activities
- Require a high standard of conduct
- Prepare students for subsequent academic challenges of the most rigorous nature

Sage Ridge School is governed by a self-perpetuating Board of Trustees. The Board of Trustees is responsible for setting the goals and policies of the School. In addition, it appoints a Headmaster to devise, implement, and monitor day-to-day operational policies and practices to meet these goals, and to provide educational leadership for the School’s community. The Headmaster is solely responsible for the evaluation, hiring, and termination of all employees. The current Interim Head of School is Colburn Shindell.

Sage Ridge School is fully accredited with the Pacific Northwest Association of Independent Schools (PNAIS) and is an active member of NAIS (National Association of Independent Schools), ISM (Independent School Management), and NACAC (National Association for College Admission Counseling).

Sage Ridge School Trustees and Administrative Staff

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Interim Head of School, Ex-Officio

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Sage Ridge School - 2010- 2011

July 2010

S	M	T	W	TH	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

Number of Student Days = 0

August 2010

S	M	T	W	TH	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

August 16 –Fall Sports Begin
 August 23 – “Book” Day
 August 24 - First Day of School
 August 29 – Back to School BBQ

Number of Student Days = 6

September 2010

S	M	T	W	TH	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

September 6 -Labor Day
 September 13-17 Outdoor Education Week
 September 24 –1st Mid Qtr Ends
 September 29 – Early Release
 Number of Student Days =21

October 2010

S	M	T	W	TH	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

October 22 - 1st Qtr Ends
 October 25 – Faculty In-service – No Students
 October 29 –Nevada Day School Closed

Number of Student Days = 19

November 2010

S	M	T	W	TH	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

November 7 – Daylight Savings
 November 13- Winter Sports Begin
 November 17 – Early Release
 November 19 – 2nd Mid Qtr Ends
 November 24 – 1pm Dismissal
 November 25/26-Thanksgiving Break
 Number of Student Days = 20

December 2010

S	M	T	W	TH	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

December 10 – 2nd Qtr Ends
 December 15-17 - 1st Semester Finals
 December 17 – 1pm Dismissal
 December 20 – 31 – Winter Break

Number of Student Days = 13

January 2011

S	M	T	W	TH	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

January 3-14 – Mini Session
 January 17 - Martin Luther King Jr.’s Birthday – School Closed
 January 26 – Early Release
 Number of Student Days = 20

February 2011

S	M	T	W	TH	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28					

February 18 - 3rd Mid Qtr Ends
 February 18 – Grandparents Day
 February 21 - Presidents’ Day School Closed
 February Break -21 – 25

Number of Student Days = 15

March 2011

S	M	T	W	TH	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

March 18 – 3rd Mid Qtr Ends
 March 21 – Faculty In-services No students
 March 26 -Spring Sports Begin
 March 30 – Early Release
 Number of Student Days = 22

April 2011

S	M	T	W	TH	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

April 11-15 – SRS Spring Break
 April 29 – 4th Mid Qtr ends
 April 27 – Early Release
 Number of Student Days = 16

May 2011

S	M	T	W	TH	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

May 25 – Early Release
 May 30-Memorial Day School Closed

Number of Student Days = 21

June 2011

S	M	T	W	TH	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

June 3 – 4th Qtr Ends
 June 7-10 - 2nd Semester Finals
 June 10th – Middle School Promotion - Last Day of Classes
 June 11th - Graduation

Number of Student Days = 8
 181 total school days

Denotes School Closure
Denotes Early Release Days

PARENT ADVISORY COUNCILS

Parent Advisory Councils (PAC) – Parent Councils are normally composed of two parents from each grade level and meet by division (Middle and Upper School). These meetings are normally closed to all except Council members however input is solicited from all parents prior to each meeting. In addition, there are minutes taken for each meeting and these are then recorded on the School’s website. The Councils have the following goals:

- Provide a forum for addressing parental concerns.
- Act as a sounding board for initiatives developed by the school.
- Pass on suggestions for improvements in the school to the administration.
- Act as a positive community resource for new, current and prospective parents.
- Provide a direct and indirect communications link to their respective grade levels.

10/11 Middle School Parent Advisory Council

Chair - To Be Announced

5th Grade
Kari Newberg

6th Grade
Ruth Adams
Ilana Rugg

7th Grade
Eric Novak
Tammy Stephenson

8th Grade
Ann Marie Craddock
Sarah Stevenson

10/11 Upper School Parent Advisory Council

Chair – Ann Barnes

9th Grade
Ruth Adams
Linda Curcio

10th Grade
Karen Gabriel
Janet Lowe
Cindy Garduno

11th Grade
Ann Barnes

12th Grade
Darla Garey-Sage
Mark Lowenstern

ALL SCHOOL POLICIES, PROCEDURES AND EXPECTATIONS

I. RIGHTS AND RESPONSIBILITIES

A. Parents' Rights

Parents have the right to expect:

1. A response to their voice-mail or email within 24 hours or by the end of the next school day.
2. To an explanation of any action taken by the school regarding their child.
3. That the school will attempt to secure the services of the best teachers available given the budgeting and geographical parameters with which it has to contend.
4. An explanation of all policies and regulations contained in this Handbook.
5. That the school will vigorously pursue the fulfillment of its mission as stated in its literature.
6. That the school will endeavor to create a safe and healthy environment.

B. Parents' Responsibilities

Parents are expected to:

1. Fulfill all conditions of their enrollment contract.
2. Be aware of, and support, the policies and regulations contained in this Handbook.
3. Address their concerns through the "chain of command" as described in this Handbook.
4. Contribute each year to the SRS Annual Fund according to their means.
5. Actively support both the Mission and the Pillars of SRS.

C. Student Rights

In the classroom, students have the right to expect:

1. That their courses will be well planned, clearly presented, and that their teachers will be fully involved with the class throughout the entire period.
2. To be provided with a description and explanation of the elements that make up the teacher's evaluation of their work.
3. The instructional environment will not be disrupted for inappropriate reasons/behavior.
4. The homework assigned will be useful, thought-provoking, not be "busywork," and will generally conform to the homework guidelines in this handbook.
5. No more than two major tests on any given day.
6. That their out-of-class work will be returned within five school days. Longer writing assignments will be returned in eight school days.
7. An explanation of the general scope, nature, and goals of each course in which they are enrolled.

In general, students have the right to

1. An explanation of all school rules, regulations, and policies.
2. Review any written report of any disciplinary action affecting them.
3. See the contents of their permanent file, assuming appropriate notice has been given.
4. Bring to the notice of their advisor, their teachers, and the administration any policy or practice they consider being unjust, inconsistent, or inappropriate to Sage Ridge School's mission. Sage Ridge School believes that students are, as a group, an excellent resource. The school further believes that students are part of the continual process of self-evaluation and have an obligation to raise important school issues by using appropriate channels whenever they consider it necessary.

D. Student Responsibilities

Students are expected to:

1. Behave within the spirit and letter of the Sage Ridge Honor Code and Code of Conduct.
2. Never verbally and/or physically abuse other individuals/groups.
3. Follow the directions given to them by their teachers and the school.
4. Come prepared for class.
5. Follow school rules and policies, including the School uniform policies.
6. Actively support both the Mission and the Pillars of SRS.
7. Constantly strive for improvement in both their personal and academic lives.
8. Make up their own minds regarding their interactions with both individuals and the issues that come before them.

II. HONOR CODE

Integrity is the most important component of the Sage Ridge educational experience. Dedicated to the protection of that integrity, for individuals as well as the community, the Honor Code exists to support and monitor the pursuit of academic and personal honesty. That is, the Sage Ridge community does not tolerate lying, cheating, or stealing, nor does it tolerate defamation of character or the intentional misrepresentation of the School. When students become members of the Sage Ridge community, they agree that lying, cheating, and stealing are not tolerated. The Honor Code exists to provide a framework for upholding and enforcing community standards of personal and academic integrity.

A. Honor Code Pledge

"I pledge that I have neither given nor received any unauthorized aid on this work."

Note: *Unless otherwise stated, all work done at Sage Ridge is considered to be "pledged" work. That is, work is to be done without assistance.*

B. Honor Councils (Middle and Upper School)

The Honor Councils are committees of students vested with the responsibility of discovering and reviewing the facts of an alleged violation of the code. The Council determines guilt or innocence and makes the appropriate recommendation to the respective Division Head. The Honor Council is composed of nine students nominated by faculty and elected by their grade level peers. A faculty member selected by the Division Head serves as advisor to each divisional honor council.

Middle School

5 th grade	1 student
6 th grade	2 students
7 th grade	2 students*
8 th grade	4 students

Upper School

9 th grade	1 student
10 th grade	2 students
11 th grade	2 students*
12 th grade	4 students

*Students elected in the 7th and 11th grades continue on their councils through the 8th and 12th grades with one of the two respective students appointed chair by the advisor.

III. STUDENT BEHAVIOR

A. Philosophy

The Sage Ridge School community relies heavily on the sense of responsibility and self-discipline of its members, which involves an effort that cannot be reduced to a fixed set of regulations for all situations. Conflicts that arise are negotiated in specific terms that take into account the circumstances and the individual(s) involved. When a student does something that shows disrespect toward others, or in some way violates the rules that govern the community, the school considers it fitting to examine the nature of the violation and to impose reasonable consequences for such behavior. These consequences may range from a simple verbal reprimand to expulsion from school.

Note: Parents should understand that the school is the final arbiter of any decision made regarding their child's behavior.

B. Code of Conduct

As a community that values a foundation of mutual respect, Sage Ridge students are expected to behave as responsible individuals. Members of the community are expected to act in accordance with the spirit and letter of the guidelines outlined within this manual. Furthermore, they are expected to behave in a manner that lends credit both to themselves and the school.

Specifically, the Code of Conduct applies anytime a student is:

- On campus
- Participating in or attending a school event on or off campus
- Officially representing the school
- Traveling on school-authorized transportation
- It should also be understood that the school will consider disciplinary action up to and including expulsion whenever Sage Ridge students and/or parents behave in ways that may contravene the school's mission and/or is damaging to the reputation of the school, and by extension, the Sage Ridge community. The final decision regarding what to do in all cases involving serious breaches of either the school's Code of Conduct and/or Mission lies solely with the Headmaster.

1. Middle School Position Statement

In middle school many students have trouble foreseeing and accepting the results of their actions because they are still developing the ability to anticipate and foresee consequences; therefore, procedures and consequences are designed to teach middle school-aged children self-discipline. This is taught most frequently by the teachers and advisors through the guidance and leadership of the Coordinators and Middle School Head and through the advisory and class meeting system. The whole student and the circumstances of the offense are taken into consideration when designing consequences.

2. Upper School Position Statement

Sage Ridge School expects its upper school students to understand that there is a positive relationship between self-discipline and academic, artistic, and athletic success. The five pillars and the Honor Code guide students in their personal quests for success, and through effectively managed classrooms and an advisory system; faculty guide students in making good decisions about their day-to-day behavior. Faculty and students, especially those students in leadership positions, work together to assure that optimal learning goes on in the classroom and that civility governs all interactions. The Upper School Head works with student leaders, as well as with faculty, to assure that all students achieve wholeness of character in the pursuit of that integrity, which by its very nature, cannot be compartmentalized. Leadership positions are held in trust by students and may be revoked by the Upper School Head any time for behavior that contravenes the school's honor code and/or mission.

3. Consequences and Definitions

a. After-school Detention

Detention may require the student to attend study hall, assist with maintenance, help clean a portion of the facility, or perform office work as deemed appropriate by either the U/S or M/S Head. Students may also be required to write and reflect on the actions or circumstances that led to this detention and how they will make appropriate adjustments to their behavior in the future.

Detention may be assigned during the school day or after school from 3:30 pm to 4:30 pm. Students assigned after school detention are given 24 hours notice and expected to arrange their own transportation home. Simple detention during the day may be assigned by any faculty or staff member at any time.

Any student who receives three detentions in a grading quarter will generally be assigned a one-day suspension and placed on disciplinary probation for the following quarter. A student placed on disciplinary probation for two quarters in a given year will generally not be offered a re-enrollment contract for the next academic year.

b. Saturday Morning Detention

A student may be assigned a Saturday Detention and will be required to report to school on the assigned Saturday from 8:00 a.m. to 11:00 a.m. and is supervised by a SRS faculty member at all times. Tasks may include, but are not limited to, campus improvements, clean up, general tasks, etc. Tasks are generated by the appropriate division head prior to the Saturday Detention.

Any student who receives two Saturday Detentions in a grading quarter will generally be assigned a one-day suspension and placed on disciplinary probation for the following quarter. A student placed on disciplinary probation for two quarters in a given year will generally not be offered a re-enrollment contract for the next academic year.

c. Suspension

Suspension is a grave step taken by the school that is a serious warning to both student and parent regarding some aspect of the student's behavior. Conduct that leads to, or results in a suspension, if repeated, could lead to expulsion. During a suspension, students do not attend classes and are assigned an unexcused absence for every day they are suspended. They are responsible for seeing that all their work is turned in on time and for getting additional assignments while they are not in class. While suspended, students may not participate in, or attend, any school activity. Zeros are not normally assigned for work due or done during a suspension except in the case of a "class cut." Note: Cutting class is a serious breach of school policy. It is defined as the willful non-attendance of class by a student. Cutting class generally results in an automatic suspension with academic penalties. That is, zeros are assigned for work due or done during the class that has been cut.

Suspension length varies depending on the offense, the situation, the student's record, and whether or not the student has a history of similar behavior. Suspensions are of two types:

- In-house
"In-House" suspension - student is to report to the office on the day of suspension and is assigned tasks by the U/S or M/S Head.
- Out-of-House
"Out of House" suspension - student is to remain at home and does not come to school.

Note: Work missed as a result of a suspension is required to be made-up.

4. Drugs/Alcohol/Smoking Policy

Students who possess or use drugs and/or alcohol when they are on campus or involved in a school activity, regardless of where that activity takes place, are subject to immediate expulsion. This includes, but is not limited to:

- a. any student who uses drugs or drinks alcohol off campus and returns to campus.
- b. any student/parent who provides alcohol/drugs to other students regardless of where this takes place.

- c. Sage Ridge is a non-smoking campus. Smoking is not permitted at any time by students, staff, faculty, or parents anywhere on campus or in areas adjacent to campus. Violation of this policy by students may result in immediate suspension from school. Students who repeatedly violate this policy are subject to expulsion.
- d. It should be understood that the school will consider disciplinary action up to and including expulsion whenever Sage Ridge students and/or parents behave in ways that may contravene the school's mission and/or is damaging to the reputation of the school, and by extension, the Sage Ridge community. The final decision regarding what to do in all cases involving serious breaches of either the school's Code of Conduct and/or Mission lies solely with the Interim Head of School.

5. **Bullying**

Bullying of any kind is unacceptable at Sage Ridge School. If bullying does occur, students should inform an adult immediately.

What Is Bullying?

- Emotional being unfriendly, excluding, tormenting (e.g. hiding books, threatening gestures, exclusion from lunch seats)
- Physical pushing, kicking, hitting, punching or any use of violence
- Racist racial taunts, graffiti, gestures
- Sexual unwanted physical contact or sexually abusive comments
- Homophobic because of, or focusing on the issue of sexuality
- Verbal name-calling, sarcasm, spreading rumors, teasing
- Cyber all areas of internet, such as email & internet chat room misuse mobile threats by text messaging & calls misuse of associated technology , i.e. camera & video facilities

6. **Harassment**

Sage Ridge's mission mandates the creation of an environment free from any type of emotional, physical, psychological, or sexual harassment. Students, parents, faculty, and/or administrators who are determined to have violated this policy will be subject to disciplinary action up to and including dismissal. Students who have been the victim of harassment are encouraged to report the alleged act(s) immediately to their Advisor, Grade Level Team Leader, U/S or M/S Head and/or the Headmaster. Sexual harassment, for the purpose of this document, is defined as any unwelcome sexual advances, requests for sexual favors, and other verbal or physical contact of a sexual nature. Harassment can include, but is not limited to, any unwanted physical advance or verbal comments of a sexual nature; subtle or overt pressure for sexual involvement; unwanted physical contact of a sexual nature; or the demand for sexual favors accompanied by implicit or explicit threats. Any conduct of a sexual nature, which has the purpose or the effect of unreasonably interfering with an individual's school experience or creating an intimidating and/or hostile learning environment is considered sexual harassment.

7. **Possession of Dangerous Items**

The possession of items that in any way may be considered dangerous is strictly forbidden and can result in expulsion from school. This includes, but is not limited to, guns, knives, clubs, chains and fireworks.

8. **Campus Boundaries**

Sage Ridge School operates a "closed campus." Being off-campus during the school day without the School's permission is a serious offense. The campus boundaries are the fire access road to the south, Crossbow Court to the east, the athletic field to the west, and the sidewalk extended at the north of Crossbow Hall.

9. **Telephones**

Students are not permitted to turn on or use cell phones anytime during the academic school day, this includes text messaging (8:05 a.m. - 3:15 p.m.) unless a student has received permission from the U/S or M/S Head. Telephones are available for student use when necessary. Students may not have cell phones on their person during the school day.

Cell phones must remain in student lockers during the academic school day.

Violation of this policy may result in confiscation of the student's cell phone.

Classroom phones may not be used by students without permission.

In addition, students are not summoned to the office to receive telephone calls unless in the case of an emergency. Telephone messages are taken and posted on the white boards outside the building offices.

10. **Lockers**

Sage Ridge School provides students with lockers for their use and convenience. Faculty advisors keep a record of lockers and lock combinations assigned to the students in their advisor group. Students must understand that lockers are school property and are made available at the discretion of the school.

Sage Ridge School reserves the right to open and inspect lockers as well as any contents, effects, or articles at any time without prior notice or cause for suspicion. An inspection may be conducted by any Sage Ridge School employee or by an agent designated by the Sage Ridge Administration.

Students failing to return locks to their advisors at the end of the school year are subject to having their final report cards withheld until payment is made.

11. **The Sage Ridge Uniform**

The Sage Ridge School clothing requirements are meant to keep the learning environment free from distraction. Complying with the uniform requirements protects the relationship between child and teacher from unnecessary and potential negative interactions that could have the effect of eroding mutual respect and subverting the learning environment.

Land's End has been selected as the designated supplier of Sage Ridge School Uniforms. Sage Ridge School logos are mandatory on most new uniform items. Lands' End has assisted us in selecting an embroidered logo for all pants, shorts and skirts. This logo readily identifies the garment being worn as Lands' End. Both khaki and blue items have the letters SRS embroidered on the right front pocket of pants and some skirts. In addition, all polo shirts, fleeces, sweaters, and jackets must have the embroidered Sage Ridge School compass logo.

Sage Ridge is considered a preferred school and is eligible to participate in an educational contribution program. All purchases made from the school catalog will result in a 3% net payment back to Sage Ridge to be used for an educational project of our choice.

If your child is still wearing uniform items purchased prior to this change they may continue to wear these items. The new policy only affects the purchase of new items from Land's End from the summer of 2006 forward. It is important that when contacting Land's End that you ensure that you quote the Sage Ridge School preferred school number 9000-5708-4 and state that your child attends Sage Ridge School. Please note that upper school students are held to the school wide dress code. (See Dress Wednesdays below)

Note: The Sage Ridge School Parents' Association sells used clothing at the beginning of the school year.

Appearance Guidelines

- Clothing is expected to be clean and neat.
- Suitable footwear is required at all times. Flip flops, sandals, and open-toed shoes are not allowed. Shoes may not have a heel higher than 1".
- All shirts must be full length and be tucked into pants/skirts.
- Tattoos and body piercing (other than earrings) are not permitted. Any jewelry items that could pose a potential safety hazard are not permitted, such as hoop or dangling earrings are also not permitted. Post style earrings are considered acceptable for females.
- Hats, scarves, bandanas, caps, other headdresses, and sunglasses are not to be worn in school buildings.
- Extreme hair coloring or haircuts that would draw adverse, excessive and/or negative attention to the individual are not permitted.
- Pants and shorts must be worn at the waist with a belt. Pants with belt loops must be worn with a belt. Pants with elastic waistbands are permitted. Low-rise pants are not permitted.
- Hooded sweatshirts with the Sage Ridge School logo are allowed provided they are worn over the required polo shirt. Necklaces must be tasteful – no dog collars, bicycle chains, wallet chains, or neck lanyards.
- Skirts and shorts must not be shorter than 3" above the knee.
- Any garments with commercial logos other than Sage Ridge are not permitted.
- Belts must be leather, woven, or braided and fastened with a buckle.
- Coats, jackets and other "outerwear" must be removed during the school day.
- Oversized clothing is not permitted.

Students who are not dressed in the appropriate attire will be sent home to change their clothes. Any class time missed is unexcused and may or may not be made up at the teacher's discretion.

Repeated violation of the dress code is a Code of Conduct violation and may result in further disciplinary action up to and including after school detention or suspension.

a. **Dress Wednesdays**

Every Wednesday is "Dress Wednesday." Males are required to wear a navy blue sport jacket or blazer, dress shirt and tie; females are required to wear a skirt or dress slacks, blouse, and sport jacket/blazer. Dress shoes are required. See the middle or upper school chapter for more detailed requirements for Dress Wednesday.

Women in the upper school are required to wear the Dennis® uniform chosen especially for Wednesday wear: Plaid skirt, white blouse, blazer. The vest and tie are cold-weather options. The Dennis® charcoal slacks are the only option to the Dennis® skirt. No substitutions are allowed. Students out of dress code will be sent home.

Shoes should be black or grey and have a heel no higher than 2". Evening shoes, those with stiletto heels, extensive straps, glitter, rhinestones, or metallic sheen are not allowed. Casual shoes, such as mules, Birkenstocks® and Doc Martens® styles, and clogs are not allowed. No open-toed shoes or peep-toes are allowed.

IV. HOURS OF OPERATION

Sage Ridge School office hours of operation are 7:30 am to 4:30 pm. Summer and vacation hours are 9:00 a.m. to 4:00 p.m. During the School year, the campus formally closes at 5:00 pm.

A. **Students on Campus Before and After Hours of Operation**

Students should not arrive at school before 7:30 a.m. nor remain after 4:00 p.m. unless participating in a legitimate school sponsored activity. Students involved in school-sponsored activities are the responsibility of the activity sponsor until picked up by their parents. Students in grades 5-9 who are not involved with a school-sponsored activity, must join the supervised After School Study Hall until they are picked up by their parent or designate.

B. **After School Study Hall**

The After School Study Hall is required for students in grades 5-9 who remain on campus after 3:45pm and who are not involved in an organized after school activity. There is a daily \$10 fee for each study hall a student attends. Students must be picked up by 5:30 or a charge of \$1 per minute will be charged to the parent.

C. **Late Start**

Sage Ridge will generally follow Washoe County Schools' schedule on school closing and/or delayed starts. Changes to this guideline are communicated through the local media, emergency phone system and posted on the school's website.

D. **School Closing**

Sage Ridge School will observe Washoe County's decision to close schools due to current weather conditions, unless there is a compelling reason to do otherwise. Sage Ridge School's decision will be posted prior to 6:00 a.m. on its website, communicated through the emergency phone system, and called into the local radio and television stations (KTVN 2, KRN 4, KOLO 8).

V. ATTENDANCE

A. **General Procedures**

1. **Permission**

Attendance at school and in all classes is required and is viewed as the most basic of student responsibilities. Frequent absences, dismissals, or late arrivals can seriously affect the academic standing of a student. Any student with excessive absences, dismissals and/or late arrivals will necessitate a review by the appropriate Division Head.

Permission to miss school is rarely granted except in the case of family emergency, medical appointments, or illness. Although Sage Ridge School recognizes and appreciates the great value of certain activities that take place outside formal education, it believes that – except in unusual circumstances – school attendance

should take precedence over all other activities. Of course, parents are free to make any decision they wish regarding their child's attendance. The School, however, reserves the right to deal with absences in any way it considers appropriate. It should be understood; therefore, that absence(s) resulting from early or late vacations and/or family trips outside of the normal school vacation calendar will be considered unexcused.

Note: Attendance is determined each day at 8:05 a.m.

2. **Attendance at School on the Day of an Extra-Curricular Event**

In order to be eligible to participate in after school activities, students must be signed in by the end of morning break (10:45 a.m.) the day of the event. This same rule applies to events that occur on a weekend. That is, students who have Saturday and/or Sunday extra-curricular events must be signed in by 10:45 a.m. on Friday or they will not be permitted to participate in the weekend extra-curricular event.

3. **Signing In/Out**

Sage Ridge School operates a closed campus. Students leaving the campus during the school day for any reason must sign out with the school secretary. The student will be released only to their parent, guardian or to their designate, permission for which must be received in writing. Students arriving late for school and students returning to campus must sign in with the school secretary and obtain a "class admit" before returning to class. It is the student's responsibility to see that this procedure is followed. Failure to follow this procedure may result in disciplinary action.

A student missing school for dental or medical appointments must provide a written parental note to the school secretary and complete a "pink slip", which is a prearranged absence form, at least 24 hours in advance of the appointment. The student will be issued a "pass" to leave class at the appropriate time. The student must then follow the normal "sign in/sign out" policy listed above. Parents are strongly encouraged to arrange routine medical or dental appointments outside of normal school hours.

B. **Absences**

1. **Frequency**

Should a student's total number of absences exceed ten in a semester, the student's attendance and academic record will be reviewed by the appropriate division head. A conference with parents is usually necessary at this point.

2. **Excused**

Work missed due to an excused absence (i.e., illness, family emergency, school athletics, school trips) should be made up as soon as possible on a schedule that takes into account the nature and duration of the absence. Work assigned well before the absence, however, will not be given a further extension. For every day missed, the student normally receives an additional day to complete the work

3. **Illness**

Please call in student absences before 7:30 a.m. to the school's main voicemail (775-852-6222) after this time please notify the Divisional Assistant.

4. **Unexcused**

Absences for reasons other than those that are excused (see above) are considered to be unexcused. In these cases, students are required to obtain a pink "pre-arranged absence form" from the school secretary and obtain all academic work scheduled over the period of their absence. All work from their teachers is due the day the student returns to school. The only exception is work assigned without prior knowledge during the absence. This work receives the same grace period as for excused absences.

Note: School holidays are announced in the school calendar; family holidays that go beyond these days are considered unexcused absences.

5. **Late to School**

Students are expected to be on time to Town Meetings, Advisory meetings and to each class. Students who are late to Town Meetings or their Advisory meeting are considered "late to school" and should go immediately to the school office to "sign in" and obtain a "class admit slip" from the school secretary. A fourth recorded lateness in any given marking period will result in after school detention and parents will be notified. Continued lateness will result in a parent conference and may result in disciplinary action.

6. **Leaving a child with a Guardian**

If a child is to be left under the temporary care of a guardian, the school should be notified in writing as far in advance as possible and provided with the appropriate address and phone number.

VI. CAMPUS VISITORS

The Sage Ridge School campus is private property. Permission to visit the campus is limited to students, faculty, staff, and immediate family. All other visitors must be approved in advance and must register with the school secretary upon arrival and wear a Visitor's Badge for the time they are on campus. Moreover, any visitor to the campus must be accompanied at all times by either a sponsoring student or representative of the school. Visitors, including immediate family members, may not enter classrooms unattended anytime without permission of the appropriate Division Head and/or Headmaster.

A. **Former Students and Graduates on Campus**

Former students (non-graduates) are not permitted on campus at anytime without prior permission from either of the Middle or Upper School Division Head. Please note that SRS graduates (students who attended SRS through 12th grade) are welcome on campus at any time, although they are asked to procure a visitor pass at either the main office in the Webster Building or the divisional office in the Crossbow Building before moving around campus.

VII. HEALTH AND SAFETY

Sage Ridge School requires both written parental permission and written medical care provider's instruction in order for a student to receive medication within the school setting. This information is needed for both prescription and over-the-counter medications.

A. **Medical**

When a student requires prescription medication to be given at school or if he or she requires on-going use of an over-the-counter medication, the parent(s) must provide the following:

1. **Over The Counter Medication**

The School requires specific written permission that direct faculty and staff safe, appropriate use of specific over-the-counter medications for specific, mild conditions such as headaches, pain from minor injury or illness, or minor allergic symptoms. All students at SRS must have a parent-signed form on file that specifies which medications may be given.

2. **Prescription Medication**

- a. Written instructions from the student's medical care provider.
- b. The prescription label fulfills this requirement for prescription medicine but not for over-the-counter medicines.
- c. A completed parental permission form (available in the main office).
- d. Medicine must be in the original container with the prescription or manufacturer's label attached.
- e. Parents may not send medication in plastic bags or other improvised containers.
- f. Parents may not send medicine to school for their children to keep and take independently. For the protection of all students, adults must supervise medications. Exceptions can be arranged for students who require immediate access to asthma or anaphylaxis treatment medications.

3. **Immunizations**

All Sage Ridge students are required to have an up-to-date immunization records before the start of each school year.

4. **Annual Medical Exam**

Students are required to have an annual physical examination on file at SRS prior to the start of each school year. No student is permitted to attend class without an up-to-date medical exam on file. Beginning in SY 08/09 returning students in the following classes will be required to have on file a recent (no earlier than May 1) physical exam. This does not apply to new students who must all have a recent (new) physical on file. Although students in the remaining classes are not required to get a recent physical for that year, they are to have a physical from their previous year on file.

- 5th Grade
- 7th Grade
- 9th Grade
- 11th Grade

B. Safety Procedures

1. Drills

Sage Ridge School abides by all rules set by the State of Nevada, the Washoe County Sheriff's Department, and the Nevada Department of Forestry. SRS runs fire and lockdown drills on a regular basis and maintains records of all drills run throughout the year.

2. Evacuations

Sage Ridge School posts its evacuation plan in every room as well as in all bathrooms, lounges, and offices. In the event of an evacuation, all students, faculty, staff, and visitors will leave everything and walk silently out to the soccer field. Students will line up in their advisories, facing away from the school, silently. Once the 'all clear' is called students will return to classes.

C. Parking

1. Faculty and staff

- a. Webster Hall – south lot: east side.
- b. Crossbow Hall –west side

2. Visitors

- a. **Visitor parking** – Webster Hall: south parking area on west and east parking area on the north side.
- b. **Visitor parking** – Crossbow Hall: There is no visitor parking in front of Crossbow Hall.

Note: The area immediately in front of Webster Hall with the diagonal lines is a fire lane. There is no parking in this area except during car pool from 7:30 a.m.-8:15 a.m. and 3:00 p.m. – 3:45 p.m. Parents who park in this area during car pool may not leave their cars and must be ready to move them immediately should they be directed to do so.

D. Car Pool

In order to provide a safe, efficient, and orderly process for dropping off and picking up students, the first entrance from Crossbow Court to the school parking lots should be considered an exit only. This creates a "one way" system of traffic flow. Entry into this one-way system is at the far end of Crossbow Court (north end) and the Exit is at the south end (ArrowCreek Parkway side of the school). The one-way system has two lanes. The lane nearest the school buildings adjacent to the curb (west side) is painted red and is for drop-off/pick-up only. There is no long-term parking in this lane. Parents who want or need to park should pull into spaces marked "Visitors," directly opposite the Webster building. The lane furthest away from the curb (east side) is a through lane and is to be used to exit the car pool lane once students are dropped off, or picked up. When exiting the campus after dropping off students, or picking them up, drivers should drive no faster than 5 miles per hour and be careful to look for students crossing through car pool lanes. Parents may not drop off or pickup students in the "through" lane.

VIII. TECHNOLOGY

A. General Regulations

Each academic year a detailed laptop minimum specification is published. This specification is the minimum level for all new systems purchased just prior to, or in, the academic year. The minimum specification will be usable for a maximum of three academic years after which the student may need to purchase a new system.

The SRS Laptop Program offers the students a means to obtain the required laptop computer at a competitive price, which includes all the hardware, software, warranty, and support they will need. Being a part of the SRS Laptop Program has many benefits otherwise not available this includes free loaners, all hardware and software repairs, and a breakage warranty with no additional costs. Students may elect to purchase outside of the program, but will incur additional charges. Full details of the program can be found in the *Technology Information Packet*.

B. Authorized Equipment

Only those computer systems and related equipment provided by, or designated by the Director of Technology may be used on the Sage Ridge campus. No computers, software, or related equipment may be introduced onto the Sage Ridge campus without written permission from the Director of Technology.

C. Software

Only software designated and/or approved by the faculty/staff may be loaded onto a student's laptop computer. If a student wishes to load software other than what is designated for use at Sage Ridge School, written permission from the Director of Technology must be obtained before doing so. A detailed listing of all

authorized software is maintained on the school website and updated frequently. The School has the right to monitor any computers in use on the Sage Ridge campus and can, at their discretion, remove any unauthorized software with no further warning than this policy.

D. Responsibility for Damage or Misuse

Individual students and their parents are financially responsible for damage caused by a violation of any portion of this policy. If a student's computer is damaged or corrupted or a student damages or corrupts another computer, school or student owned, the family will be responsible for any costs involved in restoring the computer back to its original condition. The price for these services depends on the magnitude of the corruption and is considered outside of the SRS support program and will be billed at a rate of \$75.00/hr.

E. Acceptable Use Policy

Because the Internet contains an unregulated collection of resources, the school cannot guarantee the accuracy of the information or the appropriateness of any material that a student may encounter. The parent(s) shall agree not to hold the school responsible for materials acquired by the student on the system, for violations of copyright restrictions, users' mistakes, or negligence or any costs incurred by users. The SRSnet terms of use (see Appendix 5), and *Student Acceptable Use Policy Agreement* (see Appendix 6), will be distributed to students and are to be completed and returned by each student and his/her parent(s) at the beginning of each school year.

ACADEMIC POLICIES AND PROCEDURES

I. GRADES

A. Letter Grades

Students are assigned course grades at the end of each academic quarter based on the following system:

A+		(97 – 100%)
A	Excellent	(93 – 96)
A-		(90 – 92)
B+		(87 – 89)
B	Good	(83 – 86)
B-		(80 – 82)
C+		(77 – 79)
C	Satisfactory	(73 – 76)
C-		(70 – 72)
D+		(67 – 69)
D	Poor	(63 – 66)
D-		(60 – 62)
F+	No Credit	(56 – 59)
F	No Credit	(51 – 55)
F-	No Credit	(50 and below)

Note: 1) Some courses may be designated Pass/Fail by the Division Head. In the case of a course designated as Pass/Fail, "Pass" stands for any grade of 70 (C-) or above.

2) Grades of C- and below in cumulative courses are normally not sufficient to warrant progression to the next step in the sequence. Cumulative courses are those courses in math, language and certain courses in Science. English and History courses are NOT cumulative courses.

B. A Grade of Incomplete (Inc.)

The grade of "incomplete" is given in unusual cases only (i.e., for medical reasons or a family emergency). Students who feel they qualify for a grade of "incomplete" should first discuss their concerns with the teacher of the subject in question. If more than one subject is involved, the student should contact his/her advisor. Only the division heads may grant approval for a student to receive a grade of "incomplete". Approval is granted based on the recommendation of the student's advisor and GLTL (when appropriate) after a thorough review of the student's situation.

When permission for an incomplete grade is given, it is accompanied by a deadline indicating when the work must be completed. This deadline is set based upon the time allowed to make up work for excused absences. Work completed prior to the deadline is graded as though it were not late, whereas work not completed by the deadline will be handled according to the existing Late Work Policy.

C. Semester Exams

At Sage Ridge School, grades are assigned at the end of each semester; there is no single year-end grade. Only semester grades appear on student transcripts and only letter grades are used in determining the semester grade. Semester exams are two hours in length (except for 5th, 6th and 7th grades where no semester exams are taken) and are taken at the end of each semester. Exam dates are published early in the semester and parents are asked to be cognizant of these dates when planning family trips.

Early or late exams to accommodate vacation schedules are not given.

D. Academic Recognition

1. Headmaster's List and Honor Roll

One of the ways in which Sage Ridge recognizes and rewards academic achievement and effort is by publishing a list of those students who have fulfilled the criteria for either the Headmaster's List or Honor Roll at the end of each grading quarter. The criteria for these honors are as follows:

Headmaster's List: Students with no non-AP grade below an A- and no AP grade below a B+.

Honor Roll: Students with no non-AP grade below a B- and no AP grade below a C+.

E. Academic Reports

Formal grades are computed at the end of each marking quarter, or four times per year. Report cards are sent home with upper school students (middle school reports are mailed home) approximately one week following the end of the 1st and 3rd quarter. At the end of the 1st semester, grades are sent home at the end of the 1st week of classes in January. In June, all grades are mailed home at the end of the second week following the end of exams.

1. Mid-Quarter Progress Reports

Mid-Quarter Progress Reports are written in all four grading quarters for any student who is doing C work or below at the halfway point. These reports are mailed home approximately one week following the end of each mid-quarter. Progress Reports may also be used to highlight strong student performance.

2. First and Third Quarter Comments

All students receive written comments from each one of their teachers at the end of the first and third quarters regardless of their grades in the course. These written comments are sent home with report cards.

Note: At the end of the 2nd Quarter students receiving a grade of C or below will receive written comments. This is not true at the end of the 4th Quarter.

3. Weekly Reports

Certain students who are struggling academically receive "Weekly Reports." Weekly Reports are mailed or faxed to parents each week, and the Faculty Advisor discusses the results of the Weekly Reports with each student at the beginning of the week. Students receive these reports at the discretion of the appropriate Division Head.

F. Academic Warning

An Academic Warning, in the form of a letter from the student's Division Head, is sent to parents of students who have received two "D+'s" or below or one "F+" or below at the end of each quarter. Parents of students who receive an Academic Warning will be contacted by the appropriate Division Head to arrange a parent conference.

G. Academic Probation

1. If, after receiving an Academic Warning, a student receives two "D+'s" or below or one "F+" or below in another grading quarter/semester in the same year, the student is placed on Academic Probation. A letter is sent home by, and a meeting scheduled with, the appropriate Division Head.

2. A student who receives three "D+'s" or below and/or two "F+'s" or below in a grading quarter/semester is placed immediately on Academic Probation. A letter is sent home by, and a conference is scheduled with, the appropriate Division Head.

Specifically for a student who is on Academic Probation:

- a. A parent conference is scheduled with the student's Faculty Advisor and appropriate Division Head within one week after grades are sent home.
- b. Friday Weekly Reports are required from all teachers throughout the following quarter.
- c. In the quarter following the student's placement on Academic Probation, a second meeting takes place with the student, parents, Faculty Advisor and appropriate Division Head following the distribution of Mid-Quarter Progress Reports.
- d. A student on Academic Probation for two grading quarters in a school year may not be invited to return the following year. This decision is made by the Headmaster, based upon a recommendation by the appropriate Division Head.

II. ACADEMIC SUPPORT

A. Conferences and Communications

Parent-teacher conferences are encouraged as a means to discuss not only the academic progress of a child, but also to address questions or concerns of a more general nature.

B. Student Led Parent/Advisor Conferences

To help facilitate communication, there is a student led parent/advisor all-school conference day set aside at the end of the first (1st) marking period and two half days set aside at the end of the third (3rd) marking period. These dates are on the Master School Calendar. In addition to these dates, conferences with individual teachers may be arranged either by e-mailing the teacher, or by leaving a message on his/her voicemail. Conferences with more than one teacher should be scheduled through the Advisor in the same way. Finally, conferences with the Headmaster may be arranged by calling his Assistant in the main office.

C. Addressing a Concern

Sometimes parents are unsure about how to pursue a concern at school. In general, the first step should be to talk with whom they view as immediately responsible for their concern(s); that person might be a classroom teacher, GLTL, a coach, an advisor, etc. Most problems can be alleviated in this way, but should the problem persist, parents are encouraged to contact the appropriate Coordinator, GLTL or Division Head and thereafter, the Headmaster.

Specifically this means the following with regard to most classroom issues:

5th Grade

Teacher → Advisor → 5th GLTL → 5th/6th Coordinator → Middle School Head/Headmaster

6th Grade

Teacher → Advisor → 6th GLTL → 5th/6th Coordinator → Middle School Head/Headmaster

7th Grade

Teacher → Advisor → 7th GLTL → 7th/8th Coordinator → Middle School Head/Headmaster

8th Grade

Teacher → Advisor → 8th GLTL → 7th/8th Coordinator → Middle School Head/Headmaster

Upper School

Teacher → Upper School Head → Headmaster

Athletics

Coach → Athletic Director → Division Head → Headmaster

D. Extra Help

Students are encouraged to approach their teachers for extra help. Teachers are available during the academic day and after school between 3:15 pm – 3:45 pm on Monday through Thursday.

Note: Extra help takes precedence over all other activities.

E. Tutoring

Private tutoring is recommended only when the school's resources are insufficient to meet the student's need. Parents are asked to make tutoring arrangements only in collaboration with the teacher or the student's Advisor. Private tutors are expected to initiate and maintain contact with the teacher of the subject in which

the child is being tutored. Tutors are expected to guide the independent work of the student and to avoid editing or redoing the student's work.

III. ACADEMIC ENVIRONMENT

A. Study Hall

Study halls are scheduled each period throughout the day. Study halls are supervised by a faculty member and are governed by specific guidelines described in the respective divisional chapters of this handbook. The purpose of study hall is to allow students time and space in their day to complete homework, prepare for assessments and/or projects. It is the responsibility of the student to arrive to the study hall on time and prepared with the necessary materials. Student attendance in a study hall is of equal weight as a class. "Cutting" a study hall is treated equally with "cutting" a class.

B. Homework Policy

Out-of-class assignments are an integral part of the educational process at Sage Ridge. The school believes homework is important for academic success and for the development of self-discipline and good work habits.

Note: Students are given daily planners at the beginning of each year on Book Day. Planners are an important management and organizational tool by which students learn to properly prioritize and assign work.

1. Homework is reviewed and can be expected to be returned within five school days of its submission.
2. Assignments are posted on the SRS website by the close of school each Monday for the next two weeks.

Faculty are required to post homework assignments on the Sage Ridge website. Parents are reminded, however, that the websites are updated on a two-week basis and do not normally contain daily updates. Updates are communicated to the students daily in each class and students are required to log these in their daily planners.

3. Homework is expected to be submitted on time and to be properly prepared. Untidy or unsatisfactory homework may be required to be done again and penalties may apply to homework handed in late.
4. Weekends, holidays, and vacations, regardless of length, are treated as a single weekday. Homework may be assigned each day of the school week, Monday through Friday, even if a particular class does not meet on all five weekdays. Students may expect to receive, on average, the following amount of homework (on average) per subject on any given weekday:
 - 5th grade - Maximum of one hour of homework per night.
 - 6th grade –15 minutes of homework per subject, per night. Teachers will assign homework on four of the five nights of the week with the "off night" on a night of the teacher's choice.
 - 7th grade - 20 minutes of homework per subject, per night. Teachers will assign homework on four of the five nights of the week with the "off night" on a night of the teacher's choice. Exception: Students may receive five nights of English homework.
 - 8th grade - Students can expect 25 minutes of homework per subject, per night. Teachers will assign homework on four of the five nights of the week with the "off night" on a night of the teacher's choice. Exception: Students may receive five nights of English homework.
 - Freshmen – College Preparatory = 30 minutes, Honors = 40 minutes (per course)
 - Sophomores – College Preparatory = 35 minutes, Honors = 45 minutes (per course)
 - Juniors/Seniors – College Preparatory = 40 minutes, Honors = 50 minutes (per course)
 - AP courses at any grade level = 60 minutes.
 - Electives = 30 minutes

C. **Edline**

Edline is a courtesy provided by Sage Ridge School to help our students learn to manage both their time and their grades. Teachers post homework two weeks in advance and upload grades according to a schedule published in the Headmaster’s September letter. Parents and students both are reminded that Edline provides only a snapshot and any questions should be addressed immediately to teachers and, if necessary, to advisors. For grades, the final point of reference is the teacher’s grade book. For homework, the final point of reference is the homework site posted in the teacher’s classroom (generally on the right-hand side of the whiteboards).

D. **Test Calendar/Tuesday Notes**

A monthly test calendar is maintained on the school network. Teachers schedule tests and major papers as appropriate and indicate these on the test calendar. The schedule is emailed to parents each week via Tuesday Notes. No student is required to take more than two tests or have more than two major papers due on any given day. Students who find they have three or more tests on a particular day should inform the appropriate Division Head prior to the start of class the day before the tests are scheduled. In addition, teachers are required to provide at least one-week’s notice for all major tests.

Note: Quizzes and in-class papers are not included on the test calendar. A quiz is defined as anything that takes less than ½ a class period to complete and requires only one homework “session” to study.

E. **Research Papers**

Research through the curriculum from grades 6 through 12 is an essential part of the education of Sage Ridge students. Below is the research schedule for grades 6 through 12.

Course	Quarter	Length
5th Grade Family Research Project Science Fair	2 nd Qtr. 4 th Qtr.	1-2 pages, multi-media
6th Grade Integrated: History, English, Science	4 th Qtr.	2 ½ pages
7th Grade Intro. to Ancient and Medieval History	3 rd Qtr.	3-4 pages
8th Grade, College Prep. & Honors Introduction to American Literature	3 rd Qtr.	5 pages
9th Grade Ancient and Medieval History	2 nd Qtr.	6-8 pages
10th Grade Modern European History	3 rd Qtr.	10 pages
11th Grade American Literature	4 th Qtr.	12 pages
12th Grade Senior Essay	Full Year	20+ pages

F. **Summer Reading**

During the summer recess, all students are required to read works in both English and History (except in the 5th and 6th grades where only one work is assigned). All books are assigned and the titles made available to students and parents by June 1.

A small summer reading pamphlet exists and is available in the office and online. It lists all summer reading in grades 5-12. There is also an accompanying set of guidelines, which provides directions for preparing students to write in response to the text(s) papers that are due the first week of school.

G. **Field Trips**

Field trips are a natural extension of the Sage Ridge School academic program. Field trips take place during normal school hours (8:05 am – 3:15 pm). All trips must be approved by the respective Division Head. Parents sign a field trip form in the beginning of the school year that covers all field trips, that occur during the academic day (8:05 am – 3:15 pm). Parents are notified in advance, however, regarding the date and nature of all field trips.

H. **Outdoor Education**

The outdoor educational program at Sage Ridge School provides educational opportunities for students in environments that extend beyond the formal classroom. All trips balance academics with teambuilding and

personal growth while introducing age-appropriate challenge to students in a safe and supportive experience. Trips include some aspect of adventure and will involve some component of appropriate physical challenge.

The program is the responsibility of the Outdoor Education Coordinator who works directly with the various grade level trip leaders to develop implement and organize each program. Parents are provided with trip information well in advance, with the cost being built into the student activity fee. Individual trip permission forms are required.

Parents and students are reminded that School policies, rules, and guidelines apply while in attendance on these trips. Students who do not follow school policies, are disruptive and/or fail to follow the reasonable directions of the adults in charge will be removed from the trip at the parents' expense. This may mean that parents will be required to travel to the site and pick up their child.

Trips for the 2010/2011 year are as follows:

5th Grade	Lake Tahoe (Great Basin Outdoor School, Camp Galilee)
6th Grade	Golden Gate NRA (Marin Headlands Institute)
7th Grade	Point Reyes NP (Naturalists at Large)
8th Grade	Yosemite NP (Naturalists at Large)
9th Grade	Sonora Pass (Naturalists at Large)
10th Grade	Pinnacles National Monument (Naturalists at Large)
11th Grade	Pt. Reyes National Seashore (SeaTrek)
12th Grade	Oregon Shakespeare Festival

I. Community Service

Individual grade levels have both collective and individual responsibilities with regard to community service. Community Service is organized by the Community Service Coordinators and the appropriate Division Head. See the middle and upper school chapters for a detailed description of the program.

IV. FACULTY ADVISORS

- A. Full-time faculty members are assigned a group of six - eight advisees. Advisors may have some, but not necessarily all of their advisees in class.
- B. The strength of any faculty advisor program lies in the “connections” developed between the teacher and the individual students in his/her advisee group. The advisor assumes the responsibility for the academic, as well as the pastoral care of each student. This includes, but is not limited to:
 - 1. Taking careful attendance each morning and submitting the attendance figures to the school secretary before regular classes begin.
 - 2. Meeting each student individually once each every two weeks, or whenever the need arises, and particularly when academic reports are available.
 - 3. Soliciting comments from faculty, as appropriate, regarding student progress.
 - 4. Distributing and collecting journals after each writing session. Journal assignments are a regular part of the advisor program throughout the school year.
 - 5. Referring major needs and concerns to the appropriate individual, whether it be other teachers, the SAC, GLTLs, Coordinators, GLTLs or Division Heads.
 - 6. Contacting parents once each grading quarter, regardless of student progress and/or performance.
 - 7. Assisting in orienting students about Sage Ridge School (vision, philosophy, honor code, rules, and consequences, academic and extra-curricular programs.)
 - 8. Accompanying students and taking attendance at meetings and fire drills.
 - 9. Checking each advisee for compliance to the SRS uniform.

V. EXTRA-CURRICULAR POLICIES AND PROCEDURES

Mission Statement

Extra-curricular activities at Sage Ridge School are an important part of the school's overall educational program. Students are expected to meet obligations, honor commitments, fulfill responsibilities, and respect the rights, uniqueness, and individuality of others. Sage Ridge School believes that through proper instruction, the exercise of individual responsibility and hard work, sound organization, and excellent leadership, all students can become well-rounded individuals who understand the importance of team work.

A. Program Organization

Extra-curricular activities are primarily represented by two programs: Athletics and Performing Arts.

B. Program Goals

The goal of the program is the constant pursuit of excellence, both individually and collectively. The values of integrity, respect, commitment, and tenacity are stressed at all times in order to reinforce these goals. In addition, particular attention is paid to the:

1. development and enhancement of skills and technique
2. teaching of respect for necessary and responsible authority
3. tenacious pursuit of group as well as individual excellence
4. inculcating a positive attitude not only in the participants, but within the community as a whole
5. development of a strong work ethic
6. development of positive self image
7. development of emotional control under the stressful conditions encountered in performance and competition

C. Extra-Curricular Eligibility

The academic criteria for eligibility for extracurricular commitments (sports, drama, etc.) are based on a student's letter grades in the quarter previous to and during the time-period of the activity.

The established assessment points of the academic year are used to determine eligibility from one point in time to another – mid-quarter and quarter. For example, if the student wishes to join a team or cast, he or she must not only meet the academic requirements in the previous quarter, but also the current quarter of the activity.

Note: 4th quarter grades affect initial fall sport/drama eligibility.

1. Guidelines

Any student who earns two or more D+s or below or any F+ or below will be removed from the activity until the next assessment point (mid-quarter and quarter) unless the student appeals his/her removal and the appeal is granted. Until such appeal is granted, the student may not play or practice.

2. Incomplete Grade

Students who receive a grade of "incomplete" and do not meet the contracted deadline will be removed from the activity until the next assessment point.

3. Reporting of Student Status and Appeals Process

Within 24 hours from the posting of grades at an assessment point, the Registrar will provide the names of students earning grades below C- to the appropriate Division Head, who will inform the student and the student's parents. Within 48 hours of notification, the student may appeal the decision to the Eligibility Appeals Council. The EAC will review appeals on a case-by-case basis and may reinstate eligibility at their discretion and is composed of the following members:

4. Eligibility Appeals Council

Athletic/Theatre/Choral Director
The Appealing Student's Advisor
Division Head (Chair)

This policy applies to all Sage Ridge School students in both divisions except those coming from outside institutions and all students entering the ninth grade.

5. **Attendance at School on the Day of an Extra-Curricular Event**

In order to be eligible to participate in after school activities, students must be signed in by the end of morning break (10:45 a.m.) the day of the event. This same rule applies to events that occur on a weekend. That is, students who have Saturday and/or Sunday extra-curricular events must be signed in by 10:45 a.m. on Friday or they will not be permitted to participate in the weekend extra-curricular event.

MIDDLE SCHOOL

Mission Statement

The Sage Ridge Middle School provides a challenging academic program in a nurturing environment dedicated to the needs of middle school students. Guided by the Value Pillars, Honor Code and Code of Conduct, Middle School students participate in a rigorous curriculum and inclusive arts and physical education programs to prepare them for success in the Upper School and, ultimately, in a diverse and complex world.

Middle School Values Pillars

Developed by the students and approved by middle school administration, these five precepts help encourage learners, citizens and people. These precepts support and enhance the Sage Ridge School Value Pillars and support middle school students in their quest to become better.

Spirit

Responsibility

Imagination

Effort

Character

I. The Academic Program

A. Academic Progress

In order to progress from one grade to the next, students are required to maintain good academic progress. In general, good academic progress means passing all academic subjects with no more than two grades below a C in the second semester. Students who receive two D's or a failing grade in foreign language, math, history, English or science are generally not promoted to the next grade.

B. Upper School courses completed in Middle School

Students in good standing are promoted to the next step in a subject area sequence as they move from 8th to 9th grade. The grade for the Middle School course is not computed into the Upper School GPA. If the student does not take the next step in the sequence, when moving from Middle to Upper School, the initial course is not recorded on the transcript and the student begins the sequence again upon entering 9th grade.

C. Promotion to 9th Grade

8th grade students who fail an academic core (i.e. English, history, science) in a non-cumulative subject may not participate in promotion exercises and generally will not be promoted to the 9th grade (Sage Ridge). Furthermore, students who consistently demonstrate weak academic performance (two Ds or worse) throughout their 8th grade year will generally not be eligible for promotion to the 9th grade (Sage Ridge).

D. Math and Language Courses

All math and language courses at Sage Ridge School qualify as cumulative courses. Students who wish to progress to the next step in language and/or math (i.e., Spanish IA to Spanish IB, Pre-Algebra to Algebra I, etc.) must earn a minimum second semester grade of C. Any student with a grade of C- or below in a cumulative course will generally be required to repeat the course or complete extra work before being allowed to enroll in the next level. Exception: Students who are accelerated in mathematics and are enrolled in Algebra II or above will be required to earn a B- or better to progress to the next mathematics level in the Upper School.

E. Student Course Load

Middle School students are required to take a minimum of seven courses each semester throughout their career at Sage Ridge. Exceptions to this rule may be those students who are accelerated in mathematics and/or language whose schedule prevents a complete class load.

F. Student Led Conferences

In a cooperative effort between student and advisee, "Student Self-Evaluation" is required for each middle school student in Fall and Spring. We encourage students – many of them superior students – to become self-reflective; i.e. to know and understand how they work best. Our student-led conferences are not about grades, *per se*, but about helping all of our students consider what helps and hinders them in their academic endeavors and to articulate those qualities to their parents and their teachers, as well as to themselves.

G. Academic Scheduling and Placement Process

In March of each year, the scheduling process for the following year begins. In grades 8-11, students are asked to submit course requests for the next school year. In grades 8-11, advisors and coordinators are primarily

responsible for the placement of students into the next year's courses. Final decisions regarding courses are made in late May/early June and notification is mailed to students with their end-of-year grades.

Students in grades 5, 6 and 7 have their academic performance reviewed by the grade level teams, which makes recommendations based on current academic performance, work ethic, and standardized test scores. Parent meetings are held for any student recommended to repeat a subject, or to accelerate in mathematics or foreign language or to be placed in an honors level English class.

It should be noted that placement in a course level in mathematics and/or foreign language is based on ability and performance and not the grade level of the student. In addition, honors level courses are available in English in the 7th and 8th grades. For students to be placed into an honors course or to be accelerated in math/language, they must have a minimum grade of A- in the course preceding the one they wish to enter. In addition, they must have demonstrated an acceptable work ethic for that level. Teacher recommendations and a placement test are also considered in the placement process.

Some courses may include students from more than one grade. A student accelerated in math or foreign language may expect increased amounts of homework depending on the level of the course and an exam.

The following courses are assigned to a specific grade level and subject to the homework and exam policies dictated at that grade level:

Pre-Algebra – 5 th & 6 th grade	Level I Language – 8 th grade
Algebra I – 7 th - 9 th grade	Level II Language – 9 th grade
Algebra II – 9 th grade	Level III Language – 10 th grade

H. **Extra Credit**

Generally speaking extra credit is not an option at Sage Ridge. The process for evaluating work is clearly defined by each teacher at the beginning of the year and dictates how a student's grade is achieved in each course. In order to avoid grade inflation, no teacher is allowed to assign work to certain students to give them the chance to improve their grades or 'make up' for less than diligent work on prior assignments.

I. **Mini-Session**

The mini-session program is required of all middle school students and occurs during two weeks in January using a distinct daily schedule. Regular academic classes do not meet nor do teachers assign homework for year-long regular classes. Students are enrolled in four unique classes taught by SRS faculty. Students choose their courses based on their preferences with guidance from their advisor. The mini-session is a valuable experience because:

1. students get to learn from faculty from whom they may not normally have class
2. students are given a list of electives from which they may choose based upon interest
3. students have the opportunity to hone learning skills in a new and dynamic environment
4. students get to see teachers excited about teaching a course in which they have an outside interest
5. it allows teachers the opportunity to share an interest they have with students in an academic setting

Examples of Past Middle School Mini-Session Courses:

Global Issues
Public Speaking
Running for Public Office
How Things Work
Hey, Throw a Roll: Manners and Etiquette
Dragons in Myth and Legend
The Brain and How We Learn
Detective Fiction: Holmes, Poirot, and other Oddball Detectives
Challenges and Choices
Be a Poet: Creative Writing in Poetry
Introductory Laboratory Chemistry
Introduction to Digital Photography
Constellations of Movie Genres: The Crime Film
Creative Computing with Microsoft Word
The Nature of Science-Fiction
Myths and Legends of Pre-Colombian Culture
Art as Culture

Roots of Rock
Civics
My Hero: Chautauqua

J. The Arts

Theatre, Visual Art, and Music are offered as semester courses on a rotating basis throughout the four years of middle school. Students have arts class everyday of the week. Beginning in 08/09, instrumental music will be integrated into the middle school music classes. The semester rotation is as follows:

Grade	1 st Semester	2 nd Semester
5	Music	Theatre
6	Music	Visual Art
7	Theatre	Music
8	Visual Art	Theatre

II. Physical Education and Athletics

SRS considers physical activity crucial to the proper growth and development of its students. For that reason it requires both physical education during the school day and one season of either athletics or theater participation for each student in each of the 7th and 8th grade years. In grades 5 and 6, all students are required to take physical education and participate in an intramural program organized by the faculty. 5th and 6th grade students may participate in interscholastic sports if they wish.

The School recognizes, however, that because of the frequency and length of some programs, both internal and external, and especially in the 7th and 8th grades, accommodations to this policy may be appropriate in certain cases for a limited amount of time. Therefore, the following guidelines apply:

- Students in SRS sponsored athletics are not excused from physical education. M/S athletic teams generally meet three times per week.
- A note from a medical doctor is required should the student be required to miss more than three consecutive physical education classes in a row.
- Students participating in external athletics activity who meet the conditions mentioned below may be excused from physical education for the duration of one quarter only. Which quarter this is must be stated at the beginning of the school year.
- Application must be made in writing to the Director of Athletics prior to October 1 of the year in which the student is requesting the exemption.
- Students must be involved at least 90 minutes a day Monday through Friday in athletics. This must be documented on the appropriate form with the signature of the supervisor of the activity.
- Students who miss class time for the reasons (i.e. game/competition travel) in (b) will receive one day to make up work for each day missed up to a maximum of three days. This policy applies to all middle school students participating in any form of after school athletics.

III. Academic Environment and Policies

A. Study Hall

1. Students are scheduled into supervised study halls on Tuesday through Thursday. .
2. Study Hall periods are scheduled three to four times per week and are dedicated time and space for students to quietly complete homework, write, read, or review for quizzes tests.
3. Faculty supervises study hall.
4. Students may leave to seek extra help from another teacher elsewhere at the discretion of the study hall proctor.
5. All students can expect study hall to be quiet and free from distractions.

B. Research

1. Coursework

Students receive increasing levels of instruction in proper and legitimate research methods through grades 5-8 following Modern Language Association (MLA) format and guidelines. Research papers, presentations and other assignments are imbedded within the school year in English, history, and science.

2. Culminating Projects and Presentations

In place of formal semester examinations in grades 5-7, students conduct research projects that allow them to research, synthesize, and apply what they have learned. These projects are weighted 10% of a student's semester grade.

C. Homework

1. Edline

Edline is a courtesy provided by Sage Ridge School to help our students learn to manage both their time and their grades. Teachers post homework two weeks in advance and upload grades according to a schedule published in the Headmaster's September letter. Parents and students both are reminded that Edline provides only a snapshot, and any questions should be addressed immediately to teachers and, if necessary, to advisors. For grades, the final point of reference is the teacher's grade book. For homework, the final point of reference is the homework site posted in the teacher's classroom (generally on the right-hand side of the whiteboards).

2. Expectations

All homework expectations are considered for the average student. Students should have a clean, well-lit consistent location free from distractions, i.e. television, music, other conversations, in the home to complete homework. It may take more or less time depending on the individual abilities and study habits of a student. Homework assigned today is due the next time the class meets, unless otherwise noted.

3. Daily homework expectations are as follows:

- a. 5th grade - Students can expect a maximum of one hour of homework per night.
- b. 6th grade – Students can expect 15 minutes of homework per subject, per night. Teachers will assign homework on four of the five nights of the week with the “off night” on a night of the teacher's choice.
- c. 7th grade - Students can expect 20 minutes of homework per subject, per night. Teachers will assign homework on four of the five nights of the week with the “off night” on a night of the teacher's choice.
- d. 8th grade - Students can expect 25 minutes of homework per subject, per night. Teachers will assign homework on four of the five nights of the week with the “off night” on a night of the teacher's choice.

4. Late Work Policy

Student work, which is submitted after the due date, is subject to the following policy and at the discretion of the teacher:

- a. One day late: Student may only receive 80% of the possible points of the assignment.
- b. Two days late: Student may only receive 60% of the possible points of the assignment.
- c. Three days late: Student may only receive 40% of the possible points of the assignment. The parent/guardian is informed via email or phone call.
- d. After three days: A zero is entered into the student's grade book.

D. Standardized Testing

We employ two tests published by Educational Records Bureau (ERB) for Grades 5-10.

1. **Comprehensive Testing Program 4 (CTP4)** is a norm-referenced, standardized battery of tests taken over the course of two days in April.
2. **Writing Assessment Program (WrAP)** is a test that requires students to respond to a standard prompt over the course of two consecutive class periods in March. Student's writing sample is sent to ERB for assessment according to a standard set of writing criteria.
3. **Results** of both tests are sent home with the final grades in June.

IV. The Extra-Curricular Activities and Co-Curricular Program

Students in 7th and 8th grade are required to participate in at least one athletic season or one theatre production each of these two years in the middle school.

A. Clubs

Participation in clubs is required of all middle school students. Clubs provide students opportunities to explore interests and talents and to develop skills in leadership, cooperation, responsibility, and self-discipline. Club offerings range from subject area clubs and student publications to numerous special interest clubs with exciting and rewarding enrichment opportunities. Each club has a faculty sponsor who is responsible for supervising the club and keeping attendance. Clubs are inclusive and only the Middle School Head, with the recommendation of the faculty advisor, may remove a student from a club.

The following list is a representation of the clubs. Club offerings are determined by the division head and usually are based on facility space, resources, student and teacher interest.

Dance	Junior Classical League
Poetry	Yearbook
Arts and Crafts	Yoga
Theatre	Chess
Lacrosse	Board Games
Jewelry Making	Science
Model Building	Cycling
Fly Tying	

B. Class Meetings

Students at each grade level meet approximately once per month to conduct a Class Meeting. Faculty monitor and supervise the meeting. The meetings are described as follows:

1. Students decide most of the topics, instead of discussing teacher-generated topics.
2. The purpose of the meeting is to identify problems and design solutions as a group.
3. The total class is involved, instead of a selective few who are chosen to learn certain skills, such as conflict management.
4. There is a specified format that creates the kind of order that allows more freedom for everyone involved.
5. It is a process that teaches children the valuable life skills they need to become happy, contributing members of their community and eventually society.

C. Student Issues Forum

The purpose of the Student Issues Forum is to provide a safe and nurturing environment that will allow our students to openly discuss the social issues they face during this time in their lives. The topics for this forum have been selected and designed based on the needs of the middle school from both student and faculty input. Progression from one topic to the next is determined by the facilitator and the needs of the group. Students are divided by grade-level and gender for these meetings. This meeting occurs approximately once per month.

1. Healthy Communication
2. Making Good Decisions
3. Self-Esteem
4. Managing Stress
5. Body Image
6. Bullying & Teasing
7. Cliques & Fitting In
8. Friendship

D. Student Organizations

1. Middle School Student Government 2010/2011

President	Lauren Becker
Vice-President	Grace Lowden
Secretary	Courtney Leonard
Treasurer	Persiana Saffari
8 th grade representatives	Rebecka Bethel, Madison Lewis, Sergio Lopez
7 th grade representatives	Amanda Gallop, Hannah Spector
6 th grade representatives	Jack Cook, Stuart Hayes
5 th grade representatives	TBD - 5 th grade representatives are elected in September.
Faculty Advisor	Ms. Blair Bailey

2. Middle School Honor Council 2010/2011

Chair	Lauren Becker
Vice Chair	Aidan Craddock
8 th grade representatives	Courtney Leonard, Persiana Saffari, Michael Montella
7 th grade representatives	Amanda Bak, Ethan Olesinski
6 th grade representatives	Melissa Bak, Justin Dhindsa
5 th grade representatives	TBD - <i>5th grade representatives are elected in September.</i>
Faculty Advisor	Mrs. Jennifer Kuehn

3. Community Service

Service to others and the environment is practiced throughout the year by our students in four all-school community service projects. However, each grade level has established a perennial community service focus. Activities and programs manifesting each focus are determined by the grade level leaders and teachers.

Grade	Service Focus	Sample Activities
5 & 6 grades	Environmental Stewardship	Campus Recycling Program Truckee River Clean Up Trail/Park Maintenance
7 & 8 grades	Service to Others	Bernice Matthews Elementary Campus visits, games, and cultural events, reading, seasonal activities

V. Teaching Self-Discipline in the Middle School

Teaching middle school students proper habits of self-discipline is the ultimate goal and purpose of SRS’s discipline system. Regardless, when a student commits a breach of established policy, there are generally two formal responses used. First, a student’s breach of the Code of Conduct is usually referred to the Middle School Discipline Committee consisting of the Middle School Head, the student’s advisor, and the appropriate Coordinator or Grade Level Team Leader. Second, a breach of the Honor Code is generally presented to the Middle School Honor Council consisting of student representatives and the Faculty Advisor who review the case and make a recommendation to the Middle School Head. Disciplinary responses include but are not limited to verbal and/or written warning, detention (either Wednesday or Saturday), reflection period, responsibility for a project or service, suspension (both in-house and at home) and/or expulsion. The School employs the following venues to teach social skills and self-discipline:

- Advisory Group Meetings: three times per week
- Class Meetings: two 40 minute sessions per month
- Student Issues Forum (SIF): generally once a month
- Individual Advisor-Student Meetings: twice per month
- Town Meetings: twice per week
- Middle School Value Pillars, Honor Code and Code of Conduct

VI. Recognition and Awards

One of the ways in which Sage Ridge School recognizes and rewards academic achievement and effort is by publishing a list of those students who have fulfilled the criteria for the Headmaster’s List, Honor Roll or Effort Honor Roll at the end of each grading quarter. Soon after the conclusion of each grading quarter, the Middle School Head determines which students meet the criteria for academic recognition by a review of each student’s quarter grades. Effort grades are determined based on a standard rubric completed by each of the student’s teachers.

A. Headmaster’s List

For a student to be included on the Headmaster’s List a student must earn in a quarter no grade below an A-.

B. Honor Roll

Students with no grade below a B- will be included on the Honor Roll.

C. Annual Middle School Awards

The following awards are presented at the 8th Grade Promotion Ceremony (see master calendar) at the end of the year:

- Trustee Award (awarded to 8th Grade students only)
- Most Improved Student Award (awarded to one student in each of the four grades)
- Citizenship Award (awarded to one student in each of the four grades)
- Outstanding Student Award (awarded to one student in each of the four grades)
- Outstanding Student-Athlete Award (awarded to one boy and one girl in the middle school)
- Outstanding Theatre Student Award (awarded to one student in the middle school)

VII. Dress Code

Students are required to follow the appearance requirements detailed in the all-school section. Middle School “Dress Wednesday” differs from Upper School: Males are required to wear a navy blue sport jacket, solid blue or white dress shirt and tie; females are required to wear a skirt or dress slacks, blouse, and navy blue sport jacket. Dress shoes are required.

VIII. Student Support

A. Academic

1. Extra help is available for middle school students as needed. However, students identified as needing extra help may be required to meet with teachers. This usually means parents are given 24 hours prior notice if the meeting is held after school.
2. Students assigned an extra help session by a teacher/administrator are to consider the session to be required not optional.
3. Tutoring for Middle School students with qualified Upper School students may be arranged with the approval of the Middle School Head.

B. Social

1. A student’s advisor is the primary adult advocate on campus.
2. The advisory program, with the leadership of the Coordinators and Middle School Head, is designed to meet the social and emotional needs of each middle school student.
3. Advisory meetings occur three times a week.
4. In the case where a student’s needs exceed the SRS support system, parents/guardians are contacted and informed. Outside professional referrals are available from the Middle School Head.

C. Parent

Periodic parent education seminars are scheduled throughout the school year, usually on a quarterly basis enlisting the community professionals best qualified to offer information, guidance and resources for parents who seek a better understanding of the middle school-aged child. Furthermore Parent Mentors have been established in each of the Middle School grades to support new families.

UPPER SCHOOL

Mission Statement

Sage Ridge Upper School encourages the development of academic, artistic, athletic, and ethical endeavors of each of its students through daily interactions with its exceptional faculty and staff. Our classes and seminars provide students with opportunities for leadership and for community building. Ultimately, through the upper school program, upper school students come to understand themselves as a part of a larger intellectual and ethical world, where educated choices matter.

Portrait of a Graduate

Students leave Sage Ridge School with a firm understanding of and a commitment to:

- Academic integrity and excellence
- Personal and institutional ethics
- Intellectual, artistic, and athletic courage and stamina
- Self-awareness, leadership, and compassion
- The importance of community, community service, and the role and place of the individual
- Respect for all persons and their diverse experiences

I. THE ACADEMIC PROGRAM

A. Requirements

1. Graduation Requirements

Students must earn a minimum of 24.0 credits (including mini-sessions, the senior essay, and the senior internship) in the upper school, and achieve a grade point average (GPA) of 2.00 on a four-point scale in order to be eligible for a Sage Ridge School diploma.

- a. **Course Load Requirement:** Upper school students are required to take a minimum of five courses each semester throughout their careers at Sage Ridge School. Students are reminded, however, that at a minimum, two of the four years require a six-course load during both semesters in order to meet the minimum credit requirement for graduation.

2. Sage Ridge School Diplomas

a. College Preparatory Diploma

English	4 ½ credits (American and British Literature required; public speaking required)
History	4 credits (United States history and senior seminar required)
Science	3 credits (biology, chemistry, and physics required)
Mathematics	3 credits (3 levels of upper school math, or through AP required)
Foreign Language	3 credits (3 levels in one upper school language, through level III or AP required)
Arts	1 ½ credits (history of art & history of theater/music required)
Electives	3 Credits
Community Service	45 hours required in the Upper School (15 hours per year) in grades 10-12. (7 hours may be completed in the summer from July 1 of the summer preceding the grade level in question.)
Senior Essay	½ credit, passing grade required (C- or better required for class of 2012)
Senior Internship	½ credit, minimum “low pass” required
Mini-session	¼ credit each year required (2 classes at 1/8 th credit each)
Athletics	6 seasons (out of 12) required, one season on campus in the 9 th -grade year; participation in theater & chorus accepted
Clubs	7 semesters (out of 8) required, two semesters in the 9 th -grade year.
Computer Literacy	Approval of technology director required
Outdoor Education	4 weeks of SRS Outdoor Education required, one week each year grades 9 th -12 th

b. Honors Diploma

- Successful completion of the Sage Ridge College Preparatory Diploma
- Successful completion of 24.5 credits, including mini-sessions
- An un-weighted GPA of 3.20
- No semester grade of D or F in the 11th or 12th grades
- 35 hours of community service in each of the 11th and 12th grades
- Completion of two AP courses with no semester grade lower than a B-

- Successful completion of four levels (or AP level) of math in the Upper School
 - Active participation in Sage Ridge’s drama, music, and/or athletic programs in each of the 11th and 12th grades
 - A grade of not less than B- on the senior essay
 - A grade of not less than ‘pass’ on the senior internship
- c. **High Honors Diploma**
- Successful completion of the Sage Ridge College Preparatory Diploma
 - Successful completion of 25.5 credits, including mini-sessions
 - An un-weighted GPA of 3.50
 - No semester grade of D or F in the 11th or 12th grades
 - 50 hours of community service in each of the 11th and 12th grades
 - Completion of four AP courses with no semester grade lower than a B-
 - Successful completion of four levels (or AP level) of math in the Upper School
 - Successful completion of four levels (or AP level) of foreign language
 - Active participation in Sage Ridge’s drama, music, and/or athletic programs in each of the 11th and 12th grades
 - A grade of not less than B+ on the senior essay
 - A grade of not less than ‘high pass’ on the senior internship
 - Completion of at least one AP course from either history or English
 - Completion of at least one AP course from either science or math

3. **Mini-session**

Mini-session courses, conducted over a two–week period between the first and second semesters, enrich the students’ academic experience and enhance the core curriculum. Students take two courses, one three-hour class in the morning and one three-hour class in the afternoon. Courses are graded and computed into the students’ GPAs at 1/8th of a credit. Students and parents are reminded that each session is 3 hours long; to miss one day is to miss 10% of each of the two required courses.

Mini-session courses from past years are listed below:

- | | |
|---|--------------------------------------|
| 1 st Amendment Rights | South American Culture |
| An Exploration in Photography | Statistics |
| Apoptosis: Programmed Cell Suicide | Symbolic Logic |
| Art in Public Spaces | The Medium is the Message |
| Ask Alice: A Wonderland Guide | The Spanish Conquest |
| Bible as Literature | Web Design |
| Calculus: History and Application | Western Dance History and Aesthetics |
| Chile: A Nation Divided | World Mythology |
| Clay as Art | |
| Constitutional Law | |
| Contemporary Environmental Issues | |
| Creative Writing | |
| Digital Video Processing | |
| Economics | |
| Feminist Theory and Film | |
| Foreign Affairs and Model UN | |
| Forensics | |
| Fundamentals of Debate | |
| History of the 60’s | |
| Introduction to Homeric Greek | |
| Introduction to Philosophy | |
| Investing 101 | |
| Jane Austen and Regency England | |
| Latin American Culture and Dance | |
| Mathematica | |
| Modern Physics in Philosophy | |
| Novels of Jane Austen | |
| Poetry Forms in Anglo/American Traditions | |
| Poisons: An Introduction to Pharmacology and Toxicology | |
| Shakespeare in Production | |

1. Arts and Athletics

- a. Students are required to take 1 ½ credits in the arts *curriculum* during the academic day. Students take Choral Music in the 9th grade and art history in the 10th grade, and must choose between music history and theatre history towards completing their arts requirements in subsequent years. Additional arts electives are offered in the 1st and 2nd semesters and may include courses in directing, ceramics, madrigal choir, and others. Upper school students are not required to take a PE class; they are, however, required to participate in the arts/athletics extracurricular program. (See below) Note regarding athletic travel: The School Assumes the responsibility for all athletic travel with the exception of post season play outside of a driving radius of two hours. Lodging and food are also the responsibility of the parents during the post season.

6. Outdoor Education

The Outdoor Education program is an integral part of the college preparatory experience at Sage Ridge and is required of all students. In any single year, students who miss Outdoor Education are required to complete three hours/day of community service in addition to the fifteen hours required for graduation. Ninth graders, who have no required hours and who miss Outdoor Education, will be required to complete, therefore, 15 hours. The community service requirement applies to both excused and unexcused absence from Outdoor Education.

7. Extra-Curricular Activities

a. The Performing Arts and Athletics

- b. Six seasons out of twelve in *extra-curricular* arts and/or athletics are required for the college preparatory diploma. One of these seasons must be taken on campus in either the first or second semester of the 9th-grade year. Active participation in arts and/or athletics in the 11th and 12th grades are required to complete the honors and high honors diplomas.

a. Clubs

All upper school students are required to participate actively in at least one club. Attendance is taken, and skipping a club is treated in the same way as missing a class. Seven out of eight semesters of satisfactory participation in clubs are required for graduation; two satisfactory semesters must be completed in the 9th-grade year. Satisfactory participation is determined by the club sponsor/supervisor and recorded by the registrar as approved by the Upper School Head.

The program of student activities outside the classroom in the Upper School provides young people opportunities to explore their interests and talents and to develop leadership, cooperation, responsibility, and self-discipline. These extra-curricular activities promote positive attitudes about learning and the constructive use of leisure time. Ranging from subject area clubs to student publications, the extra-curricular program offers numerous exciting and rewarding enrichment opportunities. Except for the academic honor societies, all clubs are open to any upper school student who shows an interest in a particular area. Students, with the assistance of an advisor, may initiate a new club. The new club must contribute in some noticeable way to the life of the upper school.

Current active clubs are listed below.

Aviation
Junior Classical League
Debate (National Forensics League)
Literary Arts Magazine (The Midwife)
Model UN
Newspaper (The Ridge)
Science Club
Yearbook (Vestigia)

4. Research

Research across the curriculum is an essential part of the education of Sage Ridge students. Science, math, and languages often introduce the rudiments of research in their respective fields. It is, however, in their

History and English courses that students will be taught the fundamentals of research. Students' four upper school years culminate in the research and writing of the senior essay.

a. **History/English Research**

9 th grade	all History classes	5 - 7 pages
10 th grade	all History classes	8 - 10 pages
11 th grade	all English classes	10 - 12 pages
12 th grade	Senior Essay	20+ pages

b. **Senior Essay**

The senior essay is an in-depth study of a limited topic within a subject area offered at the school or within the expertise of one of its faculty. The purpose of the essay is to provide all students with a culminating independent research experience. The essay emphasizes the process of engaging in a personal academic endeavor, the communication of ideas in a logical and coherent manner, and an effective presentation of information. To complete the process, the student defends the thesis before the student's senior thesis committee. The final draft of the essay is due May 1st, and the student defends by the fourth week in May. The senior essay is computed at a ½ credit into the senior's second semester GPA.

5. **Senior Internship**

The genesis of Sage Ridge's senior internship lies in the school's belief that one of its primary responsibilities is to assist students in the transition from a secondary school environment to that of the world of work. Sage Ridge believes that doing well in higher education and in life in general, depends both on the amount of knowledge students have acquired, and on the ability to integrate information intelligently, manage time efficiently, and work constructively towards both individual and group goals. Finally, the senior internship acquaints students with the increased freedom and responsibility of life outside of the Sage Ridge campus.

6. **Community Service**

Community service is required in the upper school. Ninth grade community service is not a graduation requirement and is part of the Sage Ridge School community service sequence 5th -9th grades, and is conducted through the 9th-grade grade level team. To earn the college preparatory diploma, students in 10th through 12th grades, however, are required to complete 15 hours of community service each year, 7 hours of which may be completed in the summer from July 1 of the summer preceding the grade level in question. For the honors diploma, students must complete 35 hours in each of the 11th and 12th grades. For the high honors diploma, students must complete 50 hours in each of the 11th and 12th grades.

The Community Service Coordinator has a list of organizations that accept student volunteers. Each student is encouraged to begin contacting potential agencies early in the school year to prepare a plan to complete the number of hours required by the end of the year.

Community service hours completed with an agency or organization on the approved list do not need further approval. Students wishing to complete community service hours with an agency or organization not listed on the approved list must get prior approval from the Community Service Coordinator.

Students should complete a community service hours student record each and every time he or she completes community service. (See Appendix)

The College Counselor keeps a record of all community service hours, and tracks each student's progress towards completing the graduation requirement.

a. **Student Tutors**

Upper school students may earn community service hours for tutoring middle school students. All SRS student-to-student tutoring must be approved by the respective division heads. The teacher of the student who is being tutored manages the material and the satisfactory completion of the tutoring goals. All SRS student-to-student tutoring is done on SRS's premises between 7:30 a.m. and 4:30 p.m. Breaks, study halls, and lunch are the preferred times for tutoring. No tutoring for community service hours may be done off SRS premises.

7. Independent Study

a. Tutorials

Juniors and seniors who wish to pursue a subject in an independent setting must have completed the sequence of courses in a particular subject area or have an unusually strong interest and aptitude in a particular field outside the published curriculum. Interested students should first consult with a sponsoring Sage Ridge School teacher, who must be willing to prepare a standard course syllabus that includes an instructional sequence, methods, and assessments. Copies of this standard syllabus must be submitted to the Upper School Head. Final decisions are made by the Upper School Head, in consultation with the Curriculum Chair and the Subject Area Chair.

b. Research

Juniors and seniors who wish to pursue academic research must have a demonstrated interest or aptitude in a particular area of academic research, must have a faculty research advisor, and must submit a research proposal to the Upper School Head. This research is distinct from the senior essay. Traditionally performed in science, math, English, and/or history, SRS independent research may include art portfolios or musical compositions. All independent research must have a written and oral component, and students must work closely with their faculty research advisors who are responsible for tracking and evaluating the projects. Final decisions are made by the Upper School Head, in consultation with the Curriculum Chair and the Subject Area Chair.

B. Credits and Grades

1. Credits

Credit toward graduation is generally awarded only for those courses taken at Sage Ridge School. One credit is awarded for full-year courses and $\frac{1}{2}$ credit for semester courses. Mini-session courses earn $\frac{1}{8}$ th of a credit each. Students who apply for admission to Sage Ridge in 9th – 11th grades will have their transcripts reviewed by the Upper School Head to determine which credits may be applied towards a Sage Ridge School diploma.

a. Semester Grades

Grades are assigned at the end of each semester; there is no single year-end grade. Only semester grades appear on student transcripts and only letter grades are used in determining the semester grade. Semester grades are computed by weighting the two quarter letter grades and the semester exam letter grade as follows:

First Quarter	40%
Second Quarter	40%
Semester Exam	20%

b. Course Weights

The three course levels in the upper school are weighted: College Preparatory (13 pt. scale), Honors (14 pt. scale), and Advanced Placement (15 pt. scale). Not all courses are offered at all levels, and some courses are offered at only one level. Honors and AP courses are weighted when computing the student's GPA.

c. Grade Point Average (GPA)

The computation of a student's GPA is based on a thirteen-point scale. Honors courses are weighted by one point (14 pt.) and AP courses are weighted by two points (15 pt.). Only courses taken at Sage Ridge are computed in a student's GPA. In addition, only semester grades are used in calculating a student's GPA. The GPA is computed by adding the numerical values of the letter grades received in each course and dividing that by the number of courses; this number is then divided by three. The result is the student's Sage Ridge GPA.

Grade Point Average Scales

Course Grade	College Prep	Honors	AP
A+ (97 – 100)	13	14	15
A (93 – 96)	12	13	14
A- (90 – 92)	11	12	13

B+ (87 – 89)	10	11	12
B (83 – 86)	9	10	11
B- (80 – 82)	8	9	10
C+ (77 – 79)	7	8	9
C (73 – 76)	6	7	8
C- (70 – 72)	5		
D+ (67 – 69)	4		
D (63 – 66)	3		
D- (60 – 62)	2		
F+ (57 – 59)	1		
F (50 – 56)	0		
F- (0 – 49)	-1		

2. Cumulative and Non-cumulative Courses

a. Cumulative Courses

Certain courses are designated ‘cumulative.’ In these courses, the second semester carries more weight than the first for the purpose of (a) determining credit and (b) progression. This means, for example, that a student who fails the second semester of a cumulative course will receive no credit and will be required to repeat the entire course regardless of the grade received in the first semester. Conversely, a student who does poorly in the first semester could theoretically recoup a poor first semester performance by doing excellent work in the second semester.

All math and language courses qualify as cumulative courses. Students who wish to progress to the next step in language and/or math must earn a minimum second semester grade of C. Any student with a C- or below in a cumulative course will generally be required to repeat the course or complete extra work before being allowed to enroll in the next level. (A minimum grade of B- may be required of eighth-grade students wishing to move to the next step in a math or language sequence.)

- b. Non-cumulative courses: Credit for non-cumulative courses is determined on a semester-by-semester basis. Students who fail either semester of a non-cumulative course are required to repeat the semester failed regardless of which semester that is.

Note: Students who do non-approved summer work in the hope of continuing to the next step in a sequence are required to take a competency test in the course for which they want credit prior to being approved for advancement. 73% is the minimum score required for advancement.

3. Partial Credit

Half credit may be awarded for one semester’s successful work in a full-year course.

4. Extra Credit

Generally speaking extra credit is not an option at Sage Ridge School. The process for evaluating work is clearly defined by each teacher at the beginning of the year and dictates how a student’s grade is achieved in each course. In order to avoid grade inflation, no teacher is allowed to assign work to certain students to give them the chance to improve their grades or ‘make up’ for less than diligent work on prior assignments.

5. Transferring Credit

Students who transfer from Sage Ridge School prior to the completion of an academic semester will receive transcripts and report cards showing grades in progress. The word ‘withdrawn’ and the date is affixed to the transcript but no final grade is assigned. It is left to the receiving school to determine final credit.

6. Non-Sage Ridge Course Work

Permission to take a ‘core’ course in the summer or through correspondence is not normally granted. However, students who receive approval from the Upper School Head to do summer work in a particular subject area at the college level will have that course and grade appended to their Sage Ridge transcript. A grade earned in such a way, however, is not computed when determining the student’s SRS GPA. Sage Ridge School encourages summer coursework for enrichment purposes.

C. Progression From Grade Level to Grade Level

1. Cumulative GPA

To progress from one grade to another, students are required to have a cumulative GPA of 1.70 to enter the sophomore year, a 1.8 cumulative GPA to enter the junior year, and a 1.9 cumulative GPA to enter the senior year. Students who transfer to Sage Ridge are required to have a cumulative GPA that meets these minimum grade-level requirements.

2. Scheduling

In March of each year, the scheduling process begins. Students fill out course request forms with their advisors and parents. The college counselor reviews all course request forms for rising juniors and seniors. The Upper School Head may review course requests with advisors and teachers to assure proper placement with the registrar, and with the college counselor to assure progress towards graduation, and with students to assure understanding of course loads and time management. Seniors, then juniors, are given preference in the design of the schedule. Final decisions regarding courses are made in late May/early June and notification is mailed to students with their end-of-the-year grades.

3. Placement

Students are identified for higher-level courses through an extensive review of past performance, standardized test scores, teacher recommendations, and other criteria, when appropriate. Work ethic is an important consideration as well. Students, to succeed in honors and AP courses, must exhibit independently motivated self-discipline.

4. Acceleration

Students who have demonstrated through their performance that they are capable of advancing their course work may be accelerated in mathematics and/or foreign language. Acceleration is undertaken only after a comprehensive review of the student's ability, past performance, standardized test scores, and work ethic.

5. Adding/Dropping a Course

Students may not ordinarily add/drop a new course to their schedule after the first ten school days of either semester. Any course dropped later than the end of the first mid-quarter, or in the case of a second-semester course the third mid-quarter, will appear on the student's transcript with a grade of 'withdrawn-pass' (WP) or 'withdrawn-fail' (WF). The WP/WF is based upon the student's grade at the time of the drop. Students generally are not permitted to drop courses after the second mid-quarter or, in the case of a second-semester course, after the fourth mid-quarter. Drop/Add forms may be obtained from the Upper School Head. The following guidelines describe the Drop/Add process:

- Any student considering either dropping or adding a class should first discuss the option with his or her advisor. The advisor's signature formally initiates the drop/add process.
- The student must acquire signatures, in sequence, as they appear on the form.
- Approval or denial by individuals whose names appear on the form does not constitute a decision.
- The request is not considered approved or denied until the Upper School Head has signed.
- Students are not to change classes until told to do so by their advisor or by the Upper School Head.

D. Academic Support

1. Support

Generally speaking, Sage Ridge students can count on academic support from their teachers, advisors, college counselor, and members of the administration. Students should feel free to seek out support and should be advised that their teachers will be monitoring their strengths and weaknesses in order to optimize performance. Specifically, provisions are made for extra help sessions, after-school study halls, homework hours restrictions, and Edline resources.

2. Extra Help

Help from teachers is an important part of the academic culture of the school, and students are encouraged to actively seek out their teachers for assistance. Teachers are available during the academic day and after school 3:15 – 3:45 p.m. Additionally, certain upper school students are designated as peer tutors by the Upper School Head and may be available to assist with academic problems.

Students identified as needing extra help are required to meet with teachers at a time that is convenient to both. When a teacher directs a student to appear for extra help at a designated time and place, as long as appropriate notice (generally 24 hours) is given, the session is required and not optional. Willful non-appearance is tantamount to cutting class and is dealt with accordingly.

3. **After-school Study Hall**

After-school study hall is available for 5th – 8th graders from 3:45 – 5:00, Monday through Friday, at \$10.00 per session. The teacher is on duty only to monitor the study hall and is not available to offer extra-help sessions. Extra-help should be pre-arranged with the student’s subject teacher.

- a. Ninth graders who opt to attend the after-school study hall must sign in with the duty teacher and must remain in the designated study hall.

4. **Homework**

Students may expect to receive, on average, the following number of minutes of homework per subject on any given weekday. One day’s worth of homework may be assigned over the weekend.

Freshmen

College Preparatory	30 minutes/subject
Honors	40 minutes/subject

Sophomores

College Preparatory	35 minutes/subject
Honors	45 minutes/subject

Juniors and Seniors

College Preparatory	40 minutes/subject
Honors	50 minutes/subject

AP courses at any grade level 60 minutes/subject

Electives at any grade level 30 minutes/subject

Mini-session 60 minutes/class/night

Students, on average, should be able to complete assignments in the time specified above. Long-term projects may take considerably more time; students must pace themselves according to the schedule provided by the teacher so as not to become overwhelmed as the due date approaches. Teachers at each grade level attempt to coordinate major projects so that students do not have several long-term projects due at the same time. On the other hand, time management is part of the college preparatory experience, and students are urged to speak with teachers in a timely manner to learn how to plan and to set priorities.

5. **Edline**

Edline is a courtesy provided by Sage Ridge School to help upper school students learn to manage both their time and their grades. Teachers post homework two weeks in advance and upload grades according to a schedule published in the Headmaster’s September letter. Parents and students both are reminded that Edline provides only a snapshot, and any questions should be addressed immediately to teachers and, if necessary, to advisors. For grades, the final point of reference is the teacher’s grade book. For homework, the final point of reference is the homework site posted in the teacher’s classroom (generally on the right-hand side of the whiteboards).

6. **Student-led Conferences**

In a cooperative effort between student and advisor, “Student Self-Evaluation” is required for each upper school student each Fall. SRS encourages students – many of them superior students – to become self-reflective; i.e. to know and understand how they work best. Student-led conferences are not about grades, *per se*, but about helping students consider what helps and hinders them in their academic endeavors and to articulate those qualities to their parents and their teachers, as well as to themselves.

E. Awards

1. Awards Day

The annual Upper School Awards Day takes place on the Tuesday before final exams in June. At that time, the following awards are presented to students:

Course Awards:	'Excellent' and 'Most Improved' Selected by faculty in courses with six or more students
Upper School Award:	Male and female students for unselfish service to the Upper School, a positive outlook, assistance with admissions, and a record of volunteerism within the Sage Ridge School community. Nominated by faculty; selected by the Upper School Head.
Faculty Award:	Male and female students who best exemplify, through their actions, the spirit of Sage Ridge School and its mission. Nominated and selected by faculty
Student-Athlete Award:	Male and female students who have excelled in athletics during the school year in which the award is given. Recipients must have competed in at least two sports during the school year in which the award is given. Nominated by coaching staff and selected by the Athletic Director

2. Valedictorian

The valedictorian is the student who has the highest cumulative SRS weighted GPA at the end of the senior year.

3. Salutatorian

The salutatorian is the student who has the second highest SRS weighted GPA at the end of the senior year.

Note: Students must be enrolled continuously at SRS from the beginning of the junior year to be considered eligible for the valedictorian and the salutatorian awards.

4. Headmaster's Medal

The Headmaster's Medal is presented at the upper school graduation to that single student who represents the excellence of the Sage Ridge student in all areas. The recipient is nominated by faculty and chosen by the Headmaster.

F. Standardized Tests

All standardized tests are listed on the master calendar.

1. On-campus testing

Explore, ERB, WrAP, PLAN, and PSAT exams are given on campus. Please arrange appointments accordingly.

2. Off-campus testing

SAT, SATII, and ACT are given off campus; students and parents are expected to make arrangements for the SATs, SAT IIs, and ACTs.

Grade 9	Explore, the ACT for 9 th grade, curriculum-based CTP4, comprehensive skills WrAP, writing to a standard prompt
Grade 10	PLAN, the ACT for 10 th grade, curriculum-based WrAP, writing to a standard prompt PSAT, Pre-SAT, skills-based
Grade 11	PSAT, Pre-SAT, skills-based

Grades 11/12 ACT, curriculum-based
SAT, skills-based
SAT II, taken at course completion, curriculum-based

G. Advanced Placement (AP) Exams

All students enrolled in an AP course are required to take the AP exam, during the May testing dates. The cost is approximately \$85 per test and is paid to Sage Ridge School by each family. AP families are billed at the beginning of March with payment due by April 15.

1. AP Exam Period

AP exams are scheduled by the College Board during the first two weeks in May. Dates will be published on the SRS master calendar but can be found at the College Board website. All students are expected to be in school on the day of their exams (see below).

a. Morning exams

Exams begin at 8:15. Immediately following the morning exams, students are permitted to miss the period before lunch, but are expected to attend their afternoon classes.

b. Afternoon exams

Exams begin at 12:30. Students are permitted to miss the two classes between break and the exam. (Students should bring a lunch and eat before 12:30.)

2. Final Exams in AP Courses (May and June)

While each AP course for seniors terminates with each exam and each AP course continues until that exam is taken, AP courses for sophomores and juniors continue into May and June. Courses with mixed grade levels continue past the AP exams.

a. Seniors: There are no final exams in AP courses. Attendance is required in all AP classes until the exam is taken. The third and fourth quarters are weighted equally (50%) to determine the second semester grade.

b. Others: Formal final exams may be given but are not required. A major assessment, however, is required that substitutes for a final exam and is weighted 20%. The major assessment may include such items as a term Paper, research project, or major paper (12 pages).

H. Senior Finals

Senior finals are scheduled for the last week in April and before the first AP exam. See the master calendar for dates.

Attendance is required in all AP classes that are not in conflict with senior final exams in non-AP classes.

School attendance is required of each senior who has not received permission from his or her senior thesis advisor to be absent. Those seniors whose senior thesis progress is “unacceptable” at this point are required to work on campus under the supervision of their senior theses advisors.

I. College Admissions

1. College Counseling

The college admissions process is organized and administered by the Director of College Counseling who works closely with students, parents, faculty, and the Upper School Head. The Director of College Counseling’s goal is to assist families in identifying colleges and/or universities which best fit each student’s interests, performance, career aspirations, and abilities.

The process begins formally in the second semester of the junior year when the college counselor meets with each student and his or her family to plan a personal strategy. In the senior year, the process centers on identifying those colleges most appropriate for each student, working on the college essay, reviewing transcripts, and preparing applications.

2. **Registrar**

The college counselor and the registrar are one and the same person. The college counselor is responsible for the accuracy of the transcripts and, by extension, grade reports. The counselor works with the Director of Technology and the Upper School Head to insure that all transcripts are reviewed in the second semester of the sophomore and junior years and again in the senior year. Any questions regarding transcripts should be directed to the college counselor. The college counselor/registrar is also responsible for recording community service. Questions, therefore, regarding community service hours should be directed to the college counselor.

II. THE ACADEMIC ENVIRONMENT

1. **Study Halls**

Upper School students who are not scheduled for a class during a particular period are assigned to a supervised study hall.

The following guidelines apply:

- a. Upper School students report to study hall as they do to any other class.
- b. All study halls are 'quiet' study halls. Teachers may make arrangements with the study hall proctor for those students involved in group work. The study halls proctor and the teacher coordinate this privilege.
- c. Upper school students may check out of study hall to go to the library or to see another teacher only with permission from the study hall proctor.
- d. Ninth-grade students are assigned 'break' study halls during the first semester, and thereafter as grades warrant.
- e. Seniors are excused from study hall unless assigned one by the Upper School Head. Seniors are required to check in with the study hall proctor.

2. **Atrium and Loft**

The atrium and loft are designated as upper school spaces. Seniors may use these spaces for study hall; all students are expected to keep these areas clean and quiet. Neither area is a locker area; all backpacks must be stowed in lockers. Advisories may be assigned clean-up duty.

3. **Lockers**

Students are assigned lockers and are expected to keep their belongings stowed in the lockers. Articles, including computers, left outside of lockers may be confiscated.

4. **Driving**

Driving on campus is a privilege, not a right, and all posted speed limits must be obeyed. Students who ride with other students need to have permission slips on file in the office: The parents of both the driver and the passenger[s] must grant permission in writing. Students must not allow other students to drive their cars without permission in writing from the parents of both the driver/owner and the borrower. Additionally, licensed drivers are forbidden from allowing non-licensed drivers to drive on or off school property.

5. **Parking**

Students who wish to drive to school and park must obtain a parking permit from the main office. After receiving a permit, the student will be assigned a numbered parking space and will be permitted to drive on to campus. Permits must be renewed each semester. Students may park only in their designated spaces. Students without a Sage Ridge School parking permit will not be allowed to park on campus.

Student parking is available in the north parking lot, east side. Preference for lot parking is given, on a first-come-first-served basis, to seniors. Parking is also available on the west side of Crossbow Court. Students are assigned a parking space upon presentation of a driver's license and automobile information (vehicle make and license number).

Students are not to 'hang out' in the parking area or at their cars. Students are not to use their cars as their lockers and should not count on being able to return to their cars between classes. In rare cases, a student may be given permission by any faculty member to go to his or her car to retrieve forgotten items.

6. **The School Uniform Dress Code**

The Sage Ridge School dress code is in place to keep the learning environment free from distraction, to encourage students to focus upon the inward rather than outward qualities of their peers, and to go to the trouble to get to know one another based upon classroom and extra-curricular performance and leadership endeavors. Upper school students are held to the school-wide dress code. The following exceptions apply:

a. **Dress Wednesday**

- **Women**

Women in the upper school are required to wear the Dennis® uniform chosen especially for Wednesday wear: Plaid skirt, white blouse, blazer. The vest and tie are cold-weather options. The Dennis® charcoal slacks are the only option to the Dennis® skirt. No substitutions are allowed. Students out of dress code will be sent home. Skirt length is to be no further than 3 inches from the knee.

Shoes should be black or grey and have a heel no higher than 2". Evening shoes, those with stiletto heels, extensive straps, glitter, rhinestones, or metallic sheen are not allowed. Casual shoes, such as mules, Birkenstocks® and Doc Martens® styles, and clogs are not allowed. No open-toed shoes or peep-toes are allowed.

- **Men**

A suit with a dress shirt and tie may be substituted for the blue-sport-jacket uniform. Dress shoes are required.

b. **Uniform Exceptions**

- **Seniors**

Seniors may (on days other than Wednesday) wear the sweatshirt of the college or university in which they have matriculated. The sweatshirt must be worn over the required polo shirt.

- **Athletes**

Upper school athletes may wear their warm-up tops on games days. Varsity jackets may be worn over the appropriate uniform on all days except Wednesdays.

- **Clubs**

Club shirts may be worn only on specially designated days; e.g. The Ridge staff may wear their shirts on the days that the newspaper is distributed and on the day the staff kicks off the new edition.

- **Outerwear**

The only outerwear allowed on SRS campus is the Land's End 'Squall Jacket'. The jacket must be marked with the SRS logo. Students who wear outerwear other than Lands' End are out of uniform and will be asked, regardless of the weather, to stow the unapproved wear in their lockers for the day. [Ordering information is on our website. Lands' End: 1.800.469.2222. Preferred school #900057084. Request the SRS logo.]

- **First Friday Club Wear**

Students are encouraged to meet with their club advisors to design and have professionally printed high-quality shirts that recognize active participation in clubs. Each first Friday, upper school students may wear their current and authorized club wear.

Note: Shirts from events, courses, outdoor education, competitions, and so on may be worn only on the day of the event: e.g. Mr. Ridge, powder puff, AP calculus exam, intramurals, JCL. Denim may not be worn at any time except on designated free dress days.

c. **Dress Code for Internships**

Student interns are required to wear either dress Wednesday Dennis® or SRS uniform attire.

7. **Uniform Compliance and Enforcement**

Parents, advisors, and teachers are expected to help students comply with the SRS dress code.

a. **Parents**

Parents are expected to know what the uniform requirements are and to help their children make wise choices. If a child is sent home for not complying, parents are expected to help the student correct the error quickly.

b. **Advisors**

Advisors are expected to discuss the uniform requirements with their advisees and to monitor their appearance. Advisors may have to call home to discuss dress code with parents. Advisors may give non-administrative detentions after the first warning, and advisors may, when all else fails, send the student to the Upper School Head.

c. **The Upper School Head**

The Upper School Head may send a student home to change and may give students administrative detentions for not complying with the uniform requirements.

8. **Senior Privileges**

a. **Seniors in Good Standing**

Each senior class is allowed certain privileges, provided it demonstrates a respect for and an understanding the importance of these privileges. After senior finals in April, the rising senior class (current juniors) has the opportunity to meet with the current student government to discuss and recommend to the Upper School Head any additional or alternative privileges for the following school year. The week that internships begin officially for current seniors, the rising senior class may enjoy some of the privileges of the graduating class. (Off-campus lunches for the rising class is limited to Wedge Parkway.) However, if any single rising senior abuses any one of the privileges, all members of that class may lose any one or all senior privileges until the next academic year. Two reminders: (1) A privilege is not a right; (2) SRS extends the privilege only to seniors (and rising seniors after the senior internships begin) who are in good standing; i.e. no single course grade at C- or below and no outstanding work. Current seniors, to be in good standing, must show progress on their senior essays. Parental permission forms must be approved by the Division Head for 'good-standing' and filed with the division secretary.

Rising Seniors in Good Standing [May]: The week that internships begin officially for the seniors, the students who are in good standing in the rising senior class, subject to the same approval processes as seniors, may enjoy the following privileges:

- Off-campus lunch (limited, however, to Wedge Parkway Raley's Center)
- Wearing dress uniforms 7 days a week
- With faculty approval for specific research assignments, the suspension of Websense
- During finals review days, with parent and teacher permission and contingent upon scheduled course reviews, juniors may elect to be off campus during the two finals review days (Monday and Tuesday) before June finals.

However

- all rising seniors are to continue in their assigned study halls
- no rising seniors are allowed early dismissal
- if any single rising senior abuses any one of the privileges, all members of that class may lose any one or all senior privileges until the next academic year.

b. **Websense**

Each senior is permitted to browse the internet free from the restrictions of the Websense content filter. This privilege is permitted in order to prevent the inevitable restrictions on senior seminar and thesis research. Seniors must still abide by the Sage Ridge School Acceptable Use Agreement and may have their privileges revoked for any use deemed unacceptable. It is solely up to the student to behave in such a way that does not jeopardize his or her need for the internet in order to succeed in any one class.

c. **Study Halls**

Each senior in good standing (no single course grade below a C-, no outstanding work) is allowed to have non-monitored study halls on campus, provided that he/she checks in with his/her study hall proctor.

If a senior in good standing has a single study hall at the end of the day, he/she may leave campus for that single study hall, provided he/she has a note from his/her parents and that he/she signs out and has checked his or her senior thesis progress with the thesis supervisor.

• **Double-block study halls during C week**

Seniors may leave during the equivalent of the last single period of the day (50 minutes) and may not combine double-block study halls in order to leave before the last period of the day.

All rising seniors (current juniors) are required to continue in their assigned study halls, even when those study halls occur at the end of the day. No early dismissal.

• **The Senior Seminars**

Seniors, because they take seminars, should know that while seminars meet three days a week they are still five-day-a-week classes. Seniors are expected to use those off-days for preparing for the seminar sessions, and they may be assigned work, expected to watch a film or be required to attend an extra seminar session. As a full course credit is awarded for seminars, students should not consider the off-days as study halls; these days are officially part of the required course hours. Students may not leave campus for lunch or early dismissal during the seminar off-days. (*N.B.* The off-days may be used by the senior theses supervisor and/or the college counselor for sessions respectively.)

d. **Optional Dress**

All seniors are permitted to wear Dennis® dress Wednesday attire during the weekday. Seniors are still required to follow all dress code standards and regulations. Seniors, to assure compliance, must check in with their advisors.

e. **Off-campus Lunch**

- Seniors in good standing may choose to go off campus during lunch on Fridays.
- Off-campus lunch is limited to these three areas: Wedge Parkway Raley’s Center, Summit Center, and Walmart Center on Arrowcreek Parkway. Any student who goes beyond these three areas will lose his or her privilege for the rest of the academic year.
- Seniors who have a study hall before or after lunch may leave campus for the duration of one single-period study hall. Thus a student may take lunch from 11:30 to 12:45 or from 12:15 to 1:35, but students may not combine two study halls with lunch.
- Each senior must sign himself or herself out and in at the office in person.
- Every senior must be on campus before the start of his or her next academic period. A tardy may result in the revocation of the privilege. Delays signing in are not excused.
- Reminder: Off-campus lunch is a senior privilege; seniors should not be taking lunch orders for non-seniors.

III. LEADERSHIP

A. **Student Government**

Student government provides direction for the social life of the school. Open elections are held in the spring every year.

2010/2011	2009/2010	2008/2009	2007/2008	2006/2007	2005/2006	2004/2005
President Dylan Turner	President Kelsey Ausherman	President Sabra Rubenstein	President Davis Prendergast	President Kelsey Sherrard	President Natalie Navellier	President Natalie Navellier

Vice President Andy Ausherman	Vice President Leslie Stephens	Vice President Karel Hage	Vice President Sabra Rubinstein	Vice President Heber Lopez	Vice President Kelsey Sherrard	Vice President Mat Trachok
Treasurer Grant Gabriel	Treasurer Sahar Farahi	Treasurer Kelsey Ausherman	Treasurer Maggie Jones	Treasurer Elaine Carpenter	Treasurer	Treasurer Kelsey Sherrard
Secretary Kristan Lowe	Secretary Andrew Ausherman	Secretary Shadi Farahi	Secretary Cassie Walker	Secretary Leslie Stephens	Secretary Debbie Munoz	Secretary Tricia Shimamura

B. Honor Council

Integrity is the first principle of an education at Sage Ridge School. Dedicated to the protection of that integrity, for individuals as well as the community, the Honor Code exists to assure full academic and personal honesty. The Sage Ridge community does not tolerate lying, cheating, or stealing, nor does it tolerate defamation of character or the intentional misrepresentation of the school. (Members are nominated by faculty and elected by students, by grade level, from a slate prepared by the Upper School Head.)

2010/2011	2009/2010	2008/2009	2007/2008	2006/2007	2005/2006	2004/2005
Chair Ryan Dhindsa	Chair Ryan Dhindsa	Chair Damon Spitzer	Chair Eva DeLappe	Chair Kelsey Sherrard	Chair Weston Spann	Chair Mat Trachok
Co-Chair Tyler Law	Co-Chair Jeremy Keppelmann	Vice Chair Sarah Kelley	Vice Chair Nathan Chellman	Vice Chair Tricia Shimamura	Vice Chair Katherine Newman	Vice Chair Kristan Brown

C. Student Prefecture

The student prefecture exists to foster, reward, and recognize those students who have assumed extraordinary responsibility for SRS's community, to encourage leadership and service, and to promote academic and intellectual curiosity. Prefects serve an important communication as the Student Advisory Council to the Head of the Upper School and to the Headmaster and as an important forum for students on ethical and/or scholarly issues. Students are nominated and chosen by the entire US faculty. Qualifications include elected office (Student Government President and Vice-President and Honor Council Chair and Co-chair), leaders in SRS's performing arts (theatre, music), captains of sports teams, innovators and originators of clubs and community service projects, and students who have demonstrated leadership in clubs and extra-curriculars such as, but not limited to, debate, publications, scientific research, environmental awareness.

2010/2011	2009/2010	2008/2009	2007/2008	2006/2007	2005/2006
Catherine Ingbar Consul	Kyndra Adams Consul	Damon Spitzer Consul	Heber Lopez Consul	Tricia Shimamura Consul	Jennifer Machen Consul
Shadi Farahi Sara Garey-Sage Praetors	Barbara Prendergast Praetor	Alex Mitchell Praetor	Krystin Norman Praetor	Elizabeth Scott Praetor	Ian Norman Consul II, Decanus Tricia Shimamura Praetor

D. Student Diversity Advisory Council

The Student Diversity Advisory Council is currently made up of those students who have attended the Student Diversity Leadership Conference (NAIS) and wish to work with the Upper School Head in raising sensitivity and practical responses to issues of diversity, especially attitudes towards racial, religious, sexual, socio-economic differences within and without the SRS community. Students are selected to attend the conference by the Upper School Head in consultation with faculty advisors.

APPENDICES

Appendix 1 – ABC Daily Rotating Schedule

A WEEK

	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
8:05 - 8:20	Town Meeting MS & US	Advisory	Town Meeting-US Adv.-MS, Dress Day	Extended Adv. (8:05 - 8:50)	Town Meeting - MS
8:25 - 9:10	G	A	B	C	D
9:15 - 10:00	A	B	C	D (9:45 - 10:30)	E
10:00 - 10:35	Break	Break	Break	Break (10:30 - 10:40)	Break
Activity Period	Break	Break	Break	Break (10:30 - 10:40)	Break
10:40 - 11:25	B	C	D	E	F
11:30 - 12:15	C	D	E	F	G
12:15 - 12:45	Lunch	Lunch	Lunch	Lunch	Lunch
12:50 - 1:35	D	E	F	G	A
1:40 - 2:25	E	F	G	A	B
2:30 - 3:15	F	G	A	B	C

B WEEK

	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
8:05 - 8:20	Town Meeting MS & US	Advisory	Town Meeting-US Adv.-MS, Dress Day	Extended Adv. (8:05 - 8:50)	Town Meeting - MS
8:25 - 9:10	D	E	F	G (8:55 - 9:40)	A
9:15 - 10:00	E	F	G	A (9:45 - 10:30)	B
10:00 - 10:35	Break	Break	Break	Break (10:30 - 10:40)	Break
Activity Period	Break	Break	Break	Break (10:30 - 10:40)	Break
10:40 - 11:25	F	G	A	B	C
11:30 - 12:15	G	A	B	C	D
12:15 - 12:45	Lunch	Lunch	Lunch	Lunch	Lunch
12:50 - 1:35	A	B	C	D	E
1:40 - 2:25	B	C	D	E	F
2:30 - 3:15	C	D	E	F	G

C WEEK

	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
8:05 - 8:20	Town Meeting MS & US	Advisory	Town Meeting-US Adv.-MS, Dress Day	Extended Adv. (8:05 - 8:50)	Town Meeting - MS
8:25 - 9:10	A	C	E	G	F
9:15 - 10:00	A	C	E	G	G
10:00 - 10:35	Break	Break	Break	Break (10:30 - 10:40)	Break
Activity Period	Break	Break	Break	Break (10:30 - 10:40)	Break
10:40 - 11:25	B	D	F	D	A
11:30 - 12:15	B	D	F	E	B
12:15 - 12:45	Lunch	Lunch	Lunch	Lunch	Lunch
12:50 - 1:35	G	E	A	F	C
1:40 - 2:25	C	F	B	A	D
2:30 - 3:15	D	G	C	B	E

SRS One-hour Delay Schedule

9:05- 9:15	Morning Meeting (Advisory, Town, or Grade Level)
9:20 – 10:00	1st period
10:05 – 10:45	2nd period
10:50 – 11:30	3rd Period
11:35 – 12:15	4th period
12:15 – 12:45	Lunch
12:50 – 1:35	5th period
1:40 – 2:25	6th period
2:30- 3:15	7th period

SRS Two-hour Delay Schedule

10:05 - 10:15	Morning Meetings (Advisory, Town, Grade Level)
10:20 – 10:55	1st Period
11:00 – 11:35	2nd Period
11:40 – 12:15	3rd Period
12:15 –12:40	Lunch
12:45 – 1:20	4th Period
1:25 – 2:00	5th Period
2:05 – 2:40	6th Period
2:45 – 3:15	7th Period

Blocks are assigned to periods based upon rotation.

To: Parents of Senior Students
From: Jamie Otis
 Upper School Head
Re: Senior Privileges

Please sign below indicating that you have read the following privileges accorded to and responsibilities expected of the Class of 2010. Your initials at “Off-campus Lunch” and at “Study Halls” gives permission for your child to be (1) off campus for lunch and (2a) in an unsupervised study hall or (2b) leave early on those days that end with a single study hall.

I [We], _____, parent[s] of _____, have read the “Senior Privileges” section of the Student-Parent Handbook 2009-10, portions copied below.

Seniors in Good Standing

Each senior class is allowed certain privileges, provided it respects and understands the importance of these privileges responsibly. Two reminders: (1) A privilege is not a right and (2) SRS extends the privilege only to seniors (and rising seniors after the senior internships begin) who are in good standing; i.e. no single course grade below a C- and no outstanding work. A senior to be in good standing in the first quarter of the new academic year, must have no single course grade below a C- in the previous 4th quarter. Seniors, to be in good standing, must show progress on their senior essays once the senior essay process has begun. Parental permission forms must be reviewed by the Division Head for ‘good-standing’ and filed with the division secretary.

Off-campus Lunch [#1 _____]

- Seniors in good standing may choose to go off campus during lunch on Fridays.
- Off-campus lunch is limited to these three areas: Wedge Parkway Raley’s Center, Summit Center, and Walmart Center on Arrowcreek Parkway. Any student who goes beyond these three areas will lose his or her privilege for the rest of the academic year and may face other disciplinary action.
- Seniors who have a study hall before or after lunch may leave campus for the duration of one single-period study hall. Thus a student may take lunch from 11:30 – 12:45 or from 12:15 to 1:35, but students may not combine two study halls with lunch. (Senior Seminar, WWI, and AP Gov’t ‘off-days’ are not study halls and may not be included in the off-campus lunch period.)
- Each senior must sign himself or herself out and in at the office in person.
- Every senior must be on campus before the start of his or her next academic period. A tardy may result in the revocation of the privilege. Delays signing in are not excused.
- Reminder: Off-campus lunch is a senior privilege; seniors should not be taking lunch orders for non-seniors.

Study Halls

- Each senior in good standing (no single course grade below a C-, no outstanding work) is allowed to have non-monitored study halls on campus, provided that he/she checks in with his/her study hall proctor. Seniors who do not check in with their study hall proctor may lose this privilege.
 [#2a _____]
- If a senior in good standing has a single study hall at the end of the day, he/she may leave campus for that single study hall, provided he/she has a note from his/her parents and that he/she signs out and has checked his or her senior thesis progress with the thesis supervisor. (Senior Seminar, WWI, and AP Gov’t ‘off-days’ are not study halls and may not be included in the off-campus lunch period.)
 [#2b _____]

Exceptions to the Off-campus Privileges:

Seminars: Seniors, because they take seminars, should know that while seminars meet three days a week they are still five-day-a-week classes. Seniors are expected to use those off-days for preparing for the seminar sessions, and they may be assigned work, expected to watch a film or be required to attend an extra seminar session. As a full course credit is awarded for seminars, students should not consider the off-days as study halls; these days are officially part of the required course hours. Students may not leave campus for lunch or early dismissal during the seminar off-days. (N.B. The off-days may be used by the senior theses supervisor and/or the college counselor for sessions respectively.)

Double-block study halls during C week: Seniors may leave during the equivalent of the last single period of the day (50 minutes) and may not combine double-block study halls in order to leave before the last period of the day.



Sage Ridge School
College Preparatory Excellence

Upper School Community Service Hours Record

Student Name: _____ Grade: _____ Date: _____

Name of Organization/Project: _____ Hours Completed: _____

Project Supervisor Name & Title (Please Print): _____

Supervisor Signature: _____ Phone Number: _____

Upper School Community Service Coordinator Approval: _____

All Community Service hours must be documented by completing and submitting Community Service Hours Records to the Upper School Community Service Coordinator. Please see the Student-Parent Handbook for graduation and Honors/High Honors Community Service requirements. Additional Records are available online, in the Main Office.



Sage Ridge School
College Preparatory Excellence

Upper School Community Service Hours Record

Student Name: _____ Grade: _____ Date: _____

Name of Organization/Project: _____ Hours Completed: _____

Project Supervisor Name & Title (Please Print): _____

Supervisor Signature: _____ Phone Number: _____

Upper School Community Service Coordinator Approval: _____

All Community Service hours must be documented by completing and submitting Community Service Hours Records to the Upper School Community Service Coordinator. Please see the Student-Parent Handbook for graduation and Honors/High Honors Community Service requirements. Additional Records are available online, in the Main Office.

Terms of Use for SRS Network and Email Services

SRS Technology Department

Summary

The SRS Sites/Services may contain e-mail services, bulletin board services, chat areas, news groups, forums, communities, personal web pages, calendars, photo albums, file cabinets and/or other message or communication facilities designed to enable you to communicate with others (collectively, "Communication Services"). You agree to use the Communication Services only to post, send and receive messages and material that are proper and, comply with Sage Ridge School Policy, when applicable, related to the particular Communication Service. By way of example, and not as a limitation, you agree that when using a Communication Service, you will not:

- Use the Communication Service in connection with surveys, contests, pyramid schemes, chainletters, junk email, spamming or any duplicative or unsolicited messages (commercial or otherwise).
- Defame, abuse, harass, stalk, threaten or otherwise violate the legal rights (such as rights of privacy and publicity) of others.
- Publish, post, upload, distribute or disseminate any inappropriate, profane, defamatory, infringing, obscene, indecent or unlawful topic, name, material or information.
- Upload files that contain software or other material protected by intellectual property laws (or by rights of privacy or publicity) unless you own or control the rights thereto or have received all necessary consents to do the same.
- Upload files that contain viruses, Trojan horses, worms, time bombs, cancelbots, corrupted files, or any other similar software or programs that may damage the operation of another's computer or property of another.
- Advertise or offer to sell or buy any goods or services for any business purpose, unless such Communication Service specifically allows such messages or you have obtained written permission for such use by the SRS Director of Technology or SRS Head of School.
- Download any file posted by another user of a Communication Service that you know, or reasonably should know, cannot be legally distributed in such manner.
- Falsify or delete any author attributions, legal or other proper notices or proprietary designations or labels of the origin or source of software or other material contained in a file that is uploaded.
- Restrict or inhibit any other user from using and enjoying the Communication Services.
- Violate any code of conduct or other guidelines which may be applicable for any particular Communication Service.
- Harvest or otherwise collect information about others, including e-mail addresses.
- Violate any applicable laws or regulations.
- Create a false identity for the purpose of misleading others.
- Use, download or otherwise copy, or provide (whether or not for a fee) to a person or entity any directory of users of an SRS Site/Service(s) or other user or usage information or any portion thereof.

Sage Ridge School has no obligation to monitor the Communication Services. However, Sage Ridge School reserves the right to review materials posted to a Communication Service and to remove any materials in its sole discretion. Sage Ridge School reserves the right to terminate your access to any or all of the Communication Services at any time, without notice, for any reason whatsoever.

Sage Ridge School reserves the right at all times to disclose any information as Sage Ridge School deems necessary to satisfy any applicable law, regulation, legal process or governmental request, or to edit, refuse to post or to remove any information or materials, in whole or in part, in Sage Ridge School's sole discretion.

Always use caution when giving out any personally identifying information about yourself or your children in any Communication Service. Sage Ridge School does not control or endorse the content, messages or information found in any Communication Service and, therefore, Sage Ridge School specifically disclaims any liability with regard to the Communication Services and any actions resulting from your participation in any Communication Service.

Materials uploaded to a Communication Service may be subject to posted limitations on usage, reproduction and/or dissemination; you are responsible for adhering to such limitations if you download the materials.

Hazards

- It is important to remember the following points about email:
- Email is meant for informal correspondence to facilitate administrative work at Sage Ridge School, as well as scholarly, scientific, and clinical communications.
- You should not use email for official record-keeping purposes. Email messages containing public record material should be printed out and filed.
- Email should not be considered private. Confidential information should not be sent by email.
- While every effort is made to deliver email reliably and quickly, the volume and the routing patterns sometimes cause delays or even lost mail. If you are not sure your message got through, it is a good idea to check.

Etiquette

If you receive a message that seems out of character for the sender, double-check before taking it seriously.

Email does not show subtleties of voice or body language. If you ever receive a message that makes you angry, do not under any circumstances respond immediately! Wait awhile to cool off, and if possible, meet and talk face-to-face.

Other email etiquette tips:

- Email can be misdirected, even when you are careful. Do not put something in an email message that you would not want read by everybody. And if you get someone else's message, let the sender know.
- Email is easily forwarded to someone else. Although this is convenient, it is not always appropriate. If you are unsure, ask the sender before forwarding the message.
- Email replies may go to more people than you realize. When replying to a message, be sure to look at the list of recipients.
- Email can be junk mail. Each recipient gets to decide if a message is "junk," so avoid unnecessary proliferation of messages.
- Email takes up disk space, so delete messages you no longer need.
-

When you leave your computer unattended you should either logout or make sure your PC keyboard is locked in order to prevent unauthorized use of your account.

Student Acceptable Use Policy for Internet Access And Software

SRS Technology Department

I, _____, the parent of _____,
(Parent or Guardian Name - Print) (Student Name - Print)

agree to allow my child to have access to the Internet through SRS-Net. SRS-Net being network connectivity to online campus resources as well as access to the public Internet. I have read and agree to the Sage Ridge School Student Acceptable Use Policy for Internet Access, Terms of Use Agreement (attached), and to be responsible for the behavior of my child. I understand that the school cannot guarantee the accuracy or appropriateness of information or material that my child may encounter on the Internet.

I shall not hold the school responsible for materials acquired by my child on the system, for violations of copyright restrictions, users' mistakes or negligence, or any costs incurred by my child.

I understand that the following is a non-exhaustive list of activities that will not be tolerated, and that violations may result in the loss of account privileges, as well as other disciplinary and/or legal action:

- Sending or displaying offensive pictures or graphics.
- Using obscene language.
- Harassing, insulting, threatening, or abusing other network users.
- Violating copyright laws.
- Using another user's account and password.
- Damaging computers or personal or network files.
- Trespassing in another user's private files.
- Attempting to circumvent network security.
- Using the SRS-Net for commercial purposes or individual financial gain.
- Intentionally wasting limited resources.
- Installation or presence of any software not explicitly permitted by the Director of Technology.
- The use of webmail of any form besides SRS webmail.
- The use of any kind of instant messaging software or any software that maintains a constant connection to the Internet.
- The playing of games during school hours unless explicitly permitted by the Director of Technology.

Parent or
Guardian: _____ Date: _____
(Signature)

Student: _____ Date: _____
(Signature)

Please detach and return this form to Sage Ridge School