# SAGE RIDGE SCHOOL

## Family Handbook

**2026-2027**

Scholarship • Respect • Integrity • Courage • Community

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## Our Mission

Sage Ridge 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.

## Our Vision

To inspire passion and purpose through the joy of learning.

## The Sage Ridge Pillars

These Pillars form the core philosophy of our communal agreements to continually grow together. We commit to applying these not only in our interactions with each other but also in the wider world.

Every aspect of our School is designed to help students develop their understanding of the following Pillars and to embody these Pillars in their behavior and relationships with others. From our founding, these "value pillars" have provided 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 Integrity Community
Respect Courage

**Scholarship**: At Sage Ridge, we believe scholarship is active engagement in learning, and while at times challenging, students develop a growth and learning mindset with an excellent foundation for future learning.

**Respect**: At Sage Ridge, we believe that the foundation for a strong scholarly community is built on respect. We support one another in our unique stages of growth, and we honor the vulnerability required in the process of learning. We give respect to others and we can be respectful. We are all responsible for creating an atmosphere in which everyone can feel comfortable to share ideas and ask questions. We expect students to uphold our Honor Code and publicly sign it as a declaration of our respect for ourselves and others. We respect each other on all levels in our daily interactions and know this makes a difference in who we are as well as how we are viewed.

**Integrity**: Integrity requires the development of the whole person in building up the courage and conviction to stand up for what is honest and right. At Sage Ridge, the commitment to ethical behavior is paramount. We live the Sage Ridge honor code in our pursuit of scholarship and community.

**Courage**: All members of our community are encouraged to be courageous in standing up, speaking out, taking risks, and not fearing to learn from failure. Having courage in everyday interactions develops the inner strength to become fully self-aware, to be empathetic, and to act on

our empathy.  As parents we need the courage to trust in others, to let our children explore the world and build their own courage through experience. Courage drives us to pursue not only our goals but also our dreams.

**Community**: Our fifth pillar, Community, is our keystone that is supported by the other four pillars and is epitomized by open communication, understanding, and engagement. 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.

In addition to our five school pillars, the Lower and Middle School students and staff adopted five more characteristics that help encourage our students to grow into kind and creative young adults: Spirit, Effort, Responsibility, Character, and Imagination.

Throughout the year, members of the School community recognize students who exemplify the School's pillars through Pillar Awards.

## Portrait of a Graduate

Sage Ridge graduates are global citizens who demonstrate:

- Scholarship - Critical thinking and innovative problem-solving
- Respect - Compassion and empathy for people, ideas, and diversity
- Integrity - Commitment to ethical behavior and service to others
- Courage - Self-awareness, leadership, and compassion
- Community - Cultivating relationships through scholarship, respect, integrity, and courage

## History

Sage Ridge School is Northern Nevada's only non-sectarian, independent, college-preparatory school serving grades 3-12. Since 1998, Sage Ridge School has prepared students to be curious and confident citizens with great intellect and character. Academic Excellence is the foundation of a Sage Ridge education, as is evidenced by the quality of faculty, low student-to-teacher ratios and student academic achievements. Sage Ridge develops students not just for college, but for life with its extracurriculars, artistic and leadership programming, athletics, and signature Sage programs, including Outdoor Education and Sage Sessions. Our world-class faculty are the hub of the Scorpion community, leading student success and achievement both in and beyond the classroom.

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 Association for Supervision and Curriculum Development (ASCD), Independent School Management (ISM), National Business Officers Association (NBOA), Council for Advancement and Support of Education (CASE), National Association for College Admission Counseling (NACAC), and Global Online Academy (GOA).

**Commitment to Diversity**

At Sage Ridge School, our commitment to diversity is rooted in our Value Pillars. We are committed to diversity in our culture and programs. Sage Ridge School actively seeks families, faculty, and staff who bring a range of experiences to the school. We embrace and respect differences in age, ethnicity, gender, learning style, physical ability, race, religion, sexual orientation, and socioeconomic class. Expecting and requiring respect for others is a hallmark of our educational process. (This statement was approved by the Board of Trustees on 14 December 2013.)

**Equal Employment Opportunity/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 Director of Finance and Human Resources.

## Community 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 endeavors in order to reach their full potential. It is up to each of us individually to ensure that the 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.

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 behavior, 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 and guardians 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:

**What Students Can Expect from Sage Ridge School:**

1. Their classes 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. A constructive and supportive 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

**Student Responsibilities**

1. Actively support the Vision, 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, referencing and communicating through Compass, asking their advisors for help, seeking help directly from their instructors, and speaking to an adult 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, and administration to resolve conflicts

**<u>What Parents Can Expect from Sage Ridge School:</u>**

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

**<u>Parent Responsibilities</u>**

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
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

***The Parents Association***

The Parents Association (PA) includes every family with a child who attends Sage Ridge. 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. Community Leads (CLs) are parents in each grade level appointed by the PA to build community within the grade, to communicate important information to parents, and to support the teachers with fun activities and traditions.

***Sage Ridge School Family Involvement Program***

The Sage Ridge School family involvement program is designed to engage parents, family members/relatives, age-appropriate students (e.g., grade 6 and up), and caregivers for a minimum number of hours with the hope that they will find activities they are passionately interested in pursuing further, above and beyond the minimum hours recommended.

**Benefits of Your Involvement**

Family involvement, through volunteerism and participation, will help to:

- Build our sense of community, school spirit and involvement.
- Create an even more engaged environment. Studies show that parent involvement in school events leads to higher student achievement and better social-emotional outcomes.

- Foster a strong relationship between Sage Ridge School and you–the families we serve.
- Build a greater parent/caregiver understanding of Sage Ridge's operations and educational approach.
- Foster intergenerational relationships, a win-win for our students and aging family/community members.
- Model volunteerism for our students. Volunteerism is part of our pillars (community) and, as it is expected of our students, we must model it.
- Benefit the members of our community as volunteerism is good for our wellbeing. Among many others, volunteerism benefits include self-confidence, a sense of purpose, positivity, empathy and gratitude.

**All families are asked to volunteer and/or participate for a minimum of 20 hrs.** There is no limit on your involvement and no cash buyout option. Hours can be fulfilled in many ways, including in ways you design.

Volunteer opportunities are communicated through trackitforward.com.

## Honor Code

Integrity is an essential component of the Sage Ridge experience in support of the pursuit of academic and personal honesty. At the beginning of each academic year, all Sage Ridge students pledge to uphold the honor code by signing their name to the following statement:

Sage Ridge students strive to behave with the highest level of honesty, respect, and integrity in their academic, extracurricular, and personal lives. Dedicated to the protection of integrity and the caliber of scholarship, for individuals as well as the community, the Honor Code exists to inspire full academic and personal honesty. The members of the Sage Ridge community support the commitment of each individual to the honor code.

When an incident of plagiarism, lying, cheating, stealing or defaming another's character occurs in the Upper School, the incident may be reviewed by the Honor Council (see Student Leadership section). The Assistant Head of School will review the recommendations of the Honor Council, modify as needed, and administer the consequences. Honor Code infractions at the Lower or Middle School level will be addressed by the Assistant Head of School.

## Discipline Policy

"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.

As members of a community that values 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.

**Infractions**

Infractions are tracked internally once a teacher or administrator has addressed the infraction with the student.

Infractions include any behavior or language that violates the pillars or jeopardizes the safe learning environment and integrity of the school. Some infractions include (but are not limited to): Acceptable Use Violation, Cell Phone Use, Class Disruption, Disobedience, Dress Code Violation, Excessive Absences, Excessive Tardies, Harassment, Honor Code Violation, Misuse of Property (Vandalism), Profanity, Recess Conflict, Safety Protocol Violation.

Infraction consequences will be relevant, reasonable, and respectful, and practiced with consistency to be effective. Consequences will be determined by and/or in collaboration with the teacher, advisor, counselor and school administrators, including the Head of School. Consequences are an important tool to ensure every member of our community upholds the pillars. Students and parents will be made aware of consequences in a respectful manner, with the goal always being to help the student learn and develop as a curious and confident citizen who lives and practices our pillars as a member of the Sage Ridge community.

Consequences include, but are not limited to:

- Verbal warnings
- Time out / take a break
- Pillar Behavior Reflection activity
- School-based community service
- Letter of apology
- Loss of privilege (ability to participate in recess, extracurricular activities, etc.)
- In-school detention
- After school detention
- Behavior contracts
- In-school suspension
- Off-campus suspension

- Expulsion
- Legal Intervention

Five Tardies, three Dress Code, or three  Cell Phone infractions will carry the following consequences:

- For Upper School students, after-school detention from 3:30-4:30 (or Wednesdays from 2:25-3:30)
- For Middle School students, lunch recess detention
- For Lower School students, a community service chore during lunch recess

Aside from tardies, dress code, or cell phone infractions, multiple infractions of the same nature or similar pattern will be handled as follows:

***1st Infraction:*** teacher and student meet one on one to discuss solutions to resolve the issue. When appropriate, the teacher will communicate with the parents.

***2nd Infraction****:* teacher, advisor, and student meet to discuss solutions to resolve the issue. The teacher communicates with the parents to provide information and seek collaboration.

***3rd Infraction:*** the student, parents, and an administrator meet to discuss a 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 detention or restrictions, including loss of ability to participate in extracurricular activities.

Beyond the 3rd infraction, the situation will be elevated to administration.

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 a Safe Campus assessment (see Safe Campus Policy) or more serious penalties such as in-school suspension, off campus suspension, or expulsion.

## Safe Campus Policy

Sage Ridge is committed to maintaining an environment that is safe and secure for all members of our community. The front door of the Webster Building is to be used as the single entry point for visitors, parents, and deliveries. After the start of the school day, all students going to the Crossbow building must enter through the Webster doors to sign in.  All visitors and volunteers must sign-in at the front office.

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. Students, parents, or any member of the community may also report incidents anonymously through Safe Voice at http://safevoicenv.org/.

Any violations of the Safe Campus Policy should be reported directly to administration 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.

**Safe Campus Assessment**

A safe campus assessment is a structured process used by the School to identify, evaluate, and respond to behaviors or statements that may indicate a risk of harm to oneself or others. The goal is to ensure the safety and well-being of all students, staff, and the school community while also providing support to any student who may be struggling.

A safe campus assessment will be initiated when a student makes a concerning statement, exhibits threatening behavior, or is reported by others to pose a potential safety risk. This process is not a disciplinary action. Rather, it is a preventative measure aimed at understanding the context and seriousness of a situation and responding in a thoughtful and supportive way.

The safe campus assessment is conducted by school administrators, the School Counselors, and, when appropriate, outside professionals. An investigation may include interviews to gather information and assess the level of concern. As a result of the assessment, the School may:

- Determine that no threat exists and take no further action
- Develop a support or intervention plan for the student
- Notify parents or guardians and involve them in the process
- Involve outside resources or authorities if there is a serious safety concern

A safe campus assessment is handled with sensitivity and discretion. The School is committed to protecting the privacy of students while ensuring a safe environment for everyone. Whenever possible, the school aims to work with families to support students through any concerns that may arise.

## School Uniform Policy

The uniform of Sage Ridge School is intended to maintain the learning environment, to dignify both the individual and the school, and to define us as a community. Observation of the dress code signifies respect for the school pillars and for each other.

When possible, students who come to school out of dress code will be given loaner items for the day. Students who repeatedly commit dress code infractions will be held accountable (see Discipline Policy).

**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 and black 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.

**General Uniform Standards**

Our dress code is designed to support a focused, comfortable, and equitable learning environment where all students can fully engage in academic, creative, physical, and extracurricular activities.

Student appearance guidelines do not permit the following: distracting jewelry, headphones/earbuds, hats of any type while indoors, sunglasses while indoors, excessively short bottoms or cropped tops, and non-SRS apparel while indoors. Implicit in a student's attendance at Sage Ridge is the willingness to abide by the uniform dress code.

All skirts and shorts must be longer than the length of the students' reach, measured by fingertips at the side.

Students are not allowed to wear revealing tops such as tank tops with spaghetti straps or tight tops.

If students wear leggings or tights under their skirts or shorts, they must be solid black, gray, white, burgundy, or navy blue.

To ensure the safety of all students, the uniform includes closed-toe shoes. Sandals, slippers, and Crocs are not permitted. When snow is on the ground, snow boots are encouraged for comfort and safety, and are required to play outdoors in the snow.

If there is inclement weather, students may wear coats or jackets over their school uniforms when they go outside. When inside, students may wear SRS outerwear, and if still cold, they may wear outerwear over their SRS polo *and* SRS outerwear.

**Daily Uniform: Mondays, Tuesdays, Thursdays**

The Sage Ridge uniform consists of:

- Khaki or black chino bottoms (shorts, pants or skirts), Lands' End plaid skirts, or Lands' End dresses
    - Athletic wear, sweatpants, denim, and cargo pants are not permitted
- Lands' End polos in burgundy, gray, or black. All tops must be embroidered with the school compass logo
- Appropriate closed-toe shoes
- Sage Ridge-branded maroon, black, or grey sweatshirts and Sage Ridge-branded Lands' End sweaters or fleece jackets

**Dress Wednesdays**

Wednesdays are dress-up days when all students are required to wear:

- White Lands' End embroidered dress shirt or white Lands' End polo shirt
- Khaki or black chino pants or skirts, or Lands' End plaid skirts. Shorts and cargo pants are not permitted on Dress Wednesdays.
- Lands' End embroidered navy blue blazer

Additionally, students in grades 9-11 are required to wear:

- Boys are required to wear a tie
- Dress shoes - leather or leather-like material that are appropriate for dress clothes. Dress shoes do not include tennis shoes, UGG "Classic" slip-on boots, or other casual shoes

Seniors may wear professional dress on Wednesdays:

- Males wear dress slacks, dress shoes, and collared dress shirts with the option for ties and jackets.
- Females 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. For bottoms, students may wear blue or black denim, dress code bottoms, any Sage Ridge pants and shorts embroidered or printed with the school logo (excepting pajama bottoms), or black leggings. In addition, short shorts, denim with prints, or any bottoms with major rips or tears are not permitted.

**Athletic Game Days**

On days when athletic teams have competitions, athletes on those teams may wear their uniform jersey or practice shirt with dress code bottoms.

### 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. Additionally, students should not wear any clothes with words or images that would disrupt the school environment.

### Chewing Gum

Chewing gum is not tolerated on campus. Gum causes damage to property, and gum chewing is distracting. As an alternative to gum, students may have 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 Scorpion Newsletter on Sundays, the monthly Sage Ridge Spotlight, and Compass. Parents who wish to communicate with teachers should do so through email and may request an appointment during regular school hours. Within reason, faculty and staff are committed to answering emails within two business days. We ask students to check and respond to email at least once a day and to use Compass when working on academic assignments.

### Compass

Compass is the School Information System and is provided by the School to help students and parents keep track of lesson plans, homework assignments, attendance, conduct, grades, and report cards. Both students and parents have their own accounts and can login at sageridge.myschoolapp.com. Teachers post homework and lesson plans at least one week in advance. Parents are encouraged to check grades no more than once per week.

### 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 school break hours are 9:00 a.m. to 3:00 p.m.

During the school year, students in grades 3-8 may arrive at 7:45 a.m. at the earliest and may remain on campus until 3:30 p.m. unless they are participating in a school-sponsored activity or attending the after school Navigators Club.

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
- Carpool is a one-way process
  - Enter from the north entrance off of Crossbow Court and exit from the south exit
  - For every child's safety please observe a 5mph speed and watch for merging cars while in the carpool lane at all times
- Parking:
  - Visitor parking is across from the Webster entrance and marked Visitor - please do not park in other assigned spots or block parking spots
  - Parking spaces in the north lot (across from Crossbow) are by assigned spaces only
  - Red curbs designate no parking areas
- For everyone's safety:
  - The speed limit on Crossbow Court Roadway is 15 mph at all times (and 5 mph when driving in the Campus loop)
  - Law enforcement officers patrol Crossbow Court on a regular basis and give tickets
  - 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 (Crossbow Court Roadway school side)
  - 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 during drop-off or pick-up.
  - The parking lot and carpool lanes are an idle-free zone. Please turn off your car.
  - Please be patient! Thank you for ensuring the safety of all our students.

***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 (office@sageridge.org) with your permission.

***Student Drivers***

Any Upper School student with a driver's license may park in campus parking once they have submitted a completed Student Vehicle Registration form to the front office. Parking spaces in front of Crossbow are assigned to faculty, staff, and seniors. Student drivers in 10th and 11th grades can park in the Wiegand Student Activity Center lot.

Students may not access their cars during the school day unless they have signed out in the front office.

***After-School Supervision***
Lower and Middle School students are not allowed to be on campus unsupervised after 3:30 p.m. The after-school Navigators program is offered to students in Grades 3-8 who remain on campus after 3:30 p.m. 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 $20 per day and families are billed monthly from the business office for this drop-in service. A late fee of $20 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 4:00 p.m. but are not in an organized activity or are otherwise supervised, they must be in the Crossbow loft.

All students must be off campus by 6 p.m. when the after-school Navigators program supervisor leaves campus.

***School Closings and Delayed Start Times***
Sage Ridge monitors the Washoe County Schools' schedule for school closings and/or delayed starts based on current weather conditions but makes decisions based on our campus conditions and/or larger area concerns. The School's decision will be posted by 6 a.m. and is communicated through email and a text alert to all families.

***Preparation***
Students are expected to come to school prepared each day. This includes bringing books, binders, laptops and chargers, 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 if it's an isolated or occasional incident. Students can work with their advisors to problem solve. If absolutely necessary, parents can drop items off at the Webster office.

***School Lunches & Snacks***
Students may bring their lunch to school. Students should bring their own utensils, and if necessary, microwave-safe containers. Please ensure your child knows how to safely use the microwave and which materials can and cannot be microwaved.

Lunch may also be pre-ordered from the school's catering service and may be picked up in the Great Space during lunch. Ordering information may be found on our main website https://www.sageridge.org/community/resources.

There is a morning break time for all students to consume a snack if desired. Lower and Middle School students need to bring snacks from home and may eat them during the morning break. Upper School students may bring a snack or shop at the student snack store in the loft during lunch and during morning breaks.

If a student forgets a lunch, they can inquire in the front office for solutions that may be available that day.

Lower and Middle School students may not order food delivery during the school day. If Upper School students order food delivery, it must be delivered to the front office; no student should meet a delivery person to retrieve their order. Students may not miss class for food delivery.

## 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 Front Office.

Parents are asked to notify the School 24 hours in advance of any early departures or late arrivals due to doctors' appointments. Please send email notifications to office@sageridge.org

***Guardianships***
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 from classes exceed 60 in an academic year (the equivalent of 10 full school days), the student's attendance record will be reviewed by school administrators, and, as needed, attendance concerns will be communicated with families.
- Should a student's total number of excused or unexcused absences from classes exceed 120 in an academic year (the equivalent of 20 full school days), school administrators will contact the family for a conference to determine a plan of action, which may result in an attendance contract.
- If a student misses over 180 classes (the equivalent of 30 days of school), School administration will determine whether a student may be dismissed from Sage Ridge due to attendance concerns or decide that they student may be conditionally enrolled by:
    - repeating the grade level
    - enrolling in and successfully completing academic coursework during the summer, or

    - receiving additional outside tutoring at the family's expense.
- Students may be asked to withdraw from the School when excessive absences hinders their participation in our program

***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. 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.
2. 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.
3. Extra-Curricular Activities: (See SRS Scholar Activity Attendance Policy and Non-SRS Scholar Activity Attendance Policy below)
   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 10:30 a.m. in order to participate in extracurricular activities scheduled for that day and/or weekend.

***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 plan ahead for such absences by completing a pink "Pre-Arranged Absence" form, which facilitates discussion with each teacher before they leave. All homework and classwork is due the day the student returns. Students are expected to use Compass as a resource for assigned homework and should communicate with classmates or teachers about missed classwork.

***Tardies:*** Five unexcused tardies will carry consequences:
- For Upper School students, after-school detention on Wednesdays from 2:25-3:30
- For Middle School students, lunch recess detention
- For Lower School students, a community service chore during lunch recess

**<u>SRS Scholar Activity Attendance Policy</u>**
Student athletes and participants in extracurricular activities accept the extra responsibility that comes with managing the demands of the activity's schedule and academic commitments. The School will support students participating in athletics, competitive debate tournaments, mock trial, community service, or any other activities that requires significant time away from classes when students and parents meet the following expectations:

Student responsibilities:

1. Students must be in good academic standing as of the prior marking period and maintain good standing throughout the time they participate in the activity. Any student with an F or two Ds the prior marking period or in any three-week period during their season is not eligible.
2. Once aware of days that will impact school attendance (at least one class meeting prior to absence), students will complete a pink "Pre-Arranged Absence" form (available in the Front office). When meeting with teachers for signatures, students will arrange with teachers plans for making up necessary work, including exams, with the recommendation that this period not exceed the number of school days missed.
3. Students will check SRS email and Compass daily, and complete some amount of work during their absence.

School commitments:

1. Teachers will support students by communicating clearly about coursework and homework via Compass and in conversation when signing the pink "Pre-Arranged Absence" form.
2. Teachers will allow for extensions on work due during the excused absence with the recommendation that this period not exceed the number of class days missed.
3. 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.
4. Teachers are not required to give out assigned work ahead of 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 clear communication.
2. To do their best to provide a time and a space for a student away on the activity/sport to work.

**Non-SRS Scholar Activity Attendance Policy**

The Non-SRS Scholar Activity 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.

At the earliest possible time, the student will meet with their advisor to discuss their schedule and needed support. The advisor will then communicate with the student's teachers and administration. Students must observe the responsibilities listed above in the SRS Scholar Activity Attendance Policy. The School and Parent Commitments from the SRS Scholar Activity Attendance Policy also apply to the Non-SRS Scholar Activity Attendance Policy.

**<u>Eligibility for Extracurricular Activities</u>**

Eligibility for extracurricular commitments, including athletics, theatre and debate, is based on a student's grades in the quarter during the period of the activity.

- Grades are checked on Thursday/Friday for eligibility for the following week of any scheduled games.
- Any student with an F or two Ds at the marking period, is ineligible to compete until the grades improve above the eligibility threshold.
- The Athletic Director (for athletics) or Assistant Head of School (for other extracurriculars) will email with the student and support team on Thursday or Friday to discuss their eligibility for the following week.
    - The ineligibility period begins the following Monday - Saturday.
- Academic eligibility can be reinstated at any point in which the student's grades improve above the outlined threshold of eligibility, and all other grades remain in good standing.
    - Eligibility must be reinstated by 4:00 pm the day before a contest/activity for that student to be able to compete/participate.
    - Eligibility cannot be reinstated the day of a contest/activity, unless Administration and/or the Athletic Director deem it necessary for special circumstances.
- The student can appeal their removal of ineligibility and if granted, return to the sport.
- Sage Ridge participates in the NIAA league, and their rules also apply, including the requirement of a 2.0 minimum GPA.

**Eligibility - Attendance and Missing Assignments (Upper School)**

Additional considerations are made for students participating on teams that require full-day absences, such as varsity ski and varsity golf.

- Absences and missing assignments will be monitored by the Assistant Head of School and the Athletic Director.
- A student who has missed more than 10 classes in the 5 school days preceding the event, and/or who has more than 8 missing assignments may not be eligible to participate in their current sport until eligibility is reinstated.
- Students will be notified if they exceed the threshold of absences and/or missing assignments.
- Students may regain eligibility when they have fewer than 4 missing assignments.

***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 10:30 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 10:30 a.m. on Friday or the student will not be permitted to participate.

## Health, Wellness, and Safety

**Birth Certificate**
When enrolling at Sage Ridge, all families must submit a copy of the birth certificate for their child. All students must have a copy of their birth certificate on file.

**Medications at School**
If students require over-the-counter medication during the school day, parents are to provide authorization (via annual enrollment forms on Compass or parent consent via phone call when needed). 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 or to insulin.

**Permission to Treat**
Parents are asked to give permission to treat in case of emergencies. This permission can be given through annual enrollment forms in Compass and is important when students are on trips out of contact access or where parents are not able to be reached.

**Immunizations & Medical Exams**
Parents are required to provide their child's current immunization record each year. Medical physical examinations are required every year for any student participating in athletics.

**Food Allergies**
Parents must report food allergies and treatment needs via annual enrollment forms on Compass.

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 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.

**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.

**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 active shooter drills on a regular basis and maintains records of all drills conducted throughout the year.

**Sage Ridge Air Quality & Wildfire Smoke Policy**

Sage Ridge has an air quality sensor on campus so that the air quality measurement is the most accurate for Sage Ridge. School administrators begin vetting the decision to have in-person or distance learning when the levels are at or predicted to be above 180. Air quality is monitored continually throughout the day when smoke is in the Reno area. The School will take the following measures when levels become unhealthy:

- **Air quality 100-150:** Students with underlying health conditions can remain inside for recess, lunch, or PE. Exterior doors and windows will remain closed.
- **Air quality 150-195:** Outdoor activities limited to 20-minute intervals, and students are reminded to limit exertion when outside.
- **Air quality 195+:** All outdoor activities (lunch, PE, recess) move inside
- **Air quality 300+:** The Sage Ridge campus will likely close if the air quality is likely to remain hazardous throughout the day. If there is hazardous smoke early in the morning, any information related to school closures will be communicated to families by 6 a.m. In the event of school closure due to unhealthy or hazardous air quality, we will inform families through our Sage Ridge alert system and, when possible, shift to distance learning.

**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.

**Birthday Celebrations**

We love celebrating Scorpion birthdays at school! Sharing treats can be a wonderful way to celebrate a child's birthday. To make the experience a truly positive one, we ask parents to please:

- Communicate with your child's classroom teacher (in grades 3-5) or Dean (in grades 6-8) ahead of time so that they can be available to supervise and support the celebration.
    - Celebrations during lunch happen in a classroom with supervision
    - It is always ideal if the treats are shared before a period of activity, such as morning recess or lunch recess
- Consider choosing treats that any child can enjoy. The classroom teacher or Dean can let you know if there are allergies in the grade.

Thenk you for helping to make birthday celebrations a fun experience for all!

## 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 cubbies (Lower School) or lockers (Middle School) from 7:45 a.m.-3:15 p.m. Any cell phone seen outside of a locker or cubby may be confiscated for the remainder of the school day, and the infraction will be documented in Compass. Students may only retrieve cell phones 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.

Students in grades 9-10 are required to keep cell phones in their locker while attending classes but can use their cell phones during breaks and lunch time. Students in grades 11-12 may have their phone on them throughout the school day, but cell phones should not be seen nor heard during classes.

Students may not use smart watches for communication during the school day. In addition, teachers may require students to remove a smart watch during an assessment. If a student misuses their smart watch, then the student may be asked to leave the watch at home.

Students may not wear headphones or earbuds on their heads/necks or in their ears during the school day unless given permission for academic purposes.

When a student is ill or has a personal emergency, communication with parents should occur through the front office so that we can ensure the student's health and safety.

Students who commit cell phone and device infractions will be held accountable (see Discipline Policy). Repeated cell phone infractions may result in the loss of the privilege to have a cell phone or smartwatch on campus.

## 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
- Never post content about or pictures containing other people without their permission
- 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
- 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.

Sage Ridge students, faculty, and staff must adhere to school guidelines that prohibit posting to the Internet or via e-mail personal contact information, confidential information, private/non-public information, derogatory comments about other people or about the school, or inappropriate artwork, photographs, digital images, or unauthorized video of the school or of school personnel. When in question, the appropriateness of postings shall be determined by Sage Ridge School Administration. The Sage Ridge School network is a private network. The use of this network to access and/or post to social media sites is prohibited during the school day. Any photos or videos taken while on the Sage Ridge School campus or while in a Sage Ridge School uniform, including off campus, and posted to private social media accounts should be appropriate and follow the conduct guidelines outlined in this handbook.

Depending on the offense 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 here.

**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 (AUP) Agreement is to be completed and returned by each student at the beginning of each school year:

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 the AUP document in Compass demonstrating that they have read and understand the policies set forth. The AUP governs all Internet and network access: social networks, blogs, 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 or of artificial intelligence 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

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

## Image Use Policy

### Purpose

Sage Ridge School uses photos and videos to highlight student learning, celebrate achievements, and share the life of the school with our community. This policy explains how student images may be used and how families can opt out.

### Scope

This policy applies to all Sage Ridge School students and covers the use of their images in any school-produced materials.

Use of Student Images

1. Types of Media: Student photos and videos may be used in printed materials, digital and print advertising, the school website, social media, newsletters, and internal communications.
2. Duration of Use: Images and videos may be used indefinitely to promote the school and its programs.
3. Context of Use: All images will be used in a respectful and appropriate manner. Sage Ridge School will not use images in contexts that may compromise student dignity or privacy.
4. Policy Acceptance: By accepting the Family Handbook, families acknowledge they have read and understood this Image Use Policy. If no opt-out request is received, the school will assume permission is granted for image use as described in this policy.
5. Blanket Policy: Image permissions apply to all school communications and cannot be customized for specific platforms or situations.

6. Opt-Out Procedure: Families who do not want their child's image used must email communications@sageridge.org to request an opt-out.

## Academic Information

**Homework Philosophy**

Homework serves both academic and non-academic purposes. It helps reinforce in class learning and retention of content, teaches self-management and independence, helps students extend and develop ideas, and reinforces the importance of life-long learning outside of a classroom setting.

Homework may be assigned to serve any of the following purposes:

- Provides opportunity to practice, reinforce and/or improve skills and understanding of concepts taught in class
- Provides the teacher with an opportunity to assess students' current understanding of material
- Introduces new skills, concepts, or material that will be studied in class
- Provides the opportunity to integrate newly learned concepts and skills with previously learned material

Student Responsibilities:

- In Grades 3-8, students use their planner to write down nightly homework assignments. Compass is a planning tool and guide, but their planner has the most up-to-date homework description. Students in Grade 9-12 are expected to carefully track homework assignments by recording them in a planner or using Compass on a daily basis
- Communicate with teachers prior to a planned absence to make arrangements for coursework assigned during their absence
- Meet with teachers upon return from an unplanned absence to agree upon expectations for the coursework missed during the absence
- Uphold the school's honor code while completing all assignments, ask for help when needed, and complete assignments to the best of their ability

Teacher Responsibilities:

- Assign homework that is purposeful, creative, enhances learning, and/or encourages critical thinking
- Homework for the week should be posted on Compass by Monday morning. Where appropriate, homework should also be visible in the classroom (i.e. on the whiteboard or presented on slides at some point during the class)
- Homework assessment should focus on completion and effort
- Assignment expectations, directions, and grading system are clearly communicated to students
- Assign homework that students should be able to do independently
- Homework should account for less than 25% of a student's grade within a quarter
- If students are asked to "study," suggest and practice methods for studying early and often
- Homework assignments in the arts and physical education should be minimal

- Teachers may only assign homework on a day when a class meets and assignments can only be due the day the class meets
- Weekends are treated as a single day's worth of homework
- Homework shall not be assigned over week-long or multi-week breaks, with the exception that homework can be assigned in AP classes during second-semester breaks

Parent Responsibilities:

- Provide a quiet study area and appropriate materials, and will help to encourage the development of time management skills
- Facilitate and support the development of study skills. When needed, parents can clarify instructions and help students locate appropriate resources
- Encourage students to self-advocate and to communicate directly with teachers when experiencing difficulty with homework

**Planners**

Students in Grades 3-6 are given daily planners at the beginning of each year that are used to record the daily homework assignments for each class. Students in grades 3-6 use their planners to write down nightly homework assignments. Compass is a planning tool and guide, but their planner has the most up-to-date homework description.

Students in Grade 7 and 8 are expected to purchase their own planner and will be prompted to use it in classes. Compass can also be used as an organizational tool.

Students in grades 9-12 are expected to purchase or create their own planner or homework tracking system. Compass is used as the primary tracking system at this level.

**Homework Guidelines**

In Grades 1-5, teachers may assign homework on all days of the week.

In Grades 6-12 teachers may assign homework on a day when a class meets and assignments can only be due the day the class meets. Weekends (including three-day weekends) are treated as a single day's worth of homework.

**Average Homework Times**

Teachers aim for assignment completion times to fall within the ranges listed below. However, homework completion times can vary significantly from student to student. While we provide general time guidelines for assignments, we recognize that each child works at their own unique pace and with different levels of focus.

If you find that your child consistently spends significantly more or less time than our suggested guidelines, please don't hesitate to contact your child's teacher. Together, we can ensure that homework remains a constructive learning tool rather than a source of frustration.

| Grade | Homework Time Averages |
|---|---|

| | | |
|---|---|---|
| 1 | 10-15 min. per night<br>20 min of reading per night separate from homework | |
| 2 | 15-20 min. per night<br>20 min of reading per night separate from homework | |
| 3 | 30-40 min. per night<br>20 min of reading per night separate from homework | |
| 4 | 30-40 min. per night<br>30 min of reading per night separate from homework | |
| 5 | 30-45 min. per night<br>30 min of reading per night separate from homework | |
| 6 | 50-70 min. per night<br>Weekly free reading required | |
| 7 & 8 | English, History, and Math classes: 20-30 minutes per class meeting<br>Science & Languages classes: 15-20 minutes per class meeting<br>Weekly free reading required | |
| 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 | |
| Sage Session | 20 min./class as needed | |

**Late Work**

Students are expected to turn in work on time each day. If a student does not turn in work, a teacher will enter the letter M (for missing) into the gradebook in Compass and may be calculated as zero points until submitted. Compass can automatically notify the student and advisor about the missing assignment. Parents can activate email or text notifications for missing assignments in the settings of their Compass profile.

- In the Lower School, teachers will follow up on missing work with students.
- In the Middle School, late work can be marked down up to 5% per weekday until submitted.
- In the Upper School, late work can be marked down up to 10% per day until submitted.

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 Assistant Head of School 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. Grades for Lower and Middle School courses are not computed into the Upper School GPA.

- In the Lower and Middle School, the semester grade is weighted 50% for each quarter.
    - In grade 7 and 8 classes with exams, semester grades are computed by weighting the two quarter letter grades and the semester exam letter grade as follows: first quarter 45%, second quarter 45%, semester exam 10%.
- In the Upper School, semester grades are computed by weighting the two quarter letter grades and the semester exam letter grade as follows: first quarter 40%, second quarter 40%, semester exam 20%. For classes without semester exams, the semester grade is weighted 50% for each quarter.

**Promotion to the Next Grade Level in Lower School**

To progress from one grade to the next in Lower School, students are expected to demonstrate appropriate academic and developmental progress toward grade-level expectations. When a student is not making sufficient progress, the school will work closely with the family to develop a support plan. In some cases, additional interventions, summer support, or another placement recommendation may be considered to help ensure the student is prepared for continued success.

**Promotion to the Next Grade Level in Middle School**

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 Assistant Head of School to discuss an action plan.

**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.

**Grade Point Average (GPA) in the Upper School**

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 (0-59) | 1 | 2 | 3 |

**Promotion to the Next Grade Level in the Upper School**

To progress from one grade to another, students are required to have a minimum cumulative GPA

of 1.7 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.

**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 Assistant Head of School is granted based on the recommendations of the student's advisor 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 courses offered at Sage Ridge.** If students wish to take an online course as an independent study for a course not required for graduation, they may do so with the permission of the Assistant Head of School.

**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 may be assessed on the letter scale or 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.
- 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 1–7 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. Rising seniors, followed by rising juniors, are given preference in the design of the schedule. Scheduling for Grades 1-8 is completed over the summer.

Students currently enrolled in College Prep classes 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 at least a 92 average for all four quarters with no quarter grade lower than 89.5 and no exam grade lower than 85 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 Assistant Head of School.

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 confer with their advisor and submit a formal request via an AP Course Approval form to the Assistant Head of School.

Final decisions on placement rest with the Assistant Head of School.

**Adding and Dropping a Class**

Students may not ordinarily add/drop a course after the first 15 days of the course. Appropriate student placement in honors and AP-level courses is reviewed regularly at the mid-quarter and quarter mark.

**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 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**

Report Cards are made available on Compass throughout the year. 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.

Teachers write narratives for each student for the first and third quarters of the year. After the first semester, advisors write advisory comments to communicate with students and parents about their advisees' academic, social, and emotional growth at Sage Ridge.

## Exams and Testing

**Semester Exams**

Semester exams occur during Finals Week at the end of each semester for students in Grades 9–11. For Grade 12, semester exams occur during Finals Week in December and before AP exams in April. Each exam lasts two hours, and dates are published on the Annual Overview Calendar on the school website. Teachers may substitute a final project or paper instead of an exam, which will be assigned (at latest) during the final month of the semester.

In Grades 7-8, students may take cumulative exams at the end of each semester for math and language. In grade 8, students may have additional cumulative exams in academic courses.

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 in October. Students in Grades 3-7 will take ERB's Comprehensive Testing Program in the Fall and Milestones tests in the Winter and Spring.

### 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 $98 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. There are no final exams in AP courses for Seniors in the Spring. The third and fourth quarters are weighted equally (50%) to determine the second semester grade.

AP courses for students in Grades 9-11 continue until the end of the school year. In AP classes for students in Grades 9-11, the teacher may decide whether to give a formal final exam or an alternative major assessment. AP Exams scores are not counted in the grade for the class.

## Student Recognition

### Pillar Awards

Throughout the year, select students are recognized for extraordinary actions and attitudes that exemplify our Pillars. In Middle School, teachers present these certificates at the end of each quarter. In Upper School, members of the Prefecture present the awards once per semester.

### Academic Semester Awards

Sage Ridge recognizes academic achievement by sending home certificates to those students who have fulfilled the criteria at the end of each semester. 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, and extracurriculars.

***Golden Scorpion Award***

The Golden Scorpion Award was created to honor senior student-athletes who excel in the classroom and on the playing field by setting examples of leadership, effort, and sportsmanship. On top of that, to receive this award the student-athlete must meet the following criteria:

- Graduate with
  - An unweighted GPA of 3.5
  - No semester grade of D or F in Grades 11 and 12
  - 60 hours of community service in both Grades 11 and 12
  - Completion of 4 AP courses with no semester grade lower than a B-
  - A grade of no less than a B+ on the senior thesis
  - Completion of at least one AP in History/Social Science or English
  - Completion of at least one AP in Math or Science
- Participate in 12 athletic credits
- Request confidential letters of recommendation from two distinct individuals submitted directly to the Athletic Director
  - Current teacher
  - Senior-year athletic coach

## Academic Support

**Official Notes**

Teachers and advisors may communicate with students and their parents/guardians through Official Notes. Some types of Official Notes include: Academic Concern, Academic Highlight, Community Service, Forgotten Item, or Supplies.

Once every two weeks, teachers of grades 6-12 are asked to write an Official Note of Academic Concern for any students with a cumulative grade below 80%. Teachers may also write Official Notes of Academic Concern when a students' performance on an assessment indicates a need for additional support or effort.

**Conferences with Students and Teachers**

Formal conferences are held twice per year. Parents and teachers can meet at any time during the school year as needed. Teachers provide links on Compass for appointment times after school, and parents can schedule an appointment at any time.

Parent-Teacher conferences take place in the Fall. Parent-Teacher conferences provide an opportunity for parents to ask questions, clarify action steps, and/or discuss possibilities for future support or coursework. Parent-Teacher conferences are optional.

Student-Led Conferences (SLCs) take place in the second semester. The goal of SLCs is for students

to reflect on their progress and growth so far and to empower each student to address their needs for growth with their support team (parents, guardians, and advisor). 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. All families are expected to attend fall conferences. If parents/guardians do not make an appointment with their child's advisor, the advisor will have the student-led conference with the student at a mutually convenient time.

**Extra Help**

Teachers are available by appointment from 8-8:15 a.m., at various times throughout the academic day, and, with the exception of Wednesday, after school between 3:15-4 p.m. Students may drop-in after school or schedule an appointment using their teacher's appointment calendar links on Compass. Students are also encouraged to take advantage of study hall times to seek help from teachers.

Extra Help is a time for students to receive support in a smaller setting as needed. The meeting time works best when students arrive with a clear sense of what they need, such as specific questions from class, a homework assignment they would like help with, or a topic they know is still confusing. Students are also welcome to use this time to complete assignments, with access to teacher support as needed. Because this is a support period rather than an additional class, it is most successful when students take an active role by bringing their materials, identifying where they are stuck, and asking focused questions. Extra Help is not intended to serve as a separate teacher-led lesson; rather, it aims to help students build independence, confidence, and problem-solving skills while providing the support they need.

Upper School students may have opportunities outside of regular school hours to access Extra Help and academic support from their teachers, depending on teacher availability and offerings. Upper School students may attend Extra Help sessions in the morning as early as 7 am, or on weekends, in a group setting at school or at a public meeting place. Students in AP classes may also be invited to attend optional practice AP test sessions on the weekends leading up to the AP exam period.

If a teacher deems it necessary to meet on an academic issue this will take precedence over any after school activities. Further guidance is available in the school scholar-athlete policy.

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 after consulting 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 their class and cannot tutor during the hours of 8 a.m.-4 p.m.

**Individualized Support**

Teachers and advisors work closely with students and their families to ensure academic as well as social emotional progress. When students are challenged academically, teachers will attempt individual strategies that support student learning, make a plan with the student for regular extra help appointments, or refer the student to the Reading Specialist.

When a student is struggling with behavior expectations, teachers and/or the advisor will communicate with parents to discuss individualized support. The team of teachers, the advisor, and the school counselor will meet with the student and family to collaborate on the best process to support student success, which may result in a Behavior Plan. A Behavior Plan establishes clear behavioral expectations and outlines student responsibilities. The plan will also include strategies to reinforce positive behavior at home along with a clear delineation of consequences should expectations not be met.

***Compass Learning Plan***

At times, a student may struggle due to an underlying learning challenge, learning disability, or medical condition. When a student has difficulty with academic and behavioral expectations despite the interventions described above and the student is putting forth effort while using sound study skills strategies, then psychoeducational testing may be recommended. This recommendation will stem from continued communication between families and the student's academic support team. Following the results of the psychoeducational testing, a team meeting will take place and a Compass Learning Plan will be developed. This plan will be based on the recommendations of the testing report and will include accommodations to support student learning. The Compass Learning Plan will be shared with teachers to ensure implementation of the accommodation plan. The Compass Learning Plan will be reviewed and updated yearly. Students should have a reevaluation every 3 years to continue to receive accommodations.

## The Curriculum

The curriculum is described in detail in the current Curriculum Guide.

**Lower & Middle School Coursework**

The classes below are required each year in Grades 1-8. The school does not take requests for specific teachers and placement depends on multiple factors.

- English Language Arts
- Social Studies/History
- Science
- Math
- Foreign Language
- Arts: Music, Theatre, Studio Art
- Physical Education
- Computer Science
- Outdoor Education
- Sage Session
- Middle School Clubs

***Graduation Requirements***

Upper School students must earn a minimum of 26.25 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 -- 2.00 GPA***

| | |
|---|---|
| English | 4.5 credits (ancient/medieval, American, and British literature required; 9th grade seminar required) |
| History | 4.5 credits (ancient/medieval, modern, and American history and History Capstone & Thesis 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)<br>*Note: International students may qualify for a foreign language exemption* |
| Arts | 1.5 credits - .5 credit in Visual, Music, or Performing Arts Foundations required |
| Electives | 5 credits |
| Sage Session | 1/4 credit each year; ⅛ credit for each class |
| Community Service | 20 hours in grades 10, 11, and 12 (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 of 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 unweighted GPA of 3.2
- No semester grade of D or F in Grades 11 and 12
- 40 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 unweighted GPA of 3.5
- No semester grade of D or F in Grades 11 and 12
- 60 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

## 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, catalogs, 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.

Seniors begin the process of finding and securing an internship in the second semester.

**Senior Privileges**

Members of the senior class are allowed certain privileges, such as off campus lunch, professional Wednesday dress, 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 Junior Classical League, athletics, theatre, mock trial, and debate. Upper School students are required to participate in six out of twelve seasons, reflecting our belief that involvement in extracurricular activities helps students forge meaningful connections with their peers and develop into confident citizens who cultivate a compassionate community—core elements of our mission to prepare graduates who thrive in college and in our global society.

**Co-Curricular Programs**

***Middle and Upper School Advisory***

The goal of the advisory program is to help guide students to become confident, compassionate young adults who self-advocate. Each student is carefully assigned to a faculty advisor within a small cohort. The advisor provides academic support and guidance as well as social and personal mentoring with the Pillars in mind. Advisory activities are designed to build community and foster students' social, emotional, and academic growth through conference preparations, Pillar discussions, and executive functioning skill-building activities. The advisor will check in with students on their successes and opportunities for improvement, review and make a plan with students for completing missing work, and help students with organization and time management.

In Middle School, advisory is a full period in the 8-period rotation, meeting seven out of the ten days in the two-week schedule.

In Upper School, advisory meets twice a week during morning break.

***Class Meetings***
Students meet by grade level as needed to plan, make agreements, offer solutions for challenges and work to resolve conflicts. When appropriate, the student government representatives run the meeting. The students help to determine  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 Middle School students so that they can explore interests, interact with students in different grade levels,  and develop skills in leadership, cooperation, responsibility, and self-discipline. Clubs are offered each semester and meet once every two weeks.

In the Upper School, clubs are student-initiated. Student leaders of clubs are supported by a faculty sponsor. Upper School clubs meet once a week during the Wednesday club time. Students in grades 9-11 are required to attend a club meeting at that time.

***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. Parents complete a field trip permission form each year. 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 all policies in this Handbook regarding grades, attendance, behavior, etc. apply to Sage Session. Sage Session classes are a graduation requirement.

Upper School students seeking outside academic experiences for Sage Session credit may submit a proposal to the Assistant Head of School by the end of April. If approved, a post-experience reflection assignment will be required to earn graduation credit. NOTE: Seniors do not participate in Sage Session as they are completing their internships during this time.

## 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 3-4 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. These trips are a mandatory part of our program and are a graduation requirement in the Upper School.

| Grade | Outdoor Education Trip Location | Partnerships |
|---|---|---|

| | | |
|---|---|---|
| 3 | Day Trips in Area | SRS Staff |
| 4 | Day Trips in Area | SRS Staff |
| 5 | Grizzly Creek Ranch, Portola, CA (2 nights) | Sierra Nevada Journeys |
| 6 | Grizzly Creek Ranch, Portola, CA (3 nights) | Sierra Nevada Journeys |
| 7 | Donner Lake (3 nights) | Tahoe Adventure Company |
| 8 | Lake Tahoe (3 nights) | Tahoe Adventure Company |
| 9 | Lake Tahoe (4 nights) | Adventure Treks |
| 10 | Angel Island, CA (4 nights) | SeaTrek |
| 11 | Lake Tahoe (4 nights) | Adventure Treks |
| 12 | Ashland, OR and The Shakespeare Festival (4 nights) | SRS Staff |

## 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 local families in need.

**Community Service Requirements:**

- To be eligible to graduate, all students are REQUIRED to complete 20 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 account on Compass
- To graduate with an HONORS diploma, students need to complete 40 service hours in both their junior AND their senior years
- To graduate with a HIGH HONORS diploma, students need to complete 60 service hours in both their junior AND their senior years

**Upper School Community Service Information**

Students may not receive any compensation for their service hours. The calendar for Community Service hours runs from 1 July to 30 June, and hours completed in one calendar year may not be transferred to another calendar year.

**Students may only earn up to 40% of their hours per year for service completed at Sage Ridge**. Anything beyond 40% needs approval from the Assistant Head of School. 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, have it signed by their advisor, and then submit it to the Academic Assistant in the front office. Hours are tracked via Compass Official Notes. If students have questions about what might qualify for service hours, they should get approval prior to participation from their advisors and/or the Assistant Head.

**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 Head of School and have it approved before initiating any fundraising activities.

## 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 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 for officer and grade representatives are held in the spring every year. Upper School student government is student-driven and is advised by a faculty advisor. Duties of student government officers and representatives include running campus meetings, promoting school spirit, producing and planning campus and social events.

**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 teacher 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 the Honor Council faculty and the Assistant Head of School determine the appropriate course of action (please see Discipline Policy).

**Student Prefecture**

The Upper School and Middle 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. They serve

as ambassadors for the school with our own students and out in the community. Prefects are an important channel of communication between the student body and school leadership. Students are nominated by the faculty and chosen by administration.

## 2026-2027 Board of Trustees

Greg Hayes - *President*
Karen Hovorka - *Vice President*
Dr. Rick Welcome - *Treasurer*
Beth Brenner - *Secretary*
Eric Gangloff- *Past President*
Matthew Hill
Thomas Monroe
Karen Purcell
Michelle Sherven
Ranson W. Webster

## Administration

Head of School - Bill Delbrugge - bdelbrugge@sageridge.org
Assistant Head of School/Director of Middle and Upper School - Emily Dolan - edolan@sageridge.org
Director of Lower School - Summer Sprenger - ssprenger@sageridge.org
Director of Finance/HR - Tonya Robison - trobison@sageridge.org
Assistant to Director of Finance - Cynthia Welch - cwelch@sageridge.org
Administrative Assistant - Krista Cornell - kcornell@sageridge.org
Director of College Counseling - Rob Lamb - rlamb@sageridge.org
Director of Athletics - Sierra Starbuck - sstarbuck@sageridge.org
Academic Administrative Assistant - Laura Stephens - lstephens@sageridge.org
System Administrator - Derek Fitzpatrick - dfitzpatrick@sageridge.org
School Counselor - Heather Power - hpower@sageridge.org
Director of Enrollment Management - Stephany Apollon - sapollon@sageridge.org

## Appendix I - Sage Ridge Suicide Prevention, Awareness, and Response Policy

**Purpose**

The purpose of this policy is to protect the health and well-being of all students by having procedures in place to prevent, assess the risk of, intervene in, and respond to suicide. Sage Ridge School:

- Recognizes that physical and mental health are integral components of student outcomes, both educationally and beyond graduation
- Further recognizes that suicide is a leading cause of death among young people
- Has an ethical responsibility to take a proactive approach in preventing deaths by suicide

- Acknowledges the school's role in providing an environment that is sensitive to individual and societal factors that place youth at greater risk for suicide and helps to foster positive youth development and resilience
- Acknowledges that comprehensive suicide prevention policies include prevention, intervention, and postvention components

This policy is meant to be paired with the Sage Ridge Suicide Prevention and Response procedures.

***Scope***
This policy covers actions that take place in the school, on school property, at school-sponsored functions and activities, in school vehicles, and at school-sponsored out-of-school events where school staff are present. This policy applies to the entire school community, including educators, school staff, students, parents/guardians, and volunteers. This policy also covers appropriate school responses to suicidal or high-risk behaviors that take place outside of the school environment.

**Definitions**

***At-Risk***
A student who is defined as at-risk for suicide is one with risk factors or warning signs that increase the likelihood of suicidal behavior. Risk factors or warning signs include a suicide attempt, expressed intention to die by suicide, or a significant change in behavior suggesting the onset of potential mental health conditions or a deterioration of mental health. The student may have thoughts about suicide, including potential means of death, and may have a plan. In addition, the student may exhibit behaviors or feelings of isolation, hopelessness, helplessness, and the inability to tolerate any more pain.

***Emergency Response Team (ERT)***
The Emergency Response Team will establish any campus response and may engage outside resources to assist to possibly include psychologists, counselors, and other individuals trained in emergency response.

***Mental Health***
A state of mental, emotional, and cognitive health that can impact perceptions, choices and actions affecting wellness and functioning. Mental health conditions might include, but are not limited to depression, anxiety disorders, post-traumatic stress disorder (PTSD), and substance use disorders. Mental health can be impacted by the home and social environment, early childhood adversity or trauma, physical health, and genes.

***Risk Assessment***
An evaluation of a student who may be at-risk for suicide, conducted by a qualified school-based mental health staff person or by an outside qualified mental health organization or person. This assessment is designed to elicit information regarding the student's intent to die by suicide, previous history of suicide attempts, presence of a suicide plan and its level of lethality and availability, presence of support systems, and level of hopelessness and helplessness, mental status, and other relevant risk factors.

***Risk Factors for Suicide***
Characteristics or conditions that increase the chance that a person may attempt to take their life. Suicide risk is most often the result of multiple risk factors converging at a moment in time. Risk

factors may encompass biological, psychological, and/or social factors in the individual, family, and environment. The likelihood of an attempt is highest when factors are present or escalating, when protective factors and healthy coping techniques have diminished, and when the individual has access to lethal means.

***Self-Harm***
Behavior that is self-directed and deliberately results in injury or the potential for injury to oneself. Self-harm behaviors can be either non-suicidal or suicidal. Although non-suicidal self-injury (NSSI) lacks suicidal intent, youth who engage in any type of self-harm should receive mental health care. Treatment can improve coping strategies to lower the urge to self-harm and reduce the long-term risk of a future suicide attempt.

***Suicide***
Death caused by self-directed injurious behavior with any intent to die as a result of the behavior.

NOTE: The coroner's or medical examiner's office must first confirm that the death was a suicide before any school official may state this as the cause of death. Additionally, parent or guardian preference shall be considered in determining how the death is communicated to the larger community.

***Suicide Attempt***
A self-injurious behavior for which there is evidence that the person had some intent to die. A suicide attempt may result in death, injuries, or no injuries.

***Suicidal Behavior***
A potentially self-injurious behavior for which there is intent to kill him/her/themselves, developing a plan or strategy for suicide, gathering the means for a suicide plan, or any other overt action or thought indicating intent to end one's life.

***Suicidal Ideation***
Verbal or nonverbal communication that an individual intends to harm him/her/themselves with the intention to die but has not yet acted on the behavior. A desire to be dead without a plan or the intent to end one's life is still considered suicidal ideation and shall be taken seriously.

***Suicide Contagion***
The process by which suicidal behavior or a suicide completion influences an increase in the suicide risk of others. Identification, modeling, and guilt are each thought to play a role in contagion. Although rare, suicide contagion can result in a cluster of suicides within a community.

***Postvention***
Suicide postvention is a crisis intervention strategy designed to assist with the grief process following suicide loss. This strategy, when used appropriately, reduces the risk of suicide contagion, provides the support needed to help survivors cope with a suicide death, addresses the social stigma associated with suicide, and disseminates factual information after the death of a member of the school community. Often a community or school's healthy postvention effort can lead to readiness to engage further with suicide prevention efforts and save lives.

## Prevention

***Sage Ridge Policy Implementation***
The School Counselor and the Student Services Office shall be responsible for planning and coordinating implementation of this policy for the school.

***Staff Professional Development***
All staff and faculty shall receive, at minimum, annual professional development by a trained school-based or community mental health professional on risk factors, warning signs, protective factors, response procedures, referrals, postvention, and resources regarding youth suicide prevention.

***Youth Suicide Prevention Programming***
Developmentally appropriate, student-centered education materials shall be integrated into the curriculum of all 3-12 advisory classes and other classes as appropriate. The content may include, but it not limited to suicide prevention, social/emotional learning, help-seeking approaches for students, encouraging peer referral, and an emphasis on school connectedness. The content shall also increase students' ability to recognize if they or their peers are at risk for suicide. It is not recommended to deliver any programming related to suicide prevention to a large group in an auditorium setting. Development of a parent awareness program will be considered as well.

***Publication and Distribution***
This policy shall be distributed annually as an inclusion in all student/family and faculty and staff handbooks, and on the school website. All school personnel are expected to know and be accountable for following all policies and procedures regarding suicide prevention.

## Intervention

***Assessment and Referral***
When a student is identified by a peer, educator, or other source as potentially suicidal — i.e., verbalizes thoughts about suicide, presents overt risk factors such as agitation or intoxication, an act of self-harm occurs, or expresses or otherwise shows signs of suicidal ideation — the student shall be referred to the School Counselor within the same school day to facilitate a mental health referral if necessary. Educators shall also be aware of written threats and expressions about suicide and death in school assignments. Such incidents require immediate referral to the School Counselor who shall address the situation according to Sage Ridge protocol, parental notification occurs, and a mental health referral is made.

***When School Personnel Need to Engage Law Enforcement***
When a student is actively suicidal and the immediate safety of the student or others is at-risk (such as when a weapon is in the possession of the student), school staff shall call 911 immediately. The staff calling shall provide as much information about the situation as possible, including the name of the student, any weapons the student may have, and where the student is located. School staff may tell the dispatcher that the student is a suicidal emotionally disturbed person, or "suicidal EDP", to allow for the dispatcher to send officers with specific training in crisis de-escalation and mental illness.

## In-School Suicide Attempts

In the case of an in-school suicide attempt, the physical and mental health and safety of the student are paramount. In these situations:

1. Call 9-1-1
2. First aid shall be rendered until professional medical services and/or transportation can be received, following Sage Ridge Emergency Medical Procedures
3. Parental notification should occur
4. School staff shall supervise the student to ensure their safety
5. Staff shall move all other students out of the immediate area as soon as possible
6. The Sage Ridge Suicide Prevention and Response Procedures shall be implemented

## Out-of-School Suicide Attempts

If a staff member becomes aware of a suicide attempt by a student that is in progress in an out-of-school location, the staff member shall:

1. Call 911 (police and/or emergency medical services)
2. Inform the student's parent or guardian
3. Inform the School Counselor, Head of School, and the Assistant Head of School

If the student contacts the staff member and expresses suicidal ideation, the staff member shall maintain contact with the student (either in person, online, or on the phone) and then enlist the assistance of another person to contact 9-1-1 while maintaining engagement with the student.

## Parental Notification and Involvement

The Head of School or School Counselor shall inform the student's parent or guardian on the same school day, or as soon as possible, any time a student is identified as having any level of risk for suicide or if the student has made a suicide attempt (pursuant to school/state codes, unless notifying the parent will put the student at increased risk of harm). Following parental notification, the Head of School or the School Counselor may offer recommendations for next steps based on perceived student need.

## Re-Entry Procedure

For students returning to school after a mental health crisis (e.g., suicide attempt or psychiatric hospitalization), whenever possible, the Head of School or the School Counselor shall meet with the student's parent or guardian, and if appropriate, include the student to discuss re-entry. This meeting shall address next steps needed to ensure the student's readiness for return to school and plan for the first day back. Following a student hospitalization, parents/guardians will be required to inform the school counselor of the student's hospitalization and will be asked to provide Sage Ridge with access to the Clinical providers to ensure continuity of service provision and increase the likelihood of a successful re-entry.

**Appendix 2: Athletic Handbook**

SAGE RIDGE
SCHOOL

# Athletics Handbook

## 2026 – 2027

## INTRODUCTION

Welcome to another year of Sage Ridge School Athletics. This handbook contains the policies and procedures of the Sage Ridge School Athletic Department and information concerning the responsibilities of coaches and athletes.

This handbook refers to the expectations of student-athletes & parents for both the upper and middle school. Remember: being a part of an athletic team is a privilege, not a right.
Furthermore, the Sage Ridge School Mission, Pillars, & Honor Code, which govern student behavior during the academic day, also extend to all facets of the athletic program.

## CONTACTS

Listed below are the primary contacts for the athletic department. If you have any athletic related issues, please contact Sierra Starbuck.

| | |
|---|---|
| Athletic Director | **Sierra Starbuck**<br>Office: 775.852.6222, ext 537<br>Email: sstarbuck@sageridge.org |
| School Phone Number | 775.852.6222 |
| Athletic Website | www.sageridge.org/athletics |
| Head of School | **Bill Delbrugge**<br>Office: 775.852.6222, ext 510<br>Email: bdelbrugge@sageridge.org |

## SPORTS TEAMS

### Upper School Varsity Teams

| FALL | WINTER | SPRING |
|---|---|---|
| Girls Cross Country | Girls Skiing | Girls Track & Field |
| Boys Cross Country | Boys Skiing | Boys Track & Field Girls |
| Volleyball | Girls Basketball | Boys Golf |
| Boys Soccer | Boys Basketball | Boys Swimming |
| Girls Golf | | Girls Swimming |

### Middle School Sports Teams

| FALL | WINTER | SPRING |
|---|---|---|
| Girls Cross Country | Boys Basketball | Girls Track & Field |
| Boys Cross Country | Girls Volleyball | Boys Track & Field |

Girls Basketball

## SCHOOL STATEMENT

Athletics is an integral part of the Sage Ridge educational experience, forming a significant component of the traditional college preparatory focus of the school. Emphasis is placed upon the pursuit of team and individual excellence, especially fitness, leadership, and sportsmanship. Athletics, as a part of the Sage Ridge School program, supports the SRS mission and pillars.

Sage Ridge's commitment is to excellence, and that is the standard of our athletics program as well.

Sage Ridge can get an athlete to the next level as well as any other school, but with the added emphasis on academics and the advantage of the independent school culture of nurturing the whole child.

Sage Ridge's strength in academics opens up opportunities with athletics. For the serious athlete, it offers not only academic preparedness, at the collegiate level but also life-long skills beyond athletics; thereby increasing the success quotient for the student-athlete who decides to play at the next level.

## ATHLETIC PHILOSOPHY

**Upper School**
Sage Ridge School athletic programs provide students that have the skills, commitment, time and dedication the opportunities to participate at a competitive level while developing life skills through the competitive experiences that emphasize personal growth, teamwork, and sportsmanship.

**Middle School**
Participation in Middle School athletics is strongly encouraged. Middle school programs provide skill development through practice and build community through teamwork. Middle School students have the opportunity to participate and experience the benefits of sport while being part of a team.

## PROGRAM GOALS

**Upper School**

- To be competitive with other Northern Nevada athletics programs
- To exemplify sportsmanship in practice and games by showing respect for officials, coaches, visitors, parents, opponents, and teammates
- To experience success
- To improve athletic skills and knowledge of the game

- To develop a strong work ethic
- To build and maintain good physical fitness and a sense of individual wellness
- To develop habits of health and safety
- To develop an understanding that participation in the SRS Athletic Program requires responsibility, respect, and commitment

**Middle School**

- To foster participation and improvement in a variety of activities
- To improve playing skills and knowledge of the game
- To develop respect for officials, coaches, visitors, parents, opponents, and teammates
- To build team spirit and cooperation
- To develop a strong work ethic
- To develop good habits of health and safety
- To develop an understanding that participation in the SRS Athletic Program requires responsibility, respect, and commitment
- To teach the value of healthy competition

## EXPECTATIONS OF STUDENT-ATHLETES

Sage Ridge School student-athletes are committed to their responsibilities both in athletics and academics. Responsibilities include, but are not limited to:

- Attending all practices, games, team meetings, and award nights.
- Contacting classroom teachers to make arrangements for class time missed due to athletic contests.
- Manage athletics and academics simultaneously.
- Demonstrate proper conduct and sportsmanship, following all school and league guidelines during practices, competitions and travel.
- Being respectful, supportive, and cooperative when dealing with officials, coaches, team members, and opponents.
- Demonstrating respect for, and care of, athletic facilities, equipment, and uniforms.
- Completing and turning in all required forms to the coach, Athletic Director and/or front office including physical examination, Aktivate account, parental release, and parental permission form.

## EXPECTATIONS OF SRS FAMILIES

SRS community members represent the entire community when they attend an athletic event. Just as coaches and student-athletes are expected to display excellent behavior, community members are expected to do the same. There is nothing better than having a great turnout for a game, promoting sportsmanship, and providing a warm welcome to our opponents and their fans. Specifically, SRS community members are expected to:

- It is encouraged to volunteer for athletic events as needed.

- Give positive encouragement at all contests. Both to SRS and the opposing team.
- Be respectful and display good sportsmanship at any and all contests, home or away.
- Be publicly supportive of the coaches, and of decisions, even if in disagreement.
- Promote the "team" concept to their student-athlete(s).
- Help their children take responsibility for their actions.
- Encourage their children to talk to their coaches if they have any questions or concerns.
- Ask questions and express concerns regarding their child's role on any team in private. Before, during, and after a contest is not the time to approach a coach.

## ATHLETIC WEBSITES

The SRS website, www.sageridge.org has information on competition schedules, sports that are offered, beginning and end dates, directions, contacts, staff, etc.

## SEASON SCHEDULING

**Upper School**

| SEASON | SPORT | FIRST PRACTICE | FIRST CONTEST | REGIONALS | STATE |
|---|---|---|---|---|---|
| Fall | Cross Country | August 1st | See website | October 31 | November 7 |
| | Girls Volleyball | August 1st | See website | Oct. 26 - 31 | November 5 -7 |
| | Soccer | August 1st | See website | Oct. 26 - 31 | November 5 - 7 |
| | Girls Golf | August 1st | See website | October 5 - 8 | October 12 - 15 |
| | | | | | |
| Winter | Skiing | November 14th | See website | TBD | February 22 - 27 |
| | Boys Basketball | November 14th | See website | February 8 - 20 | February 25 - 27 |
| | Girls Basketball | November 14th | See website | February 8 - 20 | February 25 - 27 |
| | | | | | |
| Spring | Track & Field | February 13th | See website | May 1 - 8 | May 10 - 15 |
| | Swimming | February 13th | See website | May 3 - 8 | May 10 - 15 |
| | Boys Golf | February 13th | See website | May 3 - 8 | May 10 - 14 |

**Middle School**

| SEASON | SPORT | DURATION | GRADE LEVELS |
|---|---|---|---|
| Fall | Cross Country | August - October | Boys / Girls 6th - 8th |
| | Girls Basketball | August - October | Girls 6th - 8th |
| | | | |
| Winter | Boys Basketball | October - December | Boys 6th - 8th |

| | | | |
|---|---|---|---|
| | Girls Volleyball | December - February | Girls 6th - 8th |
| | | | |
| Spring | Track & Field | April - May | Boys / Girls 6th - 8th |

## LEAGUE AFFILIATION

**Upper School**

The Upper School athletic teams compete in the Nevada Interscholastic Activities Association (NIAA) under the 1A West Division. As a member of the NIAA, Sage Ridge School works to create the best possible chance for our student-athletes to become successful. Sage Ridge School will conform to all rules and regulations of the NIAA.

| | |
|---|---|
| Boys and Girls Soccer | 2A/3A |
| Cross Country | 2A |
| Boys and Girls Basketball | 1A |
| Volleyball | 1A |
| Boys and Girls Golf | 2A |
| Track and Field | 1A |
| Boys and Girls Swim | 3A |
| Ski | 5A |

**Middle School**

The Middle School athletic teams compete in the Tah-Neva League. The Tah-Neva League is made up of many middle schools from around the Reno/Tahoe area. Sage Ridge School competes in the Small School Valley Division of the Tah-Neva League. Sage Ridge School conforms to all rules and regulations of the Tah-Neva League and the NIAA.

## AKTIVATE - (Upper School)

**Aktivate Parent Manual**

Aktivate is the website used by Nevada for student-athletes to register for their prospective sports; for coaches/schools to create the official team rosters, and for schools to submit their Academic State Team Championship rosters.

A parent and/or guardian needs to create one account for their household; then add the student-athlete(s); then select/register for sports. If your student-athlete will be changing schools, the transfer/hardship appeal will be submitted via Aktivate.

Aktivate must be completed and submitted by the start of the season for the sport in which each student-athlete is competing in. Athletes will not be eligible to compete if their Aktivate account is not up-to-date for every sport.

## CONCUSSION PROTOCOL

**Recognition and Management**

If an athlete exhibits any signs, symptoms, or behaviors that make a coach or administrator suspicious of a concussion, the athlete will be removed from play immediately and not allowed to return to play until they are evaluated and cleared by a health-care professional.

**Return to Play Protocol**

An athlete is not allowed to return to play until they are symptom free and cleared to return to activity by an appropriate health-care professional. Notice of clearance by a health-care professional must be submitted and approved by the Athletic Director before Return to Play protocol begins.

1. ***Back to Regular Activities***
    - Athletes should have been cleared and approved to continue activity by a health-care professional and the Athletic Director. Athletes should be back to regular activities, such as school, and all concussion-related academic adjustments be removed prior to beginning the return to their sport.

2. ***Light Aerobic Activity***
    - Athletes will begin with light aerobic exercise. (walk, cycling, light jog)

3. ***Moderate Activity***
    - Athletes will continue with activities that increase their heart rate while adding movement. (running, moderate intensity, no equipment)

4. ***Non-Contact Practice***
    - Higher intensity, non-contact sports specific training drills.

5. ***Full Contact Practice***
    - Athletes may return to full contact practices in a controlled setting.

6. ***Competition***
    - Athletes may return to competition.

If any symptoms of a concussion recur, or if concussion signs and/or behaviors are observed at any time during the return-to-play protocol, the athlete must discontinue all activity immediately.

## SEASON EXPECTATIONS

**Try-Outs**

Coaches reserve the right to hold tryouts at the beginning of the season to determine team placement. In some circumstances it may be necessary to make cuts to reduce the number of players on the team to the number of players who can dress for any single game.

**Practice Players**

Coaches reserve the right to allow practice players during any given season. Head Coaches will set the guidelines for what is allowed and expected of practice players.

**Playing Time**

Finding a balance between skill development and opportunities to play while competing to win are important. Playing time is earned through program attendance and effort, continued improvement of techniques, player attitude, commitment, player coachability, and understanding of team strategies. At higher levels, skill and ability factor into playing time to allow our teams to be competitive.

## AFTER SCHOOL PRACTICES

**Upper School**

The Upper School practice schedule is set up by the coaches with approval from the Athletic Director. The Upper School typically practices 4-5 days a week for no more than two hours each day. It is the responsibility of the coaches to publish/communicate their practice schedules prior to their seasons. Attendance at practice is kept by the coaches. Consequences for late and/or missed practices are assigned by individual coaches.

**Middle School**

The Middle School practice schedule is set up by the coaches and Athletic Director. The Middle School can practice 3-5 days a week for up to an hour and a half each day. Practices typically run from 3:30 to 5:00 p.m. This can change based on the sport. It is the responsibility of the coaches to communicate to athletes their practice schedules prior to their seasons. Attendance at practice is kept by the coaches. Students who do not attend practice may lose the opportunity to play in games.

## RELEASE TIME

Missed class time for athletic events constitutes an excused absence. Members of the faculty assist student-athletes in making up missed work, but students are responsible for contacting faculty for assistance prior to leaving campus. It is the responsibility of student-athletes to let their teachers know, at least one class meeting ahead, that they will be missing class via email or the pre-arranged absence form found in the front office. It should be understood that there may be consequences for those who do not give the proper notice to their teachers.

## TRANSPORTATION

When available, SRS vehicles are used to transport athletes to and from athletic competitions.

Transportation to and from games and practices begin and end at Sage Ridge School.
Parents may elect to pick-up their son/daughter at away practice or game locations, but students are only released to their own parent/guardian. If families wish to send their child home with another guardian, it must be communicated and approved by the Head Coach prior to pick-up.
When it is necessary for a team to travel off campus for athletic practices and competitions during the school week (Monday - Friday), Sage Ridge School may provide transportation depending on the sport. It is recognized that, in some cases, it may be in the best interest of the student to drive himself/herself (or his/her parents) to and from athletic practices and competitions, when approved by the Head Coach and Athletic Director.

Participation in Varsity Cross Country, Varsity Track and Field, and possibly other varsity sports depending on the season, requires self / parent transportation to practices and meets. Sage Ridge vehicles will not be provided for these particular season sports.

**Games and Travel**

When traveling and/or missing school, the following guidelines apply:

- Student-athletes must notify their teachers at a minimum of one class meeting **in advance** when game schedules dictate they will miss class. All school work must be completed and turned in before they leave campus, unless other arrangements have been made. The prearranged absence form may be used.
- The Athletic Director will notify the office of departure times and release times for teams.
    - Release times are posted in the Scorpion Newsletter every Sunday.
    - Coaches will also communicate this information with their teams.
    - Students may not leave class before the posted dismissal time unless approved by the Athletic Director.
- Student-athletes will travel to and from all games on team transportation, when available. It is understood that some families need to take their children directly from the game. Families who wish to do so need to meet the guidelines set forth by the coach in regards to taking a child home from a scheduled competition.
- Student-athletes are responsible for purchasing their own meals on any team travels.
- When visiting other schools' facilities, team areas must be left cleaner than when you arrived.
- SRS vehicles are to be cleared of all personal belongings and trash following the return to Sage Ridge School.
- When student-athletes are using locker room facilities, they must be properly supervised.
- Student-athletes should be respectful and courteous.
- On days when school is in session, students must be on campus by 10:30 a.m. in order to participate in a scheduled contest for that same day. Special circumstances for exceptions to this can be communicated and approved by the Athletic Director.
- Overnight Trips**:**
    - Head coaches will communicate all team travel arrangements for out-of-town travel, with the guidance and approval of the Athletic Director.
    - <u>League Travel Expenses:</u> SRS will pay for transportation and

accommodations for **all league travel.**

- Non-league Travel Expenses: It is the responsibility of the student-athlete to pay for non-league/postseason travel expenses. This includes:
    - Regional and State contests
    - Any tournaments throughout the season
    - Any non-league contests
    - Any invitationals
- Chaperones: Coaches will chaperone the team at all times and know the whereabouts of all team members and managers at all times. The coach may perform a bed check each night of the trip. All Sage Ridge School rules apply on overnight trips. A final "lights out" time may be given to the athletes and checked by a coach.
    - When the students are a different gender than the coach, a same gender chaperone will be appointed to accompany the team.

## POST SEASON

**Upper School**

As a member of the NIAA, teams may travel in the postseason because of season ending regional and state tournaments. It is the responsibility of the student-athlete to pay for travel in the postseason. The athletic department and head coaches may make the reservations for the team to travel together. If a Head Coach / team is fundraising, all proceeds will be directed to the athletic department and dispersed to the specific team under approval of the Athletic Director. (Refer to fundraising section).

**Middle School**

Middle School does not travel overnight to games in the postseason. It competes in the Tah- Neva league and all post season games are within the driving range for Sage Ridge School.

## TEAM SPORT PARENTS

It is the discretion of the Head Coach to determine their use of team sports parents every season.

**It is important to note that all sports need volunteers for competitions and other arising tasks throughout the season. The hosting schools for competitions sometimes require each school to bring volunteers. As part of your commitment to the athletic program, it is encouraged to volunteer, where needed, to allow our student-athletes to have a safe and enjoyable season.**

The role of designated team sport parents is to assist the Athletic Director and Head Coach as needed throughout the season. Jobs will vary from sport to sport. They include, but are not limited to:

- Scheduling food and drinks for games.
- Recording scorebooks or working the scoreboard at competitions.
- Volunteering at competitions when needed.
- Assisting with hosting home games and visiting teams.

- Senior Night for Upper School athletes.
- Assisting with the coordination of end of the season gifts for the banquets/celebrations.
- Assisting the Athletic Director and Head Coach with other jobs related to each sport under the direct guidance and supervision of the Athletic Director.

## TEAM UNIFORMS

The Athletic Director orders uniforms and equipment. Team uniforms will be replaced by the athletic department as the need arises. Uniforms for new teams are designed by the Athletic Director with input from the Head Coach.

When representing SRS, all team members must be in the correct team uniform. Spirit wear or other warm-up clothing can be worn under approval by the Head Coach.

Uniforms are property of Sage Ridge School. They are distributed and assigned to each athlete by the Head Coach. It is the responsibility of the athlete to take care of their uniform throughout the season. Uniforms are to be returned to the Head Coach, Athletic Director, or front office at the conclusion of the season. Any uniforms that are damaged or not returned in a timely manner to the athletic department, are charged to the family at the cost of the replacement.

## SPIRIT GEAR

Students are allowed to represent their Sage Ridge athletic team on game days by wearing a jersey or spirit top with uniform bottoms. The guidelines are as follows:

- Monday, Tuesday, and Thursday - On **competition days** only, students are allowed to wear a jersey or spirit gear top for their in season sport with dress code uniform bottoms. (see Family Handbook for guidelines on proper uniform bottoms)
- Wednesday - On **competition days** only, students are allowed to wear a jersey or spirit gear top for their in season sport with Wednesday dress code uniform bottoms. (see Family Handbook for guidelines on proper uniform bottoms for dress Wednesdays)
- Friday Spirit Days - On Fridays, students may wear Sage Ridge School tops, such as theatre, athletics, advisory, or club t-shirts, pullovers, or hoodies. For bottoms, students may wear blue or black denim, dress code bottoms, black leggings, or any Sage Ridge pants and shorts embroidered or printed with the school logo (this could include joggers/sweatpants with a printed Sage Ridge logo on them, but does not include pajama pants). In addition, short shorts, denim with prints, or any bottoms with major rips or tears are not permitted.

## FACILITIES

Sage Ridge School has access to different facilities both on and off campus. On campus, we have access to the soccer field, Great Space, and the Wiegand Student Activity Center, which can accommodate many of the sports that we offer. When necessary, Sage Ridge School rents space for team practice and competitions.

Student-athletes and fans are expected to treat all facilities with respect. It is also important to remember that you represent the Sage Ridge community when you are at a SRS athletic contest.

Sports that are “in-season” are given priority over all other sports for access to the facilities. Priority is also given to Upper School teams.

## SPORTSMANSHIP

Sage Ridge School has enjoyed a great tradition of sportsmanship. This has been due to the stellar work of student-athletes, parents, coaches, and other team members. SRS Athletics follows the Honor Code first and foremost, but also abides by the following sportsmanship points:

- Sportsmanship and the objectives of our educational institution are a top priority.
- Your entry into any athletic event entitles you to enjoy and support the student-athletes' hard work as they look to compete for their schools.
- Your support should <u>always</u> be expressed in a positive and encouraging manner.
- Booing, taunting, intimidating, and/or any other type of unsportsmanlike conduct towards any player, coach, official, or other will not be tolerated.
    - Any behaviors of this nature will result in consequences, including but are not limited to:
        - Immediate removal from the facility, suspension from further games or athletic events (both home and away), or other consequences deemed necessary by the Athletic Director and Head of School.

## ELIGIBILITY

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

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

**<u>Guidelines</u>**

- Grades are checked on Thursday / Friday for eligibility for the following week of any scheduled games.
- Any student with an F or two Ds at the marking period, is ineligible to compete until the grades improve above the eligibility threshold.
- The Athletic Director will email with the student and support team on Thursday or Friday to discuss their eligibility for the following week.
    - The ineligibility period begins the following Monday - Saturday.
- Academic eligibility can be reinstated at any point in which the student’s grades improve above the outlined threshold of eligibility, and all other grades remain in good standing.
    - Eligibility must be reinstated by 4:00 pm the day before a contest for that student to be able to compete.
    - Eligibility cannot be reinstated the day of a contest, unless leadership and the Athletic

Director deem it necessary for special circumstances.

- The student can appeal their removal of ineligibility and if granted, return to the sport.

**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

**NIAA Rules - Upper School**

As stated in NIAA rules, student-athletes in the Upper School must also maintain a 2.0 GPA at all grading periods to be eligible to participate. Upper School student-athletes must meet NIAA and Sage Ridge School requirements in order to participate. NIAA rules on eligibility may not be appealed like SRS rules, and are final.

**Attendance**

***Day of an Extracurricular Activity***

Students must comply with school policy relating to attendance. In order to be eligible to participate in after school contests, a student must be signed in by 10:30 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 10:30 a.m. on Friday or the student will not be permitted to participate. Special circumstances and exceptions to this can be communicated and approved by the Athletic Director.

***Eligibility - Attendance / Missing Assignments (Upper School)***

Additional considerations are made for students participating on teams that require full-day absences, such as varsity ski and varsity golf.

- Absences and missing assignments will be monitored by the Assistant Head of School and the Athletic Director.
- A student who has missed more than 10 classes in the 5 school days preceding the event, and/or who has more than 8 missing assignments may not be eligible to participate in their current sport until eligibility is reinstated.
- Students will be notified if they exceed the threshold of absences and/or missing assignments.
- Students may regain eligibility when they have fewer than 4 missing assignments.

**Homeschooled Students**

Sage Ridge School and the NIAA does not allow homeschooled children to compete on SRS sports teams.

**NIAA Sanctioned Sports**

SRS students are only allowed to participate in NIAA sanctioned athletics that are offered at Sage Ridge School. If you have questions about NIAA rules and regulations related to eligibility, you must contact your Athletic Director for clarification.

**NAC 385B.732 Pupil who attends private school that does not offer sanctioned sport.**
***A pupil who attends a private school that does not offer a sanctioned sport is not eligible to participate in that sanctioned sport at his or her zoned school of residence.***

## DRUGS/ALCOHOL POLICY

Student-athletes, who possess or use drugs or alcohol at any time during the season, may be dismissed from the team and have their privileges revoked for future athletic seasons. The following is the school policy on drugs and alcohol. Student-athletes must also abide by drug and alcohol policies of the NIAA.

"Sage Ridge 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. ." (Family Handbook)

## LETTERING

Lettering is administered on a school-wide basis. In order to receive a Varsity Letter for participation in athletics, the student-athlete must:

- Finish the season as a productive member of the team
- Attend at least 90% of all practices, excused or not
- Participate in at least 50% of all competition on the Varsity level
    - Competition participation is expected to be 100% for all sports

*NOTE: student-athletes **must** meet **all** requirements listed above to receive a Varsity Letter. They do not receive a letter merely for being on the roster. Varsity Letters are determined by the Head Coach and Athletic Director.*

## AWARDS

**Varsity Plaques**

Awards are given at the banquet for each respective sport and are determined by the Head Coaches.

- ***Most Improved Athlete***
    - This award is given to the student-athlete who made the most improvement during the season.
        - Criteria:
            - Increase in skills and knowledge throughout the season
            - Increase in confidence throughout the season
            - Constantly improving
- ***Team Captain***
    - This award is given to the student athlete who has exhibited the qualities that the coach looks for in their team captains: leadership, dedication, respect, work ethic, and being a role model for their teammates and peers.
        - Criteria:

        - The desire to lead
        - Passionate belief in team unity
        - Mature and responsible behavior
        - Thorough knowledge of the sport
        - Ability to inspire and motivate
        - A model for the pillars of Sage Ridge: Scholarship, Respect, Integrity, Courage, and Community

- ***Bill Heim Coach's Award***
    - This prestigious Sage Ridge award was created to honor Bill Heim's legacy in shaping Sage Ridge into the school it is today. Through his work as Head of School from 2002-2010, he took a school that needed leadership and changed it into the community we now know. He integrated his lifelong passion for sports in the way that he ran the school, bringing to it a sense of community that strongly resembled a team and he was always the faithful and dedicated coach of it. Bill Heim was an inspiration to everyone he knew, and touched the lives of so many students and athletes.
    - This award is given annually by the coach to an athlete who best demonstrates, throughout the season, the true spirit of Sage Ridge Athletics. It is given not only for hard work and personal improvement, but for a willingness to understand, to learn, to enter into a partnership with coach and teammates in an effort to recognize one's full potential.
        - Criteria:
            - Key contributor to the team
            - Motivates others
            - Shows excellent sportsmanship, strong leadership, positive attitude, excellent work ethic
            - Never quit or give up attitude
            - Academic model
            - Shining example of all 5 of the pillars: Scholarship, Respect, Integrity, Courage, and Community
- ***Outstanding Athlete***
    - This award is given to the student athlete who has demonstrated outstanding athletic ability and talent in their respective sport.
        - Criteria:
            - Instrumental to the success of the team
            - Individual success or notable individual performance during the season
            - Remained academically eligible the entire season

**<u>End of Year School Awards</u>**

Awards are given to student-athletes for their contributions to athletics for that year.

- ***Outstanding Student Athlete Award***
  (Upper and Middle School)
    - The Outstanding Student Athlete award is given annually to a student who has excelled in athletics during the school year. Recipients must have competed in at least two sports during the school year in which the award is given. Students are nominated by coaches and chosen by the Athletic Director.

- ***Golden Scorpion Award***
  (Upper School)
    - The Golden Scorpion Award was created to honor senior student-athletes who excel in the classroom and on the playing field by setting examples of leadership, effort, and sportsmanship. On top of that, to receive this award the student-athlete must meet the following criteria:
        - Graduate with:
            - An unweighted GPA of 4.0
                - Grandfathering Provision
                - Students in the graduating class of 2029 and earlier will continue to be evaluated for this award under the previously established unweighted GPA requirement of a 3.5.
                - Beginning with the graduating class of 2030, all candidates must meet the current minimum unweighted GPA requirement of a 4.0.
            - No semester grade of D or F in Grades 11 and 12
            - 60 hours of community service in both Grades 11 and 12
            - Completion of 4 AP courses with no semester grade lower than a B-
            - A grade of no less than a B+ on the senior thesis
            - Completion of at least one AP in History/Social Science or English
            - Completion of at least one AP in Math or Science
        - Participate in 12 athletic credits

## FUNDRAISING

- All fundraisers that occur for athletics must be approved by the Athletic Director and Fundraising Committee.
- The athletic department and Head Coach will work together in fundraising efforts for athletics and each individual sport.
- It is the responsibility of the Head Coach or designee to take charge of the fundraising efforts for their respective sport if an individual team wishes to fundraise.
- If fundraisers are offered to raise funds for trips/travel/postseason etc., students who do not or cannot raise money will still have the same opportunity to go. All proceeds are put together and distributed to cover team costs **evenly.**
- All money raised for athletics through fundraising must be given to the athletic department. All funds will be distributed to the team based on Athletic Director approval.
- Donations will be reported to the appropriate person in development at SRS so that they can be recognized properly as in the Gift Acceptance Policy.