



SAGE RIDGE

S C H O O L

Family Handbook

2020 – 2021

2020-2021 Updates:

- Handbook Addendums - September 3, 2020
- Travel Policy Updates (pg 51-52) - March 19, 2021

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History

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 was established in the spring of 1997 when a group of dedicated 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 academic challenges of the most rigorous nature

The Board

Sage Ridge School is governed by a self-perpetuating Board of Trustees. In alignment with NAIS (National Association of Independent Schools) principles of good practice, the Board is the guardian of the School's mission. It is the Board's responsibility to ensure that the mission is relevant and vital to the community it serves, and to monitor the success of the School in fulfilling its mission. In addition, it appoints a Head of School to devise, implement, and monitor day-to-day operational policies and practices to fulfill the mission of the School, and to provide educational leadership for the School's community. The Board of Trustees oversees and manages only one employee, the Head of School.

Accreditations and Affiliations

Sage Ridge School is accredited by the Northwest Association of Independent Schools (NWAIS) and is an active member of NAIS (National Association of Independent Schools), the (ASCD) Association for Supervision and Curriculum Development, and NACAC (National Association for College Admission Counseling).

Our Mission

School graduates curious and confident citizens who embrace rigorous scholarship, respect the dignity of individuals, choose integrity, embody courage, cultivate a compassionate community, and ultimately thrive in college and in our global society.

The Sage Ridge Pillars

Developed by the faculty, and approved by the Head of School, 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:

Scholarship
Respect
Integrity
Courage
Community

In addition to our five school pillars, the Lower and Middle School has also adopted five more. Developed by students and approved by the School's administration, these five additional pillars help encourage our School students to grow into kind and creative young adults:

Spirit, Effort, Responsibility, Character, and Imagination.

Each quarter, members of the School community recognize students who exemplify the School's pillars.

Portrait of a Graduate

Sage Ridge graduates are global citizens who demonstrate:

Scholarship - Creative thinking and innovative problem-solving
Respect - Compassion for ideas and diversity, and empathy for people
Integrity - Commitment to ethical behavior
Courage - Self-awareness and leadership
Community - Service grounded in scholarship, respect, integrity, and courage

Expectations and Responsibilities

Sage Ridge School is committed to maintaining an environment where teaching, learning, and personal growth can take place in an atmosphere that encourages each student to do their best in all endeavours in order to reach their full potential.

To protect such an environment, the school provides a framework so that students and everyone else in the school community understand the institution's rules and expectations for student behaviour, and the remedies or sanctions if the school's expectations are not met or

rules are breached.

Students are expected to accept responsibility for their own actions. It is expected that they will be honest and will demonstrate basic respect for the dignity and rights of others.

We believe that a positive and constructive working relationship between our school and every parent (or guardian) is essential to the fulfillment of our mission. Thus, the School reserves the right not to continue enrollment or not to re-enroll a student if the School reasonably concludes that the actions of a parent (or guardian) make such a positive and constructive relationship impossible or otherwise seriously interfere with the School's fulfillment of its educational purposes. Parents are expected to support the School's rules and expectations, including the remedies or sanctions if these expectations are not met or rules are breached. For clarity, here are more specific examples:

Parent Expectations

1. The School will fulfill its Mission.
2. The School will endeavor to create a safe and healthy environment.
3. The School will provide an explanation of any action taken regarding their child.
4. The School will communicate by phone, email, and in person as needed.

Parent Responsibilities

1. Actively support both the Mission and the Pillars of the School on campus and in the community.
2. Recognize that effective partnerships are characterized by a shared commitment to collaboration, open lines of communication, and mutual respect.
3. Recognize that the school reserves the right to talk with students about their behavior and performance at school.
4. Know that it is the responsibility of the parent to contact the source first -- the teacher or advisor. See Appendix I.
5. Fulfill all conditions of their enrollment contract.
6. Be aware of, and support, the policies and regulations contained in this Handbook.
7. Contribute to the School through monetary support and volunteerism.
 - a. Our Annual Fund is a key component to our community's financial health, helping bridge the gap between our tuition costs and actual cost per student. The School seeks 100% Community participation.

Student Expectations

1. Their lessons will be well planned and clearly presented.
2. They will receive a description of the elements that make up the teacher's evaluation of their work.
3. An orderly instructional environment will be maintained.
4. Homework will be useful and thought-provoking, and it will conform to the homework guidelines in this Handbook.
5. They will receive feedback on their work in a timely fashion.
6. They will receive thoughtful co-curricular opportunities that develop their character.
7. That they may see the contents of their permanent file.

Student Responsibilities

1. Actively support both the Mission and the Pillars of the School.
2. Act within the spirit of both the mission and of the school's expectations.
3. Make full use of the resources the School makes available, including checking their emails regularly, maintaining communications on FACTS, asking their advisors for help, seeking help directly from their instructors, and coming to the office when needing additional support.
4. Act in a responsible manner as a member of the school community in and out of school, including when using the school's network, their own communication devices, and social media (see Acceptable Use Policy, Appendix III)
5. Work with their peers, teachers, advisors, grade level team leaders and leadership to resolve conflicts.

It is up to each of us individually to ensure that our Pillars are honored in all our intentions and interactions. When we do so, our community is a healthy and safe place to learn and grow.

Preparation

Students are expected to come to school prepared each day. This includes bringing books, binders, lunch, water bottles, snacks, athletic clothes, and uniforms. Because we value natural consequences, parents should not be alarmed or worry about their children navigating their day without those items. Students can work with their advisors to problem solve. Parents should not bring items to the Webster office with the expectation that those items will be delivered to their children.

Consequences

“Be humble to see your mistakes, courageous to admit them, and wise enough to correct them.” (Amine A. Ayad)

We all make mistakes. It is important to have the courage to try new things, to take risks and, if we fail, to learn from them. Sage Ridge School is committed to being a community where everyone should feel that they have a safe learning environment. A spirit of mutual trust is important in helping our school be a caring place where scholarship can thrive and courage and integrity are respected.

When disagreements happen or rules are broken, it is expected that the people directly involved should seek to work things out first. When an infraction happens that breaks our rules, consequences will ensue. It is important that consequences are aligned with the infraction.

Discipline Policy

As members of a community that value ethical behavior and mutual respect, Sage Ridge students are expected to behave in accordance with the spirit of the Mission Statement and our Pillars and in a manner that lends credit both to themselves and the School.

The Sage Ridge Discipline Policy seeks to provide clear expectations for student behavior and serves to guide the students to make smart decisions. Discipline can include infractions regarding academics, acceptable use policy for technology (phones and computers), behavior, campus safety, dress code, extra-curricular events, harassment, tardies, and more. The policy includes three instruments to help modify and improve student behavior: Individual Infractions, Honor Council, and Restorative Justice.

Individual Infractions

1st Infraction: teacher and student meet one on one to discuss solutions to resolve the issue.

2nd Infraction: teacher, advisor, and student meet to discuss solutions to resolve the issue, and then the teacher calls home to inform the parent of the situation.

3rd Infraction: the student, parents, and Dean of Students meet to discuss the new plan to resolve the conflict and prepare the student to make better choices. This plan may be a behavior contract to help the student repair the damage caused by their behavior. This contract can include restorative justice practices, detention, restrictions, including loss of campus and extra-curricular activity.

Beyond the 3rd infraction, the situation will be elevated to the Head of School.

When either a series of infractions or very serious single infraction occurs that violate the pillars or jeopardize the safe learning environment or integrity of the school, the Head of School may authorize more serious penalties such as in-school suspension, off campus suspension, or expulsion.

Honor Code

Integrity is an essential component of the Sage Ridge experience in order to support the pursuit of academic and personal honesty. We expect the highest standard of respect towards the School and all members of our community. When an incident of plagiarism, lying, cheating, or defaming another's character occurs, the incident may be reviewed by the Honor Council (see Leadership). The Head of Academics, Dean of Students of Upper School, and

Dean of Students of Lower and Middle School (Deans of Students) will review the recommendations of the Honor Council, modify as needed, and administer the consequences.

Restorative Justice

Restorative Justice serves the whole school community by focusing on agreement, accountability, and mediation rather than punishment. Restorative justice helps repair damage caused during group conflict. Offenders must accept responsibility for harm and make restitution with victims. Sage Ridge embraces the use of these principles because they align with our Pillars. The Deans of Students lead this work with grade level team leaders, advisors, faculty, and students as needed.

Safe Campus Policy

Sage Ridge is committed to maintaining an environment that is safe and secure for all members of our community. Our school is a drug-free, smoke-free-, and weapons-free campus. Students are forbidden to consume any drugs, alcohol, tobacco, possess vaping pens or paraphernalia, or have weapons on campus. The School reserves the right to open and inspect lockers, bags and any personal possessions at any time, without prior notice.

The School does have alcoholic beverages available for adults at a variety of events on and off campus during the year -- moderate social consumption is deemed acceptable, and parent behavior at events must model the School pillars and follow common sense self-regulation.

Sage Ridge is also committed to maintaining an environment free from any type of emotional, physical, psychological, or sexual harassment. If bullying or harassment does occur, students are expected to inform a teacher, advisor, or administrator.

Any violations of the Safe Campus Policy should be reported directly to the Dean of Students for review with the Head of School. For these more severe infractions, the school reserves the right to impose more severe penalties such as in-school suspension, off campus suspension or expulsion.

When required by law the School will report incidents to local law enforcement.

School Uniform Policy

The uniform of Sage Ridge School is intended to keep the learning environment free from distractions. It is also intended to dignify both the individual and the school and define us as a community.

Student appearance guidelines do not permit the following: tattoos and body piercing, distracting jewelry, headphones, hats of any type, sunglasses, low-rise, short-shorts or tight pants, tight pants, leggings or jeggings, excessively short bottoms or tight tops, oversized clothing, and non-SRS apparel. Implicit in a student's attendance at Sage Ridge is the willingness to abide by the uniform dress code.

Lands' End & Uniforms

Lands' End has been designated as the supplier of Sage Ridge uniforms and they have created a school logo that is to be embroidered on all tops that students wear during the school day -- polo shirts, dress shirts, dresses, jumpers, fleeces, vests, sweaters, and blazers. As long as they do not violate our dress code appearance standards, khaki bottoms do not have to be ordered and embroidered through Lands' End. All purchases made from Lands' End will result in a three percent net payment back to Sage Ridge to be used for an education project of our choice. When ordering uniforms, use our [school site](#) and preferred number 9000-5708-4.

Daily Uniform

The Sage Ridge uniform consists of khaki bottoms or Land's End plaid skirts for females. Tops should be Lands' End polos in burgundy, gray, or black. All tops must be embroidered with the school compass logo. The uniform includes closed-toe shoes and is worn on all days of the week except Wednesdays and Fridays. If females wear leggings under their skirts, they should be solid black, gray, white, burgundy, or navy blue.

Dress Wednesdays

Wednesdays are dress-up days when students are required to wear a blue Sage Ridge Lands' End blazer, white Lands' End dress shirt, dress shoes, belts, and khaki bottoms or plaid skirts. Dress shoes do not include Uggs (classic), Birkenstocks, Toms, tennis shoes, and other similar casual shoes. Males are also required to wear a tie. Seniors may wear professional interview dress exclusively on "Dress Wednesdays."

Professional Dress -- Seniors

Professional interview dress means males wear dress slacks, Professional interview dress slacks, dress shoes, and shirts with the option for ties and jackets. Females should wear

slacks, skirts, or dresses with dress shoes. All professional interview dress should meet all other general dress code standards described in this policy.

Friday Spirit Days

On Fridays, students may wear Sage Ridge School tops such as theatre, athletics, advisory, or club t-shirts, pullovers or hoodies with blue denim or dress code bottoms. Students may not wear leggings, jeggings, or tights instead of denim or dress code bottoms. In addition, short shorts, denim with prints, or ripped bottoms are not permitted.

College Sweatshirts

Over their regular polo shirts, seniors may wear a college sweatshirt from the college or university in which they have enrolled.

Special Event Spirit Days and Free Dress

Free dress days are given throughout the school year and themed spirit days are scheduled periodically. Free dress and spirit day dress are a privilege, and students are expected to dress appropriately. Students are not allowed to wear revealing tops such as tank tops with spaghetti straps or tight tops. Students may not wear leggings, jeggings, or tights instead of blue denim or dress code bottoms. In addition, short shorts, denim with prints, or ripped bottoms are not permitted. Additionally, students should not wear any clothes with words or images that would disrupt the school environment.

If there is inclement weather, students may wear coats or jackets over their school uniforms when they go outside. They must take off non-SRS outerwear when inside the buildings. When snow is on the ground, snow boots are encouraged for comfort and safety, and are required to play outdoors in the snow.

Students who commit dress code infractions will be held accountable (see Discipline Policy).

Chewing Gum

Chewing gum is not tolerated during school hours. Gum causes damage to property, and gum chewing is distracting. As an alternative to gum, students may eat mints.

General Information

Communication

Communication between families and the School is vital to a student's success and it is a two-way process. Our primary communication tools include the Friday Notes and FACTS SIS/RenWeb. When implemented, the Family Portal on the new Finals site website will be a password-protected source of information as well. Parents who wish to communicate with teachers should do so through email and may request an appointment during regular hours. Within reason, we are committed to answering emails within 24 hours during school days.

Visitors

All visitors, including parents and family members of SRS students, must sign in at the front office of the Webster building upon arrival to obtain a visitor's badge. Guests without badges will be asked to proceed to the Webster Office to obtain a badge.

School Hours/ Calendars/Daily Schedule

Sage Ridge School office hours are 7:30 a.m. to 4 p.m. daily. Summer and vacation hours are 8:30 a.m. to 2:30 p.m. During the school year, students may arrive by 7:30 a.m. and remain on campus until 3:30 p.m., or later if they are participating in a school-sponsored activity or attending the After School Study Hall. Please note that students are not allowed to arrive before 7:30 a.m.

The welfare of students involved in school-sponsored activities is the responsibility of the activity sponsor until the students are picked up by their parents/guardians.

Campus Arrival & Departure

Morning and Afternoon Carpool

- ❖ Carpool is a daily community event -- it will go smoothly as long as everyone keeps our pillars in mind.
- ❖ Enter the carpool lanes from the North entrance. Carpool is a one-way process:
 - Enter from the north entrance off of Crossbow Court and exit from the south exit
- ❖ The speed limit on Crossbow Court during carpool is 15 mph. from 7:30 a.m. - 8:30 a.m., and from 3:00 p.m. - 4:00 p.m.
- ❖ The speed limit on Crossbow Court outside of posted 15 mph speed zones is 25 mph.
- ❖ Law enforcement officers patrol Crossbow Court on a regular basis.

Please do not double-park in the carpool through-lanes during morning and afternoon drop-off. If you cannot find a curbside spot, drive back around again or park on the street. Please do not leave your car unattended along the curb during morning and afternoon drop-off. Do not enter the school campus from Crossbow Court through the center exit-only lane. Remember, the parking lot is an idle-free zone.

Walking or Biking

If students walk or bike to school, please remind your child to use crosswalks, helmets, and follow the rules of the road. If your child plans to walk or bike to or from school, please send the school an email to the Academic Assistant with your permission.

After-School Supervision

Lower and Middle School students are not allowed to be on campus unsupervised after 3:30 p.m. The After School Study Hall is offered to students in Grades 3 - 8 who remain on campus after 3:30 pm and who are not in a school organized activity. Students may remain in Study Hall until 6:00 p.m. All students must be signed out by the responsible adult who is picking up the child. The cost for students is \$18 per day and families are billed monthly from the

business office for this drop-in service. A late fee of \$18 per quarter hour will be charged if students are picked up later than 6 p.m. Parents who wish to use this service on a regular basis will be given the opportunity to pay a per semester fee at a discounted rate. Please inquire with the Business Office for further information.

If Upper School Students are on campus after 3:30 p.m. but are not in an organized activity, they must be in the Loft or one of the libraries. If the Great Space is available, US students may use it.

All students must be off campus by 6 p.m. when the After School Study Hall Supervisor leaves campus.

School Closings and Delayed Start Times

Sage Ridge generally follows the Washoe County Schools' schedule for school closings and/or delayed starts based on current weather conditions unless there is a compelling reason to do otherwise. The School's decision will be posted by 6 a.m. on the website, communicated through the emergency phone system, and called into the local radio and television stations.

School Lunches & Snacks

Students may bring their lunch to school or pre-purchase meals through our local catering company. Lunches must be pre-ordered and may be picked up in the Great Space during lunch. Upper School students may shop at the Loft Student Store during lunch and during morning breaks. Lower and Middle School students need to bring snacks from home and may eat them during the morning break. Ordering information may be found on our main website www.sageridge.org.

The Parents Association

The Parents Association (PA) includes every family with a child who attends Sage Ridge. The PA meets monthly at school. The major goal of the group is to enhance the School's well-being by fostering community engagement and enrichment among the school, parents, faculty, and staff, and broader community.

Attendance & Tardies

Sage Ridge teachers, staff, and coaches are committed to helping each child reach his or her highest potential. Success begins with full participation in the program. As the courses are dynamic, interactive, and cumulative, daily class attendance is crucial. Much of the material covered in class goes well beyond the topics covered in textbooks, and taking full advantage of the instructional program requires regular attendance. Regular attendance is essential as is the student's commitment to take advantage of the in-class and out-of-class opportunities made available by the School. Students are responsible for topics that are covered in class. Please make medical appointments outside of the normal school day if at all possible.

Signing In/Out

Students who arrive late or leave campus during the school day are to sign in/out of the

Webster Building.

Parents are asked to notify the School 24 hours in advance of any early departures or late arrivals due to doctors' appointments.

Guardian

If a child is to be left under the temporary care of a guardian, please provide the School with the guardian's contact information and dates of guardianship.

Attendance Policy

Students are expected to attend school for all 180 days of the academic year. Should a student's total number of excused or unexcused absences, full or half day, exceed 10 in an academic year, the student's attendance record will be reviewed by school administrators and a conference will be held with the family to discuss the policy and a plan of action. Students whose excessive absences deem it unrealistic for them to participate in our program may be asked to withdraw from the School. Students with perfect attendance will be acknowledged at the end of the school year.

If a student misses 45 days of school, the School reserves the right to require that student to repeat their grade level the following school year.

Excused Absences

For each day missed, the student receives an additional day to complete the work (on a schedule that takes into account the nature and duration of the absence). Work assigned well before the absence will not receive an extended due date.

1. Extra-Curricular Activities

Any school-related absence such as a field trip, athletic or theatre event is also excused. All missed work is due the following school day. If the school determines that a student's academic success is in jeopardy, the School will require him/her to attend class and miss extracurricular events. Students must be in attendance at school by 10 a.m. in order to participate in extracurricular activities scheduled for that day and/or weekend.

Students may apply for the School to recognize non-SRS extra-curricular activities for excused absence status. Students interested in filling out such an application should contact the appropriate Dean of Students.

2. Illness

Students who have a fever or contagious symptoms such as but not limited to nasal drainage, coughing, nausea, and diarrhea should not come to school. Students may return to school 24 hours after the fever has subsided. If a child is absent due to illness please inform the front office by 8 a.m. If staff determine a student is too ill to be in school, parents will be called to pick up their child for bed rest or medical attention for the well being of all in the school.

3. Religious Holidays & Family Emergencies

For family emergencies, such as a death in the family, or religious holidays, please inform the School as soon as possible.

Unexcused Absences

Absences for any other reason not listed above are considered unexcused. This includes extended holidays and extended weekend trips. Students are expected to notify their teachers before they leave and are required to complete paperwork in the front office. All homework and classwork is due the day the student returns. The only exception is work assigned without prior knowledge during the absence. Such work receives the same grace period as for excused absences. Students are expected to use FACTS SIS/RenWeb as a resource for assigned homework and should communicate with classmates or teachers about missed classwork.

Tardies

Three or more tardies in any one class or to school will result in a meeting with the Dean of Students (please see Discipline Policy).

Health, Wellness, and Safety

Medications at School

If students require over-the-counter medication during the school day, parents are to provide authorization in FACTS SIS/RenWeb. If school personnel are to administer prescription medication, both written instructions from the student's medical care provider and a parental permission form must be on file.

Medicine must be in the original container with the prescription or manufacturer's label attached. For the protection of all students, adults must supervise the administration of medications. Parents may not send medicine to school for their children to keep and take independently. Exceptions may be arranged only for students who require immediate access to asthma or anaphylaxis treatment medications.

Immunizations & Medical Exams

Parents are required to provide their child's current immunization record each year. Medical physical examinations are required every year.

Emergency Procedures

Sage Ridge School abides by all rules and regulations set by the State of Nevada, the Washoe County Sheriff's Department, and the Sierra Fire Protection District. SRS conducts fire and lockdown drills on a regular basis and maintains records of all drills conducted throughout the year.

Food Allergies

If a child has a food allergy or sensitivity, a Food Allergy Action Plan must be completed by the parent before school commences. Parents are expected to communicate with the school

about allergies or any other major health issues.

It is recommended that all students with EpiPen prescriptions carry an EpiPen on them and keep an extra one in the front office of the Webster Building. It is the responsibility of all high school students in Grades 9-12 to be able to self-medicate, and they must carry their EpiPens with them.

While we are not a nut-free campus, there are Sage Ridge students who have life-threatening nut allergies. School volunteers cooking, baking, or purchasing food for school events should avoid items with nuts. If parents do not want their children to eat food at school events, they should provide food from home for their children.

Dogs on Campus

With the exception of active or in-training service animals as defined by the Americans with Disabilities Act, it is the policy of Sage Ridge School to prohibit the presence of animals on campus. Any Sage Ridge employee or student who is a guide dog raiser or trainer wishing to bring a service animal on campus must receive the prior approval of the Head of School.

Emotional support, therapy, comfort, or companion animals are not considered service animals under the Americans with Disabilities Act; therefore, they are not allowed on campus.

Technology

Cell Phones and Devices

Lower and Middle School students Grades 3 - 8 are required to turn off all phones and headphone devices and store them in their backpacks or Zuccas from 8:00 a.m. - 3:15 p.m. They may only retrieve them if and when a teacher has requested that students bring phones to class for an academic activity. During these exceptions, they should not be used for texting, social media posting, games or any other non-academic activity. If students break this agreement they will be held accountable (see Discipline Policy).

Upper School students must leave their cell phones on silent mode at all times when inside the buildings. Students in Grades 9 - 12 may check their phones and use their headphones before and after school, during morning break, and at lunch when they are not participating in an organized activity.

No students may wear headphones or earbuds on their heads/necks or in their ears during the school day.

Students should not communicate on their cell phones with parents when they are ill or have personal emergencies. They should report to the Webster Office and request that school officials communicate with their parents about a plan of action.

Students who commit cell phone infractions will be held accountable (see Discipline Policy).

Social Networking

Social media and digital networking are a daily reality in our digital, connected world. Sage Ridge families must always remain aware of the risks and ethical decisions that face users of these platforms. Social networking often blurs the lines between personal and professional, private and public information. The following guidelines are written to help our school community conduct themselves responsibly online.

- Start with the pillars. Everything posted should embody scholarship, respect, integrity, courage, and community.
- Always treat everything online as if it is **public** and **permanent**.
- Remember that using "privacy" settings does not prohibit friends/followers from taking screenshots and sending "private" content to others.
- Practice courage by asking friends to refrain from posting inappropriate content of you or asking friends to remove content of you that you do not want posted.
- Never post content about or pictures containing other people without their permission.
- Remember that one of the greatest benefits of social media is to increase one's exposure to differing viewpoints. Take opportunities to listen as well as post/contribute.
- Take care to be as accurate as possible and demonstrate good research skills when posting content online.
- Be quick to correct inaccurate postings and apologize if a mistake is made.
- Remember that many photos are geotagged and location can be determined from the data they carry.
- Do not communicate any confidential information online, such as mother's maiden name, social security numbers, passwords, addresses, phone numbers, your schedule, etc.

Depending on the offence of the above guidelines or other misuses of digital networking (including text or chat conversations), students will be held accountable according to the Discipline Policy.

The SRS Laptop Program

The SRS Laptop Program offers students the required hardware, software, warranty, and support at a competitive price. Being a part of the SRS Laptop Program has many benefits such as free loaners, all hardware and software repairs, and a breakage warranty at no additional cost. Students may elect to purchase equipment and software outside of the Program, although they will typically incur additional charges if they do so. Full details of the program can be found in the Technology Information Packet.

Authorized 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, the student must obtain written permission from their parent or guardian.

The School has the right to monitor any computers in use on the Sage Ridge campus and can, at its discretion, remove any unauthorized software with no further warning than this statement.

Responsibility for Damage or Misuse

Laptops purchased through SRS are covered by our policy as described above. Computers purchased outside the program are not supported by SRS, nor are they the responsibility of SRS. The responsibility for these devices falls solely on the family owning the computer.

Acceptable Use Policy

Because the Internet contains an unregulated collection of material, the School cannot guarantee the accuracy of the information or the appropriateness of any material that a student may encounter. Parent(s) may not hold the School responsible for materials acquired by the student on the system, for violations of copyright restrictions, for users' mistakes, for negligence or any costs incurred by users. The Sage Ridge School Student Acceptable Use Policy Agreement is to be completed and returned by each student at the beginning of each school year. See Appendix III.

Students who commit computer use infractions will be held accountable (see Discipline Policy).

Homework Information

Philosophy

Sage Ridge believes homework is important for academic success and for the development of self-discipline and independent work habits.

FACTS SIS/RenWeb

FACTS SIS/RenWeb is the School Information System and is provided by the School to help students and parents keep track of lesson plans, homework assignments, and grades. Both students and parents have their own accounts and can login [here](#) using the district code SR-NV. Teachers post homework and lesson plans at least one week in advance. Parents are encouraged to check grades no more than once per week. Teachers may also use Google Classroom as a tool for homework assignments / turning in work, but student grades are only posted in FACTS SIS/RenWeb.

Planners

Students in Grades 3 - 9 are given daily planners at the beginning of each year that are used to record the daily homework assignments for each class. In Grades 3 - 9 students use their planners to write down nightly homework assignments. FACTS SIS/RenWeb is a planning tool and guide, but their planner has the most up-to-date homework description. Students in Grade 10 - 12 are expected to purchase or create their own planner or homework tracking system.

Homework Guidelines

In Grades 3 - 8 teachers may assign homework on all days of the week, except when their class is dropped. New homework will not be assigned on a dropped class day. English teachers may assign homework all five days per week due to the reading, writing, spelling, and vocabulary practice needed. In Grades 9 - 12 teachers may assign homework five days per week, even on dropped days. Weekends, holidays, and vacations, regardless of length, are treated as a single day's worth of homework.

Grade	Homework Time Averages	
3	30 - 40 min. per night	
4	30 - 50 min. per night	
5	1 hour per night	
6	1 - 1.5 hours per night	
7 & 8	2 hours per night	
9	30 min. per class per night or 2.5 hours	
10	College Prep: 30 min./class	Honors: 45 min./class
11 & 12	College Prep: 40 min./class	Honors: 45 min./class
AP	Any level AP: 60 min./class	
US Electives	30 min./class	
US Sage Session (formally known as mini-session)	60 min./class	

Late Work (suggest G3-6, 7-12)

Students are expected to turn in work on time each day. Any work submitted after the due date will be marked down 10% each school day for up to 10 school days and then will be marked a 0. If a student does not turn in work, a teacher may enter the letter M (for missing) into the gradebook in FACTS SIS/RenWeb; Ms are calculated as zero points. FACTS SIS/RenWeb will automatically send the parent, student, and advisor an email about the missing work. Teachers may grant extensions in extraordinary circumstances. In general, timely work is deemed more important than perfect work, and students will be encouraged to submit work on time as a critical part of their learning process so they can receive feedback for future improvement.

Assessments

Teachers are expected to provide at least one week's notice for all major tests and assessments. A quiz is defined as an assessment that takes less than 20 minutes and requires only one night's review.

Credits

Graduation credit is earned for those courses taken at Sage Ridge School. Students who apply for admission to Sage Ridge School in Grades 10 and 11 will have their transcripts reviewed by the Head of Academics to determine which credits may be applied toward a Sage Ridge School diploma.

Semester Grades

Grades are assigned at the end of each semester; there is no single year-end final grade. Only semester grades appear on student transcripts. Semester grades are computed for students in Grades 9 – 12 by weighting the two quarter letter grades and the semester exam letter grade as follows: first quarter 40%, second quarter 40%, semester exam 20%. Semester grades are computed for students in Grade 8 by weighting the two quarter letter grades and the semester exam letter grade as follows: first quarter 45%, second quarter 45 %, semester exam 10 %. For all other classes, the semester grade is weighted 50% for each quarter. Grade 7 math and language finals are calculated as a regular assessment grade. Grades for Lower and Middle School courses are not computed into the Upper School GPA.

Grade Point Average (GPA)

The computation of a student's GPA is based on a thirteen-point scale. Honors and AP courses are weighted to reflect the greater rigor of these courses. Only courses taken at Sage Ridge School are computed in a student's GPA. 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 number 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 (Conversion Scale)

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	6	7
D+ (67-69)	4	5	6
D (63-66)	3	4	5
D- (60-62)	2	3	4
F+ (57-59)	1	2	3
F (50-56)	0	1	2
F- (0-49)	-1	0	1

Cumulative GPA

To progress from one grade to another, students are required to have a minimum cumulative GPA of 1.70 to enter into their sophomore year, a 1.8 to enter into their junior year, and a 1.9 to enter into their senior year.

Cumulative Courses

All math and foreign language courses are considered cumulative courses. Students who wish to progress to the next step in language or math (i.e., Spanish IA to Spanish IB, Algebra IA to Algebra IB, etc.) must earn a minimum second semester grade of C. Any student with a grade of C- or lower 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.

Non-Cumulative Courses

Credit for non-cumulative courses is awarded on a semester-by-semester basis. A student who fails either semester of a required, non-cumulative course is required to repeat the semester in which he or she received a failing grade.

Incomplete Grades

The grade of “Incomplete” is only given in unusual situations such as for medical reasons or a family emergency. Students who feel they qualify for an Incomplete should first discuss their reasons with the teacher of the subject in question. If more than one subject is involved, the student should contact his/her advisor. Approval from the Head of Academics is granted based on the recommendations of the student’s advisor and Grade-Level Team Leader (when appropriate) and after a thorough review of the student’s situation. A deadline will be established for completing missing work. 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 Late Work Policy.

Partial Credit

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

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 designation "withdrawn" and the date is affixed to the transcript and no final grade is assigned. It is left to the receiving school to determine final credit.

Non-Sage Ridge Coursework

Sage Ridge School does not accept outside course work for graduation credit. If students wish to take an online course as an independent study class, they may do so with the permission of the Head of Academics. All such classes will be PASS/FAIL and may appear on a student's transcript.

Independent Study

Because initiative and curiosity are values central to the Sage Ridge experience, within reason the School supports Upper School students who wish to conduct independent study projects.

- Independent study is available to students on a case by case basis. Successful independent study candidates are motivated self-starters with initiative to pursue an interest or passion. They are independent thinkers and are well organized. Additionally, candidates for independent study are problem solvers with strong time management skills.
- Independent study classes are PASS/FAIL and will appear on students' transcripts.
- The project should fall outside the school's formal curriculum.
- Independent study projects are not to replace courses offered by the School for graduation credit.

The following are the criteria and steps the school will use in reviewing an independent study project:

- ❖ The project should be planned to last either a semester or a full academic year.
- ❖ The student's project must receive an initial approval of a Sage Ridge teacher who agrees to serve as the student's mentor.
- ❖ Working with the mentor, the student is expected to prepare a syllabus and specify how progress will be assessed.

- ❖ The syllabus and approach to assessment must be approved by the Academic Head and the Chair of the appropriate department by June 15 of the previous school year (for first semester or year-long projects), or by November 15 for second semester projects.
- ❖ The mentor is expected to submit to the Academic Head and Department Chair a brief progress report at the end of 15 days into the semester. The purpose of this progress report is to determine whether the independent study project should be approved to continue for its planned duration.

Scheduling & Placement

Students who successfully pass and complete the curriculum in Grades 3 – 8 will be promoted to the next level. Once final grades are determined, teachers talk with the parents of any student recommended to repeat a subject, or to accelerate in mathematics or language.

The scheduling for Upper School begins in the spring during the academic advising meetings. Seniors followed by juniors are given preference in the design of the schedule. Scheduling for Grades 3 - 8 is completed over the summer.

Students are placed in Honors and Advanced Placement courses if they meet the following prerequisites:

1. Have the desire and drive to participate in an advanced class (Honors) or college-level course (AP).
2. Earn a 93 percent average for two of the three quarters with no quarter grade lower than an A- in the preceding CP level class.
3. Possess the ability to advocate for self when necessary.
4. Consistently turn in high quality work on time.
5. Actively and productively participate in class.
6. Consistently attend school and not have absences that exceed the School's attendance policy.

Students currently enrolled in Honors and Advanced Placement classes must maintain a B average to be placed in an Honors or Advanced Placement course at the next grade level. Additionally, students must be in good standing with the School's attendance policy.

If students do not meet these requirements and wish to join a certain Honors or AP course, they may petition their current teacher, the appropriate department chair, and the Academic Head. Final decisions on placement rest with the Academic Head.

If recommended, students may take three (3) AP courses in one academic year. If they wish to take more than three AP courses, they must consult their advisor for permission.

Math Placement

Placement in math courses starting in 6th grade is determined by a variety of factors depending on the student's year, and may include some of the following: grades, test scores, student preference, placement tests, teacher recommendation, and family preference.

Placement in the 6th-grade extended curriculum math course is at the discretion of the family. However, the school will give a placement recommendation based on the student's grade average and performance in the current math class.

In 7th grade, students will move to Algebra IA. Placement in Algebra IAB will be at the discretion of the 6th-grade math teacher. Algebra I is the foundation upon which all other math courses are built so success is vital. Because of the course's importance, the teacher will consider the students' maturity and their ability to complete the work that such a course requires. The teacher will not consider "innate ability," so placement should not be seen as reflecting that. If students do not meet these requirements and wish to join Algebra IAB, they should schedule a meeting with their current teacher, the math department chair, and the Head of Academics. Final decisions on placement rest with the Head of Academics.

Adding and Dropping a Class

Students may not ordinarily add/drop a course after the first 15 days of the course. 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) based upon the student's grade at the time of the drop. Students are not permitted to drop courses after the second mid-quarter (or in the case of a second semester course, the fourth mid-quarter) unless the change is initiated by the teacher.

Add/Drop forms may be obtained from the Academic Assistant. The following guidelines describe the Add/Drop process:

- Any student considering either adding or dropping a class should first discuss the change with his or her advisor. The advisor's signature formally initiates the add/drop process.
- The request is not approved unless and until the Head of Academics has signed the form.

Eligibility

Eligibility for extracurricular commitments, including athletics, theatre and debate, is based on a student's letter grades in the quarter during the period of the activity. Grades will be checked every two weeks beginning with the second week of a grading quarter.

Any student who earns two or more D+'s or below or one F will be removed from the activity

until the next assessment point (mid-quarter or quarter) unless the student appeals his/her removal and the appeal is granted. Until such appeal is granted, the student may not participate.

Sage Ridge participates in the NIAA league, and their rules also apply, including the requirement of a 2.0 minimum GPA.

Reporting of Student Status and Appeals Process

Within 48 hours of notification, the student may appeal the decision to the Eligibility Appeals Council (EAC). The EAC reviews appeals on a case-by-case basis and the decision is final. The EAC is composed of the following:

Eligibility Appeals Council

- Athletic Director (Chair of the Appeals Council)
- Activity Director or Head Coach
- The Appealing Student's Advisor

Attendance at School on the Day of an Extracurricular Activity

In order to be eligible to participate in after school activities, a student must be signed in by 10:00 a.m. on the day of the event. Similarly, a student who participates in Saturday and/or Sunday extracurricular events must be signed in by 10:00 a.m. on Friday or the student will not be permitted to participate.

Scholar Athlete/Artist Policy

The Scholar Athlete/Artist Policy is designed to recognize and support SRS students who participate in enriching competitive programs outside of the school community. While academic success is our top priority, proper planning and the guidelines of this policy will ensure that students are able to commit to meaningful extracurricular activities while minimizing the impact of missing classes. The key to this policy is continual communication between school, student and family.

Before the beginning of the quarter, or at the earliest possible time, the student will complete the Scholar Athlete/Artist form and present it to their divisional Dean of Students. Once the form is approved, students will be eligible to request extra time to complete classwork. For absences that occur while competing in approved activities, the student will be marked AS -- "absent scholar athlete/artist" -- which counts as an excused absence. Approved SA absences count as .5 of a day towards total absence count.

SRS Attendance Policy (refer to full policy above)

Students are expected to attend school for all 180 days of the academic year. Should a student's total number of excused or unexcused absences, full or half day, exceed 10 in an academic year, the student's attendance record will be reviewed by school administrators and a conference will be held with the family to discuss the policy and a plan of action. Students whose excessive absences deem it unrealistic for them to participate in our program may be asked to withdraw from the School. If a student misses 45 days of school, the School reserves

the right to require that student to repeat their grade level the following school year.

Student responsibilities:

1. Students must be in good academic standing as of the prior marking period. Any student with an F or two Ds the prior period is not eligible.
2. Once aware of days that will impact school attendance, students will provide all pertinent faculty written notice of classes to be missed via email and follow up verbally with teachers. They are to cc their appropriate Divisional Dean and Advisor so that they may put this information on our school calendar.
3. Arrange with teachers as soon as possible to determine a reasonable grace period to make up necessary work, including exams, with the recommendation that this period not exceed the number of class days missed.
4. Check SRS email and FACTS daily, and do their best to complete some amount of work during their absence.

School commitments:

1. For approved AS time out of school, teachers must respond to student requests to determine a reasonable grace period, with the recommendation that this period not exceed the number of class days missed, to submit assigned work or make up in-class assessments.
2. In exceptional cases, teachers may, at their discretion, allow a student to drop an assignment or have a modified assignment. This will only happen in rare cases, and students will still be responsible for learning the material that they missed.
3. Teachers are not required to give out assigned work ahead of AS absences, but it is recommended that they try to provide information in advance when possible.

Parent commitments:

1. To support their child and the school through completing all necessary forms and getting any information that will help the school understand the commitment, schedule, etc. from the organization that coordinates or runs the activity.
2. To work with the sponsoring organization to ensure they understand the commitment level required of a Sage Ridge student.
3. To communicate regularly with the respective Divisional Dean to ensure that SRS is up to date with any schedule changes or extended commitments and that parents stay abreast of academic /SEL progress in school.
4. To do their best to provide a time and a space for a student away on the activity/sport to work.

Valedictorian and Salutatorian Selection Process

In order to be eligible for selection as the class Valedictorian or Salutatorian, a student must

have attended Sage Ridge from the start of 10th grade through 12th grade, completing all academic and extra-curricular graduation requirements, including community service hours. The Valedictorian and Salutatorian must have the highest and second highest cumulative, weighted GPA in their class, respectively, for the six semesters of 10th through 12th grade. Their selection will be announced by the Head of Academics upon confirmation of their academic status following their completion of 12th grade final exams and their senior thesis and internship.

Grade Reports

Grade Reports and Comments

Grades are assigned at the end of each semester and appear on student transcripts, and only letter grades are used in determining the semester grade. Formal grades are computed at the end of each quarter, four times per year. A link to grade reports is emailed home and posted on FACTS SIS/RenWeb. Summary class comments are included at the end of each quarter for all students from each teacher. Teachers write narratives for each student for the first three quarters of the year. Second quarter narratives are brief comments that follow-up from points shared in the longer first quarter narratives.

Mid-Quarter Progress Reports

Progress Reports are shared at the end of each mid-quarter, four times per year. A link to progress reports is emailed home and posted on FACTS SIS/RenWeb for all students. These reports are accessible online one week following the end of each mid-quarter. Teachers email families of students receiving a grade of C- or lower.

Exams and Testing

Semester Exams

Exams and Testing - Semester Exams

Semester exams occur during Finals Week in December and May for students in Grades 8 – 12. In Grade 7, students experience final exams for the first time in December for math and language. In June, Grade 7 students take final exams in math and language and complete final projects or tests in other core academic classes. Each exam lasts two hours, and dates are published on the Master Calendar on the school website. Students in Grades 3 – 6 finish each semester with projects, presentations, papers, and/or tests instead of final exams.

Parents are expected to be cognizant of these dates when planning family trips. **The School does not schedule early or late exams to accommodate vacation schedules.** If a missed exam is not classified as an excused absence, a zero will be recorded for that exam and be part of the final grade calculation.

Senior Finals

Senior finals are scheduled for the week before AP exams begin. School attendance is required of seniors until they have taken either their final exams (in a college preparatory class) or their AP exam.

Standardized Testing

Students in Grades 8 - 11 take the PSAT, a precursor to the SAT. In the second semester, all Grades 3 - 8 students take the Writing Assessment Program (WrAP), a test that requires students to respond to a standard prompt over the course of two consecutive class periods. The student's writing sample is sent to the Educational Records Bureau for assessment.

Advanced Placement (AP) Exams

All students enrolled in an AP course are required to take the AP exam during May testing dates. Students who do not sit for an AP exam will forfeit their AP designation and corresponding GPA weighting for that class. The cost is approximately \$94 per test and is paid to Sage Ridge School by the student's family. AP exams are scheduled by the College Board during the first two full weeks in May, and the dates can be found on the College Board website.

Final Exams in AP Courses

For seniors, AP courses terminate with AP exams. AP courses for sophomores and juniors continue until the end of the school year. There are no final exams in AP courses for Seniors. The third and fourth quarters are weighted equally (50%) to determine the second semester grade. Formal final exams for Grades 10 and 11 students may be given at the teacher's discretion, although alternative major assessments may be used at the teacher's discretion.

Student Recognition

Pillar Awards

Each quarter select students are recognized for extraordinary actions and attitudes that exemplify our Pillars. In Middle School, Grade Level Team Leaders present these certificates at the end of each quarter. In Upper School, members of the Prefecture present the awards.

Academic Quarterly Awards

Sage Ridge recognizes academic achievement by sending home certificates to those students who have fulfilled the criteria at the end of each quarter. The criteria for these honors are as follows:

1. Head of School's List: Students who have no grade lower than an A- in any course.
2. Honor Roll: Students who have no grade lower than a B- in any course.

End of the Year Awards -- At the end of the school year, select students are recognized for their excellence in the pillars, effort, academics, extracurriculars, and attendance.

Academic Support

Conferences with Students and Teachers

Conferences are held twice per year after the first and third quarters. Conferences are required for students in Grades 3 - 12. Parents and teachers can meet at any time during the school year as needed.

Lower & Middle School Conferences

Student-Led Conferences (SLCs) take place in Grades 3 - 8 twice per year. The goal of SLCs is for students to reflect on their progress and growth throughout the year. Students prepare for these conferences during advisory by answering questions about academics, friendships, school interests, and support systems. Advisors work closely with their students to prepare them for this important meeting.

Upper School Conferences

In the Upper School, fall conferences with their advisors and families are required for all 9th grade students. Families of 10th -12th graders may meet with advisors or sign up for parent, student, teacher conferences. With their children, parents can sign up to meet with one or multiple teachers. Also, teachers may request conferences with students and their parents.

In the spring, students use conference days for academic advising. All students in Grades 9-11 meet with advisors to discuss course selection, requirements of the various diplomas, SAT II tests, and other topics. In the spring, seniors attend a mandatory exit interview during conference days.

All families are expected to attend fall and spring conferences as they are an important communication channel between the family and the School.

Extra Help

Students are encouraged to meet with their teachers for extra help as needed. Teachers are available at various times throughout the academic day and, with the exception of Wednesday, after school between 3:15 p.m. – 3:45 p.m. Providing extra help takes precedence over all other activities.

On occasion a student may need even more help than the teacher can provide, and parents may wish to engage a private tutor. Such arrangements are best made in collaboration with the teacher and/or the Grade Level Team Leader, and the tutor is required to initiate and maintain regular contact with the teacher. During the terms of their contracts, Sage Ridge teachers and staff are not permitted to act as private tutors for students enrolled in the School.

Parents are not permitted to pay Sage Ridge teachers for working with their children. Likewise faculty members are not allowed to accept compensation for providing extra help.

The Curriculum

The curriculum is described in detail by the department on the Academics section of our website.

Lower & Middle School Coursework

The classes below are required each year in Grades 3 - 8. The school does not take requests for specific teachers and placement depends on multiple factors.

Course	Grades 3 -8
English	6 years
History	6 years
Science	6 years
Math	6 years
Language	3 years (Grades 6 - 8)
Writing Instruction	6 years
Arts: Music, Theatre, Studio Art	6 years
Physical Education	6 years
Computer Science	5 years
Outdoor Education Experiences	6 years
Sage Session (formally known as mini-session)	6 years
Clubs	12 clubs, 2 per year

Promotion to the Next Grade Level

In order to progress from one grade to the next, students are required to maintain good academic standing. Students must pass all academic subjects with no more than two grades below a C in the second semester. Students who fall below this standard meet with the Head of Academics to discuss an action plan.

Graduation Requirements

Upper School students must earn a minimum of 24.0 credits (including Sage Sessions, the senior thesis, and the senior internship), and achieve a grade point average (GPA) of 2.00 on a four-point scale in order to be eligible to receive the Sage Ridge School diploma. Upper School students are required to take a minimum of five courses each semester. In addition, at a minimum, in two of the four years, students must take six courses during both semesters in order to meet the minimum credit requirements for graduation. Middle School classes do not count toward or meet graduation requirements.

The Diplomas

Upper School students are awarded one of three different diplomas. The requirements are described below.

The College Preparatory Diploma -- 24 credits, 2.00 GPA -- Class of 2020

English	4.5 credits (ancient/medieval, American, and British literature required; 9th grade seminar required)
History	4 credits (ancient/medieval, modern, and American history and senior seminar required)
Math	3 credits (3 levels of Upper School math)
Science	3 credits (physics, biology, and chemistry required)
Foreign Language	3 credits (3 levels in one Upper School language)
Arts	1.5 credits -music, visual arts, and theatre
Electives	3 credits
Sage Session (formally known as mini-session)	¼ credit each year (2 classes at 1/8 credit)
Community Service	at least 25 recorded and approved hours in Grades 10, 11, and 12
Senior Thesis	½ credit, passing grade required
Senior Internship	½ credit, minimum “low-pass” required
Extra-Curricular	6 of 12 seasons required
Outdoor Education	Annual Outdoor Education trips are required

The College Preparatory Diploma -- 25 credits, 2.00 GPA -- Class of 2021

English	4.5 credits (Ancient/Medieval, American, and British Literature required; 9th grade seminar required)
History	4 credits (ancient/medieval, modern, and American history and senior seminar required)
Math	3 credits (3 levels of Upper School math)
Science	3 credits (biology, chemistry, and physics required)
Foreign Language	3 credits ((3 levels in one Upper School language)
Arts	1.5 credits -music, visual arts, and theatre
Electives	4 credits
Sage Session (formally known as mini-session)	¼ credit each year; ⅛ credit for each class
Community Service	at least 25 recorded and approved hours in Grades 10, 11, and 12
Senior Thesis	¾ credit, passing grade required
Senior Internship	½ credit, minimum “low-pass” required
Extra-Curricular	6 of 12 seasons required
Outdoor Education	Annual Outdoor Education trips are required

The College Preparatory Diploma -- 26 credits, 2.00 GPA -- Classes of 2022

English	4.5 credits (ancient/medieval, American, and British literature required; 9th grade seminar required)
History	4 credits (ancient/medieval, modern, and American history and senior seminar required)
Math	3 credits (3 levels of Upper School math)
Science	3 credits (biology, chemistry, and physics required)

Foreign Language	3 credits (3 levels in one Upper School language)
Arts	1.5 credits - Visual and Performing Arts Foundations Required
Electives	5 credits
Sage Session (formally known as mini-session)	1/4 credit each year; 1/8 credit for each class
Community Service	25 hours in 10 th , 11 th , 12 th grades (all hours may be completed over the summer preceding the school year)
Senior Thesis	¾ credit, passing grade required
Senior Internship	½ credit, minimum “low-pass” required
Extracurriculars	6 seasons required out off 12 total seasons
Outdoor Education	Annual Outdoor Education trips are required

The College Preparatory Diploma -- 26.5 credits, 2.00 GPA -- Classes of 2023

English	5 credits (ancient/medieval, American, and British literature required; 9th grade seminar required)
History	4 credits (ancient/medieval, modern, and American history and senior seminar required)
Math	3 credits (3 levels of Upper School math)
Science	3 credits (biology, chemistry, and physics required)
Foreign Language	3 credits (3 levels in one Upper School language)
Arts	1.5 credits - Visual and Performing Arts Foundations Required (10th)
Electives	5 credits
Sage Session (formally known as mini-session)	1/4 credit each year; 1/8 credit for each class
Community Service	25 hours in 10 th , 11 th , 12 th grades (all hours may be completed over the summer preceding the school year)
Senior Thesis	3/4 credit, passing grade required
Senior Internship	½ credit, minimum “low-pass” required
Extracurriculars	6 seasons required out off 12 total seasons
Outdoor Education	Annual Outdoor Education trips are required

The Honors Diploma

- ❖ Successful completion of the requirements for the Sage Ridge College Preparatory diploma
- ❖ An un-weighted GPA of 3.2
- ❖ No semester grade of D or F in Grades 11 and 12
- ❖ 50 hours of community service in both Grades 11 and 12
- ❖ Completion of 2 AP courses with no semester grade lower than a B-
- ❖ Successful completion of 4 levels (or AP level) of math in the Upper School
- ❖ Active participation in Sage Ridge extra-curricular programs in Grades 11 and 12
- ❖ A grade of no less than a B- on the senior thesis
- ❖ A grade of no less than “pass” on the senior internship

High Honors Diploma

- ❖ Successful completion of the requirements for the Sage Ridge College Preparatory diploma
- ❖ An un-weighted GPA of 3.5
- ❖ No semester grade of D or F in Grades 11 and 12
- ❖ 75 hours of community service in both Grades 11 and 12
- ❖ Completion of 4 AP courses with no semester grade lower than a B-
- ❖ Successful completion of 4 levels (or AP level) of math in the Upper School
- ❖ Successful completion of 4 levels (or AP level) of foreign language in the Upper School
- ❖ Active participation in Sage Ridge extra-curricular programs in Grades 11 and 12
- ❖ A grade of no less than a B+ on the senior thesis
- ❖ A grade of no less than “high pass” on the senior internship
- ❖ Completion of at least one AP in history or English
- ❖ Completion of at least one AP in Math or Science

Note: International students may qualify for a foreign language exemption.

College Counseling

The College Counseling program is organized and carried out by the Director of College Counseling, who holds a variety of meetings to familiarize students and parents with all aspects of the college admission process. Beginning in Grade 9, with a focus on academic planning at Sage Ridge and for college, the College Counseling program is comprehensive, providing individual counseling with students and their parents as well as a range of group meetings about college entrance exams, college options, resources, and admission procedures. The goal is to prepare students to make informed decisions regarding colleges that match their own interests, abilities, goals and needs, recognizing that more than one college would serve a student’s needs and interests.

College Counseling Resources

Naviance Family Connection is a comprehensive, web-based service designed to facilitate college planning, research of colleges/scholarships/careers, build effective résumés, and manage student profile information. Registered students and parents can access important announcements, events, and additional resources. Registration codes and directions for use are provided to all Grade 9 students and parents during the first semester of freshman year. Students also have access to College Kickstart (beginning with the class of 2020) and SCOIR (beginning with the class of 2021).

The Director of College Counseling maintains an extensive assortment of useful college guides, catalogues, and test preparation materials that are available for loan to students and parents.

The Senior Experience

Senior Thesis

The senior thesis is an in-depth study of a topic of the student's choosing. The 15-20 page final revision of the essay is due in the spring. To complete this graduation requirement, the student defends the thesis before the student's senior thesis committee. The premise of the Senior Thesis requirement is that success in higher education is predicated not only on how much knowledge students have acquired, but also on how well they have learned to analyze, synthesize, and evaluate that knowledge. Each fall, the Senior Thesis Coordinator will distribute information to parents and students that more clearly defines the expectations and requirements.

Senior Internship

The Senior Internship plays a vital role in the School's educational program. It helps students pursue educational opportunities outside the boundaries of the traditional classroom and allows students to gain on-the-job experience in a career interest. In addition, students must master the process of how to learn in order to achieve success in the new situations that lie ahead.

Senior Privileges

Members of the senior class are allowed certain privileges (e.g., off campus lunch and unsupervised study halls) provided they are in good standing according to the School's academic, behavioral, and attendance policies. Information regarding senior privileges is provided to the members of the senior class and their families at the start of each year.

Program Offerings

Extra-Curricular

The Extracurricular programs at Sage Ridge School include robotics, Junior Classical League,

athletics, theatre, and debate. Upper School students are required to participate in six out of twelve seasons.

Co-Curricular Programs

Advisory

Each student is carefully assigned to a faculty advisor and a small group of students who meet regularly throughout the year. The advisor provides academic support and guidance as well as social and personal coaching. The advisor serves as the main point person for both the student and the family, and reaches out to parents each mid-quarter for updates. The goal of the program is to help guide students to become confident, compassionate young adults.

Class Meetings

Students meet by grade level as needed to plan, make agreements, offer solutions for challenges and work to resolve conflicts (see Restorative Justice). Each meeting begins with appreciations and then the student government representatives run the meeting. The students decide on topics, and develop plans for improvement and change as needed. This process teaches students valuable life-long skills and allows the students a voice as positive contributing members of their community.

Clubs

Participation in clubs is required for Lower and Middle School students so that they can explore interests and develop skills in leadership, cooperation, responsibility, and self-discipline. Clubs are offered each semester and meet once every two weeks. With the assistance of an advisor, Upper School students may propose and create club offerings. US clubs meet as needed during lunch.

Field Trips

Field trips are an important component of learning by doing and teachers will incorporate opportunities as they support curricular units and interdisciplinary opportunities. Field trips typically take place during normal school hours (8:00 a.m. – 3:15 p.m.). Parents complete a field trip permission form at the beginning of each school year on FACTS SIS/RenWeb. Teachers will communicate with parents about upcoming trips by email as needed.

Sage Session Classes

Sage-Session classes are offered each year for a two-week period to enrich the student's academic experience and enhance the core curriculum. Classes are a mandatory part of our program, and any student who does not attend will be marked as unexcused for all nine days. NOTE: Seniors do not participate in Sage Session.

Outdoor Education

The Outdoor Education Trips provide educational opportunities in environments beyond the formal classroom for every student at each grade level. Grades 5 - 12 students and teachers travel to different locations for week-long trips in September. Grade 4 students participate in day trips during Outdoor Education Week. These experiential trips teach local science and

ecology, team building, and personal growth in a safe and supportive environment, and are a graduation requirement. These trips are a mandatory part of our program and any student who does not attend will be marked as unexcused for all five days.

Grade	Outdoor Education Trip Location	Partnerships
3	Day Trips in Area	Move Mountains
4	Day Trips in Area	Project Discovery
5	Grizzly Creek Ranch	Sierra Nevada Journeys
6	Golden Gate National Recreation Area, Sausalito, CA	NatureBridge
7	Claire Tappan Lodge, Donner, Ca	Move Mountains
8	Yosemite National Park, Yosemite, CA	Naturalists At Large
9	Angel Island, San Francisco Bay, CA	Move Mountains
10	American River, Auburn, Coloma and Nevada City, CA	Move Mountains
11	Point Reyes and Tomales Bay Marin, CA	SeaTrek
12	Lassen National Park	Move Mountains

Community Service

Community is one of the School’s five Pillars. Each year there are a variety of volunteer opportunities for all members of our community. Parents, students, and teachers are encouraged to participate throughout the year in the various drives for food, clothing, school supplies, and holiday gifts for our local families in need.

Community Service Requirements:

- To be eligible to graduate, all students are REQUIRED to complete 25 service hours in their sophomore, junior, and senior years.
- There are no required service hours for freshmen for graduation; however, any service hours accrued during freshman year will be posted to that student’s transcript.
- To graduate with an HONORS diploma, students need to complete 50 service hours in both their junior AND their senior years.
- To graduate with a HIGH HONORS diploma, students need to complete 75 service hours in both their junior AND their senior years.

Fundraising

While fundraising is a form of contributing to community service, Sage Ridge emphasizes volunteering time to causes and organizations and encourages students to build relationships with organizations over time. If a community member (student, parent, employee) would like to sponsor a cause with fundraising, they need to request to do so in writing to the Advancement Office and have it approved before initiating any fundraising activities.

Upper School Participation Requirement

In the Upper School, students complete 25 hours of community service each year in Grades 10 – 12. Students may not receive any compensation for their service hours. The calendar for Community Service hours runs from August 1 to July 31, and hours completed in one calendar year may not be transferred to another calendar year. Students may earn a maximum of five service hours per year for service work completed at Sage Ridge School. Each student is encouraged to begin contacting potential agencies early in the school year to prepare a plan that satisfies the number of hours required by the end of the year. Students and advisors are expected to work together to monitor community service hours. When students complete hours, they are to fill out a Community Service form and give it to their advisor to log in FACTS SIS/RENWEB (Service Hours). If students have questions about what might qualify for service hours, they should get approval prior to participation from their advisors and/or the Head of Academics.

Student Leadership

Student Government

Student Government provides activities for the social life of the School. Lower and Middle School students may volunteer to participate in student government as long as students and parents agree to the commitment in writing. Students are promoted to leadership positions based on the amount of time and work they have dedicated to the program. The student government is overseen by the Dean of Students and led by a faculty member who supports the students with planning and management throughout the school year. Events include game nights, dances, coffee houses, bake sales, and spirit weeks.

In the Upper School, open campaigns and elections are held in the spring every year. Upper School student government is student-driven, and is advised by a faculty advisor and the Dean of Students. Duties include running campus meetings, promoting school spirit, and producing campus and social events established by school leadership.

Honor Council

The goal of the Honor Council is to promote, educate and enforce the Honor Code, which is an agreement that is rooted in the pillar of Integrity. ALL students and faculty/staff sign the Honor Code together at the beginning of the year. The Honor Code states clearly that students will produce and create their own content and that they will not cheat or plagiarize.

If there is an Honor Code violation for Grades 3 - 5, then the Grade Level Team Leader and Dean of Students will handle the situation. The process is different for older students. There are Honor Council committees for Grades 6 - 8 and Grades 9 - 12. All student members are nominated by their teachers and elected by their peers to uphold the Honor Code and to assist in the decision making process if the Honor Code is broken. Each council reviews cases and works with the Head of Academics and Dean of Students to determine the appropriate course of action (please see Discipline Policy).

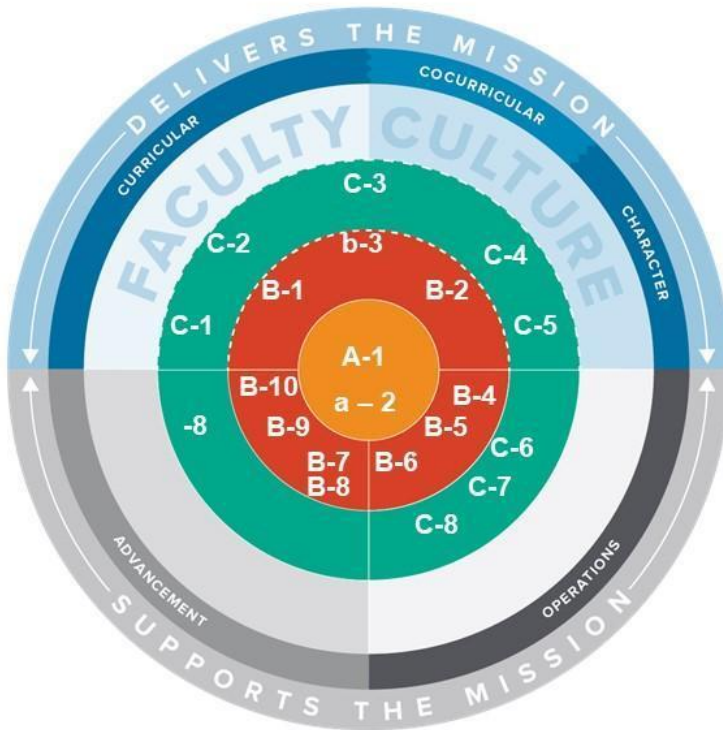
Student Prefecture

The Upper School student prefecture exists to foster, reward and recognize those students who have assumed extraordinary responsibility for the school community, to encourage leadership and service, and to promote academic and intellectual curiosity. Prefects are in Grades 10 - 12 and are an important channel of communication between the student body and school leadership. Students are nominated by the Upper School faculty and chosen by the Heads of Student Life and Academics.

Appendices

Appendix I - Sage Ridge School Organization Circle

Sage Ridge School Organization Circle



- A - 1 = Head of School
- a - 2 = Executive Assistant
- B - 1 = Head of Academics
- B - 2 = Head of Student Life
- b - 3 = Academic Assistant
- B - 4 = Director of Finance and Human Resources
- B - 5 = Director of Operations
- B - 6 = Director of Technology and Innovation
- B - 7 = Head of Advancement
- B - 8 = Director of Development
- B - 9 = Director of Marketing and Communications
- B - 10 = Director of Enrollment
- C - 1 = College Counselor
- C - 2 = Department Chairs
- C - 3 = Athletics Director
- C - 4 = Grade Level Team Leaders
- C - 5 = After School Director
- C - 6 = Finance Assistant
- C - 7 = Operations Assistant
- C - 8 = Director of Annual Giving

Appendix II - Daily Schedule

The Daily Schedule for 2020-2021 has been altered to accommodate both in-person and virtual learners. See SRS Family Handbook Pandemic Addendum 2020-21 at the end of this handbook.

Appendix III - Acceptable Use Policy

Access to network systems, email, and or Internet is for educational use exclusively. Each year before students at Sage Ridge School may log into the SRS Network, they must first sign this document demonstrating that they have read and understand the policies set forth. This Acceptable Use Policy (AUP) governs all Internet and network access: social networks, blogs, wikis, live and text-based chatting, newsgroups, and other Internet utilities.

Disciplinary action including notification of the appropriate authorities can be taken for any of the following violations:

- **Educationally Inappropriate Materials.** Transmission or storage of data that contains obscene language, pornography, profane, vulgar material, or anything that can be classified as harmful to minors.
- **Cyberbullying.** This can include but is not limited to posting slurs, rumors, or other disparaging remarks about another person on a website; sending email or instant messages that are meant to threaten, harass or intimidate a person; taking or sending embarrassing or sexually explicit photographs or videos, or other visual depictions or another person; or posting misleading or fake photographs of others on websites.
- **Hacking.** Gaining or attempting to gain access to, modifying, or obtaining copies of, unauthorized information or information belonging to other users.
- **Circumvention.** Use of any hardware or software designed to bypass network security devices.
- **Vandalism.** Which includes, without limitation, any malicious or intentional attempt to harm, steal, destroy, or disrupt user data, school materials, or computer hardware.
- **Viruses.** Knowingly transmitting any file that contains a virus, Trojan horse, spyware, malware, or any other similar software that may damage a computer.
- **Copyright Laws.** Downloading, posting, reproducing or distributing music, photographs, video or other works in violation of the applicable copyright laws.
- **Plagiarism.** Taking the ideas or writings of others and presenting them as if they were original to the user.
- **Commercial Purposes.** Advertising or offering to sell or purchase goods or services.
- **Misrepresentation.** Creating a false identity or impersonating another person for the purpose of misleading others.
- **Illegal Activities.** Any use of the Technology Resources that violates any federal, state, or local law or rule.

Acceptable Use Policy Letter of Agreement

Please print and return to the office by the end of the first week of school: August 10, 2020.

Student agreement:

I _____ (Printed Name) have read, understand and agree to the Sage Ridge School Acceptable Usage Policy.

_____ Date: _____
(Signature)

Parent agreement:

I _____ (Printed Name) have read, understand and agree to the Sage Ridge School Acceptable Usage Policy.

_____ Date: _____
(Signature)

SRS Family Handbook Pandemic Addendum 2020-21

Family Commitment Overview

As members of a community that upholds our Sage Ridge School Pillars of Scholarship, Respect, Integrity, Courage and Community, each of us must do our part to help keep all of us healthy and safe. We all have the responsibility to put our community first: signing this commitment is a pledge to modify our behaviors to promote the health and safety of the community. We all need to do our part to keep community members healthy and safe. This shared responsibility—to be considerate of others and to comply with health and safety requirements—is at the heart of this commitment.

Our Family Commitment includes:

- Wearing a mask. We need everyone on campus to wear a mask at all times when they are in public or shared spaces, indoors or outdoors, entering and exiting campus.
- Social Distancing and Washing Hands. All community members must adhere to social distancing guidelines, i.e., typically a 6-foot distance between people and limitations on the size of gatherings indoors and outdoors. Each of us must wash or sanitize our hands regularly and appropriately throughout each day.
- Self-monitoring, testing, and quarantines. Expectations around self-monitoring, COVID-19 testing, and possible quarantines for students and families are detailed in the Pandemic Addendum to the SRS Family Handbook.
- Modifying Behaviors. Events, programs, and meetings this fall will look very different than in years past. We are asking everyone to be creative and find new ways to connect with one another while allowing for social distancing.
- Limitations to travel. Guidelines regulating non-essential travel have been adopted to keep community members safe and to limit unnecessary exposures.

A successful school year is in our hands. We need everyone to put our community first and to cooperate with our health protocols to protect one another. Our collective health and safety relies on families self reporting potential exposure and following our procedures. Following these protocols will help mitigate the spread of COVID-19 at Sage Ridge, but we want you to understand that the school cannot guarantee a environment free of COVID-19, and coming onto campus may involve some risk of contracting COVID-19. Accordingly, we suggest that students and families who do not feel comfortable or safe returning to campus this fall consider waiting a semester and re-evaluating their return for the following semester. Families or individuals who deliberately take actions which endanger the health or safety of any member of the school community will face disciplinary action, up to and including immediate expulsion.

Sage Ridge Leadership and Faculty are prepared to come back strong in August, as prepared as we can be, to make the campus a safe learning and working environment. There is still much work ahead, and continued collaboration, flexibility, dedication and hard work is essential for us to be able to continue to offer our challenging and excellent education programs on-campus and online. By being considerate of others, we are capable of having an incredible school year.

Signing this Family Commitment acknowledges that families have read the Family Handbook and Pandemic Addendum in its entirety and pledge to follow the protocols and rules consistently and honestly. Signing this form is a requirement for all students and family members who wish to participate in programs at Sage Ridge School for the 2020-2021 Academic Year.

Family Name: _____ **Date:** _____

Parent(s)/Guardian(s): _____

Student: Print Name and Grade and Sign - please complete one commitment per attending child

Print Name: _____ Grade: _____ Signature: _____

Please print this page, sign, scan and email to office@sageridge.org or physically drop off at the Front Office by August 10 or sign in person at Orientation August 10, 11, or 12, 2020.

SRS Family Handbook Pandemic Addendum Introduction

Sage Ridge School is committed to its mission and programs to provide a challenging and supported education to prepare its students for success in college and our global society. The COVID-19 pandemic has created the need to reconsider how we offer our programs in order to keep our students and staff safe while still providing the excellent education our school is known for. This document provides a framework for ensuring our community is prepared for a safe yet engaging program that will be flexible within the parameters of pandemic conditions.

All guidance, procedures and policies in this document are supplemental to those contained in the current SRS Family Handbook.

Sage Ridge School's strategy allows for flexibility, transparency and prioritizes the health and safety of our community. We are currently preparing the physical campus to support students in the Fall of 2020, however we recognize that some families may not be comfortable with their child(ren) returning at that time. Administration has developed three different re-entry options for our families to navigate.

School Operating Levels

Family Options:

Sage Ridge will begin the school year by offering families the choice of Level 2, 3 or 4 as described below. To the best of our ability, we will endeavor to allow families to make a choice whether their child(ren) will participate on campus. Level 2 will have limits for how many students per grade level the campus can safely accommodate. Students will be required to abide by any health policies/rules in place for each scenario including use of masks, handwashing requirements, distancing protocols. The Head of School will make and communicate any decision to change in the operational level of the school.

Level 1 - On Campus Learning Without Restrictions

This scenario represents regular pre COVID-19 school systems and policies. In this scenario, students attend campus 5 days per week, and physical distancing is not required. Students are permitted to move freely around the campus. Assembly, class meetings, and extra-curricular activities will all be held in person. This scenario will not be possible until the State of Nevada gives permission.

Level 2 - On Campus Learning With Physical Distancing

Your child(ren) will begin the 2020-21 academic year on campus with the expectation that specific health and safety procedures will be required. In the event that local authorities place restrictions (return to earlier open phases), close schools or initiate a stay-at-home-order, students will transition to distance learning (Scorpion School).

Contingent on:

- Nevada State government declared Phase for Reopening.
- As a family, you have determined that you are comfortable with your child(ren) returning to the physical campus.
- Numbers SRS can safely support on campus at any time.

Our administration is preparing for on campus school operations to resume in the fall of 2020. The community will follow specific health precautions which will be in accordance with our local, state, and federal requirements. Specific campus modifications are being undertaken during the summer break including creating larger spaces, adding plexiglass shields to divide larger desks, redistribution of classroom assignments and furniture to assist with limiting movement and increasing in-class spacing, adding hand sanitizing stations, etc. The campus has been reconfigured to create 'pods' for younger grade levels and limit the amount of student movement around campus.

- The standard drop-off and pick-up times will be as follows (7:45am & 3:15pm) (Wed.- 7:45am & 2:05pm).
- Athletics offerings will be determined by NIAA recommendations and requirements.
- After school enrichment and extended day programming will likely be offered for students.

In this scenario students and teachers must remain 3 to 6 feet away from one another. Students are not permitted to move freely around the campus. Assembly, class meetings, and extra-curricular activities will all be virtual, where possible. Students will eat lunch in designated spaces.

Level 3 – Flex Hybrid Learning

Our blended learning model blends daily synchronous instruction for on campus and off campus students. This scenario is one wherein, due to health concerns or public mandates, we need to reduce the number of people on campus and/or we need to reduce time on campus for all persons. We will plan for either half the student population to be on campus at a time OR for the entire population to come to campus every other day. This scenario requires that students and teachers remain 6 feet away from one another. Students are not permitted to move freely around the campus. Assembly, class meetings, and extra-curricular activities will all be virtual where possible. Students will eat lunch in advisory or class groups in designated spaces. If the whole school moves to this level, Wednesdays will be virtual for everyone and we will establish on campus groups A (M/Th) B (Tu/F). When Flex Hybrid is available as an option, we will work with each family to establish a stable 2 or 3 day on campus pattern each week over the 2 week cycle.

Level 4 – Distance Learning

Some families with compromised health conditions may need to opt for an off campus education experience for a time. Any students who need to quarantine will also use distance learning.

- FACTS/RenWeb will continue to be our school's main information system. Parents and students can access grades, calendars, announcements, and more.
- Google Classroom is not new for our students and they all are accustomed to managing their work, discussions, and assignments through this platform. All class assignments, videos, and announcements will be housed in Google Classroom.
- Zoom is a video conferencing platform that can be used to provide LIVE (synchronous) and interactive virtual class.

If the whole school needs to move to this level (Scorpion School), Wednesdays will be synchronous for everyone and additional Sage Support (teacher scheduled sessions with small groups or individuals via zoom).

Preparing for Interruptions

Following the recommendations from our organizations (NWAIS/NAIS/NBOA), and trends from past pandemics, Sage Ridge is preparing for waves of interruption to on-campus learning. In the event our local community experiences a spike in COVID-19 cases and an interruption of physical operations occurs, a shift to distance learning will happen immediately. Our hybrid schedule will allow for a near seamless transition with only slight modifications to daily schedules and expectations.

There are different risk levels for each scenario and their indicators are recommended for any change by the SRS Leadership Team. The decision to change or require specific scenarios at a school or family level is made by the Head of School. Any movement between scenarios is communicated via email to all parents and faculty. These are guidelines and the lines between scenarios and levels may be difficult to distinguish at times. We will always err on the side of caution and safety. At any stage, government authorities may overrule these actions.

2020-2021 Schedule

All levels will use the following schedule for 2020-2021. Teaching blocks of 80 minutes are being instituted to allow for more flexibility in use of class time and enable teachers to work with students in smaller groups or individually both on campus and via distance learning. This schedule also reduces the number of transitions per day thereby limiting mass movement around campus. If SRS is required to go to scenario 3 or 4 as a whole school, the schedule will be modified to create Wednesdays as a synchronous support day and for scenario 3 the cohorts will be assigned on campus days.

This schedule incorporates learning and feedback gained during the 2019–20 school year, especially Scorpion School. We also have relied on research and experience from educators, health professionals, and professional associations to create a timetable and framework that will allow us to pivot quickly to respond to changing circumstances.

COVID-19 has led us to think of the instructional difficulties and challenges that can exist on different levels, from increased student absences to long-term school closure. Our new daily schedule is flexible enough to serve us in a number of scenarios.

Our schedule will follow a two week rotation with four class meeting periods a day. This setup will support a synchronous hybrid model wherein on campus and distance learning can occur simultaneously and, if necessary, Scorpion School, could resume seamlessly per any Federal, State or Local orders. The goal is to give families flexibility according to their medical needs and comfort level.

Sage Ridge School Hybrid Timetable 2020-2021														Wednesday Schedule - Days 3 & 8			
Start	Finsh	Min	Period	Day_1	Day_2	Day_3	Day_4	Day_5	Day_6	Day_7	Day_8	Day_9	Day_10	Start	Finis	Min	Period
8:25 AM	9:45 AM	80	Period 1	A1	E1	A2	E2	A3	H3	D4	H4	D5	H5	8:25 AM	9:35 AM	70	Period 1
9:45 AM	10:15 AM	30	Advisory/ Meeting	Campus Mtg	Advisory	B2	Advisory	Communi ty Mtg	Campus Mtg	Advisory	G4	Advisory	Communi ty Mtg	9:35 AM	10:45 AM	70	Period 2
10:15 AM	11:35 AM	80	Period 2	B1	F1	C2	F2	B3	G3	C4	F4	C5	G5	10:45 AM	11:55 AM	70	Period 3
11:35 AM	12:35 PM	60	Lunch											Lunch 11:55-12:55			
12:35 PM	1:55 PM	80	Period 3	C1	G1	D2	G2	C3	F3	B4	E4	B5	F5	12:55 PM	2:05 PM	70	Period 4
1:55 PM	3:15 PM	80	Period 4	D1	H1	Faculty PD Time	H2	D3	E3	A4	Faculty PD Time	A5	E5	2:30 PM	4:30 PM	120	Faculty PD

Campus and Community meetings will take place via video/zoom according to Phase restrictions.

Procedures

Prevention

Common public health strategies to reduce the risk of disease transmission in schools and other community settings include:

1. Minimizing the number of people who come into contact with each other.
2. Maximizing the physical distance between people.
3. Reducing the time that people spend in close proximity to others.
4. Measures to minimize dispersion of droplets and aerosols (e.g., using face coverings and covering coughs and sneezes).

*Public health experts have generally recommended that these all be used collectively where possible.

These strategies may be easier or harder to implement in different age groups or settings. For example, a school may be able to ensure that younger elementary school students have fewer contacts by having students stay in one classroom, but young students may be less able to wear face coverings consistently or maintain physical distancing during age-appropriate social and educational activities. In contrast, high school students encounter more individuals in a typical school day, but are likely to have greater ability to maintain physical distance and to more consistently use face coverings. For these reasons, the requirements, recommendations, and considerations for minimizing disease transmission on our campus necessarily vary by age group.

Travel

Families with students who are traveling beyond the Northern Nevada area and/or attend large gatherings (NV directive is currently 250+ or any gathering beyond your direct household that does not follow distancing and mask protocols) must quarantine after their return for a full 48 hours and then may

take a PCR or equivalent test. If the test is negative, students may return to campus and we ask that you submit the test result to the front office. Without a negative test result, students should quarantine seven full days before returning. Students in this situation may switch to distance learning/Scorpion School for the duration of the quarantine time or return of test results. This should be reported to the office (office@sageridge.org). We request that families prioritize on-campus learning and make travel plans so that students meet our requirements and are able to attend in person for their learning whenever possible. Distance Learning is not an optional service and impacts our learning environment when students **change from in-person learning to distance without advance notification**.

If families travel in a socially isolated situation (for example, camping as a family unit or direct car travel with family) quarantining or testing is not required. We are not requiring quarantining or testing after travel for people who have been vaccinated after travel. A good guideline is that if your plans for the break do not involve more contact situations than normal you should be in good stead. Any questions about travel can be directed to our front office.

Following these is a requirement that we all agreed to at the beginning of this academic year and it is a matter of integrity and trust that we continue to abide by them. Our collective health and safety relies on families self reporting potential exposure and following our procedures. Families who deliberately take actions which endanger the health or safety of any member of the school community will face disciplinary action, up to and including immediate expulsion.

Illness / Sickness

Students must remain at home if sick and should inform the front office as soon as possible. This includes students with a temperature above 100.4 F.

People with COVID-19 have had a wide range of symptoms reported – ranging from mild symptoms to severe illness. Symptoms may appear 2-14 days after exposure to the virus. People with these symptoms may have COVID-19:

- New loss of taste or smell
- Fever or chills
- Cough
- Shortness of breath or difficulty breathing
- Fatigue
- Muscle or body aches
- Headache
- Sore throat
- Congestion or runny nose
- Nausea or vomiting
- Diarrhea

The [CDC](https://www.cdc.gov/coronavirus/2019-nCoV/index.html) has a self checker available. <https://www.cdc.gov/coronavirus/2019-nCoV/index.html>

Student Sick Policy - Communicable Diseases (including COVID-19)

- Parents must keep students home when not feeling well and until it is determined that no contagious illness is present.
- Children may be excluded if the illness prevents the child from participating comfortably or if there is a risk of spread of harmful disease to others.

- Parents are asked to contact the school office (office@sageridge.org or 775-852-6222) when communicable diseases are present - in child or immediate family.
- Designated school staff shall report certain communicable diseases to the local health authorities.
- For certain communicable diseases, notices shall be sent to families in the grade level and/or classes where the disease has been detected to alert parents to possible exposure of their child to the disease.
 - For reported cases, the Head of School, in consultation with the emergency response team following an Exposure Action Plan to determine steps for contact tracing, communicating to the community and any shut down of grade levels or school sections.

Attendance Policy

The State requirements for attendance are currently under review and SRS will modify the attendance policy accordingly. Currently the proposal is to allow for more sick days / excused absences without penalty for grade progression or graduation.

Immunization

Immunization records must be up to date and submitted with a doctor verification before any student will be allowed on campus. Records can be sent directly to the school by medical offices or sent to office@sageridge.org

Nevada Department of Health and Human Services requirements:

Student immunization data must be verified and documented upon enrollment.

- A student may not be enrolled in a public or private school in Nevada if they are not up-to-date with the required immunizations pursuant to NRS 392.435, 394.192 and NAC 392.105, 394.250
 - Blood test verification of immunity is acceptable in lieu of measles, mumps, rubella, hepatitis A,
 - hepatitis B, or varicella vaccination dates, but revaccination may be a faster option for the family.
 - Blood test results are NOT acceptable evidence of immunity against polio, meningococcal (MCV4), diphtheria, tetanus, or pertussis (DTP/DTaP/Tdap/DT/Td).
 - History of disease is NOT acceptable in lieu of any of the required immunizations, except varicella.
- A student may be enrolled in a public or private school in Nevada if his/her parents or guardian provide a written exemption statement based on their religious belief or the student's medical condition.
 - Medical exemptions must also be signed by an appropriate licensed physician or an advanced practice registered nurse (APRN).
- A student may enter school conditionally if the parent or guardian submits a certificate from a physician or Local Health Officer stating the child is receiving the required immunizations.

Influenza vaccine

SRS highly encourages students and families to get vaccinated. We will host a clinic at school this Fall for families to easily get these shots.

Detection procedure

If a student or staculty member does not feel well in school or is showing symptoms of communicable disease should be brought or sent to the front office where they can be isolated in the infirmary in the front office. Parents will be called to pick their child up as soon as possible and students will remain isolated until they can be escorted off campus. Students or staculty who are sick must remain home for fourteen days after symptoms subside (for example no fever for 24 hours) or a clear COVID-19 test result. When students feel well enough to participate, they may do so through distance/Scorpion School and those days will not be counted as absences or sick days.

When a COVID-19 incident occurs, The Head of School will make a decision in conjunction with the emergency response team following an Exposure Action Plan to determine steps for contact tracing, communicating to the community and any shut down of grade levels or school sections.

Drop Off / Pick Up

Families may drop off their students between 7:45-8:25 (class starts at 8:25). We will be allowing disembarking in each zone one car at a time and one child at a time. We are not instituting specific drop off times by family or grade level as we should have enough room along Crossbow Court for an orderly drop off. Families with multiple children must drop off each child in the appropriate zone.

Drop off zones:

- North Door Crossbow - Grades 11-12
- South Door Crossbow - Grade 8
- Center Gazebo Gate - Grades 9-10
- North Gate Webster - Grades 6-7
- Main Door Webster - Grades 4 and 6
- South Gate Webster - Grades 3 and 5

Each zone will be marked with physical distancing markings and will have a staculty member stationed to regulate traffic to one student at a time and to check temperature before entry.

Weekly Symptoms Questionnaire

Through FACTS - for all staculty and students.

Weekly health checks with a symptom checklist for staff and students will be distributed through FACTS. Parents are required to complete the weekly questionnaire for each of their children before - this procedure is to assist with contact tracing. It does not replace the responsibility of parents to keep children at home immediately if symptoms arise.

Temp Check - curbside

CDC guidance recommends screening for fevers of more than 100.4 degrees Fahrenheit. At drop off each morning, students will be checked with a school instant read thermometer. Any students with a temperature of more than 100.3 will be sent home. The staculty member on duty should report this to the front office as soon as possible.

We will also check the temperatures of all campus visitors, vendors, and contractors as well to ensure a safe school environment.

Handwashing after entry

All staculty, students and visitors should wash hands after arriving on campus. Follow Five Steps to Wash Your Hands the Right Way ([CDC](#))

Washing your hands is easy, and it's one of the most effective ways to prevent the spread of germs. Clean hands can stop germs from spreading from one person to another and throughout an entire community. Follow these five steps every time:

1. Wet your hands with clean, running water (warm or cold), turn off the tap, and apply soap.
2. Lather your hands by rubbing them together with the soap. Lather the backs of your hands, between your fingers, and under your nails.
3. Scrub your hands for at least 20 seconds. Need a timer? Hum the "Happy Birthday" song from beginning to end twice.
4. Rinse your hands well under clean, running water.
5. Dry your hands using a clean towel or air dry them.

Wash your hands often, especially after you have been in a public place, or after blowing your nose, coughing, sneezing or touching your face. If soap and water are not readily available, use a hand sanitizer that contains at least 60% alcohol. Avoid touching your eyes, nose and mouth, and wash your hands after touching your face.

How to use hand sanitizer

1. Apply the gel product to the palm of one hand (read the label to learn the correct amount).
2. Rub your hands together.
3. Rub the gel over all the surfaces of your hands and fingers until your hands are dry. This should take around 20 seconds.

All sanitizer on the SRS Campus has at least 70% alcohol.

Key Times to Wash Hands

You can help yourself and your loved ones stay healthy by washing your hands often, especially during these key times when you are likely to get and spread germs:

- Before, during, and after preparing food
- Before eating food
- Before and after caring for someone at home who is sick with vomiting or diarrhea
- Before and after treating a cut or wound
- After using the toilet
- After blowing your nose, coughing, or sneezing
- After touching garbage
- After you have been in a public place and touched an item or surface that may be frequently touched by other people, such as door handles, tables, shopping carts, or electronic cashier registers/screens, etc.
- Before touching your eyes, nose, or mouth because that's how germs enter our bodies.

Campus Entry during outside of drop off and pick up

After 8:25am and before 3:15pm (2:05pm on Wednesdays) students, staculty and visitors need to enter at the main Webster building doors and check in with the main office.

Social Distancing

Also called “physical distancing,” means keeping a safe space between yourself and other people who are not from your household. To practice social or physical distancing, stay at least 6 feet (about 2 arms’ length) from other people who are not from your household in both indoor and outdoor spaces.

Social distancing should be practiced in combination with other everyday preventive actions to reduce the spread of COVID-19, including wearing cloth face coverings, avoiding touching your face with unwashed hands, and frequently washing your hands with soap and water for at least 20 seconds.

Why practice social distancing?

COVID-19 spreads mainly among people who are in close contact (within about 6 feet) for a prolonged period. Spread happens when an infected person coughs, sneezes, or talks, and droplets from their mouth or nose are launched into the air and land in the mouths or noses of people nearby. The droplets can also be inhaled into the lungs. Recent studies indicate that people who are infected but do not have symptoms likely also play a role in the spread of COVID-19. Since people can spread the virus before they know they are sick, it is important to stay at least 6 feet away from others when possible, even if you—or they—do not have any symptoms. Social distancing is especially important for people who are at higher risk for severe illness from COVID-19.

If you are sick with COVID-19, have symptoms consistent with COVID-19, or have been in close contact with someone who has COVID-19, it is important to stay home and away from other people until it is safe to be around others.

COVID-19 can live for hours or days on a surface, depending on factors such as sunlight, humidity, and the type of surface. It may be possible that a person can get COVID-19 by touching a surface or object that has the virus on it and then touching their own mouth, nose, or eyes. However, this is not thought to be the main way the virus spreads. Social distancing helps limit opportunities to come in contact with contaminated surfaces and infected people outside the home.

Although the risk of severe illness may be different for everyone, anyone can get and spread COVID-19. Everyone has a role to play in slowing the spread and protecting themselves, their family, and their community. In addition to practicing everyday steps to prevent COVID-19, keeping space between you and others is one of the best tools we have to avoid being exposed to this virus and slowing its spread in communities. ([CDC](#))

Mask Use - in line with Nevada State requirements for public spaces and gatherings

By order of NV State [Directive 024](#) issued on 25 June 2020, we must ensure that face coverings are utilized or we must prohibit entry to premises.

A cloth face covering may not protect the wearer, but it may keep the wearer from spreading the virus to others.

COVID-19 spreads mainly from person to person through respiratory droplets produced when an infected person coughs, sneezes, talks, or raises their voice (e.g., while shouting, chanting, or singing). These droplets can land in the mouths or noses of people who are nearby or possibly be inhaled into the lungs. Recent studies show that a significant portion of individuals with COVID-19 lack symptoms (are

“asymptomatic”) and that even those who eventually develop symptoms (are “pre-symptomatic”) can transmit the virus to others before showing symptoms.

To reduce the spread of COVID-19, CDC recommends that people wear cloth face coverings in public settings when around people outside of their household, especially when other social distancing measures are difficult to maintain.

Why is it important to wear a cloth face covering?

Cloth face coverings may help prevent people who have COVID-19 from spreading the virus to others. Wearing a cloth face covering will help protect people around you, including those at higher risk of severe illness from COVID-19 and workers who frequently come into close contact with other people (e.g., in stores and restaurants). Cloth face coverings are most likely to reduce the spread of COVID-19 when they are widely used by people in public settings. The spread of COVID-19 can be reduced when cloth face coverings are used along with other preventive measures, including social distancing, frequent handwashing, and cleaning and disinfecting frequently touched surfaces.

All SRS Faculty will be provided with a cloth mask and face shield. Faculty may wear both, but must wear at least one of these while on campus. Other masks are acceptable providing:

- Not bandanas
- Follow the guidelines already in place for dress code and do not interfere with learning (ex. a skull imprint is not acceptable)
- Provide nose and mouth covering

Adults

- All adults must wear a cloth face covering at all times while on campus, except while eating or drinking. Masks should cover the nose and mouth at all times.
- Staff excluded from this requirement are those that require respiratory protection according to OSHA standards.

Students

All students (Grades 3 through 12) are required to wear cloth face coverings:

- While arriving and departing from the school campus.
- In any area outside of the classroom (except when eating, drinking, or engaging in physical activity).
- Lower school students should be encouraged, but are not required, to wear a cloth face covering within their stable classroom cohort. This is subject to change but is in line with recent research demonstrating levels of transmission are less with ages 10 and under.
- Middle and Upper school students must use cloth face coverings when in the classroom even if they are in a stable classroom cohort.
- Students may voluntarily wear a face shield in addition to a mask as long as it does not interfere with the learning environment.

Students excluded from face covering requirements include:

- Anyone who has trouble breathing or is unconscious, incapacitated, or otherwise unable to remove the covering without assistance.
- Students with special needs who are unable to tolerate a face covering.

Teacher Recommendations

- If a student or staff experiences difficulty wearing his/her face covering, allow the individual to remove his/her face covering for a short period of time - outside the classroom (preferably outside the building) at the minimum of 6 feet away from anyone.
- Provide face coverings for students and staff who lose their face coverings or forget to bring them to school.
- All classrooms will be provided with a supply of disposable masks in case a mask breaks or other incident. Teachers should ensure there are at least 5 masks in each classroom at all times and should get additional supplies as needed from the front office in Webster or the business office in Crossbow.

Wear your Face Covering Correctly

- Wash your hands before putting on your face covering.
- Put it over your nose and mouth and secure it under your chin.
- Try to fit it snugly against the sides of your face.
- Make sure you can breathe easily.

Mask washing / disinfecting

Cloth face coverings should be washed after each use. It is important to always remove face coverings correctly and wash your hands after handling or touching a used face covering.

Washing machine:

- You can include your face covering with your regular laundry.
- Use regular laundry detergent and the warmest appropriate water setting for the cloth used to make the face covering.

Dryer

- Use the highest heat setting and leave in the dryer until completely dry.

Classroom cleaning during day

At least daily, and more frequently if feasible, staculty will clean and disinfect spaces they use. Emphasis is placed on frequently touched hard surfaces (e.g., tables, desks, chairs, door handles, light switches, phones, sinks/faucets, playground equipment) and shared objects (toys, games, art supplies, books) pursuant to CDC guidance.

All classrooms will be provided with a cleaning/disinfection box containing approved cleaning agents, gloves, disposable towels, hand sanitizer, etc.

Our safety manual includes info for all disinfectants used on campus and is available in the front office.

Campus Cleaning

Our campus will be professionally cleaned and disinfected each evening. We will be using disinfectant foggers regularly that have been cleared for school institution use. Deep cleaning protocols will be followed for this cleaning. Air filter replacement will be on an increased cycle.

Classroom setup and modifications

All classrooms are being reviewed and updated to make them as safe as possible to support student learning on campus for the number of students assigned in them. Modifications include:

- Double desks being installed with plexiglass dividers.
- Single and double desks being redistributed among classrooms for better distancing set up.
- Creating desk configurations to allow at least 3 feet between students and where possible extending this to 6 feet radius.
- Ensuring that all doors and windows can be easily opened and can remain open.
- Enlarging several classrooms for safer capacity.

Classes outside the classroom

Teachers are encouraged to use our outdoor campus space for class. We are installing outdoor whiteboards and sunshades, and will also distribute chairs and desks for outdoor use. When using outdoor space it is important to still follow physical distancing and mask use when it is not possible to keep 6 feet distancing.

Classroom ventilation

Whenever possible increase circulation of outdoor air as much as possible by opening windows and doors. Keep classroom exit doors open to minimize touching for entry/exit.

Security

Security goes hand in hand with safety and we will be following regular security practices during the school day. All doors onto Crossbow Court (e.g. outside access not enclosed by the security fencing) should remain closed during the day. Accommodations for both art rooms will be made available. Whenever possible, foot traffic between the buildings should continue via the back of the buildings and the rear doors of Webster and Crossbow will be kept open whenever possible.

Due to distancing concerns, emergency drills will not be carried out as a whole school and any drill will be clearly announced so anyone on campus knows if an alarm sounds it must be taken as an emergency following regular procedures even if this overrules physical distancing protocols.

All visitors should have a Sage Ridge ID tag and all visitors must register in the front office. Visitors will be screened and required to wear masks.

Class Time Use

Our new schedule is built on 80 minute blocks to limit the number of transitions on campus and to allow for any transition to distance learning if it becomes necessary. However, there is a well substantiated body of research that supports longer periods for learning. Teachers will be using varying strategies such as:

- Breaking blocks into 20 minute or less sections.
- Building in breaks.
- Using time for active work that you may have used for homework in the past.
- Using flipped approaches for learning material and in class practice.
- Adding in differentiated 'coaching' and feedback for individuals or small groups.
- Spending time specifically with distance learning students and allowing them sign off to do further work.
- Ensuring there is enough transition time so students are not hurrying and forgetting protocols.

These recommendations will be adjusted for each age group. Further professional development on creating culture and structure for this type of hybrid teaching and learning will occur during staculty orientation week and during regular Wednesday faculty meetings.

Use of materials and handouts

We will be keeping material and handout use to a minimum - whenever possible using digital resources. Disposable gloves will be available for teachers and there should be a supply in classrooms at all times which students may also use.

Equipment - will be assigned to a specific student and disinfected between uses.

Materials - will be assigned to individual students and in general kept to single use.

Supporting Distance Learning During Classes

Teachers will mainly be using Zoom as our tool to keep distance learners involved during the school day. Other digital tools and platforms are allowed and Google Classroom will be used fully along with FACTS. It is NOT a requirement to have students on Zoom for entire class periods and it is recommended against doing so.

Lunch

- Crossbow for US
- Great Space for MS
- LS in classrooms

Space between tables/seating in Great Space and Loft will be increased to support 6 feet of physical distancing.

Students can bring their own meals or purchase pre-packaged lunches from catering service. Markings with a 6-foot distance will be established for food pick-up. Additional staffing will be available during lunch break to assure distancing and sanitation. Use of microwaves will be prohibited.

Breaktimes / Playground use

Specific class / grade level zones and times will be set up to accommodate physical distancing. Lunchtime and breaks will be segmented so different grade levels will be able to use spaces. Playground equipment will be restricted as necessary to pieces of equipment that can be properly sanitized.

Phone use

As per current SRS policy, students should not be using phones during class time unless the teacher specifically is using them as part of the instruction or class work.

Technology

Laptops should not be shared. The innovation lab and school wide technology will have more limited use per policies instituted by the Director of Technology. Students and teachers should regularly wipe surfaces - screens and keyboards - according to manufacturer instructions or with a high alcohol based wipes (at least 70%).

Transitions

Class transitions will be managed to ensure students follow guidelines and we do not have overcrowding or rushing through doors or in hallways. Teachers will build in transition time for start and finish of classes (for example use of entry exercises or exit tickets). Teachers will regulate the number of students released at a time and ensure that students have on masks properly. There will be a schedule for morning, lunch, and afternoon locker access to prevent congregating and crowding. Students will be permitted to access lockers prior to the first period of the day, at lunch, and at the end of the day. We ask that students carry materials for the two morning classes as well as a snack and water bottle to the morning classes. In the afternoon, students need to carry materials and a water bottle for the two afternoon classes as lockers will be off limits during transitions to prevent overcrowding. A tote bag or

small bag is recommended for carrying the items as Zuca or larger roller backpacks will not be allowed into the classrooms. Students in grades 6 and 7 will be allowed to store Zuca or roller bags in classroom cubbies, but these will be off limits during class transitions.

Bathroom use

Frequent cleaning and disinfection of all bathrooms will be provided throughout the day. No more than three people should enter bathrooms at any time in order to keep distancing requirements. Soap, Towel, and Sanitizer dispensers around campus are all no touch and will be refilled daily. If any of these run out or do not work, it should be reported to the front office. Entry doors will be partially propped open to allow for no touch entry and exit. There are unisex toilets available in Webster that must have door handles wiped with each use.

Water Fountains

Water fountains will only be used for no touch water bottle filling. Students must have their own water bottles.

Great Space and Loft

While these are larger spaces, distancing and mask rules must still be followed when in these spaces unless a member of faculty gives permission to remove masks for an appropriately distanced activity.

Physical Education

PE/Fitness will take place outside whenever possible and focus on individual activities that use distancing so masks are not needed. Locker room use will be regulated by teachers.

Music/Theater

Music protocols have been adopted - please refer to - [SRS Music COVID-19 Modifications](#)

Extra-curricular and After School

We will be offering as many options as possible for after school activities and our normal study hall will be available. Students on the flex-hybrid and distance learning model may participate in these.

Background Research and Guidance

State of Nevada

Following guidance from the governor's office, schools will be allowed to open in the fall with recommendations to follow the Nevada DOE guidelines. The guidelines from the Nevada Department of Education were released on June 26, 2020. These guidelines provide a framework for review of options for re-opening. All plans, policies and procedures are subject to amendment according to State government mandates.

CDC and AAP

The Centers for Disease Control released a document on June 24, 2020 called Considerations for K-12 Schools: Readiness and Planning Tool. The guidelines offer readiness assessment and tools for schools in the re-opening planning. The American Academy of Pediatrics has produced its own set of recommendations with a priority placed on having children on campus for learning.

NAIS and Professional Associations for Independent Schools

The National Association of Independent Schools, Northwest Association of Independent Schools (NWAIS), OESIS, and Independent Schools Management (ISM) have all produced resources to assist in the planning for re-opening schools.

Surveys

SRS conducted an extensive Staculty and Parent Survey at the end of the 2020 school year to invite commentary as to the success of Scorpion School and the confidence of the parent and teacher community to return to campus in August 2020. The results of the survey expressed similar sentiment from the parents as well teachers.

SAFE TO RE-OPEN: The majority of the parents and teachers would feel safe to re-open if SRS: Has staff trained on proper safety precautions, provide temp screening and mandate masks.

CLEANING: The 3 most important areas are enhanced cleaning, limited classroom seating and hand sanitizer available in all rooms.

RE-OPEN OPTIONS: The majority of the respondents preferred to open the campus full time and allow those who cannot attend to participate via online means.

RETURNING: 41% of the survey respondents trust that SRS will put in place the right safeguards and 27% additional people would feel safe returning if social distancing, temp checks, masks and handwashing is enforced.

Resources Consulted:

- NAIS – [Education Unknown – A Guide to Scenario Planning](#)
- NAIS Legal Advisory - [Reopening Your School Campus: The New Normal Will Be Anything but Normal](#)
- CDC - Guidance For Cleaning And Disinfecting Public Spaces, Workplaces, Businesses, Schools, And Homes
- CDC Activities and Initiatives Supporting the COVID-19 Response and the President’s Plan for Opening America Up Again
- American Academy of Pediatrics - [COVID-19 Planning Considerations: Guidance for School Re-entry](#)
- [OESIS Survey Report 2020](#)
- Sage Ridge Staculty Survey
- Scorpion School SWOT Analysis
- Sage Ridge Parent Survey
- [NAIS Community Survey](#)
- NV Dept of Ed – Path Forward Plan
- SAIS – Mapping Out Plans for the 2020-21 School Year
- NWAIS - [The New Normal - Coming Back After the Curve](#)
- [COVID-19 - State and Local Policy Dashboard](#)
- COVID-19 Prepared - Santa Clara County Guidelines
- Numerous independent school exemplars shared through NAIS website

Please refer to SRS document, ReOpening Planning - SRS July 2020 v5, for full details on key assumptions and factors considered by our community task forces. This document is available by request to office@sageridge.org

Covid-19 Waiver

WAIVER OF LIABILITY AND HOLD HARMLESS AGREEMENT

In consideration for receiving permission to participate in school and school related activities (the "Activities") at Sage Ridge School (the "School"), I, on behalf of myself and any minor child/children for whom I have the capacity to contract, hereby acknowledge and agree to the following:

1. I understand the hazards of the novel coronavirus ("COVID-19") and am familiar with the Centers for Disease Control and Prevention ("CDC") guidelines regarding COVID-19. I acknowledge and understand that the circumstances regarding COVID-19 are changing from day to day and that, accordingly, the CDC guidelines are regularly modified and updated and I accept full responsibility for familiarizing myself with the most recent updates.
2. Notwithstanding the risks associated with COVID-19, which I readily acknowledge, I hereby willingly choose to participate in the Activities.
3. I acknowledge and fully assume the risk of illness or death related to COVID-19 arising from my being on the Premises and participating in the Activities and hereby RELEASE, WAIVE, DISCHARGE, AND COVENANT NOT TO SUE (on behalf of myself and any minor children from whom I have the capacity contract) Sage Ridge School, officers, directors, agents, employees and assigns (the "RELEASEES") from any liability related to COVID-19 which might occur as a result of my being on the premises of the School and participating in the Activities.
4. I shall indemnify, defend and hold harmless the RELEASEES from and against any and all claims, demands, suits, judgments, losses or expenses of any nature whatsoever (including, without limitation, attorneys' fees, costs and disbursements, whether of in-house or outside counsel and whether or not an action is brought, on appeal or otherwise), arising from or out of, or relating to, directly or indirectly, the infection of COVID-19 or any other illness or injury.
5. It is my express intent that this Waiver and Hold Harmless Agreement shall bind any assigns and representatives, and shall be deemed as a RELEASE, WAIVER, DISCHARGE, AND COVENANT NOT TO SUE the above-named RELEASEES. This Agreement and the provisions contained herein shall be construed, interpreted and controlled according to the laws of the State of Nevada. I HEREBY KNOWINGLY AND VOLUNTARILY WAIVE ANY RIGHT TO A JURY TRIAL OF ANY DISPUTE ARISING IN CONNECTION WITH THIS AGREEMENT. I ACKNOWLEDGE THAT THIS WAIVER WAS EXPRESSLY NEGOTIATED AND IS A MATERIAL INDUCEMENT THE PERMISSION GRANTED BY RELEASEES TO BE ON PREMISES AND PARTICIPATE IN THE ACTIVITIES.

IN SIGNING THIS AGREEMENT, I ACKNOWLEDGE AND REPRESENT THAT I have read the foregoing Waiver of Liability and Hold Harmless Agreement, understand it and sign it voluntarily as my own free act and deed; no oral representations, statements, or inducements, apart from the foregoing written agreement, have been made; I am at least eighteen (18) years of age and fully competent; and I execute this Agreement for full, adequate and complete consideration fully intending to be bound by same.

IN WITNESS WHEREOF, I have signed this Waiver and Agreement under seal on this ____ day of _____, 2020.

PRINTED NAME: _____ SIGNATURE: _____

NAMES OF MINOR CHILD(REN): _____

Handbook Addendums - September 3, 2020

Current Board of Trustees

Sallie Armstrong
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Current Head of School

Tobin S. Bechtel

EEO/Non-Discrimination Policy

Sage Ridge School is an equal-opportunity employer and does not discriminate on the basis of age, race, color, national origin, religion, ethnicity, marital status, pregnancy, physical disability or medical condition, gender, or sexual orientation, in employment or in the administration of its educational program, admissions policies, financial aid program, or other school-administered programs. Discrimination against any individual because of the presence or absence of any of these attributes will not be tolerated and will be grounds for dismissal. Any questions concerning this policy should be directed to the Head of School or the President of the Board of Trustees.

Sun Exposure Policy

Sage Ridge believes that safe exposure to the sun is vital to keep students safe and healthy. Students, staff, and volunteers are encouraged to use sunscreen and protective clothing to protect against dangerous overexposure to the sun, harmful ultraviolet (UV) rays, and the development of skin cancer. Students are allowed to carry and apply sunscreen without a physician's note or prescription. Unless they are siblings, students may not share sunscreen. Neither staff nor volunteers shall be required to provide or apply sunscreen to students. Staff may assist a student who is unable to physically apply sunscreen if authorized in writing by the student's parent/guardian. Sage Ridge will provide information about sun safety and skin cancer prevention and awareness lessons during physical education classes. Students are allowed and encouraged to wear protective clothing and hats outside.