

# Stoneybrooke Christian Schools Student/Parent Handbook



Partnering ● Preparing ● Inspiring

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## Mission Statement

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In partnership with parents, Stoneybrooke Christian Schools exists to provide a distinctive, biblically-based education in a nurturing environment through which students are instilled with godly character, inspired to excel, and prepared for a life of enduring commitment to Christ.

## Vision Statement

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It is our vision that graduates of Stoneybrooke Christian Schools have a vibrant relationship with Jesus Christ, are intellectually prepared for higher learning and demonstrate godly character and thinking in their daily lives.

## Expected School Wide Learning Results

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Stoneybrooke Christian Schools has set a high goal for our Expected School Wide Learning Results. Stoneybrooke will prepare its students to:

1. Become committed Christians who:

-  Develop and maintain a personal relationship with Jesus Christ
-  Increase their knowledge of God's Word
-  Seek to spread the gospel to others
-  Are actively involved in a local church
-  Love others and seek to meet their needs




John 8:32; John 13:34-35

2. Become lifelong learners who:

-  Are inspired to excel
-  Grow in wisdom
-  Acquire knowledge
-  Pursue truth

Proverbs 9:9; Proverbs 16:21

3. Become devoted to a healthy lifestyle:

-  Nurture and protect the temple of God
-  Pursue physical fitness
-  Develop an appreciation for God's human creation

1 Corinthians 6:19-20; Romans 12:1; Matthew 6:22

## Core Values

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We believe and are committed to:

1. A Biblical Worldview: That sees all of life through the context of scriptural truth. (Matthew 4:4, 2 Timothy 3:16)
2. A Biblical Philosophy of Education: That is biblically-based and Christ-centered.

3. A Partnership with Parents: That places the school alongside parents and assists in the training of their children. (Ephesians 6:4)
4. Academic Excellence in Balance with Spiritual Growth: That places quality education in the wider context of spiritual maturity. (1 Corinthians 1:20, Romans 12:2)
5. The Evangelism and Discipleship: That ministers to our students and the families they represent so that the Gospel is not just a message received, but a way of life embraced and a belief that can be defended. (1 Corinthians 1:21, 1 John 5:13)
6. Worldwide Missions: That gives our student body an opportunity to participate with the spirit of God as He moves among the people of the world. (Romans 10:14-17, Matthew 28:18-20)
7. A Tangible Sense of Community: That connects our Stoneybrooke families in meaningful relationships furthering the spiritual growth of the entire family. (1 Timothy 3:15, Ephesians 6:7-8)
8. The Development of the Whole Child: That encourages each student to be and do his/her very best, spiritually, physically, mentally and socially (1 Timothy 4:7)
9. The Physical Safety and Well-Being of Each Student: That ensures a safe environment with careful attention given to the facilities, transportation vehicles, student rapport and campus safety. (Psalm 4:8)
10. The Professional Growth of our Staff: That provides plentiful resources and opportunities that encourage the entire staff to grow and develop as professionals. (1 Corinthians 10:31)

## **Doctrinal Statement**

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1. We believe the Bible to be the inspired, the only infallible, authoritative Word of God. (2 Timothy 3:16-17, 2 Peter 1:20-21, John 20:31, Matthew 25:35)
2. We believe that there is one God, eternally existent in three Persons: Father, Son and Holy Spirit. (Deuteronomy 6:4, Mark 12:29, Matthew 28:19, 2 Corinthians 13:14)
3. We believe in the Deity of our Lord Jesus Christ, in His virgin birth, in His sinless life, in His miracles, in His vicarious and atoning death through His shed blood, in His bodily resurrection, in His ascension to the right hand of the Father and in His personal return in power and glory. (Matthew 1:20-21, John 10:30-38, Matthew 26:28, Hebrews 9:14, 1 Peter 3:22, Philippians 2:9, Revelation 19:11-12)
4. We believe that for salvation of the lost and sinful man, regeneration by the Holy Spirit is absolutely necessary. (Romans 8:11, 1 Peter 3:18, Romans 10:9-13, 1 John 1:9)
5. We believe the Lord Jesus Christ died for men's sins according to the Scripture, and all who believe in Him have the forgiveness of sins through His blood. 1 Cor. 15:3, Eph. 1:7. We believe an individual becomes a child of God by being born of the Holy Spirit by the word of God through a personal faith in Jesus Christ. John 1:12-13, 1 Cor. 3:16.
6. We believe in the present ministry of the Holy Spirit by whose indwelling the Christian is enabled to live a godly life. (Romans 8:16, Galatians 4:6, 1 John 3:24, 1 Corinthians 3:16)
7. We believe in the resurrection of both the saved and the lost; they that are saved unto the resurrection of life and they that are lost unto the resurrection of damnation. (Hebrews 9:27, 2 Peter 2:9, Revelation 20:12, Psalm 96:13)
8. We believe that heaven and hell are definite places. (Luke 11:12, Acts 7:49, John 14:2-4, Hebrews 11:10)

9. We believe in the spiritual unity of believers in our Lord Jesus Christ. (John 14:23, Ephesians 5:30, 2 Corinthians 11:2, Deuteronomy 14:2)

## **Admission**

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The school has a racially nondiscriminatory policy and shall make no distinction in its admission policy or education services on the grounds of race, color, national or ethnic origin. Admission to Stoneybrooke Christian Schools is obtained by written application and personal interview. After reviewing the information, the administrator will decide if admission is appropriate. Enrollment of children in Stoneybrooke Christian Schools is a privilege, not a right. Parents must understand that continued enrollment and re-enrollment of their children is dependent on their support of the school, its staff, and its policies.

Although California Education Codes allow that a child must be five years old by December 2 to be eligible for Kindergarten in the preceding September, Stoneybrooke's policy is that they should be five years old by September 1. Exceptions may be possible at the discretion of the Administration. However, these exceptions are rarely granted.

All Junior Kindergarten students must be 5 years old between the dates of June 1 and December 2. Students may not be enrolled in Junior Kindergarten if they have turned 5 years old before June 1 or after December 2.

Birth certificates and physician's reports are included in the application process for Kindergarten children. Pupils who have behavioral problems or who are significantly limited in academic ability will not be accepted.

## **Birth Certificates**

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All Stoneybrooke students are required to have a certified copy, not a hospital copy, of their birth certificate on file in the school office before the first day of class.

## **Elementary Immunizations**

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As of September 2006, Stoneybrooke has amended its Immunization Policy. We will now allow parents to exempt their child(ren) from the required childhood immunizations. In accordance with C.C.R. Title 17, Sec. 6051 exemptions may be sought for one of the two following reasons:

1. The submission of a medical exemption. It shall be granted upon the filing of a written statement from a licensed physician (Health and Safety Code 120370).
2. The parents may submit an affidavit that such immunizations are contrary to their beliefs (Health and Safety Code 120365).

However, whenever there is a good cause to believe that such an exempted person has been exposed to one of the communicable diseases (listed in Health Safety Code 120335),

that person may be temporarily excluded from the school until the local health officer is satisfied that the person is no longer at risk of developing the disease.

Parents and staff of Stoneybrooke should be aware that there may be students in our schools who have exercised their right to these exemptions and have not had the prescribed immunizations. Should there be any outbreak of any disease covered by the state prescribed immunization program, the school will promptly notify parents and staff.

## **Financial Obligation**

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A non-refundable application fee is payable with the student's application. Tuition is due on the first of each month and a late charge will be assessed in accordance with our tuition and fee schedule on all accounts not paid by 4:00 pm on the 10<sup>th</sup>. Tuition payments begin in August and conclude in May of each school year. A \$25.00 charge will be made for all returned checks. Actions will be taken to dismiss from school any student(s) with accounts that are more than one month delinquent.

In the event of an early withdrawal, there is no refund available for any portion of the tuition or fees paid. This includes the first tuition payment in August which is not to be considered as pre-payment, but instead, the first installment towards our annual tuition amount and is not refundable.

All text books are the property of Stoneybrooke Christian Schools and must be returned at the conclusion of the school year or upon leaving the school. Should text books not be returned, parents will be responsible for the cost of replacing the books.

Students are responsible for payment of textbooks or library books that are damaged or lost within the course of the school year. Students' tuition accounts will be billed the cost of replacing the book(s).

A non-refundable re-enrollment fee is due in February. As a convenience for parents, this fee is payable in two installments.

Although the expense for regular field trips is included in your tuition, the cost of retreats and spring trips are not and are the separate responsibility of parents. The entire cost of spring trips will be billed in equal installments prior to the departure of the trip and will appear on your tuition bill. Due to the various trip dates, some trips will be payable in 5 to 9 monthly payments.

If a student is unable to attend a spring trip, the parent is responsible for the school's out-of-pocket expenses related to the trip.

In cases of separation or divorce, each parent is solely responsible for any and all charges incurred for the benefit of his or her child(ren.) Should the parents desire to split payments of that account, they may do so between themselves and then remit payment in full to Stoneybrooke. Only one account will be opened for each family.

## **Guidelines for Relating to Divorced or Separated Parents**

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Under normal circumstances, Stoneybrooke communicates with one set of parents. If, however, because of divorce or separation, the school needs to extend its communication to more interested parties the following guidelines should be helpful.

1. Whenever possible the school encourages all interested parties to attend the same Parent/Teacher Conferences in the fall and spring.
2. In cases of separation or divorce, each parent is sole responsible for any and all charges incurred for the benefit of his or her child(ren). Should the parents desire to split payments to that account, they may do so between themselves, and then remit payment in full to Stoneybrooke. One account will be opened for each family.
3. The school will send only one bill to the 'enrolling parent' who is fiscally responsible for the student's tuition and fees. (The 'enrolling parent' is defined to be the person who enrolled the student and is responsible for all bills.)
4. Additional households may be listed in the school directory. Please contact the school office for sign up forms.
5. Additional copies of school-wide materials (Wednesday Admin Notes, newsletters, etc.) are always available in the school office.
6. Requests can be made to your child's teacher to be added to his/her electronic newsletter list.
7. In lieu of a specific court order, the 'enrolling parent' stipulates who may or may not pick up their child(ren) on all appropriate forms.
8. Assuming there are no legal restrictions, divorced and/or separated parents are welcome to attend field trips and spring trips provided their names are selected through the normal Stoneybrooke procedures.
9. In the event of a separation or divorce the 'enrolling parent' will need to provide the school with a copy of the latest court order to ensure that we do not inadvertently release the student to the other parent at the wrong time. Student 'Pick Up' cards and emergency cards will need to be filled out by the new enrolling parent and only those persons whose names appear on the cards will be allowed to take the child from the premises. Every effort will be made to abide by the court order.
10. Any points of contention between separated or divorced parents need to be worked out by the parents without involving the teachers or administration.

## **School Hours**

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School Offices are open from 8:00 am to 4:00 pm, during regular school days. The start and end times for each campus are:

San Juan Elementary Grades K – 6<sup>th</sup> – 8:30 am to 3:00 pm  
Ladera Ranch Elementary Grades K – 6<sup>th</sup> – 8:30 am to 3:00 pm  
Junior Kindergarten (Both Campuses) – 8:30 am to 12:30 pm

## Extended Day Care

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An extended Day Care program is available to our students in Grades K through 6th. The program is supervised by qualified personnel and provides an afternoon recreation time and a study hall for older children. Day care hours are:

Mornings – 7:30 am to 8:00 am

Afternoons – 3:30 pm to 5:00 pm

Day care charges will begin at 3:30 pm each day. Students must be signed in and signed out by a parent or guardian. Day Care Charges will be added to the next month's tuition bill. The Day Care clock will be considered the official time for check-in and check-out procedures. Day Care charges apply to morning and afternoon sessions. Day Care is billed at the rate of \$4.50 per hour or any portion of an hour.

Charges will be calculated and assessed according to our tuition and fee schedule.

- If your child is signed out of daycare any portion of time from 3:30 to 4:00 pm the total charge is \$2.25
- If your child is signed out of daycare any portion of time from 4:01 pm to 5:00 pm, the total daycare charge is \$6.75 (\$2.25 + \$4.50)

We must insist that children be picked up no later than 5:00 pm. **There is a penalty charge of \$1.00 per minute for pick-ups after 5:00 pm.**

**Important:** For the safety and security of all children, each child entered into daycare must be signed "out" on a daily basis by the parent or accompanying adult with a signature and time of departure. If a child in daycare is not signed in this manner, the charge for that afternoon will be for 1 ½ hours (3:30 pm – 5:00 pm).

### *Junior Kindergarten*

The normal school day for junior kindergartners is 8:30 am to 12:30 pm. All students should be picked up by 12:45 pm. **There is a penalty charge of \$1.00 per minute for pick ups after 12:45 pm.**

## Lunch and Snacks

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Generally, students may either bring their own lunch or purchase lunch provided through the hot lunch program sponsored by our parent organization. Order forms are available in the office and online at [www.tgalb.com](http://www.tgalb.com). Please pack a healthy lunch with a nutritious snack for morning break and/or afternoon Day Care. Avoid sweets and chips for snack times. On rainy days the children will eat in their classrooms and their lunch recess will be shortened so teacher assistants may cover all classes.

If a child forgets a lunch, the teacher will ask other students in the class to share with them that day. The office will not call home.

## Absenteeism and Tardiness

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### ***Illness***

When a child misses school due to illness, the school is happy to provide make-up work within the following guidelines:

1. **Please call the school before 11:00 am** in order for the staff to ensure that the assignments will be available in the office by 3:00 pm.
2. Parents or older siblings should arrange to pick up materials in the office. Check-out time is usually quite hectic and not a good time for the sibling teacher to guarantee a smooth transfer of the material to an older child.
3. Remember, assignments given are provided as a best “guesstimate” of what will be covered in the child’s absence. It is not meant to be a guarantee that the child will be exactly where the class is when they return.
4. Students are allowed the number of days they are absent, to turn in missing assignments or make up any tests or quizzes missed. However, the sooner the assignments and tests are completed, the better the student can focus on the current work in the classroom
5. Please bear in mind that more than 15 absences in a school year will be considered excessive (this includes family vacation times and all illnesses). Students who exceed the 15 absence limit will received “O’s” for all work, tests and quizzes missed for all unexcused days thereafter. Tests and quizzes cannot be made up or taken in advance. Beyond that point, a conference with the parents will be scheduled to discuss the need for home tutors and/or the need for a written doctor’s excuse for each absence thereafter. Students that exceed 20 absences (10% of the school year) may be asked to withdraw from the school.

### ***Doctor or dentist appointments***

Please make every effort to schedule all medical appointments for after school. Because classes for your child are at the same time each day, it can be a problem if your child has a number of appointments at the same time, i.e. orthodontist, speech therapy, etc. Please understand that an excessive number of absences from any class will affect academic performance.

### ***Late arrivals or early dismissals***

To avoid an absence, a student must be in school at least four (4) hours of the school day. When tardy, go directly to the office for a “late slip.”

### ***Picking up a child early***

In order to minimize disruptions to the classroom and ensure that students receive the full day’s worth of instruction and directions, the following policy will be enforced:

1. If a student is checked out of school early (before the official end of school) the office will note the early checkout.
2. Upon the third unexcused early check out the child will receive a 20 minute detention from an administrator to be served at the next regularly scheduled detention day and time. This policy will apply to the early checkouts accumulated each quarter, so that

each third early check out throughout the quarter will result in the same discipline measure being taken.

3. The parent or person picking up the child must first get a release form from the office to give to the teacher. The child will then be excused directly from the classroom. No one will be excused without a release form. \*Please do not pick up your child just before dismissal.
4. If you return your child to class before the end of the day, it is necessary to stop by the office and “check in” your child by crossing through his/her name on the sign-out list. Please provide us with a note from your doctor or dentist’s office as well. This note **is required to receive an excused early release.**

### ***Tardies***

In order to minimize disruptions to the classroom and ensure that students receive the full day’s worth of instruction and directions, the following policy will be enforced:

1. After three unexcused tardies, the student will receive a 20 minute detention from an administrator to be served at the next regularly scheduled detention day and time. Excessive tardies will be brought to the attention of the administration and could result in the student being suspended from school for a day.
2. This policy will apply to the tardies accumulated each quarter, so that each third tardy throughout the quarter will result in the same discipline measure being taken.
3. If you child is tardy to due a doctor or dentist appointment, a notice is required from the provider’s office **in order to receive an excused tardy.**

### ***Attendance Awards***

At the end of each school year, annual attendance awards are given to students.

“Perfect” Attendance certificates will be given to a student who never misses a day of school and has no more than one tardy or one early dismissal.

An “attendance award” certificate will be given to a student who has never missed a day of school and has had nor more than three tardies or three early dismissals.

### ***Family Vacations***

Regular attendance is absolutely essential for successful schoolwork. Parents should be advised that even when missed schoolwork is “made up,” all absences may negatively impact their child’s understanding of the material missed. Key concepts and other skills taught as well as discussions in the classroom may be difficult to acquire from parents in a vacation mode. It is often difficult for a teacher to provide a one-on-one tutorial setting to cover missed concepts.

With these difficulties in mind, please adhere to the following policy:

1. Parents must fill out a Planned Absence (Family Vacation) Request for Assignments form (a sample in included in this handbook) at least one (1) week prior to the expected absence. This will allow the teacher ample opportunity to discuss with the parent the

child's current academic progress and potential negative impact of a lengthy absence and provide the needed assignments. Please do not call the office and leave a message. The appropriate form must be submitted to the office. Copies of the form are available in the school office and also on our website at [www.stoneybrooke.com](http://www.stoneybrooke.com) in the Downloads section.

2. The assignments and worksheets provided are a best "guesstimate" of what will be covered in the student's absence. It is not meant to be a guarantee that the child will be exactly where the class is when they return. Such variances are still the responsibility of the parents to cover. The school is not responsible to provide extra "study halls" or tutorial sessions when the absence is caused by a family vacation.
3. All missing work must be completed and turned into the teacher on the first day the child returns to school.
4. Any missed tests or quizzes must be made up within the first week of returning to school.
5. More than 15 absences (including absences due to illness) in a school year will be considered excessive. Students who exceed the 15 absence limit will receive "O's" for all work, tests and quizzes missed for unexcused days thereafter. Tests and quizzes cannot be made up or taken in advance. Beyond that point, a conference with the parents will be scheduled to discuss: The need for home tutors and/or the need for a written doctor's excuse for each absence thereafter. Continued absences may result in the child being asked to withdraw from school. Students that exceed 20 absences (10% of the school year) may be asked to withdraw from the school.
6. Making up sections of the SAT tests when students are absent presents a difficult situation. If a student is not in school due to a planned absence during SAT Testing, the parents will be responsible to pay for the use of a proctor to administer parts of the test that were missed or the student will not receive a score in that particular section. Teacher's daily schedules do not allow them ample time to administer missed portions of the test.

# Planned Absence (Family Vacation) Request for Assignments

Elementary

Student's Name: \_\_\_\_\_ Class: \_\_\_\_\_ Today's Date: \_\_\_\_\_

Expected Dates of Absence: \_\_\_\_\_

Purpose/Reason for Absence: \_\_\_\_\_

- I realize that all absences may negatively impact my student's understanding of key concepts and skills.
- I take responsibility to cover all such missed school work.
- I understand 15 absences is the maximum allowed under school policy.
- If my student is absent during SAT testing, I will be responsible for the cost of proctor to administer the missed portions.

Parent's Signature: \_\_\_\_\_

★This form should be returned with the completed work to your student's teacher the day he/she returns to school.

Office Use Only:

Researched by: \_\_\_\_\_

Illness	Vacation	Total Absences to date:

Assignments: Remember this is a best "guesstimate" of what will be covered in class during the absence.

Reading: \_\_\_\_\_

Language/Writing: \_\_\_\_\_

Math: \_\_\_\_\_

Spelling: \_\_\_\_\_

History/Geography: \_\_\_\_\_

Science: \_\_\_\_\_

Bible: \_\_\_\_\_

Penmanship: \_\_\_\_\_

Other: \_\_\_\_\_

Teacher Comments: \_\_\_\_\_

## Visiting Privileges

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Parents may have access to their student at any time. We simply ask that, as a courtesy, you check in with the school office and pick up a visitor badge before entering a classroom. Visits should be limited to 30 minute or less so as not to disrupt the classroom environment and instructional time. This does not apply to those who are volunteering in the classroom.

## Sign Out Procedure

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Only the parents or legal guardian may pick up the student. Should you wish to have the student(s) picked up by anyone else, the school must have written authorization. You must send a special dated note or have that person's name previously noted on your authorization pick-up slip.

## Elementary Curriculum

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Our curriculum concerns itself with the development of the whole child. We are offering strong, basic education that includes a stimulating cultural program of fine arts.

We are also offering a completely graded computer science program giving each child individual instruction at this own perception level. Our fully equipped technology center will enlighten even the youngest child with an innovative approach.




Bible is taught as a separate subject, as well as integrated throughout the entire curriculum. While stressing the fundamentals of the Christian faith, we teach from a non-denominational viewpoint.

Homework Policy: 1<sup>st</sup> grade - 20 minutes; 2<sup>nd</sup>/3<sup>rd</sup> grades - 30 minutes; 4<sup>th</sup> grade - 40 minutes; 5<sup>th</sup> grade - 50 minutes; 6<sup>th</sup> grade - 60 minutes.

## Elementary Grading System

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We maintain a three fold-system of evaluation:

-  Achievement: the extent to which the pupil has mastered the subject
-  Effort: the relation between the pupil's achievement and his ability to achieve
-  Habits, attitudes and character development

Report cards are provided for each of the four quarters. Parent-teacher conferences are regularly scheduled for the first and third quarters. Additional conferences can be scheduled at the parent or teacher's request at any time throughout the year.

## Academic Probation and Retention / Failure Policy

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Students who are not meeting Stoneybrooke's minimum academic standards will be dealt with in the following manner:

## ***Academic Probation***

### **Standard**

Recognizing the need for one to do his/her very best work (I Cor. 10:31), Stoneybrooke requires that a student work to his/her potential and maintain at least a "C" (2.0) average in his/her academic classes.

Subjects **not** considered academic include: penmanship and enrichment classes. Bible **will be** considered an academic class.

Should a student **not** maintain a "C" average, he/she will be placed on Academic Probation the following quarter.

### **Procedure**

If a student is placed on Academic Probation, he/she must improve to a "C" average the following quarter. While on Academic Probation the student will be monitored closely and will lose student privileges such as participation on a sports team, student council, etc. for a minimum of two weeks. Once the student can demonstrate a sustained improvement in their grades (a "C" average for a minimum two week period) they may, with administrator/teacher approval, be able to resume prior activities, however, they will still be on Academic Probation status for the remainder of the quarter.

### **Exclusion**

A student who has an identifiable learning disability.

## ***Retention/Failure***

### **Standard**

Students must pass each subject (achieving at least 60%) for three quarters in an academic year or he/she will fail **that subject** for the year.

### **Procedure**

If a student fails (achieve below at 60% for any two quarters) in **two or more academic subjects** in a school year, he/she has not met the standards, will fail that grade and therefore will not be promoted.

Academic subjects include: reading, spelling, language, math, history, science and Bible.

### **Exclusion**

A student who has an identifiable learning disability.

The administration may make additional demands on students whose grades are below standard in one or more subjects in order for them to be promoted to the next grade.

## School Records

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As per the laws of the State of California, parents have the right to access their student's records. If you wish to view your child's records, please feel free to stop by the office and see the principal on-site.

If you wish to have documents copied from the student's file you must make a request in person at the school office. The office staff will make every effort to accommodate your request as soon as is possible. The California Educational Code allows for a 5 day period of time to fulfill the request.

## Discipline












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Our school teaches respect for authority, property and the rights and privileges of others. Discipline basically is the responsibility of the teacher in charge. Serious discipline problems are sent to the Principal or Assistant Principal who will administer necessary corrective measures. Disobedience and disrespect are dealt with promptly and firmly.

We want to promote and secure the development of a positive, healthy self-esteem. The teachers demonstrate kind and loving reinforcement techniques. Our desire is to correct attitudes and stimulate good behavior, not to punish the student. The discipline system, however, contains some negative consequences as well as positive: time outs, after school detentions, extra writing assignments, etc. are regularly utilized to assist with the desired change in behavior.

In some cases of serious behavior problems, the student may be suspended from school for one or more days. If suspended, the student will receive a "zero" on all homework due and quizzes on the day(s) he or she is absent. All homework must be made up and turned in within one day after the suspension so the teacher will be assured the student is continuing to keep up with the class assignments. If a test falls on the suspension day, a grade no higher than an "F" (50%) will be given when the student takes the test. All regular school days on suspension will count as absences.

Suspension MAY be given for the following reasons but are not limited to these offenses:

-  Repeated disrespect for authority (teacher, teacher's aide, etc.)
-  Repeated failure to turn in homework/assignments
-  Repeated failure to come prepared for class
-  Physical aggression, violence, or threat of violence
-  Gambling
-  Lying to a staff member
-  Cheating
-  Bringing any type of weapon or explosive to school
-  Sexual harassment
-  Inappropriate touching or signs of affection
-  Drug or alcohol use

Suspensions may be given in one of two ways: in-house or out of school. For an in-house suspension the student will be required to stay at school in a designated area (not in their own

classroom) and complete all assigned work. He/she will be given time for restroom breaks and lunch but they will not be allowed to join other students until after the regular school day is completed. For an out-of-school suspension, the parent will be called and will be expected to come and pick up the student from the office immediately. In-house and out-of-school suspensions are viewed as equal in regards to a decision to expel the student.

In some circumstances, where repeated discipline has been given and the behavior for which the student has been disciplined has not changed, an expulsion may be the last option. If expelled, the student will be dismissed from school immediately and all outstanding fees, tuition, etc. are to be paid in full. All textbooks and school materials shall be returned immediately or an invoice will be sent to the parent to cover the missing material.

Expulsion from school may occur for the following reasons:

- Upon the third suspension in a school year
- For any serious offense where the presence of the student presents a clear danger to others
- Bringing any type of weapon or explosive to school whether there was intention to use it or not
- Violence or excessive physical aggression upon another student or staff member
- Sexual harassment
- Intimidation/bullying other students
- Accumulated discipline issues over a period of time

If, in the opinion of the administration, a student's continued presence is undermining the mission, purpose or philosophy of the school, the parents may be asked to withdraw the student in lieu of expulsion.

## **Behavior**

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Stoneybrooke insists on an appropriate level of manners and etiquette. As part of the character building emphasis, the school attempts to teach children proper respect for authority and mutual respect for each other.

The school makes a concerted attempt to allow the students to grow and develop in a wholesome atmosphere. Accordingly, their language and behavior are monitored. Inappropriate language, hand-holding, pairing off and the like are not permitted on campus or at school activities.

## **Elementary Dress Standard**

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Stoneybrooke adopted a wardrobe-style uniform. Uniforms can be purchased through a local uniform outlet store, True Grits. They are located at 971 Calle Negocio in San Clemente at (949) 498-3516. They will carry in stock all items found in Stoneybrooke's wardrobe.

This wardrobe should allow children a wide variety of choices and will avoid the "cookie-cutter" look, while at the same time provide consistency in style.

There are several things that should be kept in mind when purchasing the uniform items for your child:

- For all students, regular school dress days are Monday, Tuesday, Wednesday and Friday.
- For all students, every Thursday is Chapel day.
- Not all items in the approved wardrobe must be purchased from True Grits. Polo, Oxford and turtleneck shirts/blouses that have no logo, writing or label showing on them can be purchased elsewhere. Please make sure and stay within the prescribed uniform colors.
- All students in grades 2-6 need to purchase a P.E. Uniform from True Grits. Students in Kindergarten and 1<sup>st</sup> do not change for P.E. but are required to wear tennis shoes and shorts or pants on their P.E. days.
- Outerwear (jackets and coats) does not have to be bought from True Grits. Sweaters and sweatshirts must be either plain white or plain navy blue. Sweatshirts with the Stoneybrooke logo are available for purchase on a pre-order basis at Forms Days.
- Any T-shirts worn under the uniform shirt must be white only with no logo/printing that can be viewed through the uniform polo or dress shirt.
- Modesty in dress is one of the reasons that the dress code came into existence. Students should adhere not only to the dress code but also to the spirit of the code. Pants (boys and girls) need to be worn at the hip level so as not to allow any under garments to be seen when sitting down or bending over. It is inappropriate for students to wear clothing to school (the uniform or casual clothing) which would allow other students to view these under garments or bare skin.

### ***For Elementary Boys (Grades K-6)***

1. There should be no extremes either in hair length, style or color (no ponytails, lines, designs, spikes or shaving of the hair). Coloring of the hair is not permitted (all or part of the hair). Any hair color applied during the summer must be completely gone by the first day of school or the student will not be allowed to attend class. The hair must be cut so that it is off the collar, out of the eyes, no longer than mid-ear and neatly styled.
2. Please no open-toed shoes or sandals, and the boys must wear socks. No boots (including Ugg Boots or similar style boots) are to be worn except on excessively rainy days or for special “dress-up” days such as Western Wear Day. A boot is defined as any footwear which covers the ankle other than athletic footwear such as high-top gym shoes.
3. Shirts must be tucked in at all times. Pants are to be worn at the waist (hip bone) level.
4. Boys must wear an appropriate tie on chapel days that coordinates with the required shirt and long pants. Boys without ties will be given a Dress Code Reminder slip, for the first infraction of the school year. For the second infraction they will be assessed a 20 minute time-out at lunch. Thereafter, each time a tie is not worn on a chapel day, the teacher will assign the student a 20 minute detention to be served after school on regularly scheduled detention days.
5. Immediately after chapel, all boys may remove their ties for the remainder of the school day.
6. Socks are to be worn at all times. They may be white or a solid color that matches the uniform. Socks should be no longer than the normal 6” length.

7. Sleeveless tops (those with higher necklines and straps that cover the entire shoulder) are allowed.
8. Jewelry: for safety and uniformity purposes, there should be no visible jewelry except for a watch and **up to three** colored rubber bracelets. Earrings are not allowed.
9. No tattoos or body piercing is allowed.
10. Students may not wear hats with their regular uniform or on non-uniform days unless it is part of a theme day outfit (Western Dress Up Day, Crazy Hat Day, etc.) or class presentation. Hats must be worn with the bill centered in front. Hats may not be worn inside the classroom at any time.
11. From time to time we will announce special **non-uniform school days** and everyone will be allowed to wear **non-uniform clothing** as follows:
  - ☐ Shorts (mid-thigh) or longer
  - ☐ Shirts must be appropriate size and length; do not need to be tucked in
  - ☐ Jeans (any color) are acceptable
  - ☐ T-shirts should have no inappropriate wording or inappropriate graphics

**The following non-uniform clothing is not allowed:**

- ☐ Baggy, extra large or skater-style clothing
- ☐ Fatigues
- ☐ Short shorts
- ☐ Tanks tops

### ***For Elementary Girls (Grades K-6)***

1. There should be no extremes in hairstyle. No coloring of the hair or shaving of the head is allowed.
2. No open-toed shoes, sandals or plastic shoes are allowed. Girls must wear shoes and socks at all times (the exception is 5<sup>th</sup> and 6<sup>th</sup> grade girls, who may choose to not wear socks). No boots (including UGG Boots or similar style boots) are to be worn except on excessively rainy days or for special “dress-up” days such as Western Wear Day. A boot is defined as any footwear which covers the ankle other than athletic footwear such as high-top gym shoes.
3. Shirts must be tucked in at all times.
4. Skirts, jumpers and skorts may be no shorter than 3” above the knee while kneeling (Parents, please monitor the length of your child’s clothing).
5. Socks, leggings and tights may be worn in the solid colors of white, yellow, navy or red. Nylons are not allowed.
6. Girls must wear play shorts underneath their skirts or jumpers while playing on any play equipment.
7. Sleeveless tops (those with a higher neckline and straps that cover the entire shoulder area) are allowed.
8. Make-up of any kind should not be worn to school. Only clear nail polish is allowed to be worn.
9. For safety and uniformity purposes, there should be no visible jewelry worn other than small “stud-type” earrings, a watch (only one earring per ear is permitted) and **up to three** colored rubber bracelets. No hoop earrings of any size may be worn and earrings must lay flat against the ear.
10. No body piercing (except for one ear piercing per earlobe) or tattoos.

11. Female students must wear undergarments which are appropriate for a Christian Elementary School. A high degree of modesty must be maintained when students are changing for P.E. classes (1 Peter 3:3-4).
12. Students may not wear hats with their regular uniform or on non-uniform days unless it is part of a theme day outfit (i.e. Western Dress Up Day, Crazy Hat Day, etc.) or class presentation. Hats must be worn with the bill centered in front. Hats may not be worn inside the classroom at any time. Bandanas for the girls are allowed.
13. From time to time we will announce special **non-uniform school days** and everyone will be allowed to wear **non-uniform clothing** as follows:
  - ☐ Shorts (mid-thigh) or longer
  - ☐ Shirts must be appropriate size and length; they do not need to be tucked in but must cover the stomach at all times
  - ☐ Jeans (any color) are acceptable (low-rise jeans are not to be worn)
  - ☐ T-shirts should have no inappropriate wording or inappropriate graphics











**The following non-uniform clothing is not allowed:**


- ☐ Baggy, extra large or skater-style clothing
- ☐ Fatigues
- ☐ Short shorts
- ☐ Tank tops or spaghetti strap tops





The following pages show the elementary boys and girls' wardrobes.

# Stoneybrooke Christian Schools Elementary Girls Wardrobe

Effective Fall 2007

<p><b>Regular School Days</b> Monday, Tuesday, Wednesday and Friday</p>	<p><i>The following items may be worn (select one from each column):</i></p>	
	<ul style="list-style-type: none"> <li> Jumper (4 pleat or button bib) in navy pin feather or Stoneybrooke plaid</li> <li> Skirt (multi-pleat style) in navy pinfeather or Stoneybrooke plaid</li> <li> Skort in navy or Stoneybrooke plaid</li> <li> Bermuda shorts (twill or cotton) in navy or Stoneybrooke plaid</li> <li> Long pants (twill or cotton) in navy</li> </ul>	<ul style="list-style-type: none"> <li> Blouse (white peter pan blouse) with short sleeves</li> <li> Oxford shirt, short or long sleeves in white, yellow or light blue color ★</li> <li> Polo shirt (cotton blend), short or long sleeves in white, yellow, red or navy ★</li> <li> Turtleneck in white, yellow, red or navy ★</li> </ul>
	<ul style="list-style-type: none"> <li> Socks, leggings or tights must be solid white, yellow, red or navy ★</li> </ul>	

<p><b>Chapel Day</b> Every Thursday</p>	<ul style="list-style-type: none"> <li> Jumper or skirt with appropriate uniform shirt. No long pants, shorts or skorts</li> </ul>
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<p><b>Outerwear</b></p>	<ul style="list-style-type: none"> <li> Sweatshirts or sweaters must be solid in color and be plain navy or plain white, no graphics or additional wording ★</li> <li> Sweatshirts with the Stoneybrooke Christian Schools logo (these are available for purchase on a pre-order basis during Forms Days)</li> <li> Spring trip sweatshirts are not acceptable</li> <li> A baseball style jacket is available from True Grits</li> </ul>
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★ Only these items may be purchased elsewhere. Make sure there is no logo, writing or label showing.

Note: Navy blue is the only acceptable blue for polo shirts and turtlenecks.

# Stoneybrooke Christian Schools Elementary Boys Wardrobe

Effective Fall 2007

<p><b>Regular School Days</b> Monday, Tuesday, Wednesday and Friday</p>	<p><i>The following items may be worn (select one from each column):</i></p>	
	<ul style="list-style-type: none"> <li>■ Long pants (twill or cotton) in navy or khaki</li> <li>■ Shorts (twill or cotton) in navy or khaki</li> </ul>	<ul style="list-style-type: none"> <li>■ Oxford shirt, short or long sleeve in white, yellow or light blue color ★</li> <li>■ Polo shirt (cotton blend), short or long sleeve in white, yellow, red or navy, ★</li> <li>■ Turtleneck in white, yellow, red or navy ★</li> </ul>
<p><b>Chapel Day</b> Every Thursday</p>	<ul style="list-style-type: none"> <li>■ Long pants and oxford shirt (short or long sleeve in white, yellow or light blue) with a tie</li> </ul>	
<p><b>Outerwear</b></p>	<ul style="list-style-type: none"> <li>■ Sweatshirts or sweaters must be solid in color and be plain navy or plain white, no graphics or additional wording ★</li> <li>■ Sweatshirts with the Stoneybrooke Christian Schools logo (these are available for purchase on a pre-order basis during Forms Days)</li> <li>■ Spring trip sweatshirts are not acceptable</li> <li>■ A baseball style jacket is available from True Grits</li> </ul>	

★ Only these items may be purchased elsewhere. Make sure there is no logo, writing or label showing.

Note: Navy blue is the only acceptable blue for polo shirts and turtlenecks.


## Internet Use

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### *Internet User Agreement*

Since Stoneybrooke is expanding its use of the technology, an outline of students' expected behavior is appropriate. Although Stoneybrooke will make use of appropriate firewall systems, it is the student's responsibility to abide by the policies and procedures of our program. A student should strive to be a testimony for Jesus Christ both in person and on the Internet. As such, the following conditions apply for use of the Stoneybrooke Christian Schools' computing facilities and access to the Internet:

Students are expected to:




-  Respect the privacy of yourself and others

In light of personal safety:

-  A student will not post personal contact information about themselves or other people.
-  A student will not agree to meet with someone they have met online without their parent/guardian's approval.
-  Students will immediately notify the teacher, the network administrator or other school employee about any message received that is inappropriate or makes one feel uncomfortable.
-  Respect the integrity of Stoneybrooke Christian Schools' computing systems. Students shall not intentionally use programs that damage or alter software on Stoneybrooke Christian Schools' network. If you are responsible for a computer becoming infected with viruses or worms, you will be held liable. In addition, hacking, piracy, compromising network security, tampering with hardware or software or vandalism of computer equipment are serious offenses which will result in a minimum of immediate suspension of all network privileges. Students will not download or install any software to any computer without the express permission and under the direction of the System Administrator. This includes software brought from home or other outside resources.
-  Respect the legal protection provided by copyrights and licenses.
-  Respect the procedures established to manage the use of the system.

All students should be aware that the inappropriate use of electronic information resources could be a violation of local, state and federal laws. Violations can and will lead to prosecution at the discretion of Stoneybrooke Christian Schools, or community, state or federal authorities.

Users may not:

-  Install software onto the Stoneybrooke Christian Schools computer network.
-  Send or receive messages that indicate or suggest pornography, unethical or illegal solicitation, racism, sexism or inappropriate language, or intentionally visit websites that promote any of this material.
-  Use the network or its computers for commercial or for-profit purposes.

### *Moral and Ethical Issues*

#### **Inappropriate Material**

While acknowledging that inappropriate materials exist, Stoneybrooke will do everything we can to actively avoid them. Unfortunately, we cannot weed out all of the materials that are unacceptable for

students, so it should be clearly understood by all students that access to such material in any form is strictly forbidden. The network is designed to achieve and support instructional goals, and any information that does not support classroom learning is to be avoided.

### **Plagiarism and the Internet**

The dictionary defines plagiarism as “taking ideas or writings from another person and offering the as your own.” Any student, who leads readers to believe that what they are reading is the student’s original work when it is not, is guilty of plagiarism and will receive the appropriate discipline for dishonest work.





## Consent Form and Waiver for Students in 4<sup>th</sup>-6<sup>th</sup> Grades

In order to utilize Stoneybrooke's access to the Internet, an agreement form must be read and signed by the student and parent/guardian. A sample of such agreement is outlined below:

By signing the Consent and Waiver form, I \_\_\_\_\_ (print name here) and my parent(s) or guardian(s) agree to abide by the following restrictions. I have discussed these rights and responsibilities with my parent(s) or guardian(s).







Further, my parent(s) or guardian(s) and I have been advised that Stoneybrooke Christian Schools does not have control of the information on the Internet, although it attempts to provide prudent and available barriers. Other sites accessible via the Internet may contain material that is illegal, defamatory, inaccurate or potentially offensive to some people. Stoneybrooke Christian Schools believes that the benefit to educators and students from access to the Internet, in the form of information resources and opportunities for collaboration, far exceed any disadvantages of access.

The student and his/her parent(s) or guardian(s) must understand that student access to the Stoneybrooke Christian Schools network is being developed to support the schools' educational responsibilities and mission. The specific conditions and services being offered will change from time to time. Stoneybrooke Christian Schools makes no guarantee that the function or the services provided by or through the network or Internet will be error-free or without defect. In addition, Stoneybrooke Christian Schools does not assume responsibility for:

-  The content of any advice or information received by a student from a source outside Stoneybrooke Christian Schools, or any costs or charges incurred as a result of seeing or accepting such advice.
-  Any cost, liability or damages caused by the way the student chooses to use his/her time.
-  Any damage the parent may suffer on their home computer, including but not limited to, loss of data or interruptions of service.
-  For financial obligations arising through the unauthorized use of the system.

## Stoneybrooke Christian Schools Internet User Agreement

By signing this form I agree to the following terms:

-  My use of the Stoneybrooke Christian Schools computer network must be consistent with the schools' philosophy and mission.
-  I will not use the Stoneybrooke Christian Schools computer network for illegal purposes.
-  I will not use Stoneybrooke Christian Schools' computer network for personal business.
-  I will not use the Stoneybrooke Christian Schools network to transmit threatening, obscene or harassing materials. Stoneybrooke Christian Schools will not be held responsible if I participate in such activities.
-  I will not use the Stoneybrooke Christian Schools network to interfere with or disrupt network users, services or equipment. Disruption include, but are note limited to, distribution of unsolicited advertising, propagation of computer worms and viruses, and using the network to make unauthorized entry to any other machine accessible via the network.
-  It is assumed that information and resources accessible via the Stoneybrooke Christian Schools network are the private property of the individuals and organizations that own or hold rights to those resources and information unless specifically stated otherwise by the owners or holder of these rights. Therefore, I will not use the Stoneybrooke Christian Schools network to access information or resources unless permission to do so has been granted by the owners or holders of rights to those resources or information.

Student Name: \_\_\_\_\_ Class: \_\_\_\_\_  
(Please print name)

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Parent / Guardian Name: \_\_\_\_\_  
(Please print name)

Parent/Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_




## Medical and Health Issues

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### ***Medications***

The office (or teacher) is not able to dispense any medication (including Tylenol, cough drops, etc.) to a child without the authorized parent bringing in the required medication and filling out a “Medical Release Form” (available in the office) instructing us on specifics. If we are asked to administer any medication (any over-the-counter or prescription drug) on a regular basis, you will need to bring in a doctor’s note stating this need. Please see the office for details or any questions you may have regarding dispensing medication.

If your student is receiving any medication, it may be given at school only under the following conditions:

-  It must be prescribed medication in the original container
-  The exact time the dosage is to be given must be stated in writing
-  Written permission from the parent or guardian must accompany the medication

No medication of any kind (including aspirin or cough syrup) can be dispensed by the student. All medications must be turned over to the office.

### ***Communicable Diseases***

Students will be screened daily. Students with fevers, coughs, and severe congestion will be sent home. Please notify your student’s teacher of any allergies.

Students cannot come to school with a fever and must be fever free for 24 hours before returning to school.

Parents are required to promptly report any communicable disease to the school office. Some common examples are Chicken Pox, head lice, Impetigo, Measles, Mumps, Pink Eye and Ringworm. The California State Law requires that “the Principal or other person in charge of a public, private or Sunday School exclude there from any student or person affected with a disease presumably communicable, until the expiration of the prescribed period of isolation for the particular communicable disease.”

We are committed to providing a strong, Christ-centered instructional program. Students admitted here shall be protected from influence negatively affecting their well-being and educational progress. Students with communicable disease could affect classmates adversely, if such pupils are allowed to attend classes. Therefore, we will exclude student applicants who are currently infected with live (active) viruses of illnesses of a communicable nature.

A complete policy regarding the infectious disease “Acquired Immunodeficiency Syndrome” (AIDS) is available from the school administration.








## **Student Sexual Harassment Policy**

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This school is committed to maintaining an academic environment in which all individuals treat each other with dignity and respect and which is free from all forms of intimidation, exploitation and harassment, including sexual harassment. This school is prepared to take action to prevent and correct any violations of this policy. Anyone who violates this policy will be subject to discipline, up to and including termination or expulsion.

### ***Definition of Sexual Harassment***

“Sexual harassment” means unwelcome sexual advances, requests for sexual favors, and other verbal, visual or physical conduct of a sexual nature, made by someone from or in the work or educational setting, under any of the following conditions:

-  Submission to the conduct is explicitly or implicitly made a term or condition of an individual’s academic status or progress.
-  Submission to, or rejection of, the conduct by the individual is used as the basis of academic decisions affecting the individual.
-  The conduct has the purpose or effect of having a negative impact upon the individual’s academic performance, or of creating an intimidating, hostile or offensive educational environment.
-  Visual conduct such as leering, making sexual gestures, displaying sexually suggestive objects or pictures, cartoons or posters.
-  Verbal conduct such as making or using derogatory comments, epithets, slurs and jokes.
-  Verbal abuse of a sexual nature, graphic verbal commentaries about an individual’s body, sexually degrading words used to describe an individual, suggestive or obscene letters, notes or invitations.
-  Physical conduct such as touching, assaulting, impeding or blocking movements.

### ***Employee-Student Sexual Harassment***

Employee-student sexual harassment is prohibited.

### ***What to Do If You Experience or Observe Sexual Harassment***

Students who feel that they have been subjected to conduct of a harassing nature are encouraged to promptly report the matter to one of the school officials designated below.

Students who observe conduct of a sexually harassing nature are also encouraged to report the matter to one of the school officials designated below. All complaints will be promptly investigated.

### ***Where to Report Sexual Harassment***

The following individuals are specifically authorized to receive complaints and to respond to questions regarding sexual harassment:

*Sherry L. Worel, Superintendent*  
Office: 949.364.4407  
Home: 949.831.6800

*Dennis E. Bock, Assistant Superintendent*  
Office: 949.364.4407  
Home: 949.364.1368

## ***Confidentiality***

Every effort will be made to protect the privacy of the parties involved in any complaint. However, the school reserves the right to fully investigate every complaint, and to notify a student's parent/guardian and appropriate government officials as the circumstances warrant.

## ***Protection Against Retaliation***

It is against the school's policy to discriminate or retaliate against any person who has filed a complaint concerning sexual harassment or has testified, assisted or participated in any manner in any investigation proceeding or hearing concerning sexual harassment.

## ***Procedure for Investigation of the Complaint and for Taking Corrective Action***

When one of the designated school officials receives a complaint, he or she shall immediately inform the principal. The principal will direct an investigation. If the investigation confirms the allegations, prompt corrective actions shall be taken. The individual who suffered the harassing conduct shall be informed of the corrective action taken. In addition, any employee or student found to be responsible for sexual harassment in violation of this policy will be subject to the appropriate disciplinary action up to and including expulsion or termination. The severity of the disciplinary action will be based upon the circumstances of the infraction.

## **Sports Program**

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Stoneybrooke is first and foremost an educational institution. Our goal is to aid students in striving to reach their greatest potential in their academic life. Sports are viewed as extra-curricular activities which are meant to enhance the student's athletic ability and allow for some friendly competition, but are never to interfere with the academic process. Therefore, the following policy has been set forth in order to help insure that the student's grades do not suffer as a result of participation in after-school sports: All students must maintain a "C" average during the season their sport is being played, with no "F's."

If a student is **not** maintaining a "C" average with no "F's," or has a significant drop in work turned in on a regular basis, he/she will be notified that they will not be allowed to participate in any further games until the deficiency is corrected enough to warrant further participation on the team. The teacher and an administrator will decide whether the student will be allowed to participate further.

The ineligible student may not participate in team practices and in no case are they allowed to accompany the team to a game on school time or in a team carpool. They will be allowed to have their picture taken with the team for the official team photo, although they were not eligible for part of the season.

A fee will be charged to the monthly account for each student who plays on a sports team. The amount is assessed once for each sport to help offset the cost of uniforms, referee fees, etc.















## Transportation

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No bus services will be provided to and from school. Car pooling is encouraged. Information regarding school families in your area will be available in the school office the first week of school.

### *Field Trip Transportation*

Transportation rules are as follows:

1. Loading the bus:
  -  All students line up in a safe area well away from the bus
  -  Load one student at a time
  -  Students are to wear their seat belts at all times
2. Riding:
  -  Students must remain in their seat with their back up against the seat back and their bottom on the seat
  -  No turning around in the seat or leaning forward to talk with those in front or in back
  -  No touching, hitting or annoying those around you
  -  No singing or loud talking permitted
  -  When the interior lights are turned on, all students will instantly be quiet
  -  Students will follow all instruction given by the bus driver
  -  No hands or arms hanging out of the windows
  -  The bus driver will instruct you on whether you may put the window up or down
  -  No food or drink to be consumed on the bus
3. Unloading
  -  Students stand and disembark as instructed by the bus driver, being careful not to push as they unload
  -  Students line up a safe distance away from the bus

### **Field Trip and Spring Trip Policy**

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In order to maintain an equitable field trip program, the following guidelines shall and apply to all grade levels:

1. The number of parents allotted to go on a field trip will be specified by the venue or the teacher (if the destination does not specify a certain number). We will always take as many parents as is deemed necessary for the safety of the children.
2. No other parent(s) will be allowed to attend with the students, even if they volunteer to drive their own auto and/or pay their own way.
3. It is never appropriate for those parents attending field trips to bring along siblings.
4. If the amount of students on the bus exceeds the seating capacity, some parents may be asked to drive their own vehicles. However, we request that all students ride the bus to and from the trip.
5. If, while driving their own vehicle on a field trip, a parent wishes to leave from the event and take his/her child with them, they must check out with their student's teacher. This will NOT count as an early release provided that the estimated time of arrival of students back at school on the bus would be 2:30 pm or later. If a parent checks them out earlier than the estimated 2:30 pm or later arrival time at school, his/her student will be

charged with an “early leave” for that day. This helps us keep track of where each child is and whose care they are under in case of emergencies. This policy applies only to the chaperones on the field trip. Only the chaperone’s child will be allowed to leave with them unless a written notice from the non-family member’s parents has been presented to the teacher prior to the trip.

6. All students are to attend school field trips via school transportation only. If an exception is deemed necessary, the parent must sign-out the child in the school office at the beginning of the school day and secure a release slip to be given to the teacher prior to the field trip.
7. Each student at Stoneybrooke will have the opportunity to have a parent of the same gender accompany them on one Spring Trip throughout their 2<sup>nd</sup>-6<sup>th</sup> grade years.
8. Each year a parent will be eligible to put his or her name “in the hat.” We will then draw out as many names as that trip needs with priority given to parents who have never attended a previous spring trip with that particular child. Names drawn of parents who have gone before will be placed on a waiting list. If for some reason we do not have enough eligible parents volunteer for a specific trip we will proceed with the names drawn in order on our waiting list. The office will inform parents if their name has been draw for a particular trip.
9. Please note that once a parent attends a Spring Trip with that student, whether it’s Rawhide, Sacramento, Catalina, Astrocamp or Alpine (in the spring) they are no longer eligible to attend any other Spring Trip with that student. The only exception to this policy is the 7<sup>th</sup> and 8<sup>th</sup> Spring Trips. For theses trips, any parent desiring to go may put his/her name “in the hat.” Parents can volunteer to attend any spring trip with a younger sibling and the same rules will apply.
10. All medications for students attending Spring Trips must be in original pharmacy containers.

If a student is unable to attend a Spring Trip, parent(s) are responsible for the school’s out-of-pocket expenses related to the trip. If a child does not attend a Spring Trip for any reason other than illness, he/she must still attend school during that period of time or the time away from school will be counted as an unexcused absence. The child will be given work to be completed in another classroom for each day of the trip. If a parent chooses to keep the student at home *for any reason (including illness) a grade level work packet (Spring Trip curriculum) will be given to the student to complete. The additional work will be graded and count toward the accumulated grades for the quarter. If the work is not completed in its entirety the student will receive a “zero” in all subjects for the amount of days of the Spring Trip.*

## **Birthday Parties**

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If you wish to pass out birthday party invitations at school, you must include all of the students in your child’s class. If it is an all-girl or all-boy party, then just make sure that all of those kids are included. If you choose to be more selective, you must mail out the invitations, and please be careful to not have your child announce the selectivity at school. Not being invited to these parties and knowing it can be a very hurtful thing for the children.

## Birthday Posters

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At the San Juan Campus, the fence between the driveway and the field has been designated as the “Poster Fence.” Parents who wish to can post a “Happy Birthday sign (birthday signs only) on that fence with the following conditions:

- ❑ Signs may not be more than 24” tall and 36” long
- ❑ Signs will be hung by parents not students
- ❑ If signs are torn by wind, rain, etc., they will be promptly removed
- ❑ Only one sign per student is allowed
- ❑ No inappropriate symbols, writing or graphics
- ❑ Parents need to remove the signs after two (2) days
- ❑ No other attachments such as balloons, streamers, etc., may be used

## Cell Phones

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Cell phones are not permitted to be used by students from the time they are dropped off and until they are checked out from school. Students that do bring cell phones to school must have them turned off and in their backpacks during school time. This includes all field trips and spring trips. Phones will be confiscated from students for: having them out of their backpacks, the cell phone ringing in class, or if the cell phone is in use anytime during the restricted time period. Confiscated phones may be examined for inappropriate content.

Students who need to call their parents during the day must get permission from the office and use the office phone. After school, students must get permission from the office or the teacher at check out and call with the adult present.

Students who are in violation will receive an afternoon detention, have their phone confiscated and the phone will be released to the parent.

Subsequent offenses will result in further discipline.

Cell phone violations during a spring trip may result in a suspension on the first offense.

## Chewing Gum

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Students are not to chew gum on campus or on school trips unless otherwise told

## Exchange of Gifts

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There is to be no student-to-student gift exchange during Christmas nor should students of the opposite sex exchange or give gifts at any time.

## Home Phone Numbers

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The school does release home phone numbers to other parents for the purposes of carpooling information and birthday parties (but never for solicitation purposes). If you do

not want your number released for either of these purposes, please inform the school office right away.

## **Lost and Found Articles**

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Articles found by teachers and pupils should be turned in to “Lost and Found” (check with the office on the location). We will dispose of articles not retrieved within a reasonable period of time.

## **Personal Items Brought to School**

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The school does not assume responsibility for any personal items brought to school in the event of loss or damage.

## **Radios, iPod, MP3 players, CD Players, Game Boys, etc.**

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Students may not have personal radios, tape players, CD players, iPods, MP3 players, electronic games or any portable electronic equipment or the like, at school unless they have been given specific permission by an administrator or teacher for a specific event/field trip.

## **Supplies**

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We will provide all academic materials and major arts and crafts supplies for classes. However, students will be asked to provide some personal desk supplies. A list will be made available before the start of the school year. Please see that your child brings all of the supplies on the first day of school.

## **Video Recording and Use of Student Photos**

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While Stoneybrooke does not enforce a policy for video recording during student productions, i.e. musicals, graduations, chapels, etc., we do ask that as a courtesy to those seated around you that you please be sensitive to the viewing of others while filming.

From time to time the school will use photos/video clips of students taken during class, on the playground, or participating in various school functions for advertising or website purposes. A consent form is handed out to parents at Forms Day granting permission to publish their child’s likeness for these purposes. Parents may opt not to give permission for this.

## **Chapel Services**

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All students will attend chapel, appropriately designed for their grade level, on a weekly basis. Chapel attendance is mandatory. On “Chapel Days” boys must wear appropriately coordinating ties and girls will wear a skirt or jumper.

## **Pledge to the Bible**

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Each morning at line-up we will repeat the Pledge of Allegiance to the Flag and the Pledge to the Bible, which is: “I pledge allegiance to the Bible, God’s Holy Word. I will make it a lamp

unto my feet and a light unto my path. I will hide its words in my heart that I might not sin against God.”

## **Our Facilities**

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We are proud of our school buildings and property, and strive to maintain them with excellent care. Should a child damage or destroy furniture, fixtures or any school property, above and beyond normal wear and tear, his or her parents will be financially responsible for repairing or replacing the damaged item.

## **Parental Involvement**

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We strongly encourage parents to be involved in their child’s classroom. Formal conferences are held in November and April (see the current school schedule for exact dates). Please feel free to make an appointment to see your child’s teacher any time before or after school during the year.

Stoneybrooke has a parent organization (SPO) and parents may get involved on a volunteer basis. SPO organizes and runs an annual carnival as well as other school events and activities. They also facilitate the Meet the Masters art program.

We also want to provide an enjoyable family atmosphere and have planned several family events throughout the year. Please make plans to attend.