PACIFIC RIDGE SCHOOL

2026-2027

Upper School Handbook

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SCHOOL DIRECTORY

Dr. Bob Ogle Head of School bogle@pacificridge.org	**Dr. John Comforto** Assistant Head of School for Academics jcomforto@pacificridge.org
Barbara Edwards Ex. Director of Philanthropy and Alumni Relations bedwards@pacificridge.org	**Preston Peeden** Dean of Faculty Affairs ppeeden@pacificridge.org
Ghiya Ali Director of Community and Inclusion gali@pacificridge.org	**Teresa Peabody** Academic Dean tmpeabody@pacificridge.org
Alfie Hobbs Head of the Upper School ahobbs@pacificridge.org	**Elizabeth (Liz) Grossman** Assistant Head of Upper School egrossman@pacificridge.org
Don Collins Athletic Director dcollins@pacificridge.org	**Kirsten Gamb** Interim Director of Admissions and Enrollment kgamb@pacificridge.org
Erika Pike Director of Student Support epike@pacificridge.org	**Valerie Cummings** Library Director vcummings@pacificridge.org
Germaine Jackson Director of Service Learning gjackson@pacificridge.org	**Gigi Theberge** Director of Marketing and Communications gtheberge@pacificridge.org
Justin Symington Director of Global Travel jsymington@pacificridge.org	**Renee Bertken** Lead School Nurse rbertken@pacificridge.org
Rachel Petrella Exec. Director of College Guidance rpetrella@pacificridge.org	**Jamie Serafini** Director of Academic Operations (Registrar) jserafini@pacificridge.org

Contact Information

Academic Offices	(760) 579-4903	Health Center	(760) 579-4908
Admissions	(760) 579-4901	Human Resources	(760) 448-9829
Athletics	(760) 579-4904	IT Help Desk	(760) 579-4910
Attendance Desk	(760) 579-4902	Philanthropy	(760) 579-4906
Business Office	(760) 579-4909	Reception Desk	(760) 448-9820
College Guidance	(760) 579-4905	Registrar	(760) 448-9876
Facilities	(760) 579-4907	Security Desk	(760) 579-4911

DISCLAIMER

Pacific Ridge School's ("PRS" or the "School") Upper School Student & Family Handbook (the "Handbook") is published and distributed to members of the PRS community for the purpose of providing information on aspects of student and campus life so that students may gain as much as possible from their experience at the School. Students, parents, faculty, administration, and staff should all read, and be familiar with, the contents of the Handbook so that each member of the community knows and understands our community expectations. While policies in this Handbook will generally apply, the School may take actions that it determines to be in the best interests of the School, its faculty, and its students. This Handbook does not limit the authority of the School to alter, interpret, and implement its rules, policies, and procedures before, during, and after the school year. This Handbook is for informational purposes only. It is not intended to create, nor does it create, a contract or part of a contract in any way, including, but not limited to, between PRS and any parent, guardian, or student affiliated with or attending the School. PRS may, in its sole discretion, add, revise, and/or delete School policies before, during, and after the school year.

Parents and guardians agree to abide by the rules and regulations of the school as set forth in the Upper School Student & Family handbook. Families understand that the school believes that a positive and constructive working relationship between the school and the parent or guardian is essential to the fulfillment of the school's mission. The School reserves the right to terminate enrollment of a student if the school concludes in its sole discretion that the actions of a parent or guardian seriously interfere with the school's accomplishment of its educational purpose.

POLICY OF NON-DISCRIMINATION

Pacific Ridge School admits students of any race, color, religion, gender, sexual orientation, disability, national or ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, religion, gender, sexual orientation, disability, national or ethnic origin in the

administration of its educational policies, admission policies, financial assistance program, or athletic or other school administered programs.

ACCREDITATION STATEMENT

Pacific Ridge School is fully accredited by the California Association of Independent Schools (CAIS) and the Western Association of Schools and Colleges (WASC).

MISSION STATEMENT

All experiences and programs at Pacific Ridge School are driven by our mission, diversity statement, and values. All community members are expected to uphold and live into these values and work toward ensuring a positive and equitable school.

Mission Statement: In a community that fosters academic excellence, ethical responsibility, and global engagement, Pacific Ridge School prepares students for college and a purposeful life.

DIVERSITY STATEMENT

As a community that is committed to valuing and supporting all identities and experiences, Pacific Ridge School strives to foster inclusivity and equity to prepare students for life in a diverse society.

GUIDING PRINCIPLES AND VALUES

Pacific Ridge School is committed to establishing a nurturing and principled environment that ensures safety, wellness, and conducive learning conditions for our students and faculty. In fulfilling this vision, everyone, including students, families, and staff, play a significant role in promoting the school's core values.

In alignment with the mission of Pacific Ridge School - promoting Academic Excellence, Ethical Responsibility, and Global Engagement, our students, parents, and faculty pledge to champion the values that define us.

Commit to Learning
We seek to grow through curiosity, perseverance, and an open mind. We believe there is joy in learning.

Own Our Outcomes
We are accountable for our actions and the impact of those actions. We learn from our experiences and make purposeful changes.

Acknowledge Views Beyond Our Own
We respect the diversity of our community. We welcome conversations that promote learning and inclusivity.

Care for Our Community
We build community through courage, conviction, and kindness.

Community Care During Impactful Current Events
Where there are critical events of political, national, or international importance, Pacific Ridge School will not necessarily make public or community statements or take a position on such events. Rather, we will take the necessary time to thoughtfully assess the situation, understand its impact on our community, and determine the best way to support those affected. Our values will guide our responses. As a mission-driven school that has intentionally built an inclusive community, Pacific Ridge School must lean upon its mission and core values to guide our actions. First and foremost, we always aim to care for our community. In order to care for our entire community, we have to recognize that members of our community may see things differently when it comes to major world or national events. Therefore, if we are to truly care for our community in such moments, we will first commit to learning about how those in our community are being impacted and take time to understand what care they need from us.

Productive Engagement and Inclusive Dialogue
As a discussion-based school, we are committed to fostering productive conversations that encourage students to explore a wide range of political and social perspectives.

Our approach, rooted in the Harkness teaching, emphasizes open dialogue, critical thinking, and mutual respect. We encourage students to engage with diverse and sometimes conflicting viewpoints, making these discussions a cornerstone of our educational philosophy and essential for developing informed, empathetic, and engaged citizens.

While we support students in exploring their own political identities and viewpoints, it is crucial to note that Pacific Ridge School does not promote any particular view or political party. Our primary aim is to provide a safe and supportive environment where all voices, regardless of their stance, can be heard and respected. We firmly believe that through respectful and open dialogue, students can gain a deeper understanding of the world around them and their place within it.

By actively promoting these discussions, we are not just fostering a culture of inclusivity and open dialogue. We are also preparing our students to be thoughtful, compassionate leaders who are not just capable of navigating complex issues, but also of contributing positively to their communities. This is our ultimate goal and the essence of our mission at Pacific Ridge School.

INCLUSION

Anti-Harassment and/or Discrimination

Pacific Ridge School is firmly committed to creating an environment that is free from any form of harassment or discrimination. This policy is inclusive of all individuals, regardless of their age, race, skin color, national origin, ethnic origin, citizenship status, disability, religion, creed, gender, sex, sexual orientation, gender identity or expression, marital status, veteran status, or any other characteristic protected by federal, state, or local law.

We deeply value our community, promoting a mindful and constant dialogue rooted in respect and openness. We encourage every member of our community to show understanding and inclusion towards others, and in doing so, to feel themselves valued, included, and respected.

Gender Identity and Expression

At PRS, we are committed to fostering a safe, inclusive, and respectful environment for all students. In accordance with California law, students may not be harassed or discriminated against based on gender identity or expression. PRS operates from a gender-affirming stance that supports each student's right to be recognized and respected as their authentic self.

Transgender and gender-expansive students may fully participate in all school programs, including global education experiences, extracurricular activities, sports teams, and the use of facilities (such as restrooms and locker rooms) consistent with their affirmed gender identity.

Our community affirms each individual's name and pronouns, and these will be used in daily interactions without requiring parent involvement. Before preferred names or pronouns are updated in written school records, a conversation with a parent or guardian will occur. Official documents, such as transcripts, must reflect a student's legal name unless a legal name change has been processed and formally requested.

PRS is committed to supporting students while working in partnership with families and the broader community. Though this collaboration may involve complex conversations, it is grounded in our shared goal of honoring and supporting each child's identity, growth, and well-being—at home and abroad.

Inclusive Restroom Facilities

The School's campus includes gender-specific group restrooms, single-stall inclusive restrooms, and group inclusive restrooms that are all ADA compliant.

Reasonable Accommodation Policy

The School adheres to the requirements of Title III of the Americans with Disabilities Act, which prohibits discrimination against qualified individuals with disabilities in public accommodations. This law prohibits discrimination against individuals with disabilities in public accommodations, as well as the exclusion of qualified individuals with disabilities from participation and/or the benefits of any school program or activity solely by reason of the individual's disability. As part of

this policy, students with qualified disabilities, or their parents, may request reasonable accommodations that would permit the student full and equal access to the goods, services, and operations of the School, which include both physical and programmatic (academic services) access and School-sponsored activities, such as field trips.

Request for Accommodation

A student with a disability who desires a reasonable accommodation in order to access the goods, services, or operations of the School, or the student's parents, should make a request in writing to the Head of Upper School or Assistant Head of Upper School. The request must identify: (1) the goods, services, or operations to which the student requests full and equal access; and (2) the desired accommodation(s).

Reasonable Documentation of Disability

Following receipt of a request, the School may require additional information, such as reasonable documentation of the existence of a disability.

Possible Discussion with Student and/or Parents

After receipt of reasonable documentation of a qualified disability, the School may arrange for a discussion with the student and/or the student's parents. The discussion may include other individuals who may be helpful for the School to better understand the student's disability or limitations or the need for accommodations. The purpose of the discussion is to work in good faith to fully discuss feasible potential reasonable accommodations.

Case-by-Case Determination

The School will determine, in its sole discretion, whether reasonable accommodation(s) can be made, and the type of accommodation(s) to provide. The School will not provide accommodation(s) that would: pose an undue burden upon the School's finances or operations; endanger the health or safety of the student or others; or fundamentally alter the nature of the School or its goods, services, or operations. The School will inform the student and/or parents of its decision as to reasonable accommodation(s) in writing.

CONFIDENTIALITY

Members of the School community commit themselves to maintaining appropriate professional tact and discretion with regard to confidential information they receive. However, confidential information may be disclosed to the Head of School, appropriate administrators, outside professionals, law enforcement officers, parents/guardians, and others when there is a compelling reason for doing so, including, without limitation, in cases of health and safety emergencies (when students or others are in imminent danger of harm); when there is concern about a student's ability to function academically, emotionally, physically, and/or mentally within the School environment; or when legal requirements demand that confidential information be revealed.

DAILY SCHEDULE

Before and After School

Each school day begins at 8:30 a.m. and ends at 3:00 p.m. Students are expected to arrive on campus at or before 8:25 a.m. On school days, students may arrive as early as 7:30 a.m.

Generally, the School is not responsible for students who remain on campus after 3:30 p.m. unless they are engaged in a School-sponsored program or event.

Any student who remains on campus after 3:30 p.m. and is not engaged in a School-sponsored program or event may only be present in the Library & Innovation Center or the tables just outside. PRS faculty or staff members will be present in these areas from 3:30 p.m. to 5:30 p.m. on school days. Unless a student is engaged in a School-sponsored program or event, remaining in any other building or area on campus after 3:30 is prohibited. An administrator will be on duty each school day until 5:30 p.m. and during major School events.

At 5:30 p.m. the Library & Innovation Center doors will be closed and locked. Students who are not engaged in a School program or event should make arrangements to be picked up by 5:30 p.m. For students participating in activities that extend beyond 5:30 p.m., the coach or other faculty advisor will supervise students until they are picked up.

Daily Schedule

The daily schedule is a six-day rotating schedule. The schedule allows classes to meet at different times of the day, thus decreasing the negative impact of early dismissals for co-curricular activities. A rotating schedule allows for block class periods and ample time for advisory, grade-level meetings, and community events. Other hallmarks of the PRS schedule that set our school apart, including Purpose Period and Clubs and Service Learning, are built into the schedule. Please see below the Six-Day Rotation Schedule, a sample 9th grade schedule, and the 2026-27 Academic Calendar Six-Day Rotation.

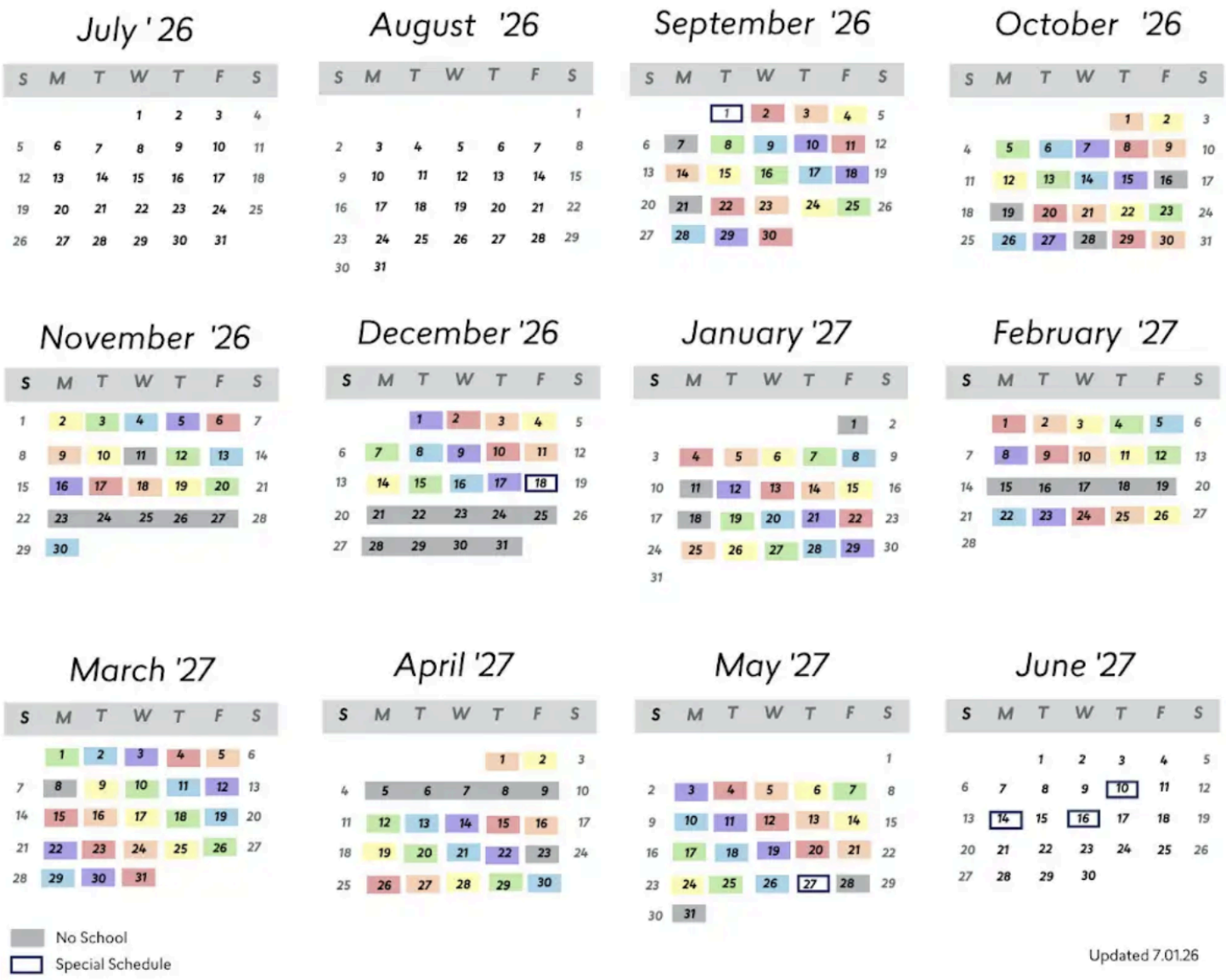
ACADEMIC YEAR 2026-2027
SIX-DAY ROTATION SCHEDULE

A	B	C	D	E	F
1st 8:30 am - 9:45 am Class	2nd 8:30 am - 9:45 am Class	7th 8:30 am - 9:45 am Class	8th 8:30 am - 9:45 am Class	5th 8:30 am - 9:45 am Class	6th 8:30 am - 9:45 am Class
Passing 9:45 am - 9:50 am	Passing 9:45 am - 9:50 am	Passing 9:45 am - 9:50 am	Passing 9:45 am - 9:50 am	Passing 9:45 am - 9:50 am	Passing 9:45 am - 9:50 am
3rd 9:50 am - 11:05 am PE / 6 Skills 7 Service Learning 8 Grade Level Time US Class	4th 9:50 am - 11:05 am PE / 6 Skills 7 Service Learning 8 Grade Level Time US Class	3rd 9:50 am - 11:05 am PE / 6 Grade Level Time 7 Skills 8 Service Learning US Class	4th 9:50 am - 11:05 am PE / 6 Grade Level Time 7 Skills 8 Service Learning US Class	3rd 9:50 am - 11:05 am PE / 6 Service Learning 7 Grade Level Time 8 Skills US Class	4th 9:50 am - 11:05 am PE / 6 Service Learning 7 Grade Level Time 8 Skills US Class
11:05 am - 11:45 am MS Lunch US GLT/Advisory	11:05 am - 11:45 am MS Lunch US Purpose Period	11:05 am - 11:45 am MS Lunch US Announcements	11:05 am - 11:45 am MS Lunch US Advisory	11:05 am - 11:45 am MS Lunch US Purpose Period	11:05 am - 11:45 am MS Lunch US CL
11:45 am - 12:25 pm MS Advisory US Lunch	11:45 am - 12:25 pm MS Purpose Period US Lunch	11:45 am - 12:25 pm MS Advisory US Lunch	11:45 am - 12:25 pm MS Clubs US Lunch	11:45 am - 12:25 pm MS Purpose Period US Lunch	11:45 am - 12:25 pm MS Announcements/CL US Lunch
5th 12:25 pm - 1:40 pm Class	6th 12:25 pm - 1:40 pm Class	1st 12:25 pm - 1:40 pm Class	2nd 12:25 pm - 1:40 pm Class	7th 12:25 pm - 1:40 pm Class	8th 12:25 pm - 1:40 pm Class
Passing 1:40 pm - 1:45 pm	Passing 1:40 pm - 1:45 pm	Passing 1:40 pm - 1:45 pm	Passing 1:40 pm - 1:45 pm	Passing 1:40 pm - 1:45 pm	Passing 1:40 pm - 1:45 pm
7th 1:45 pm - 3 pm Class	8th 1:45 pm - 3 pm Class	5th 1:45 pm - 3 pm Class	6th 1:45 pm - 3 pm Class	1st 1:45 pm - 3 pm Class	2nd 1:45 pm - 3 pm Class

Sample 9th Grade Schedule

A	B	C	D	E	F
1st 8:30 - 9:45 Science 9	2nd 8:30 - 9:45 English 9	7th 8:30 - 9:45 Graphic Design	8th 8:30 - 9:45 Physical Ed	5th 8:30 - 9:45 Co-Curriculars	6th 8:30 - 9:45 Alg/Geo2
3rd 9:50 - 11:05 Spanish 2	4th 9:50 - 11:05 Ancient World	3rd 9:50 - 11:05 Spanish 2	4th 9:50 - 11:05 Ancient World	3rd 9:50 - 11:05 Spanish 2	4th 9:50 - 11:05 Ancient World
11:05 - 11:45 GLT/Advisory	11:05 - 11:45 Purpose Period	11:05 - 11:45 Announcements	11:05 - 11:45 Advisory	11:05 - 11:45 Purpose Period	11:05 - 11:45 Community Life
11:45 - 12:25 Lunch	11:45 - 12:25 Lunch	11:45 - 12:25 Lunch	11:45 - 12:25 Lunch	11:45 - 12:25 Lunch	11:45 - 12:25 Lunch
5th 12:25 - 1:40 Co-Curriculars	6th 12:25 - 1:40 Alg/Geo2	1st 12:25 - 1:40 Science 9	2nd 12:25 - 1:40 English 9	7th 12:25 - 1:40 Graphic Design	8th 12:25 - 1:40 Physical Ed
7th 1:45 - 3:00 Graphic Design	8th 1:45 - 3:00 Physical Ed	5th 1:45 - 3:00 Co-Curriculars	6th 1:45 - 3:00 Alg/Geo2	1st 1:45 - 3:00 Science 9	2nd 1:45 - 3:00 English 9

2026-2027 Academic Year Six-Day Rotation Schedule



ON AND AROUND CAMPUS

Policy on Legal Guardians

At all times, Pacific Ridge School students must be living with a legal guardian or someone with medical guardianship status. If, at any time (and for any length of time), a Pacific Ridge School student will not be cared for by a known parent or legal guardian, families need to inform the school with whom the student is living who has the authority to make medical care decisions for that student. If the person who is caring for a student changes, for any length of time, families must contact the attendance office so that the School knows who to contact in the case of an emergency. This rule is for all PRS students and stays in effect even after a student turns 18.

Attendance Policy

At Pacific Ridge, we come together to learn with and from one another. At the Harkness table, in co-curricular activities, and at school meetings, attendance is essential. Because it is impossible to make up the experience of learning in an interactive and collaborative setting, we expect students to be present and prepared for their daily commitments. Our attendance philosophy emphasizes, first and foremost, the value of being physically present. Still, we recognize that students need to miss school on occasion. The school will determine which absences are excused and which are unexcused. Our policies on absence and lateness are outlined below.

Daily Attendance

School is in session from 8:30 a.m. to 3:00 p.m. Attendance is taken in every class period throughout the day, beginning at 8:30 a.m. To be marked as present, students must be physically present in a classroom. Teachers also note whether a student is in dress code (please see Dress Code section below). Students are expected to coordinate with faculty members to make up any in-class assignments or assessments that they might have missed while off campus.

Students who arrive at school after 8:30 a.m. must report to the Main Front Office in the Middle School building upon arrival. Students who do not have a class during the first period of the day must check in at the Upper School Front Office upon arrival to campus for attendance purposes.

Absence

Absence will be excused for illness, injury, emergencies, family arrangements, religious observance, bereavement, and other events for which the school has granted approval.

Unplanned Absence

In the case of an unplanned absence or late arrival, parents or guardians should call the Attendance Line at 760-579-4902 to notify the school as soon as possible. The Attendance Line is available before, during, and after school hours.

Planned Absence

In the case of a planned absence, students are expected to complete a Pre-Arranged Absence Form, the purpose of which is to facilitate conversation between students and teachers about missed class time and assignments. Students who miss school for a planned absence must

arrange with their teachers to complete all missed work in a timely manner. The planned absence form can be found at the front desk in the Upper School lobby.

Missing Class and Community Events without Permission

When students miss class or community events without permission (i.e., when they cut class), they are responsible for making up all missed work. Teachers may provide opportunities to make up missed in-class assignments and assessments at their discretion. Students will be assigned to a lunch detention after each cut class or community event and will be referred to the Discipline Committee after three cut classes or community events.

Lateness

Students who arrive late must report to the Attendance Desk in the Middle School front office. Consequences for unexcused lateness could include a formal notification from the school, a meeting with the grade-level Dean and/or Assistant Head of Upper School, detention, referral to the Discipline Committee, and/or revocation of other privileges.

Excessive Absence

Regular attendance is important for a student's development of Harkness skills, attainment of course content and skills, and overall academic success; as such, excessive absences disrupt a student's learning. Academic credit for a course may not be awarded if a student misses more than 20% of class meetings in any given trimester, (6 absences or more per trimester). This policy applies to both excused and unexcused absences. Families will receive notification at 6, 12, and 15 absences, and a conversation will take place at each notification with the Head of Upper School/Assistant Head of Upper School about the source of absences and how to take corrective action to prevent further absences. As absences approach 18 absences, the Head of Upper School and/or Assistant Head of Upper School will meet with the family and student to determine whether the School will grant academic credit for the course.

Absences fall into three categories, or tiers, listed below:

	Basic Tier	Middle Tier	High Tier
	Five class absences or fewer in a trimester (less than 20%)	Six class absences or more in a trimester (20% or more)	Twelve class absences or more in a trimester, up to 18 class absences in a year (40% or more)
Definition	Short-term absence with no pattern of repetition	Chronic absenteeism (in a long stretch or periodically in repeating batches) Absent for 20+% of class meetings in a trimester	Absenteeism that requires ongoing monitoring and flexibility

School Response	The student is responsible for catching up on work, but the School will provide flexibility and support to do so	Should the student's pattern of absences continue, this could result in too little evidence being available for grading, leading to an incomplete, lower grade, withdrawal, or a failing grade for the class in the most extreme cases. If there are medical or health reasons for the absences, the family should contact the Head of Upper School or Assistant Head of Upper School regarding whether accommodations may be necessary to address the issues. The School will create a make-up schedule of work that could extend into the summer following the school year.	We will review the student's overall attendance record and will meet with the family and determine if the student can move on in their classes. If the student can continue in their classes, the student will meet with the Head of Upper School or Assistant Head of School on a regular basis to monitor academic progress.

Our overall goal is to work in partnership with the student and family to ensure that the student makes progress in each course.

Planned Early Dismissal from School

Students who leave school early for any reason must have their parents or guardians notify the school within 24 hours prior to the absence by calling the Attendance Line at 760-579-4902. Students with permission to leave from a parent will receive a prepared early dismissal pass from the Attendance Desk to present to the security personnel at the campus exit. Students may not excuse themselves from school, regardless of their age. Students who become ill during the school day should see the nurse before leaving campus and check out at the Attendance Desk.

Closed Campus

Pacific Ridge School is a closed campus, with the exception of seniors who may leave school for lunch starting at the the end of September with a signed parent permission slip on file. Students leaving campus must present Security Guards with a pass before exiting campus, either a dated pass from the Middle School Front Office, or a Senior Lunch Pass. Students who have a planned early dismissal to leave campus for medical appointments and return to campus before the end of the day must present a note from a doctor or other medical professional upon their return. Students must check back in at the Middle School Front Office before going back to class.

Emergency School Closings

Should an emergency arise that causes school to close, families will be notified by the school's emergency alert system, ONSOLVE. If there is reason to suspect that there could be a school closing, please refer to the school website before calling. In times of emergency, it is imperative that the phone lines remain as open as possible.

In the event of an emergency that occurs in the middle of a school day, families will be notified via a phone call and text through the ONSOLVE system and will be directed on how to proceed. Please make use of the school website for instructions whenever possible.

It is important to remember the safety of our students is our top priority during an emergency. Situations could arise that will prevent the school from contacting families until after the safety of the students is ensured. We will make every effort to notify families once the situation is stabilized.

School Social Events

During the year, the Pacific Ridge School Student Council sponsors numerous after school social events, ranging from formal dances to casual open-mic nights. Any event that takes place on campus is subject to the following rules:

- Students must arrive within one hour of the start of the event. Any student who arrives after that timeframe will not be allowed to participate unless arrangements have been made in advance.
- Once students leave for the evening, they may not return to the event. Students may not leave the designated area unless they are leaving the social event entirely.
- Students may bring outside guests to school dances only. They may not be 20 years of age or older, or in 8th grade or younger.
- Outside guests are welcomed at school events by permission only. If a Pacific Ridge student is bringing a guest from outside the school, the Pacific Ridge student and guest must complete the appropriate form. Guests are expected to abide by all rules that pertain to Pacific Ridge students. Host students will be held responsible for the behavior of their guests.
- Pacific Ridge School reserves the right to deny any guest entrance to any school-sponsored event. Guests who are denied entrance to or are asked to leave from an event may be banned from future events.
- If a student becomes involved in any disciplinary situation during a social event, the administrator in charge will call parents to alert them to come to pick up the student.
- All Pacific Ridge School rules apply to school-sponsored events that take place off campus grounds.
- Alumni can only attend Upper School student social events for their first year after graduation.

- Students who have been disciplined for disruption or safety reasons at Pacific Ridge School may not attend school dances or Prom.
- Students who have been dismissed from Pacific Ridge may not attend school dances or Prom.

Pacific Ridge School will ensure that there are chaperones at all dances. The expectations for student conduct while attending school dances and social events remain the same as while in school.

Gum Chewing Policy

Pacific Ridge School does not allow gum chewing on campus. If a student feels they need an accommodation related to gum chewing, they should contact our Student Support Center to set up an accommodation plan that will meet their needs. Repeatedly breaking this rule may result in consequences such as lunch detentions and/or parent meetings.

Dress Code

Philosophy The purpose of the dress code is to ensure that students come to school first and foremost dressed ready to learn. To do so, we seek to promote:

1. A sense of uniformity and being part of a community
2. The ability of all students to be comfortable throughout the day
3. The practice of situational awareness in choosing appropriate attire. By honing this skill, students gain the ability to navigate various social, professional, and formal settings, setting them up for success
4. Equitable treatment for all students, regardless of gender, race, religion, or economic standing
5. Clarity for all about how the dress code applies to specific items of dress, avoiding confusion in rule following and enforcement

Dress Code Enforcement

The clothing we wear is related to how we present ourselves in our community. Therefore, the School is committed to having healthy, thoughtful conversations with students about how its Dress Code Policy applies to their individual clothing choices, including choices based on a student's religious practices. These conversations can be initiated by a staff member, teacher, or any member of the administration.

Students who come to school in clothing that does not meet the School's Dress Code Policy will be required to change into clothing that does meet the policy. They will have the opportunity to get replacement clothing from the Upper School front desk. The fee can be paid immediately or can be charged to the student's account. These charges are managed by the School's business office. Students who are not in dress code will receive a detention from the Assistant Head of Upper School or Head of Upper School for repeat offenses, beginning with the second time. If a student receives three detentions for being out of dress code, Upper School administration will refer the student to the Discipline Committee.

Dress Code Policy

The following rules outline the School's policy for dress:

Tops Students must wear logoed Lands' End shirts (polos, t-shirts, or button-downs) or any PRS tops from PRS, Pacific Ridge Store. Students may also wear t-shirts approved by the Marketing/Communications department that represent a PRS team, service learning group, affinity group, or club**.** All tops must cover the midriff and shoulders throughout the school day. Tops may not be altered (cut necklines or sleeves, frayed edges, shortened length). If a shirt sits off the shoulder, a PRS-logo top must be worn underneath so that shoulders are covered. ARCC shirts do not qualify as a dress code top.

Sweatshirts and Hoodies Sweatshirts and hoodies must have an approved PRS logo from Lands' End or PRS, Pacific Ridge Store, and they must cover the midriff and shoulders throughout the school day. Sweatshirts may not be altered (cut necklines or sleeves, frayed edges, shortened length). If a sweatshirt sits off the shoulders, a PRS-logo top must cover the shoulders. College sweatshirts are not part of the dress code and may not be worn. A PRS shirt must be worn underneath a sweatshirt or hoodie.

Outerwear Outerwear such as sweaters, vests, and fleece must have a PRS logo from Lands' End or PRS, Pacific Ridge Store . Students may also wear lettermen's jackets. On rainy days, students may wear a warm coat or rain jacket from any brand. On cold days where it is not raining, however, students should wear a PRS sweatshirt or outerwear. Students wearing non-PRS outerwear will be asked to remove the clothing item. Students may purchase PRS outerwear at the front office which can be charged to the family's account.

Bottoms Students may wear any brand, material, or style pants, shorts, skorts, or skirts. However, all lower-body wear must be a solid fabric and color (e.g. no patterned or fishnet stockings) and cannot have any holes, frays, words, or other ornamentation. No sleepwear or swimwear is allowed. All pants, shorts, skorts, or skirts must be of a cut and length so that they fully cover a student's buttocks throughout the school day and so that no undergarments are visible.

Heads No headwear is allowed inside buildings (this includes, but is not limited to, hats, sweatshirt hoods, etc.). If a student seeks an exception to this policy based on religious, medical, or other grounds, the student or their parents is welcome to contact the Head or Assistant Head of Upper School.

Masks/Protective Face Coverings The School follows CDC and public health department guidance regarding wearing masks or protective face coverings. The school reserves the right to require that students wear masks/protective face coverings based on its discretion and public health guidance or requirements. Should the wearing of masks/protective face coverings become mandatory on campus, the School will communicate and enforce expectations regarding permissible forms of masks/protective face coverings and how they must be worn.

Feet Students must wear shoes at all times, everywhere on campus. Certain spaces and activities on campus require specific footwear (closed-toed shoes for safety in science classes or the fabrication studio, athletic shoes for sports, etc.); students participating in activities in those spaces must wear appropriate footwear.

Non-PRS Clothing and Accessories Because Pacific Ridge School promotes an environment and culture of inclusion and diversity, students may not wear clothing or use accessories that contain racist, bigoted, violent, or substance abuse messaging, or messaging disparaging any particular religion, either overt or implied.

To promote consistent and fair application of this policy, any clothing or accessory that is potentially in violation will be assessed using a standardized process to evaluate whether the clothing or accessory item violates the policy, considering factors including but not limited to:

- The direct meaning or commonly understood symbolism of the message or image.
- The potential for the message or image to cause harm or disruption within the School community or to infringe on the rights of others.

The School also recognizes the potential of clothing or accessories displaying certain political messages to negatively impact community members. While the School respects the rights of students to express their beliefs, clothing or accessories that promote divisiveness, intolerance, or hate speech are not permitted.

In cases where the Division Head or Assistant Division Head determines that a student has violated this policy, the student will be required to remove the item and may be subject to disciplinary action. The School is committed to handling such situations with understanding and respect, focusing on education and mutual understanding as much as possible.

Religious Clothing Students may wear clothing that is part of their religious practice (e.g. head coverings).

Spirit or Themed Dress Days Spirit or Themed Dress Days are announced in advance. Students may wear tops, sweatshirts/hoodies, bottoms, outerwear, hats, socks, belts, or scarves that maintain a professional learning environment (all pants, shorts, skorts, or skirts must be of a cut and length so that they fully cover a student's buttocks throughout the school day and so that no undergarments are visible, tops must cover the midriff and shoulders, contain no verbal or visual messaging of an illegal nature (e.g. alcohol or other prohibited substances for minors), or contain any verbal or visual language that is disparaging against or appropriates identity (e.g. race, ethnicity, religion, age, national origin, sex, ability, gender identity/expression, sexual orientation, socioeconomics, or language). See the section on Non-PRS Clothing and Accessories section above for more specifics.

Safe Learning Environment

The School uses video surveillance thoughtfully and in a manner consistent with applicable laws, with respect for the privacy and well-being of all members of our community.

For the safety and security of the school community, the school reserves the right to inspect its own property [including lockers and cubbies, as well as any of the personal property of its students and employees on school premises (including, but not limited to, searching backpacks and cars)] and to record footage on security cameras that are installed in public spaces throughout campus.

Student Drop-off and Pickup

The lower (or south) exit to the school is closed to incoming traffic. All vehicles must come in through the upper or north entrance (at traffic signal), drop students off at the designated area, and leave campus through the lower south exit unless directed otherwise. Drop Off will be open until 8:45 a.m. and Pick Up will be open after 2:30 p.m. on regular school days. Between 8:45 a.m. and 2:30 p.m. anyone entering campus will be asked to present a government-issued photo ID to be scanned by security, before entering campus.

Bikes, Skates, Scooters, and Skateboards

Bikes, e-bikes, skates, scooters, and skateboards are allowed on campus so long as they are used as transportation to and from school and are not used during school hours. Students must adhere to all local and state laws governing their use, including wearing helmets. As such, students under 12 may not ride an e-bike to or from campus. Students must walk bikes, skateboards, scooters, etc., while on campus. For safety reasons, riding bikes, scooters, or skateboards on campus is not allowed. Bikes must be stored at the designated locations. Students are responsible for the security of their bikes and must supply their own locks. The school does not accept responsibility for personal property lost or stolen on its premises. Furthermore, the school does not replace or reimburse for its loss.

School-Provided Transportation

Pacific Ridge School will provide licensed and appropriate transportation to school-sponsored, off-campus activities, including field trips, athletic events, and class outings. Additionally, the School has contracted Wess Transportation to run two morning and two afternoon school bus routes (in addition to a 5:30 pm late bus for those with after-school activities). Any questions about school-provided transportation should be directed to the receptionist.

Student Driving and Parking Privileges

Students may park on campus in the designated student lots if they have a valid driver's license and parking permit. If the student lot is full, students must park where directed by security personnel. Students, along with their parents, must register student cars with the school and complete the Campus Parking and Student Driving Privileges agreement to receive a school-issued parking placard. The placard must be placed on the rear-view mirror or dashboard and be visible at all times while on campus.

Students may not use their cars as "lockers" during the day nor sit in their cars during the school day. Students may not be in the parking lot during the day unless they are seniors who have permission to go off campus for lunch. Students will receive detention for being in the parking lot during the school day.

Students may not park in the neighborhood directly south of campus (referred to as “the cul-de-sac”) for any reason. Failure to comply with the rules outlined in the registration agreement may result in disciplinary action.

Students will be emailed a Google Link to the application for a parking permit which is to be completed and submitted to the school’s Facility Director (Mr. Marasciullo). Students should see the Head of Upper School if they need a copy of the parking permit. The parking permit form may also be found on the Veracross portal.

If a student has a mishap in the parking lot (hitting a parked car), the student should leave a note on the affected car and tell the Head of Upper School/Assistant Head of Upper School about the situation as soon as possible.

Off-Campus Lunch

Upon approval from the twelfth grade Dean, seniors in good academic and disciplinary standing may drive or walk off campus Monday through Friday. To enjoy this privilege, students must have a signed parent permission form on file. When students leave campus, they will leave their student ID with the security officer and pick it up when they return.

Students must return by 12:20 p.m. in order to ensure that they will be on time to their next period class, which begins at 12:25 p.m. Students who do not return by the designated time and are late to class one time will not be allowed to leave campus for a month. If students are habitually late, the off-campus privilege may be revoked permanently.

Emergency Drills

Emergency drills are held throughout the school year to familiarize students and faculty with the procedures and protocols that will be enacted in case of fire, earthquake, lockdown, or other occurrences that require immediate evacuations or safety/shelter in place. These drills are critical to our safety and must be taken seriously. Any student involved in behavior that detracts from the success of the drills will face disciplinary action.

Field Trips

Field trips are extensions of the on-campus learning experience. The permission slip signed at the beginning of the year covers all field trips. Whenever possible, students and families will be notified of upcoming field trips at least a week in advance. Parents may opt not to have their children participate in any field trip. Students need to remember that they are representatives of Pacific Ridge and act accordingly. All Pacific Ridge School rules apply during school-sponsored field trips. Pacific Ridge School will provide appropriate transportation for all field trips.

Students who will miss class because of a field trip are expected to complete a Pre-Arranged Absence Form, the purpose of which is to facilitate conversation between students and teachers about missed class time and assignments. Students who miss school for a planned absence must arrange with their teachers to complete all missed work in a timely manner. The planned absence form can be found at the front desk in the Upper School lobby.

Overnight Trips

All Pacific Ridge School rules apply to school-sponsored overnight programs. In addition, many overnight programs will include a more specific code of conduct. Those codes of conduct are

meant to augment, not substitute, regular school rules. Each overnight program will employ its own methodology for establishing roommates on overnight trips.

The privilege of participating in an overnight trip may be revoked if a student has been subject to disciplinary action, or repeated disciplinary action during the course of the school year or in a previous year.

Visitors

Visitors are welcome at Pacific Ridge School. Parents visiting the school should make arrangements in advance to ensure that school personnel will be available to meet with them. All visitors, contractors and vendors must stop at the security checkpoint upon entering campus and will be required to present a valid driver license or state ID for processing. Once cleared by security, you will be directed to the Middle School front lobby to sign in and receive a visitor day-badge.

When visitors, contractors, and vendors enter the Middle School front lobby, our front office personnel will login to our electronic visitor system, print a visitor day-badge, and instruct all visitors to wear it throughout their campus visit. Parents picking up students, during school hours, will be directed to the Middle School front lobby attendance desk to pick up their student (you will not need a day-badge). Parents should not go to the High School building or classroom area to get students.

Every member of the Pacific Ridge School community is involved in monitoring the campus grounds. Anyone who sees an unknown person not wearing a visitor's day-badge or school issued ID (Board of Trustees and Parent Association) on campus should report it immediately to security or to an adult who can handle the situation. A student must never confront an unknown visitor.

Deliveries or Parent Drop-Off of Items to Campus

Parents of students who need to drop something off for their students should do so in front of Founders Hall (Middle School front lobby), where lockers are located for such items along with a sticky note to label the locker with a student's name. Parents are encouraged to email the student that an item was dropped off in a locker, as parents should not be calling or texting students during the school day as it violates the cell phone policy for students to use their phone during the school day. If the item is valuable, such as a laptop, phone, or money, the parent should bring it to the receptionist. The receptionist, if urgent or an item is valuable, will call the classroom to notify the student at the end of the classroom period to avoid disruptions in class. Students and parents may not order any items (including food or drink items) to be delivered to campus at any time. Students may not meet the delivery person at the gate to pick up ordered items. Items that are delivered to campus against this policy will not be delivered to students. Any student group that plans to bring in an outside vendor must get approval from a teacher, advisor, or coach.

ACADEMICS

Graduation Requirements

A Pacific Ridge School diploma requires that students complete a minimum of 22 units of credit, eighteen of which must be distributed as articulated in the table below. The remaining four credits may be fulfilled from any subject area or through any combination of electives from full-year or trimester-long courses. The requirements for the Pacific Ridge School diploma meet and exceed the requirements for entry to the University of California system.

Subject	Graduation Requirements	UC Minimum Requirements	Specific Requirements
English	4 years	4 years	Students must take English every year
History & Social Sciences	3 years	2 years	Students must take one year of U.S. History & one year of World History
Laboratory Science	3 years	2 years	Science 9 & Science 10
Mathematics	3 years	3 years (through Geometry)	Students must take three years through Algebra/Geometry 3 with Trigonometry
Visual or Performing Arts	2 years	1 year	Students must complete the Arts requirement by the end of 10th grade
World Language	3 years	2 years	Students must take three years in a single language or 2 years through the AP level.
Physical Education & Health	2 years	2 years	Students must participate in five trimesters of PE/Sports and one trimester of Health. One trimester of sports participation fulfills a trimester of PE requirement
Service Learning	2 years	NA	Students must participate in Service Learning in Grades 9 and 10.

Students who enter Pacific Ridge School after 10th grade may have their graduation requirements adjusted as necessary by the Academic Dean.

Course Load

All Pacific Ridge School students are expected to carry a minimum of five core academic courses during each school term. All students are additionally enrolled in an Advisory class. While students are encouraged to carry a rigorous course load, they should carefully consider

the demands of their intended combination of classes and extracurricular commitments. Balance is important!

Teacher recommendations are the primary determinant for enrollment in honors and AP classes. Juniors may take up to three AP courses; seniors may take up to four. Physical Education and Service Learning are required for all 9th and 10th grade students. More information about Physical Education can be found in the Athletics section of this Handbook.

Advanced Placement (AP) Courses and Exams

Students enrolled in an Advanced Placement (AP) course at Pacific Ridge are required to sit for the AP exam in May. The School orders the exams in the fall and bills families in February.

Sitting for an AP exam is an opportunity extended only to students enrolled in the related AP course at Pacific Ridge School. If a student takes an AP course outside of Pacific Ridge, we do not order an exam for that course.

Academies

The academic programming at Pacific Ridge School provides the base for students to obtain knowledge and build their skills. At the same time, our co-curricular platform allows students to apply what they've learned and craft the soft skills and experiences that generate impactful engagement within and outside of our community. The Pacific Ridge Academies will allow students to push and further explore their interests, customizing a meaningful experience by utilizing our core programs to their full potential.

Students in the Pacific Ridge Academy program will further develop their own unique learning and leadership journey by tailoring their chosen co-curriculars around a chosen emphasis, presenting these topics and experiences during their grade-level projects, and applying their knowledge in real-world settings. This combination of multi-tiered in-depth study is a way for students to take full advantage of what Pacific Ridge has to offer.

Each academy will consist of a combination of required in and out-of-school experiences and a culminating experience. While students have been and will continue to be able to take advantage of the variety of learning experiences with their Service Learning groups, Clubs, and Affinity and Alliance spaces, the Academies will offer a more focused approach, allowing students to delve deeper into specific themes, acquire special skills, and build valuable networks.

Beginning with the Class of 2028, our first academy offerings are tied to the foundation of our school and its mission. Additional grades can become part of the Academy experience in the following years. Students will be able to choose from the following Academy programs:

- **Service Learning Academy** allows students to take on an advanced leadership role in the school's service learning program. Students will blend in-school study through grade-level projects with hands-on experiences like attending the National Youth Leadership Council National Service Learning Conference and presenting to a larger community.
- **Global Engagement Academy** aims to cultivate well-informed, culturally proficient, and globally engaged students by tailoring their academic experiences through cultural study courses, leadership in global clubs like Model U.N., and culturally expansive global travel.

- **Civic Leadership Academy** offers students the opportunity to leverage experiential learning to participate in public policy through civic engagement, political internships, and nonprofit work.

Academic Help

There are many opportunities for students to access academic help during the school day.

Purpose Period occurs twice in a six-day cycle and is a time built into the schedule when students can study, work collaboratively in a group, or meet with their teachers for additional help. Students are expected to make productive use of the time set aside each week for Purpose Period. Students may drop in to meet with teachers, and teachers may also schedule meetings with students during Purpose Period if they need support and/or are falling behind in a class. Students are strongly encouraged to use Purpose Periods to catch up after any absences. Students who wish to meet with their teachers outside of Purpose Period should request an appointment with their teacher.

The Math Learning Center is staffed with at least one math teacher every Period 5 and is open to any Upper School math student during this time. Students may drop in as their schedule permits. All math questions are welcome!

Progress Reporting/Grades

While Pacific Ridge School operates within a trimester-based system, grades are recorded on a yearlong basis, meaning that students receive one grade for a yearlong course. Progress reports show grades in progress and take into account student performance from the beginning of the course up to the time the progress report is published. Progress reports are shared five times throughout the academic year, at the end of Trimester 1 and 2, and at an interim point within each Trimester. Final grades will be shared at the end of Trimester 3. Additional opportunities for feedback on student progress include Parent-Student-Teacher Conferences during Trimester 1, narrative comments within Trimester 2, course recommendations, and Student-Led Conferences in Trimester 3.

Students may view their progress in a course on a continuous basis through Schoology. As grades are updated by teachers on a regular basis within Schoology, this is where students can find the most up to date information.

At the end of the academic year, students will receive a year-end grade; this is the only grade that is reported on the official transcript.

Grade Point Average Calculations

Trimester and final grades are determined by using the following values:

Letter Grade	Percent Grade	4.0 Scaleice
A+	96.5 – 100	4.3
A	92.5 – 96.49	4.0
A-	89.5 – 92.49	3.7
B+	86.5 – 89.49	3.3
B	82.5 – 86.49	3.0
B-	79.5 – 82.49	2.7

C+	76.5 – 79.49	2.3
C	72.5 – 76.49	2.0
C-	69.5 – 72.49	1.7
D	64.5 – 69.49	1.0
F	0.0 – 64.49	0.0

The following codes are used for reporting purposes in non-credit bearing courses, e.g. Service Learning.

INC	Incomplete
ES	Exceeds standards
MS	Meets standards
DNMS	Does not meet standards
W	Withdraw

In the Upper School, some courses are designated as “Honors” and “AP” classes. Honors and AP classes cover more material and move at a faster rate than a similarly titled college prep course. These courses earn a 1.0 grade bump in the GPA calculation, provided the student earns a year-end grade of C- or above. Honors and AP courses require a teacher recommendation for enrollment.

Academic Probation

At the end of each interim and trimester period, students receive a progress report, at which time student’s grades are reviewed. Upon this review of the progress report, any student who earns an interim or trimester grade point average below a C+ (2.3), or who receives two Ds or one F, will be placed on academic probation until the next progress report.

As a means to support academic growth, the Division Head, Assistant Head, or Grade Level Dean may assign a student on academic probation to the Student Support Center during clubs, free periods, or after-school. Students may also need to check in during Purpose Period. Students who remain on academic probation may be required to withdraw from extra-curricular activities (including, but not limited to, athletics, the performing arts, and clubs until the next marking period (interim or trimester) in which the GPA has been raised above a 2.3, or the Ds or Fs have been raised. Students who earn a GPA below 2.0 may not participate in after-school extra-curricular programs. California Interscholastic Federation rules prohibit students with a GPA below 2.0 from playing interscholastic sports.

Contracts may be withheld if a student’s grades are consistently have two Ds or Fs and/or whose grade point average is below 2.0.

Retaking a Course

Students are advised that a final grade below a C- on the transcript is not considered a college-recommending grade. Students who have a D or below for any course can expect that the college/university will not consider the course requirement to be completed. While D grades receive high school credit on the Pacific Ridge School transcript, they do not satisfy a UC/CSU or public university requirement for applicant review. In the event that a student receives a grade below a C-, the Division Head will contact the student and family to discuss remediation options.

For further reference regarding the University of California course admission requirements (A-G), see the UC Subject Requirement webpage, linked here.

If a student earns a C- or below in a year-long course, Pacific Ridge School reserves the right not to recognize the course as having met the prerequisite for subsequent courses.

Students are advised that a final grade of a D or F on the transcript is not considered a college-recommending grade. If a student ends a course with a letter grade of a D, the student has met the School's graduation requirement, and may still choose to retake the course.

- If the second attempt is at Pacific Ridge School, both attempts at the course will appear on the student's transcript. Repeating a course does not accrue additional credits, and the attempt with the higher grade will be used in GPA calculations.
- If the student takes an equivalent course at another accredited institution, the student may submit the new grade on that institution's transcript on a college application. However, this will not appear on the Pacific Ridge School transcript, nor will it be factored into the student's Pacific Ridge School GPA.

Only courses completed at Pacific Ridge School appear on our transcript and in our reported GPA.

If a student receives a failing grade in a full-year course, that student will not receive credit for graduation. If this course is a graduation requirement, it must be repeated at Pacific Ridge School.

Course Credit from Other Institutions

Pacific Ridge School only awards credit for courses taken at PRS. Thus, courses required for graduation must be taken at Pacific Ridge School.

If a student transfers into the School after 9th grade, their transcripts will be reviewed to identify courses that may be used to satisfy graduation requirements. Once a student is enrolled, Pacific Ridge School will not award credit for classes taken at another institution.

Students may take courses at other institutions to supplement their learning. Though these courses will not be reflected in the Pacific Ridge transcript, they may be attached to future academic applications (e.g. college applications) as an addition to the PRS transcript. If a student is interested in pursuing an outside class in order to advance their course placement, that student must obtain approval from the appropriate department chair, division head, and Academic Dean ***before*** taking the class. Some courses may not be skipped, so it is critical that students discuss their plans before investing in additional coursework.

Seniors who fail to meet graduation requirements by the end of their senior year must take an approved course at an accredited institution in order to earn their diploma. Approval must be granted by the Division Head and/or the Assistant Division Head.

Homework

At Pacific Ridge School, we believe that homework provides an opportunity to reinforce and expand learning. Designed to promote inquiry, exploration, and mastery, homework varies in scope, complexity, and format for each course and grade level. At its best, homework is

engaging and enlightening, inviting students to take intellectual risks, discover new interests, and exercise their imaginations.

The amount of time that a student spends completing homework depends on a variety of factors. Some assignments may take substantially less time, and some assignments, such as projects or essays, may require more time and may be completed over a period of days or weeks. Not all courses have explicit homework assignments for each class meeting. In addition, the amount of time to complete an assignment will vary by student.

Homework assignments should take, on average, no more than 45 minutes for students in Upper School college preparatory courses. As each student is unique, the amount of time to complete an assignment will vary between students and may vary from one lesson to the next. AP and honors-designated courses require more time and attention for assignment completion and class preparation. These stated time-based expectations serve as a guide for teachers and students. In the event that homework loads regularly extend beyond the recommended amounts, students and parents are encouraged to contact the teacher directly.

Faculty will post homework assignments for the next class on Schoology no later than 3:30 p.m. on the day of the class meeting. Faculty expect that students will be prepared for each class; homework is due at the start of the next class unless otherwise indicated.

Students should not have more than two tests/major projects due per day.

Faculty try to anticipate when a student may be observing religious holidays and/or cultural events, which could make it difficult to complete homework, but it is important that the student communicates their absence to their teachers ahead of time in order to arrange an alternate due date. When the school has a long weekend or vacation of more than three days in length, homework will not be assigned with a due date of the first class session after the break. The spirit of this policy ensures that students and faculty take a break over a long weekend or vacation. Homework can be assigned at the first class session after a break with a due date of the second class session after a break.

Late Work Policies

Late work policies are decided upon by the individual teacher and may vary from teacher to teacher. Students are accountable for all work missed while absent from school. Upon their return, students must communicate with teachers who determine deadlines for all missed work and assessments.

Unexcused Late Work

Work that is handed in late without approval is subject to penalty at the discretion of the teacher.

Missed Work Due to Short-Term Absence

Students who are absent from class must be proactive in communicating with teachers to determine the classwork and homework assignments they need to make up. Students are accountable for all work missed while absent from school unless otherwise stated by the teacher of a class.

If a class absence is pre-arranged for a school-sponsored trip or non-school sponsored planned absence, students will have the number of class meetings they miss to complete work. They will hand in the work in the class following the work completion grace period. For example, if a

student misses two classes for a pre-planned absence, they will hand in work at the third class following the absence. For school-sponsored trips, students may be busy with the planned daily programming, and we want them to be able to fully engage with their activities. If a class absence is unplanned, students are responsible for meeting with their teachers upon return to school to set up a schedule to make up the work.

Work and Assessments Missed Due to Late Arrival or Early Dismissal

If a student misses a class in which there is an assessment (project, presentation, test, or quiz) or other assignment due, the student must make arrangements to make up or hand in the work as soon as possible. The teacher and student should communicate and determine the proper time to make up the missed assignment.

Students Who Transfer Out of Pacific Ridge School

If a student transfers out of Pacific Ridge School, all records will be sent to the new school when the student's account is cleared by the Business Office. If the student is transferring to a school that uses a semester schedule, Pacific Ridge School will adjust the student's trimester grades so that they fit to the semester system.

COLLEGE GUIDANCE OFFICE

The College Guidance Office is staffed by four seasoned, full-time counselors, who provide our students and families with the benefit of more than 40 years of secondary school college counseling and decades of college admission experience, to guide students and support families throughout the college research and application process. In addition to coordinating with and reinforcing the work of advisors and grade-level teams and deans in grades 9-12, College Guidance presents educational programming for students and families to demystify the process, promote introspection, support, and empower students. Grade-level nights cover all aspects of the process—from scheduling and testing to individualized research, essay-writing, and interviewing—and are designed to preview for sophomores, juniors, seniors, and families what they can expect and how they can best prepare in the present. All-school programming tends to be important topics of interest to parents of students in grades 6-12 and is offered throughout the school year.

College Guidance

- Presents educational programs for students and families in grades 9-12 and develops Upper School grade-level nights to encourage an ongoing dialogue consistent across the Upper School experience;
- Welcomes 100+ college representatives to campus each fall to visit with our students;
- Collaborates with College Admission Deans and Officers to host college fairs and regional information sessions on the Pacific Ridge School campus and to promote college accessibility;
- Confers with testing coordinator for fall administration of the PSAT and coordinates optional full-length ACT practice testing for sophomores and juniors in winter and presents an all-school Standardized Testing Primer each January to educate and support families considering each student's individualized testing plan, beginning with a

score report tutorial in grade-level project time and continuing with a student's individual sophomore spring meeting and subsequent student meetings.
- Provides workshops during designated grade-level time throughout the freshman, sophomore and junior years to support and promote student ownership, along with a comprehensive Summer Launch program designed to lead juniors into a productive summer, gathers seniors for a two-day organizational Camp College session prior to the start of their senior year in August;
- Visits on occasion with Upper School advisory groups to familiarize students with the resources of the College Guidance Office and provides information to support students and families at each stage of Upper School, beginning with our freshmen;
- Provides all-school programming open to families grades 6 through 12 throughout the year to educate our school community on various topics related to the college process: decision-making, standardized testing, financial aid and financing college, NCAA recruitment, summer opportunities, scholarship search, and the role of digital portfolios in college admission.
- Maintains a <32-to-1 student-to-counselor ratio to best serve the needs of Pacific Ridge School students and families throughout the Upper School experience.

Families sometimes choose to supplement the individualized attention of our experienced and dedicated counseling team with an independent educational consultant. The limitations and challenges of unqualified advice outside of our school context start with duplicating conversations and insights we survey from sophomore year forward, often putting a student/their family in the middle of conflicting inputs.

To maintain the healthy dynamic of what is meant to be a student-centered, empowering process, and in order to protect each student's pledge of authenticity and content ownership in each college application, PRS College Guidance will not confer with outside consultants or compromise our commitment to a student's privacy. In our experience, students answering to an outside consultant connect less with the lead PRS counselor (assigned in the winter of sophomore year), who will write in support of their applications, which amounts to leaving a key resource untapped.

College Applications

It is important that students and parents understand that all teacher, administrator, and counselor recommendations are confidential between Pacific Ridge School and the colleges. All faculty and school letters of recommendation are managed by the College Guidance Office and are transmitted with academic records to colleges, scholarship organizations, or in support of students' applications to enrichment programs. At no time are recommendation letters shared with students or parents.

As a member of the National Association for College Admission Counseling (NACAC), Pacific Ridge School abides by its principles and standards, completing the Secondary School Report for each student's college applications accordingly. If a student is asked by a college to report disciplinary action that has resulted in being placed on probation or being separated from school by suspension or expulsion in grades 9-12 (including after an application has been submitted by the student, and between a student's admission to a college and graduation from Pacific Ridge), the student is expected to answer honestly and has the full support of the College Guidance Office in writing a statement to inform colleges in a timely manner of this change of status. Communication regarding a change of status is also required if a student adds or drops a course after the transcript has been submitted to colleges. College Guidance attends to the

concerns of parents and students in such circumstances by answering questions and providing perspective borne of experience. It is important for students and families to know that our work with college admission officers in support of Pacific Ridge School students relies on the assurance that we all abide by the standard practices of our national organization.

ATHLETICS

Firebird Athletics Philosophy

At Pacific Ridge, we believe that interscholastic athletic competition provides educational value and prepares students for a successful and purposeful life. Participation in athletics helps students learn, grow and have fun while striving to win through developing important physical, mental and emotional skills. Athletics also plays an important role in creating a strong sense of belonging and pride in our community.

Our programs provide a positive experience in which student-athletes learn the core values of commitment, community, integrity, respect, accountability and passion. An understanding of these core values will provide student-athletes with the tools necessary to become great leaders and teammates. *We are Firebirds!*

Athletics and Physical Education Requirements

Students are required to fulfill 5 trimesters of physical education/athletics and 1 trimester of health for graduation. Students must complete this requirement by the end of their sophomore year. They may fulfill these requirements by playing on athletic teams and/or taking P.E. classes or participating in Independent P.E. (IPE). Students who have an assigned PE period, typically 9th and 10th grade students, will be given a study period during this time if they are a member of an athletic team or are approved for IPE. Students must report to the study period as assigned, attendance will be taken.

Independent P.E. (IPE)

The IPE requirements and application are available on the Veracross Parent Portal under Programs and Athletics. Students must apply and be approved for IPE by the listed deadlines before being granted the study period. Students who have not been approved must report to PE.

Pacific Ridge School Athletic Handbook

Student-athletes and their parents should refer to the separate Pacific Ridge School Athletics Handbook for further information regarding the athletic program. The Athletic Handbook is available on the Veracross Parent Portal under Programs and Athletics. Students and their parents will be expected to sign a document stating that they have read the Athletic Handbook and agree to abide by the participation requirements.

Locker Room Policy

Use of the locker room at Pacific Ridge School is a privilege. Students are expected to follow the Code of Conduct while in the locker rooms. Expectations of student behavior, language, and adherence to the cell phone policy all apply to the locker room. Students may not bring their backpacks or cell phones into the locker rooms and instead are asked to have a separate PE bag to bring their sports uniform and/or equipment.

CAMPUS RESOURCES

Lunch Program

Students may bring their lunch to school or purchase food in the café, which is provided by Ki's. The parent portal in Veracross has information about the many options from Ki's and instructions for setting up an account. Unless there is a special schedule, Upper School students may not go to Ki's until 11:45 a.m. Students should line up in the appropriate a la carte or pre-paid line. Cutting in line is not a behavior that promotes care for the community. As such, if a student cuts in line, they will be assigned a lunch detention.

Library

The Pacific Ridge Library is open daily to students during the school day. The librarian , in partnership with teachers, provides instruction in library and research skills. Students are taught how to find and use electronic and print resources, explore the written word, and develop a love of books and learning. Laptops are available for student use in the library. If a student loses a library book, the student must pay for a replacement.

Lost and Found

The School does not accept responsibility for personal property lost or stolen on its premises. Furthermore, the School does not replace or reimburse for its loss. Lost and Found baskets will be located in central areas. Students can reclaim items at any time during the school day. Approximately every 12 weeks, the Lost and Found items will be put out on tables in central locations for students and parents to look for missing items. Afterwards, the remaining items will be donated.

DISCIPLINE

Philosophy Statement

To create and maintain a safe, healthy, and supportive environment for community members, Pacific Ridge School expects students to abide by the rules, as well as the guiding principles and values of the school. When students fail to meet these community norms, they will be asked to take responsibility for their actions as well as the impact they may have had on the community. Students will be encouraged to reflect on their behavior, engage in restorative practices, and in the case of major rule violations, receive additional consequences for their actions.

Below is a list of behaviors, not intended to be all-inclusive, that are against the community norms of the school and would warrant discipline by the school, during school hours or at any school-sponsored function whether on or off campus:

- Stealing or any theft-related activity
- Smoking, vaping, consuming, or distributing edibles, or any use of tobacco or marijuana
- Possession, being under the influence, or use of illegal drugs or alcohol
- Possession of weapons or explosives
- Disregard for school or personal property, including vandalism and graffiti
- Acts that humiliate, haze or bully other members of the community
- Harassment or discrimination in violation of Pacific Ridge School policies
- Cheating, plagiarism, improper use of generative AI, or any form of academic dishonesty
- Profanity, disrespect, or rudeness
- Cutting class or repeated tardiness
- Leaving school grounds without authorization
- Gambling
- Violent acts or threatening behavior

Discipline Committee

Students who violate major rules will be referred to the Division Head and/or Assistant Division Head and will likely stand before the Discipline Committee. The purpose of the Discipline Committee is to support reflection and growth after a community norm has been violated. The Discipline Committee is composed of three students and three faculty members, including the Chair of the Committee. The Committee will hear the offense, listen to the student's statement, and make recommendations to the Division Head or Assistant Division Head, and Head of School about disciplinary responses. The student may choose an advocate from the faculty or staff to attend the committee. Among the various recommendations that the Committee can suggest are suspension, probation, and dismissal from Pacific Ridge School. Students who appear before the Discipline Committee may have their leadership or participation in school activities removed or denied.

A student appearing before the Discipline Committee must meet with an advocate in advance to prepare a written statement regarding the incident. The student must present the written statement to the Assistant Division Head on or before the morning of the Discipline Committee meeting.

Students and the College Guidance Office must honestly acknowledge any major disciplinary actions for grades 9-12 on a college application if the college asks for such information, and on the Secondary School Report, respectively. Additionally, after the college application has been filed and/or an offer of admission extended, the student must inform his or her colleges in writing of any subsequent major disciplinary action resulting in probation, suspension, or the student's otherwise being separated from school. College Guidance helps the student craft this statement so that the student can communicate to colleges directly, prior to the status update sent by the College Guidance Office.

Bias Incident Reporting System

Pacific Ridge school is committed to creating and maintaining an inclusive and respectful community that allows students, faculty, and staff to achieve their fullest potential. The School has designed the Bias Incident Reporting System to promote an inclusive environment and to provide a central, streamlined approach for reporting incidents of bias and discrimination involving members of our community on campus. A bias incident is any discriminatory or hurtful act, whether intentional or not, that appears to be motivated or is perceived by the victim or victims to be motivated by race, ethnicity, religion, age, national origin, sex, ability, gender identity or expression, sexual orientation, socioeconomic status, or language. Bias incidents may include, but are not limited to, drawing swastikas or saying the N-word. The Bias Incident Reporting System may be used to report student-to-student, teacher-to-student, student to teacher interactions that may be categorized as non-inclusive and promoting or practicing bias and can be found on the Student Portal in Veracross.

Response to an Incident

An incident reporter may submit their name for follow-up or remain anonymous when they fill out a Bias Incident Report on Veracross. Anonymous submissions may limit the ability of any investigation and follow-up. Upon receipt of any report alleging a bias incident, administration will determine the appropriate course of action which may include, but are not limited to, the following: disciplinary action, offering conflict resolution or restorative practices, or educational dialogue.

Major Rules Violations

Major rule violations in the Upper School are handled by the Division Head, Assistant Division Head, and Discipline Committee.

The Head of School, Division Head, and/or Assistant Division Head can determine that a disciplinary matter should be handled by the Administration rather than by the Discipline Committee.

Students who have had significant or multiple instances of rules violations may also have contingencies added to their re-enrollment contracts that will be monitored to ensure that the student is following all community norms and agreements. If it is determined that the student will not or has not met the expected agreements, the school reserves the right to rescind and/or not renew their contract.

Academic Dishonesty

Pacific Ridge School holds the pursuit of learning and personal ethics in highest regard. Students are expected to understand what constitutes academic dishonesty and to abide by guidelines established by teachers.

Cases will be examined by the involved teacher and the Assistant Division Head or Division Head, with the student receiving a failing grade for the work in question as a minimum response. In the case of a second offense or a significant first offense, the student will be referred to the Division Head and will appear before the Discipline Committee.

Academic Dishonesty includes, but is not limited to:

1. Handing in work that is not your own or doing someone else's work.
2. Copying someone else's work.
3. Allowing someone to copy your work.
4. Turning in collaborative work that is identical to your partner's. (It must be in your own words.)
5. Sharing or acquiring test information except as allowed by teachers.
6. Using unauthorized aids for tests, including electronic devices such as cell phones, translators, etc.
7. Use of unauthorized pre-programmed calculator or computer.
8. Plagiarism. This is a serious breach of intellectual integrity. Plagiarism is the presentation of an idea, opinion, fact, image, musical composition, or words of another person without acknowledging the source.
9. Use of Generative Artificial Intelligence software to produce work that is presented as original work without proper attribution or in a manner which violates the Generative AI portion of the Acceptable Use of Technology Agreement.

Disrespectful & Disruptive Behavior

Pacific Ridge School is fully committed to developing a culture of respect and awareness. As a result, disrespectful and disruptive behavior is always unacceptable. When a student acts disrespectfully to another student, a faculty or staff member, our campus, or the community, the student will be referred to the Division Head, Assistant Division Head, and/or grade-level dean for disciplinary action. Disruptive behavior is another form of disrespect, as it draws attention away from the task at hand and undermines our school culture. These behaviors will be dealt with by the Division Head and the Assistant Division Head and may result in major disciplinary action.

Student Boundaries Policy

The School has adopted this policy to promote student safety, well-being, and appropriate interactions within the School community and establish clear expectations that support positive and appropriate relationships among students through healthy personal boundaries. For students, maintaining appropriate personal boundaries means understanding and respecting limits in how they speak to, interact with, and treat others.

Students are expected to conduct themselves in a manner that supports a respectful learning environment, in accordance with School policies, at all times, whether on or off campus and during or outside of the school day when participating in School-related activities. Students generally are expected to:

- Treat one another with respect and dignity.
- Respect personal space and physical boundaries.
- Understand that different students may have different comfort levels and physical boundaries.
- Use electronic communication and social media responsibly and respectfully in accordance with School policies.
- Seek adult assistance if they observe or experience conduct that makes them feel unsafe or uncomfortable.

The School will take appropriate action to address violations of this policy.

Leaving Campus without Permission

Except with parental AND school permission, students may not leave campus by vehicle or on foot until the end of the school day. The campus is defined as the area from the High School building to the Athletic Field. Students may not walk on the hillside above or below campus at any time. Leaving campus without permission will be addressed by the Division Head and the Assistant Division Head and may result in major disciplinary action, including but not limited to the assigning of a behavior contract. Students approved to leave campus must present Security Guards with a pass before exiting campus, either a dated pass from the Middle School Front Desk or a Senior Lunch Pass.

Harassment Policy

Pacific Ridge School is committed to providing an environment free of unlawful harassment. School policy prohibits sexual harassment and harassment based on race, religious creed, color, gender, ethnic identity, national origin or ancestry, physical or mental disability, medical condition, sexual orientation, or any other basis protected by federal, state, or local law or ordinance or regulation.

The school's anti-harassment policy applies to all persons involved in the operation of the school and prohibits unlawful harassment by any employee or student of Pacific Ridge School. It also prohibits unlawful harassment based on the perception that anyone has any of those characteristics, or is associated with a person who has or is perceived as having any of those characteristics.

Prohibited unlawful harassment includes, but is not limited to, the following behavior:

- Verbal conduct such as epithets, derogatory jokes or comments, slurs or unwanted sexual advances, invitations, or comments;
- Visual or digital displays such as derogatory and/or sexually-oriented posters, photography, cartoons, drawings, or gestures;
- Physical conduct including assault, unwanted touching, intentionally blocking normal movement or interfering with work because of sex, race, or any other protected basis;
- Retaliation for reporting or threatening to report harassment;
- Digital communications (photos, audio, video, text messaging, social media posts, email, voice mail, or other examples) to badger, harass, demean, coerce, bully, denigrate, or intimidate another person.

Individuals who believe they have been victims of harassment or who believe they have knowledge of conduct which may constitute harassment should report the alleged acts immediately to a member of the administration. Any such complaint must include all relevant information so that the School may conduct a thorough investigation. The School will investigate and take appropriate action to remedy the situation.

Sexual Harassment

Pacific Ridge School is committed to providing its faculty, staff, and students an environment free of sexual harassment in any form – free from unsolicited and unwelcome sexual overtures or intimidation. If you feel that you are the object of unwanted sexual harassment, attention, language, or intimidation, you should tell the offender immediately to stop the behavior that is offensive. Following that, you should immediately report the offense to the Division Head, Assistant Division Head, Assistant Head of School for Academics, Dean of Faculty, or the Head of School.

Sexual harassment refers to unsolicited and unwelcome actions or language by means of which one individual denigrates or invades the privacy of another.

Sexual harassment includes, but is not limited to, the following kinds of behavior:

- Unwelcome sexual advances: Physical contact, along with verbal and non-verbal conduct considered unacceptable by either individual
- Requests or demands for sexual favors: Any pressure, whether expressed or implied, subtle or blatant, or requests for sexual favors accompanied by any implied or expressed promise of preferential treatment or negative consequences concerning academic or social status
- Verbal abuse or kidding which is sexually oriented: comments or gratuitous compliments which extend beyond courtesy, jokes which are clearly unwanted or considered offensive, and other sexual comments or innuendos
- Nonverbal abuse: Staring at a person's body, making offensive gestures, or circulating sexually-oriented pictures, videos, cartoons, or letters
- Digital or online harassment: Cyberbullying, cyberstalking, or the non-consensual creation, modification, or dissemination of sexually explicit or suggestive digital content (including images, videos, audio, or text); sending unwanted sexually explicit messages or media via any digital means including but not limited to social media, email, or messaging applications; using A.I. or other tools to create sexual “deepfake” videos or images; or using digital platforms to pressure, track, or publicly expose an individual in a sexually oriented manner.

Individuals who believe they have been victims of sexual harassment or who believe they have knowledge of conduct which may constitute sexual harassment should report the alleged acts immediately to a member of the administration. Any such complaint must include all relevant information so that the school may conduct a thorough investigation. The school will conduct an investigation and take appropriate action to remedy the situation. See Major Rules Violations.

Hate Speech and Acts

A hate act involves harassment as defined previously with violence, a threat of violence, or actions that are likely to incite violence, or other serious violations of school policy that are motivated by bias against a protected class and have the purpose of reasonably foreseeable effect of harassing, dehumanizing, or intimidating those persons or groups.

Any acts of hate will not be tolerated. Students believed to have acted in such a manner will face consequences by the school up to and including expulsion and possible criminal prosecution.

Bullying

Bullying is the pervasive and repeated creation of a hostile environment by conduct or by threats, intimidation, or abuse, including cyberbullying, that continues over time and does not cease when addressed, and that (a) has or would have the effect of unreasonably and substantially interfering with a student's educational performance, opportunities or benefits, or mental, emotional or physical wellbeing; or (b) reasonably causes or would reasonably be expected to cause a student to fear for the student's physical safety; or (c) reasonably causes or would reasonably be expected to cause physical injury or emotional harm to a student; or (d) occurs off school property and creates or would foreseeably create a risk of substantial disruption within the school environment, where it is foreseeable that the conduct, threats, intimidation or abuse effects might reach school property.

Bullying may be physical (hitting, shoving, spitting, or punching), verbal (taunting, malicious teasing, name calling, threatening, body shaming), or psychological (spreading rumors, manipulating social relationships, or promoting social exclusion, extortion, or intimidation), and it can take place in person or online (cyberbullying).

Cyberbullying and digital harassment includes but is not limited to any deliberate, repeated, or hostile behavior performed via digital platforms, electronic communication, or online means used to cause harm, intimidate, humiliate, or isolate an individual. This includes, but is not limited to, cyberstalking; the non-consensual creation, modification, or dissemination of harmful, derogatory, or racially targeting digital content (including the use of emerging technologies, such as AI-generated or synthetically altered media, deepfakes, and voice-cloning); or utilizing online platforms to pressure, track, exclude, or publicly expose aspects of an individual's identity, whether real or perceived.

Students who believe they have been victims of bullying or who believe they have knowledge of conduct which may constitute bullying should report the alleged acts immediately to a member of the administration. Any such complaint must be specific and should include all relevant information so that the School may conduct a thorough investigation. The School will conduct an investigation and take appropriate action to remedy the situation.

Theft

Respect for the property of other members of the school community or the school demands that we not take or abuse that property. Any student who is in possession of items belonging to someone else or who takes another's possession without permission will face significant disciplinary consequences, up to and including expulsion. Upper School students are encouraged to use school lockers to store their valuables. Theft will be dealt with by the Division Head and/or the Assistant Division Head and may result in major disciplinary action. See Major Rules Violations.

Vandalism

In an open and trusting community, it is vital that everyone shows respect for classrooms, outdoor areas, and personal property. Any tampering with or destruction of school property or another person's property will be considered serious. This includes graffiti or pranks to others' property or vehicles. Students who deface school property are actively damaging our community. Vandalism will be dealt with by the Division Head and/or the Assistant Division Head and may result in disciplinary action. See Major Rules Violations.

Violence

In any form, violence runs absolutely counter to Pacific Ridge School's philosophy and will not be tolerated. Subtle or overt forms of physical and verbal violence such as pushing, shoving, excessive horseplay, verbal abuse, swearing, put-downs, and personal or electronic harassment will be dealt with by the Division Head, and/or the Assistant Division Head and may result in major disciplinary action. See Major Rules Violations.

Weapons

Absolutely no weapons of any kind, including so-called recreational weapons like pellet guns, paint guns, or sling shots, are permitted at Pacific Ridge. In addition, no fireworks, firecrackers, cherry bombs, smoke bombs, or explosives of any kind are permitted. All such things will be confiscated immediately and persons possessing them will be subject to major disciplinary action. Anyone in possession of firearms, explosives, or knives is subject to immediate expulsion and possible criminal prosecution.

Policy on Substance Use

A student who, on school grounds, during a school session, or anywhere at a school-sponsored activity is under the influence of alcohol, drugs, nicotine, or mood-altering substances (and/or any substance purported to be a restricted substance or over-the-counter drug), or possesses, uses, dispenses, sells or aids in the procurement of alcohol, drugs, nicotine, or mood-altering substances (and/or any substance purported to be a restricted substance or over-the-counter drug or supplements) shall be subject to the strictest disciplinary response, up to and including expulsion.

Consequences for substance use may also include a requirement to submit to a drug screening and assessment, followed by therapy if indicated, or by an intensive educational program. All these functions will be performed by an agency the school approves. Students may be expelled from school if they refuse the screening, assessment, therapy or educational program, if they are uncooperative with school authorities, or if they choose not to comply with the consequences set by the school.

Substance Abuse - Definition of Terms

Drug/Mood Altering Substance/Alcohol — shall include any alcohol or malt beverage, any drug listed in Section 812 of the Controlled Substance Act as a controlled substance, chemical, abused substance or medication for which a prescription is required under the law and/or any substance which is intended to alter mood. Students may not use or possess e-cigarettes, vaporizers, or any other device used for inhaling any substance on campus unless it is prescribed by a doctor and registered with the nursing office.

Examples of the above include but are not limited to beer, wine, liquor, marijuana, hashish, chemical solvents, glue, look-alike substances, prescription medication, and any capsules or pills not registered with the nurse, annotated within the student's health record and given in accordance with the policy for the administration of medication to students in school.

Transfer — to deliver, sell, pass, share or give any alcohol, drug, nicotine, or mood-altering substance, (and/or any substance purported to be a restricted substance or over-the-counter drug or supplements) as defined by this policy, from one person to another or to aid therein; to provide another person with prescription medication.

Possession — to possess or hold, without any attempt to distribute, any alcohol, drug, nicotine, or mood-altering substance (and/or any substance purported to be a restricted substance or over-the-counter drug or supplements) determined to be illegal or as defined by this policy; to possess any prescription medication that was prescribed to someone else.

Minor Rules Violations

In cases where a student has a minor rules violation (including, but not limited to, dress code violations, late arrivals, inappropriate behavior, failure to follow instructions), consequences include, but are not limited to, detention, loss of privileges, loss of free time, formal warning, or a parent meeting. The accumulation of minor rule violations can result in referral to the Discipline Committee.

Searches of Students and Students' Belongings

For the safety of the school community, and to assure that its rules and policies are followed, student lockers, backpacks, purses, pockets, cars, electronic devices, and other belongings, as well as any property of the school, are subject to search by school officials when on campus, when being transported by school vehicles, or when at off-site locations where school activities are taking place. The necessity and appropriateness of any search undertaken will be determined by the school. The school also reserves the right to record footage on security cameras that are installed in public spaces throughout campus.

At Pacific Ridge School, we are committed to maintaining a safe, secure, and respectful environment for all members of our community. As part of this commitment, the School utilizes video surveillance systems ("CCTV") in designated areas of campus.

Cameras may be present in common areas such as entrances, exits, hallways, and outdoor spaces, and are not used in areas where individuals have a reasonable expectation of privacy, including restrooms, locker rooms, or changing areas.

Signage is posted on campus to indicate that video surveillance is in use. By being on campus, individuals should be aware that video recording may occur.

Access to recorded footage is limited to authorized personnel and may be shared with law enforcement or others when appropriate. CCTV systems record video only; audio is not recorded.

DISCIPLINARY RESPONSES

Parent Notification

Pacific Ridge School notifies parents immediately in the event that their child has violated a major school rule and will face the Discipline Committee. Parents will also be notified as soon as possible if their child is facing other significant disciplinary action. In both of these scenarios, parents will be informed of the school's response as soon as it has been determined.

Detention

Detentions are assigned during lunch. Detentions are scheduled by the Assistant Division Head.

Excessive accumulation of detentions may result in more serious consequences, including parental contact, and/or referral to the Discipline Committee.

Suspension of Extra-Curricular Privileges

For more serious disciplinary offenses (or an excessive accumulation of minor ones), the Division Head and/or Assistant Division Head may revoke extra-curricular privileges for a length of time to be determined. These privileges include, but are not limited to participation in athletics, after-school arts programs, dances and other social events, and club activities.

Probation

A student who is allowed to return to school after violation of a major school rule will do so on Probation.

Probation is a period of time in which a student may not violate another major school rule, or the student will most likely face expulsion. A student on Probation must answer "yes" if asked whether the student was ever placed on Probation.

Suspension

Suspensions are meant to be clear messages that a student's behavior is not acceptable to the community and represents a violation of major school rules. They are also times during which the student may reflect upon his or her responsibilities. A suspended student may not participate in any extracurricular activities, including sports on the days or evenings of the suspension. Such a suspension should be viewed as one of the last steps before a student's expulsion from the school. All academic work missed during a suspension should be made up as soon as possible upon the student's return.

Expulsion

For the most serious violations of the school's rules, students may be dismissed by the administration or as recommended by the Discipline Committee. Any student who has been expelled can only appeal to the Head of School, or their designee, to reverse the decision. If an expelled student attempts to return to Pacific Ridge School without written permission from the Head of School, or their designee, the student may be liable to criminal trespass charges.

Global Programs

Global Programs are at the core of the Pacific Ridge School philosophy and program. All students are encouraged to participate in the designated programs each year of attendance to fully benefit from the opportunities provided. Participation in Global Programs is a privilege. Any student whose disciplinary record indicates that the student might be a detriment to a group's experience may be asked not to participate. Families will be notified by the Division Head or Assistant Division Head if the school may revoke the travel privilege in these cases.

Terms of Participation

- **Attendance:** Regular attendance is required. Students with excessive unexcused absences may be deemed ineligible for participation.
- **Behavioral Expectations**: Students must exhibit exemplary behavior both on and off campus. This includes adhering to the school's code of conduct and avoiding disciplinary issues.
- **Health and Safety Compliance**: Students must comply with all health and safety requirements, including necessary immunizations and health clearances.
- **Forms and Paperwork:** Beyond the strictly health-related requirements, there are additional forms, such as liability waivers, that are required for participation.

Expectations During Travel

- **Adherence to Rules:** All school rules apply during travel; *additionally*, the Global Programs US Code of Conduct outlines behavioral expectations specific to the unique circumstances that travel often presents.
- **Representation of the School**: Students are ambassadors of Pacific Ridge School and are expected to behave in a manner that positively reflects the school.
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- **Respect for Cultural Norms**: Students must respect the cultures, practices, and laws of the host country, including appropriate dress, language, and behavior.

Once on a trip, if a student has to be sent home early for either medical purposes or because the student has violated school behavioral policies, the student's family will incur the extra cost. If a student has violated school policies, disciplinary measures may also follow.

PARENT GUIDELINES

Pacific Ridge School recognizes that one of the keys to success during adolescence is that the school and the parents work with each other to support each student. It is only when we work together that we can create an environment with the best combination of support, freedom, and effective boundaries. We ask that parents take an active role in making sure their children put themselves in the best position for success. Please familiarize yourself with our policies and encourage your children to follow them.

Parent Conduct

Parents are members of the Pacific Ridge community, and as such we ask that parents participate in our community in accordance with the school's values. Parents should communicate respectfully with teachers, staff, and other parents, addressing concerns constructively and with the appropriate party. Parents should work collaboratively with teachers and staff to support student learning and address concerns proactively whenever possible. Parents are asked to interact with all members of the community professionally, refraining from interactions that would disrupt the school environment either directly or indirectly. Parents who do not meet these Parent Conduct expectations and have a negative impact on the community may be required to meet with the Division Head or Head of School, have restricted access to campus, and in extreme cases, where the parent's behavior significantly disrupts the school environment and/or poses a threat to the safety and well-being of students, other parents, faculty or staff, the school may have contingencies added to their child's re-enrollment contract that will be monitored to ensure that the parent is following community norms and agreements. If it is determined that the parent will not or has not met the expected agreements, the school reserves the right to rescind and/or not renew their contract.

Academics

Communication between parents and teachers is vital to a student's success. Parents are strongly encouraged to attend any event that will support developing relationships with their child's advisor, teachers, and administrators. Teachers post homework assignments on Schoology, our learning management system, and students and parents should check it regularly. The policies and philosophy regarding the amount of homework assigned are outlined in the Academics section. If a student has difficulty in a class, or anticipates having difficulty, it is primarily their responsibility to seek extra help. The student should schedule a meeting with teachers at the earliest sign of difficulty.

Grades and Progress Reports

Pacific Ridge School uses a trimester system for grading. Trimester grades are combined with the end-of-year final exam score (if given) to create a single grade for the year, which is recorded on the student's transcript. Grades are posted on the parents' Veracross account at the end of each trimester.

Parent/Teacher/Student Conferences will take place at the midpoint of the first trimester. Interim grades and comments will be posted on the parents' Veracross account at the midpoint of the second trimester. Student-Led Conferences, which include the parents, the student, and the studen@t's advisor, take place at the midpoint of the third trimester. Families will receive an

email notification at the time of grade or interim comment postings. If parents do not receive the email notice or cannot access their Veracross account, they are encouraged to contact Jamie Serafini, the Director of Academic Operations.

Athletics

Athletic events are subject to schedule changes due to inclement weather and other complications. Please check Firebird Athletics Calendar of Events for updates on cancellations and schedule changes.

Permissions

Only a parent or legal guardian may give permission in situations where parental permission is required by the Student and Family Handbook, such as for students to miss school, be late, or go on field trips. Further, only a parent or legal guardian can enter into or alter legal or financial arrangements with Pacific Ridge School. This rule applies to all students while in attendance at Pacific Ridge School, including those who are 18 years of age or older. Students agree to this rule by signing the Student and Family Handbook Agreement.

Dress Code

The Pacific Ridge School Dress Code is detailed in the "On and Around Campus" section. Parents can help their children by observing daily how they dress and checking that it conforms to the School requirements.

Schoology Learning

All members of the school community (students, parents, faculty, and staff) have access to the Schoology Learning Management System. Schoology contains the events schedule, important downloads for parents and students, the school calendar, access to a Schoology page for each course a student is taking, and the homework calendar for each student. Students are expected to check their homework calendar each night in the event that something was added or changed. If you have trouble accessing your Schoology account, please contact the IT department at 760-579-4910.

Attendance

Our full attendance policy can be found in the On and Around Campus section. If your child misses school or is late, please call the Attendance Desk (760-579-4902) or send in a note as soon as possible. The student will not be excused until there is a call or note on file. If you know in advance that your child will miss school, please call or send a note to the Attendance Desk so that a Pre-Arranged Absence Form can be given to your child. Parents must call 24 hours in advance or personally sign their child out of school before the student will be allowed to leave campus. Notifying the teacher does not ensure that your child's attendance will be properly reported.

Vacations

It is essential that students attend school as much as possible. Please schedule your family vacations, appointments, and other obligations to coincide with our school breaks. Students with excessive absences could have their status in an academic course brought into question. Please see the "Excessive Absences" section of this handbook.

Parents Association

The Parents Association (PA) supports the school's mission by providing educational, social, and enrichment programs for parents; holding community-wide events; and supporting the faculty and staff. All parents and guardians of Pacific Ridge School students are automatically members of the PA and are welcome and encouraged to participate in its programs. The PA organizes several large annual events, including Fall Fest (for the entire PRS community), Gingerbread Breakfast (for students, staff, and alumni), the Spring Parent Party, and a teacher appreciation luncheon. In addition, the PA hosts grade-level parent parties and clubs devoted to hiking, books, and making friends. If you are interested in volunteering or joining the PA for any of its many activities or clubs, you can visit the Parents Association page on Veracross or email parentsassociation@pacificridge.org.

Party Guidelines

The following guidelines are recommended by the Pacific Ridge School Administration and the Parents' Association in the interest of creating the safest environment possible for our students.

Guidelines:

1. Parents who go out of town for a weekend or vacation should arrange for their children to be cared for by a relative or responsible adult. The most dangerous parties are unplanned, frequently spontaneous, and occur in homes where the adults are not at home.
2. Party invitations should make it clear that the party has stated time limits. Parents are encouraged to contact the host to learn the details of the party.
3. No uninvited guests should be allowed to enter the party.
4. Any guest that comes to the party with any evidence of having consumed alcohol or drugs should be asked to call their parents to obtain transportation home.
5. All parties should be chaperoned by an adult, who will frequently check the rooms where the guests are located.

California Law [CA Section 25658(a)] states: Every person who sells, furnishes, gives, or causes to be sold, furnished or given away any alcoholic beverage to any person under 21, is guilty of a misdemeanor.

We regard it as our ethical responsibility to inform parents when we hear about off-campus parties. When we learn of incidents where students participate in potentially dangerous activities, the Division Head and/or Assistant Head will call the parents of the students involved so that we can all work together to keep them safe.

CO-CURRICULAR ACTIVITIES

Service Learning

Service Learning is one of the unique cornerstones of the Pacific Ridge experience. Through outreach, investigation, and reflection, students address issues of local and global concern. The Service Learning program accelerates students' academic, civic, and personal growth while effecting positive change in communities outside of the school.

Our Service Learning program at Pacific Ridge School is a year-long curriculum grounded in ethical principles and societal issues to help our students to understand how they impact their communities and the world. Combined with relevant service projects in communities near and far, we instill in our students a responsibility to act, a desire to do good, and the belief they can make a difference. Our Upper School Service Learning experience is defined by student-directed action. Students meet weekly to gain academic, teamwork, leadership, and problem-solving skills that will assist them in their projects, which vary by grade. Service Learning projects require students to collaborate with both local and global communities in order to reach concrete goals.

All of our Service Learning groups are organized into thematic "umbrellas" or areas of focus: Education, Social Justice, Peace and Justice, Gender Equality, Environment/Climate, Health and Medical, and Science and Innovation.

Ninth graders begin their year learning about our Service Learning program and gaining skills, practicing how to serve others effectively, and building their personal strengths and interests before joining Upper School groups. The first trimester for ninth graders will be spent learning about the sustainable development goals and building their communication and service skills. Before the end of the first trimester, ninth graders will select an umbrella group. They will remain in this group for the remainder of the year.

Service Learning is required for grades 6-10 and optional for grades 11-12.

Service Learning is part of the weekly schedule for Upper School. Students are expected to be actively engaged in meaningful service work during their SL block. Service projects are student-led, guided by an adult advisor. All service groups are expected to investigate a community need, identify action items, establish partnerships with local community organizations and create a service project. Service groups have ongoing opportunities to share their service updates with the PRS community through school wide emails, presentations and advisory activities. Attendance is required and a grade is given at the end of each grading period. Some service groups complete work off campus. Liability/consent forms should be signed in August Schools. Updated vaccinations (TB test, Covid vaccinations) may be required to work at specific sites. The service groups that require updated vaccinations are on the (Over the Counter Medicine) Permissions Form in August Schools

Student Council

There is a separate Student Council for both the Upper School and the Middle School. In both the Upper School and Middle School, there are elected positions for which students can apply. The Student Council works with the Flock and other groups on campus to lead social

events, encourage school spirit, discuss important topics with school leadership, and represent the Pacific Ridge School community. Elections are held each spring to select the officers for the following year and in the fall for ninth-grade students. The election process and office descriptions will be outlined at the appropriate times.

Student Clubs

Clubs will meet at different times during the day and are built into the weekly school schedule. Specific school-led clubs will meet during this time.

Affinity and Alliance Spaces

As part of our commitment to equity, inclusion, and belonging, PRS supports student-led affinity and alliance groups that foster identity exploration, cultural connection, and cross-group understanding. These groups provide safe, supportive spaces for students to share experiences, build community, and develop leadership skills.

Affinity groups are spaces for students who share a common identity—such as race, ethnicity, gender identity, sexual orientation, religion, or background—to connect around their shared experiences. Alliance groups are inclusive spaces open to all students, focused on advocacy, solidarity, and learning across differences.

In the Upper School, Affinity and Alliance groups are offered during designated co-curricular 5th period blocks. These groups play a vital role in affirming individual identities, nurturing student voices, and cultivating an inclusive environment where all students feel seen, heard, and valued.

STUDENT SUPPORT SERVICES

Student Support Center

Pacific Ridge School's Student Support Center, located on the second floor of the Innovation Center, is home to our School Counselors and Learning Specialist. These professionals are committed to supporting students with academic and/or emotional/social support needs. Our School Counselors and Learning Specialist primarily work with students who require accommodations due to learning differences or other areas of specific need in collaboration with the student's existing external providers.

While the Student Support Center offers short-term support services, these are provided based on the level of student need and counselor availability. Students requiring more intensive or long-term support will be referred to outside providers specializing in their specific areas of need. The student's external provider must substantiate the need for accommodations.

Parents of students with prior IEPs or other academic accommodation plans should inform the Student Support team upon entry to Pacific Ridge.

A link to additional resources and the virtual Student Support Center can be found on Veracross.

Student Health Center

The Student Health Center and Nurse's office is located at the north end of the Arts & Technology Center, adjacent to the Café. These RN professionals are committed to supporting students with first aid, medication administration, medical accommodations, health and/or emotional support needs.

Nurse's Office

Students who are ill or need medical attention should request a pass to go to the Student Health Center. Ill students wishing to go home must receive permission to leave before going home and must visit the nurse before leaving. Parents will be contacted before students are allowed to leave campus. All school accidents and injuries must be reported to the Student Health Center. Students cannot excuse themselves from class or school even if they are ill. The school nurses and athletic trainer are the only members of the Pacific Ridge community who are allowed to dispense any form of medication, including over-the-counter pain relievers or cold medicine. All state-mandated health forms must be completed through the August Schools document system before a student arrives on campus for pre-season practice or orientation.

August Schools Health Forms

It is necessary that a parent or guardian complete all the August Schools information for your child each year. This includes Vital Health Information (VHR), Annual Physicals, Over the Counter medication authorization, Prescription medication, and any other applicable health information. Many of these forms need to be completed and signed by a medical professional therefore, please bring them to your child's annual physical appointment.

Medication

Pacific Ridge recognizes that some children need to take medication at school. The school will assist by storing medicine at school for your child. For the safety of students and by law, **students are not permitted to carry medicine (including over-the-counter medication) while at school**. However, students are able to self-carry emergency medications such as inhalers and epi-pens. We require that the following precautions be observed for the safety of your child and others.

- Prescription Medication forms are located on August Schools, and need to be completed, signed and dated by your child's doctor, stating the name of the medicine, dosage, time to be given, and other pertinent information.
- Over-the-Counter medication authorization is found on the Annual Physical and Over-the-Counter form and needs to be completed, signed and dated by you **and** your doctor,
- Please have a responsible adult bring the medicine in the prescription bottle to the health office for your child. For the safety of students and by law, students are not permitted to carry nor self-administer medicine while at school.
- Medication will be kept in a safe place at school. While we will take every precaution possible, we cannot accept responsibility for loss or the administration of the medication.
- Please tell your child to report to the office to take the medicine at the appropriate time.

Global Travel Health Information

For the health and safety of your child, the health information, medication authorization (Prescription and OTC) and other health forms must be updated every year; both physician and parent must sign and date.

Please notify the Nursing dept (nursing@pacificridge.org) regarding any and all medications your child will be taking during travel. Upper School students may self-carry their prescriptions during global travel with prior notification to the Nursing dept and written MD or Primary Care Provider authorization.

For the Authorization Form for Global Programs to be valid, the date of physical examination must be no more than one year from the final day of travel.

HEALTH AND SAFETY

Communicable Illnesses

The School may exclude any student who (a) has a communicable illness, (b) has been exposed to an infected person, and/or (c) has traveled to an area impacted by a communicable illness, if the School determines, in its sole discretion, that such exclusion is appropriate for the welfare of the student or the School community. The School may also screen students or require students to be screened by appropriate medical professionals to determine whether they pose a risk to the community. The School's decisions shall be based on current and well-informed medical judgments concerning the illness, the risks of transmitting the illness to others, the symptoms and special circumstances of each individual who has a communicable illness, and

an analysis of the identified risks and available alternatives for responding to an individual with a communicable illness.

If and when appropriate, the School will disseminate information to students and families regarding campus health and safety issues through regular internal communication channels. For example, the School may provide families with information about the nature and spread of communicable illnesses, including symptoms and signs to watch for, as well as required steps to be taken in the event of an epidemic or outbreak. We encourage all parents and guardians to contact medical professionals with any questions or concerns about communicable illnesses or immunization issues.

You may also reference the Student Support Center link on Veracross for more information regarding the Health Office, including Covid protocols.

Immunizations

In accordance with California law, the School requires all students to provide proof of up-to-date immunizations or a certificate of exemption before attending school. Proof of immunization should be recorded on a Certificate of Immunization form or yellow card and signed by a medical professional. A student with a qualified medical exemption must provide the School with an Immunization Exemption Certification, pursuant to state law. A Medical Immunization Exemption Certification must be signed by a medical professional, attesting that the student is exempt from a specific vaccine(s) because of medical reasons. Students who do not provide proof of up-to-date immunizations or qualify for an exemption will not be permitted to attend the School or participate in any School activities.

If there is a risk of a vaccine-preventable disease impacting campus or the School community, the School may, in its sole discretion, exclude non-immunized students, including those with valid religious or medical exemptions, from school and all School activities. Excluded students will not be permitted to return until (1) the danger of the outbreak has passed; (2) the student becomes ill with the disease and completely recovers; or (3) the student is immunized. In determining whether there is a risk of a vaccine-preventable disease, the School may consult with appropriate medical professionals and/or experts, including, but not limited to, the California Department of Public Health.

Food-Based Allergies

According to FARE (Food Allergy Research & Education the Centers for Disease Control and Prevention), the prevalence of anaphylactic food reactions increased 377% between 2007 and 2016. As of 2021, approximately 5.8% of U.S. children aged 0–17 years had a diagnosed food allergy, according to the National Health Interview Survey conducted by the CDC. Allergic reactions to foods have become the most common cause of anaphylaxis in community health settings. Peanut/nut allergies are particularly severe; ingestion of even tiny amounts can cause a severe, life-threatening reaction. Avoiding the offending allergen is the only way to prevent a potentially lethal allergic reaction.

To ensure the safety of its community members on campus, Pacific Ridge School is a nut and sesame seed aware community. Being nut and sesame seed aware means that all community members are:

- ***Aware*** that nut and sesame allergies can cause serious complications and can kill
- ***Aware*** that some of our students have life-threatening food allergies

- ***Aware*** that it is everyone's right to be safe at school
- ***Aware*** of the signs of anaphylaxis, and what to do if they see it

Community members are strongly encouraged to bring nut and sesame seed alternatives for lunches and snacks out of consideration to our students and staff with severe, life-threatening allergies. Food brought to share or distribute cannot have any nut ingredients, including peanut/nut oils, peanut/nut flour, or any type of tree nuts such as almonds, coconut, cashews, macadamia nuts, pecans, pistachios, pine nuts, and walnuts. Food containing sesame seeds or sesame seed oil should not be distributed or shared at school. Common snacks that may contain nut products include cereals, granola/energy bars, trail mix, cookies, and candy/chocolate bars.

In addition to these suggested actions, Pacific Ridge School asks students, staff, and families not to eat food in classrooms, instead choosing to eat outdoors.

Pacific Ridge School has partnered with Ki's School Lunch Program to offer pre-packaged food that is nut and sesame seed free. Foods distributed at Ki's Cafe are made using shared equipment that may process products that contain eggs, dairy, wheat, soy, peanuts, tree nuts, and fish. If a student has an allergy to any of the above-mentioned items, please use caution when ordering lunches from Ki's School Lunch. Pacific Ridge School advises students with concerns about food allergies to read the ingredients of anything that is purchased or distributed on campus.

Concussion Protocol

If a student is diagnosed with a concussion, there will be a time limited set of accommodations put in place to allow the student to focus on their health and well-being while still being able to. Any concussion diagnosis must be documented by a practicing physician. The documentation must be given to an Upper School Administrator, School Nurse, or Athletic Trainer so that an Upper School Administrator can enact the protocol on behalf of the student.

1. From the time of diagnosis until a doctor has signed off saying that the recovery is complete, students are entirely excused from homework. They will not be required to make it up after recovery.
2. All major tests, papers, and projects are postponed until the recovery period is complete. Students may work with their Advisor, Dean or Administrator to plan a schedule that enables them to make up those assignments on a timely basis, without the pressure of completing everything all at once.
3. During the recovery period students may be excused for full or half days as needed without grade penalty.
4. During the recovery period, students can limit screen, reading, and writing time to 15 minutes or blocks that feel appropriate for the student.

TECHNOLOGY

DIGITAL CONDUCT, SAFETY, AND COMMUNITY STANDARDS

The use of technology at Pacific Ridge School is a privilege and requires responsible behavior that aligns with our community values. This policy extends to conduct that occurs on or off-campus and applies whenever such conduct impacts the school environment or community members. Use of technology on or off campus should be in line with this Handbook and our Acceptable Use of Technology Policy.

Responsible Use and Device Management

All rules that apply to Pacific Ridge School computers also apply to personal computers and other devices brought to school, including but not limited to cell phones, smartwatches, and programmable calculators. Students are held responsible for violations that occur on their personal devices

On-Campus Device Policy

- **Computers & iPads:** Access to the internet via personal laptop, iPad, or school computer is a privilege designed solely for educational purposes, such as research, school-related communication, projects, and coursework. Students may not access or participate in chat rooms or social networking sites (e.g., TikTok) unless directed to do so for a specific class project.
- **Cell Phones & Smartwatches:** The use of a cell phone is not permitted during the school day, from the moment students step onto campus until 3 p.m. Phones must be stored in backpacks and not carried on the person. Use in bathrooms or locker rooms is strictly prohibited and incurs stringent consequences such as confiscation of the device, lunch detentions or a parent meeting. Smartwatches are to be used for time-telling only. Teachers have the discretion to ask a student to remove a smartwatch at any time. Parents can help support this rule by not texting or calling their child on their cell phone during school hours, as it sends the wrong message about adherence to the school policy. Parents should contact the front office (760.448.9820) if they need to share a message with their student. If necessary for parental communication, with permission, a student may briefly use their cell phone in the Middle School lobby. Parents may be asked to come in to pick up the phone or may be asked to attend a meeting with the administration if cell phone use becomes recurrent.
- **Electronic Gaming:** Electronic game playing on any device is not permitted during the school day, unless explicitly under the supervision of a teacher as part of a school-sponsored activity or class.
- **Headphones/Music Players:** Headphones, earbuds, or personal music players are not to be used during the school day (including during lunch, study hall, or walking around campus) without specific teacher permission.
- **Programmable Calculators:** Students may not program information into a calculator for the purpose of cheating on an assessment, test, or quiz. Teachers may ask students to clear their calculators at any time.

DIGITAL HARASSMENT AND BULLYING

Students are expected to comply with anti-harassment policies regardless of whether they are using school-provided equipment or their own personal devices on or off campus.

Prohibited Conduct

When incidents occur on or off campus that cause harm, disruption, or an unsafe environment on campus, Pacific Ridge School may intervene, and disciplinary action may result. Prohibited uses include, but are not limited to:

- Using any form of electronic communication or images (digital or otherwise) to harass, bully, tease, spread gossip or rumors, or otherwise cause harm to community members.
- Using abusive, threatening, or suggestive language.
- Displaying or transferring inappropriate (sexual, racist, gender, etc) images, videos, text, or other material, whether consensual or not.
- Engaging in any conduct referencing or directed at an individual or group that demeans that person on the basis of their identity (e.g., race, gender, etc.).
- Creating a digital, online, or social media account intended to impersonate Pacific Ridge School and/or its community members for any purpose.

Privacy and Consent

- **Photos/Recordings:** Recording (audio, video, or photo) other students or teachers without express permission can result in significant disciplinary action. Any recording or photo is for the sole use of the student who obtained permission and may not be transferred, transmitted, or posted without the permission of all individuals involved.
- **Personal Information:** Students should not share their personally identifiable information, nor the personally identifiable information of others (phone number, address, birthdate).

Artificial Intelligence and Digital Content

Students may not create, share, distribute, or knowingly amplify manipulated, synthetic, or AI-generated content that:

- Uses another person's likeness without permission.
- Harasses, intimidates, or harms another individual.
- Creates confusion regarding School communications, programs, activities, or positions.

GENERATIVE ARTIFICIAL INTELLIGENCE (AI) POLICY

Philosophy and Purpose

Pacific Ridge School recognizes that Generative AI is a powerful tool that can enhance learning and productivity. However, the core of a Pacific Ridge education is the development of a student's own voice, critical thinking, and original insight. While AI can assist in the learning process, it cannot replace the essential human work of inquiry and understanding. Pacific Ridge School believes it is crucial to make sensible use of such tools and, where possible, to limit or prevent potential abuse.

Transparency and Academic Integrity

Academic integrity at Pacific Ridge is built on transparency. Students are expected to be the primary authors of their work.

- **Authorship:** Submitting AI-generated content as one's own work—without explicit permission and proper disclosure—is considered a form of plagiarism and authorship fraud.
- **Disclosure:** If an instructor permits the use of AI, students must clearly cite its use in accordance with the specific guidelines provided by that instructor. This includes identifying prompts used or sections influenced by AI, ensuring the process is reproducible and transparent. Note that in all cases of using AI for presentations, source material and prompts should be clearly identified such that similar output could be replicated. Such details may be placed in notes, footnotes, a works cited page, a bibliography, citations, or supplements as directed by the teacher.
- **Response to Misuse:** Submitting AI-generated content as original work or failing to disclose its use directly violates the school's academic integrity policies. Cases will be examined by the involved teacher, Division Head, and/or the Assistant Division Head, and may face disciplinary action, including, but not limited to, redoing the work, retaking an assessment, or receiving a failing grade on the assignment. In the case of a second offense or a significant first offense, the student will be referred to the Head of Upper School and/or Assistant Head and will face further disciplinary consequences.

Critical Thinking and Responsibility

Students are the ultimate "editors-in-chief" of their submissions.

- **Fact-Checking:** AI tools are known to produce "hallucinations" or factual errors. Students are solely responsible for the accuracy of all information in their assignments. Incorrect data sourced from AI will be graded as a student error.
- **Privacy:** Students must protect their digital footprint and the privacy of others. Personally Identifiable Information (PII) should never be entered into AI tools, as these inputs are often not confidential and may be stored or used by third parties.

Instructor Authority

Because learning objectives vary by subject, authority over AI use rests with the individual instructor.

- **Course-Specific Rules:** Instructors have the discretion to encourage, limit, or entirely prohibit AI use to ensure students master foundational skills.
- **Guidance:** Instructors will communicate their specific AI expectations in class and via the Learning Management System (LMS). It is the student's responsibility to check these guidelines for every assignment.

TECHNOLOGY INFRASTRUCTURE & DIGITAL ACCESS

Philosophy and Personal Responsibility

Pacific Ridge School provides a robust digital infrastructure to support academic inquiry, collaboration, and productivity. Access to the school network, hardware, and software is an educational tool. With this access comes the expectation of personal accountability; students are solely responsible for their conduct, their devices, and the security of their school-issued accounts.

1-to-1 Laptop Program & Network Access

- **Daily Readiness:** Students are required to bring a fully charged personal laptop and charger to school every day.
- **Loaner Laptops:** If a student forgets their device or experiences technical issues, temporary loaner laptops may be available in the library.
- **Device Limits:** Each student may connect a maximum of **one laptop and one other device** to the campus network. For connection assistance, students should use their provided IT credentials or visit the IT office in Mullady Hall (H105).
- **Classroom Use:** Individual instructors establish the technology policies for their classrooms. Personal devices may be confiscated during the school day if used inappropriately or outside of a teacher's explicit instructions.

Account Security & Authentication

- **Credential Protection:** Every student is provided with a personal network login. Students must protect their passwords and never share them. Any policy violation occurring under a student's login name remains that student's responsibility. Unauthorized use of another person's account is strictly prohibited.
- **Multi-Factor Authentication (MFA):** To safeguard data privacy and align with global security standards, MFA is required for all student Google and Microsoft accounts. It is highly recommended that students complete their initial MFA setup on their home network. If prompted for verification during the school day, students must ask their teacher for permission before accessing their phone for authentication.

Core Academic Platforms

Students are assigned a suite of digital accounts managed under a single sign-on (SSO) system using their school Google credentials. Daily management of these platforms is essential to academic success:

- **Pacific Ridge Email** (@pacificridge.org): This is the primary and official channel for school communication. Faculty, staff, and administrators use this to send vital announcements and course updates. Students are expected to check their school email at least twice daily: once during the school day and once in the evening.
- **Google Workspace:** Used for secure file storage, collaboration, and single sign-on access to connected school applications.
- **Schoology (Learning Management System):** The central hub for coursework, schedules, school calendars, and assignments. Students must check their Schoology homework calendar every evening for updates or changes.
- **Adobe Creative Cloud:** Provided to students to access creative applications as required by their specific courses.

DIGITAL COMMUNICATIONS AND SOCIAL MEDIA

Pacific Ridge School believes that PRS-related digital spaces should reflect the same values that guide our community on and off campus. Whether participating on social media, messaging platforms, or other online school-related spaces, students are expected to engage with respect, integrity, responsibility, and care for others.

The School's full **Digital Communications and Social Media Policy** is linked here and applies to all members of the Pacific Ridge community.

Community Expectations

Members of the Pacific Ridge community are expected to:

- Communicate respectfully and constructively.
- Respect the dignity, privacy, and perspectives of others.
- Consider the impact of content before posting, sharing, or commenting.
- Verify information before sharing it.
- Contribute positively to online communities.

The following behaviors are inconsistent with School expectations:

- Harassment, discrimination, or hate speech
- Intimidation or threatening behavior
- Cyberbullying
- Sharing private or identifying information without permission
- Impersonation or misrepresentation of another person or organization
- Knowingly sharing false or misleading information that may cause harm to individuals or the community

Privacy and Student Media

Pacific Ridge School celebrates student learning, achievement, and community life through photography, video, student work, and other forms of storytelling.

Families are asked annually to indicate their preferences regarding the use of student media through the School's media release process. The School makes every reasonable effort to honor those preferences and manage student information responsibly.

Students and families are expected to respect the privacy of others when creating or sharing content online.

Student Responsibilities

The Acceptable Use of Technology Agreement applies to all social media use, whether on school-provided or personal devices.

Students may not:

- Create accounts that falsely represent Pacific Ridge School or School programs.
- Create accounts that represent Pacific Ridge School or School programs, clubs, groups, or entities without approval from the Pacific Ridge School Marketing and Communications Office.
- Create anonymous, parody, impersonation, or other accounts that target or misrepresent members of the School community.
- Use School names, logos, trademarks, or branding without authorization.

- Engage in online conduct that substantially disrupts the School environment or interferes with the safety or well-being of community members.

Pacific Ridge School may respond to off-campus online conduct when that conduct has a substantial impact on the School community, student safety, or the educational environment.

Questions regarding digital communications, social media, student media, or School-managed accounts should be directed to the Head of Middle School, Head of Upper School, or the Marketing and Communications Office, as appropriate.