



Stone Ridge  
School of the Sacred Heart

Middle School Student Handbook  
2018/2019

# **MIDDLE SCHOOL STUDENT HANDBOOK**

## **GENERAL MIDDLE SCHOOL INFORMATION**

General Middle School information and announcements can be found on the Middle School home page of the parent portal, available after logging into *"Inside Stone Ridge"*. Calendar items, as well as weekly e-Reminders (Thursdays Page), also will be hosted there.

## **ACADEMIC POLICIES:**

### **GRADING SCALE**

Letter grades are used in the Middle School (except those courses taught on Honors/Pass/Fail basis) according to the following scale:

97-100 A+

93-96 A

90-92 A-

87-89 B+

83-86 B

80-82 B-

77-79 C+

73-76 C

70-72 C-

65-69 D

Below 65 F

Grades in the A range indicate an exceptional grasp of the subject matter; B range, a thorough grasp; C range, a basic grasp; and D range, a minimal grasp.

The grade of incomplete is only used in cases where a student has had a prolonged illness.

The grade point average is determined by averaging the grades of classes that meet three or more times a week.

Students earn a GPA of 90 and above receive Honors distinctions.

GPA of 90-92 = with honor,

GPA of 93-96 = with high honor

GPA of 97-100 = with highest honor.

### **HOMEWORK POLICY**

Homework is assigned as a natural extension of the educational program, as well as to promote self-discipline, responsibility, and decision-making. All are important components of Goals II and V. Homework is designed to reinforce what has been taught in class, prepare students for upcoming lessons, as well as help students develop good study habits, time management, and organizational skills. It should be completed in a neat and legible manner that shows attention to the skills of time management and organization.

Education relies on frequent communication between teacher and student. Students are expected to communicate challenges they may face and further interests they may want to pursue. Students are expected to use good time management and study skills in balancing their schedules. Long-term assignments should be adequately spaced over the assigned time frame to avoid last-minute work.

Homework may or may not be graded, depending on the subject area and on developmental appropriateness. If graded, homework will be graded for thoroughness of completion versus accuracy, as it is used as a formative assessment and a tool for learning.

It is an expectation that homework should be turned in on time. If a deadline is missed, the homework will be owed on the following scheduled class at a grade/point penalty, in accordance with the rubric the teacher will have shared at the start of the school year.

The amount of time spent on homework will vary according to each student's schedule, learning style, and the complexity of the assignment. No homework is assigned over Christmas or spring vacation.

Teachers post homework and other assignments on their course pages on *"Inside Stone Ridge"*. It is the student's responsibility to check for assignments. In the event of an absence, class work and/or homework that is distributed during class will be made up upon the student's return to school at the discretion of the teacher, within no longer than one week after returning to school.

### **EXTRA HELP/STUDY HALL**

Students should arrive at the study hall room with all materials needed for the study period. The primary goal of these periods is collaboration either with peers or teachers. The secondary purpose is to start homework assignments. Students needing to meet with a particular teacher should request an appointment from that teacher on the day of the study hall or ask for permission and receive a note. Students are expected to check in with their study hall proctor for attendance at the start of study hall. Students are encouraged and expected to seek extra help when needed. Students may also arrange to meet with teachers at mutually-convenient times. If a student has no homework on which to work, she may read quietly.

## **EXAMS**

Middle School students take exams at the end of Quarters Two, Three, and Four according to a scaffolded schedule. Exams can take the form of a formal exam or of a project, as relevant and appropriate for the age of the student and the subject area. Exams are important and their scheduling is intricate. Please do not schedule any appointments during those days.

## **MAKE-UP TESTS AND RETAKES**

The Middle School years are developmentally important and students learn to become independent, organized learners. It is therefore expected that all will prepare adequately for their assessments.

The Middle School policy on retakes is as follows:

Students must take their test the next school day unless otherwise specified by the teacher. Students with planned absences must take their assessments before leaving. If several absences are noted on test days, a meeting with the family will be arranged.

Correction of formative assessments (assessments **for** learning, i.e. homework, projects, writing assignments, quizzes, etc.) sometimes will be required by the teacher in order to promote learning and ensure continued success on subsequent summative assessments (assessments **of** learning, i.e. unit and chapter tests, end-of-unit projects, etc.).

The corrections may be for points in subjects cumulative in nature (math or foreign language), or may not be for credit in other areas. They will nonetheless be required as an important part of the learning process.

## **TEXTBOOKS**

Students are required to purchase a set of textbooks from MBS for use at home. Each classroom has a set of hardcover textbooks for daily use, and there is also a set of hardcover textbooks where Supervised Study is held.

## **HONOR AND INTEGRITY**

The Stone Ridge community commits to promoting, practicing, and preserving honorable behavior. Each member of the community must maintain an honest and moral relationship with her own conscience, with other community members, and with the outside world in order to make everyone in the community feel safe and welcome. Integrity characterizes all endeavors, including academic endeavors. Therefore, every member of the community should strive to uphold the dignity of their own and others' intellectual efforts and property. Members of the Stone Ridge community should be persons of integrity on and off campus, who uphold these principles, regardless of the situation and in accordance with the goals of the Sacred Heart.

## **ACADEMIC INTEGRITY AND PLAGIARISM**

Stone Ridge is an intellectual community and adherence to standards of academic honesty is expected from all. Students should be educated to the seriousness of cheating and plagiarism. Instances of either are to be reported immediately to the Head of Middle School.

Plagiarism is an extremely serious matter. To adopt without appropriate citation the thesis and line of reasoning from another source, even when the student restates these in some of her own words, is plagiarism. If a student is found to be plagiarizing, her parents will be contacted and she will receive a zero on the assignment in which the plagiarism occurred.

Cheating will not be tolerated at Stone Ridge. Copying material from homework, online sources, quizzes or tests, as well as sharing information with another person in any capacity and in any academic circumstance (in class, during tests, during examinations, at home working on individual assignments, copying homework from a friend, etc.) is considered cheating. Students found cheating in any way will face serious academic and disciplinary consequences.

Students who aid others in cheating will also face disciplinary consequences.

Should a student be suspended, they will be responsible for all quizzes, tests and assignments they will miss.

## **INTERIM REPORTS**

When a student receives a grade of C or below on a test or quiz, or when homework, classroom behavior, attendance, or lateness habits need improvement, teachers email interim reports to parents and to the student's advisor.

Interims are also written to notify parents of significant improvements a student has made.

We ask that parents respond to the interim email sent by the Veracross system to confirm that they have received and read the interim.

## **REPORT CARDS**

Report cards are issued each quarter and distributed electronically, via our Veracross database system. Quarters 1 and 3 reports include grades from each course and are paired with Parent Conferences. Quarter 2/Semester 1 include grades and comments from each teacher. Quarter 4/Semester 2 reports include grades and comments.

## **PARENT CONFERENCES**

Parent conferences occur twice each year. They are scheduled online, and parents have the opportunity to meet with the students' teachers. Each teacher teaches many students, making it difficult for them to meet with every parent on conference day. It is therefore at the parents and teachers' discretion to decide whether a meeting is necessary. Parents who wish to schedule additional meetings with faculty or meet on days other than conference day may do so, at a mutually agreeable time.

## **ACADEMIC PROBATION**

If a student's quarter grade average falls below C- and/or she receives two failing grades in required subjects, she will be placed on academic probation. The conditions of the probation will be as follows:

1. The student and her parents will be informed by the Head of Middle School or Assistant Head of Middle School.
2. The student, her parents, and her advisor will meet with the Head of Middle School or Assistant Head of Middle School to discuss strategies to improve the student's academic standing.
3. The specific conditions of the student's probation will be finalized at this meeting.
4. If the student's overall average remains below C- and/or if she continues to have failing grades at the end of the quarter following her placement on academic probation, she will not be allowed to reenroll at Stone Ridge.

## **ERB**

The ERB tests (a.k.a. CTP4) are standard tests, which the Middle School takes once a year. The testing occurs over the course of several days. Families are strongly encouraged to refrain from scheduling any appointments during that time, as make-up times are difficult to schedule.

## **MATH PLACEMENT (GRADES 7 & 8)**

In the spring of each year, all students in grades 5, 6, & 7 will sit for a math skills assessment test to determine the level of differentiation that will be required at the start of the following year, or the math class in which they will be enrolled, as appropriate. Pre-Algebra and Algebra being fundamental and crucial to the long-term success of students in the subject area, any accelerated math course taken over the summer will not weigh in the placement decision (6-week courses in Pre-Algebra or Algebra will not grant a student an automatic waiver for that course the following fall and should therefore be taken for the love of the subject).

## **SUMMER WORK**

Summer work for all students is posted in early June on the school website's summer page. It includes required reading and activities, as well as math assignments, which will allow all students to be prepared for the start of school.

In the event that a student finishes a school year with an average of C- or below (not passing) in any either Math or English, she will be required to attend a summer course in order to qualify for the next grade level. The course will be recommended by the school, and documentation showing appropriate completion of the program will need to be provided.

## **ELIGIBILITY FOR STONE RIDGE UPPER SCHOOL**

So that our 8th grade students are prepared to meet the increased challenges of Upper School at Stone Ridge, students must maintain a GPA of C+ (77%) or above to be recommended for enrollment in the 9th grade. Students are also required to take Upper School placement exams in the spring.

Students must complete Algebra I with a yearly average of C+ or above to qualify for enrollment in a second-year mathematics course in the Upper School.

Middle School students who complete Eighth-grade Spanish or French with a grade of C+ or better are eligible for admission into a second-level course of that language, pending placement test results for verification.

## **ATTENDANCE:**

To maximize each student's academic progress, we encourage parents to remember that regular attendance and punctuality are essential to the satisfactory completion of the year's work. The Middle School day begins promptly at 8:00am. All students are expected to be on time.

If a student arrives after 8:00am, she will be considered late and should report to the office to sign in and obtain a late slip.

In the event of a reported major traffic accident, severe weather conditions, or other extenuating circumstances, the Middle School office may decide to not record the lateness of the student.

## **ABSENCES**

The program at Stone Ridge is challenging. It is therefore important that students be in school each and on time, barring any illness.

In the case of a student's unexpected absence due to an illness or an emergency, we ask that the parent call the Middle School office by 8:00am and leave a message at 301-657-4322 ext. 334, where there is 24 hour voice mail, or send an email to [msoffice@stoneridgeschool.org](mailto:msoffice@stoneridgeschool.org). This way, in the event of an emergency here at school, the school is able to account for all students. If a parent isn't able to call, the school will call or email to inquire about the absence. A student who knows in advance that she will be absent should bring a note from her parent explaining the absence. This note should be given to the Middle School office before a planned absence.

**Absences (planned) Outside of School Vacation Days**

In order to ensure continuity and success for our students, we strongly discourage trips scheduled outside of the scheduled school vacation days.

Should a conflict arise, however, please contact the Head of Middle School prior to making arrangements for your trip.

All missed work will be the responsibility of the student and she will need to be prepared to turn in all homework assignments and projects upon returning to school. Any missed tests and quizzes will be scheduled as soon as possible upon the student's return to school.

## **ARRIVAL / MORNING DROP-OFF**

Student drop-off is at the Hamilton House Circle between 7:30 am and 7:55 am. Students in Grades 5&6 enter the building through the door on the side porch. Students in Grades 7&8 walk down the steps and enter the building by the door near the Art Room.

Students riding one of the Stone Ridge buses should enter the closest outside door to where they are dropped off.

For everyone's safety, under no circumstances should students be dropped off or picked up by the side of Hamilton House near the dumpsters or in front of the gyms due to the volume of traffic on campus in the mornings.

All backpacks, coats, and other personal possessions should be put away as quickly as possible upon arrival so that students can report to Advisory/Assembly. Cell phones and other electronics brought from home should be turned off and locked in the student's locker until the end of the day. Cell phones may NOT be used during the day.

## **DISMISSAL**

For all those students not involved in after school clubs, games, or rehearsals, afternoon dismissal takes place at the Hamilton House Circle at 3:30 pm. Please have your car nametag (sent home on the first day of school) clearly displayed, passenger side, so your name can be called as you go through the line.

After classes finish at 3:15 pm (or after PE for those students in grades 6-7-8 enrolled in PE), students will pack up and assemble in Duchesne Center waiting for their car to be called. At the end of dismissal, at 3:45 pm, all students not picked up must report to the MPR for Supervised Study.

All students must be picked up from the front of Hamilton House unless she is taking the VA or DC bus.

When an early dismissal is necessary, families are asked to notify the Middle School office via note, email ([msoffice@stoneridgeschool.org](mailto:msoffice@stoneridgeschool.org)), or phone (ext. 334). The communication should be from a parent/guardian and state the date and time of the dismissal.

Students must sign out in the Middle School office before leaving and sign in when they return to school so they may be accounted for in the event of an emergency.

## **SUPERVISED STUDY**

All students who are not involved in an after-school activity and have not been picked up by the end of dismissal must join Supervised Study.

Students will not be able to use their cell phone while in Supervised Study unless they ask for special permission for a very short period of time. Should you need to reach your child during that time, please contact the adults on duty at extension 426. Students with cell phones will be asked to leave them with the adults on duty and to pick them up as they leave for the day.

Students are not permitted to leave Supervised Study until a parent or guardian comes to the Multi Purpose Room (ext. 426) to pick them up in person. Please do not ask your daughter to meet you at a specific time or in another location. We want to make sure that all are with their parents or designated adult as they leave our premises.

The cost of Supervised Study is ten dollars per hour, for any fraction of hour used. The program and charges will run from 3:30pm until 6:30pm, Monday through Thursday, and from 3:30pm until 6:00pm on Friday. Past closing time, the cost is two dollars per minute. All billing is handled through the Business Office on a monthly basis. Registration can be processed either monthly (prior to the 1st of each month) or yearly. It is also possible for families not enrolled in the program to use the service occasionally, as the need arises. There is a 10-minute grace period for Middle School students throughout the Supervised Study day. There is no charge for students waiting for the first afternoon bus. Please note that there is NO SUPERVISED STUDY for early dismissal on snow days.

## **LATE ARRIVAL/EARLY DISMISSAL**

Any student who arrives to School after assembly/advisory begins at 8:00 am should sign in with the Middle School Office on the 6th floor of Hamilton House. It is each student's responsibility to do so, and we ask that parents please not sign in for their child(ren). We must account for everyone in person in the event of an emergency.

If parents know that their child will be late, absent, or leaving early, they should inform the Middle School Office staff, either by written note, phone call to ext. 334, or email to [MSoffice@stoneridgeschool.org](mailto:MSoffice@stoneridgeschool.org).

Students leaving early should make sure to sign out in the Middle School Office, and they should also remember to sign back in when they return.

## **FORGOTTEN ITEMS SENT IN FROM HOME**

Sometimes students forget something that they need for that day. If the item isn't crucially needed, please consider not bringing and allowing your daughter to problem solve with her teacher that day. If the item is absolutely necessary, please feel free to bring it to school and to leave it in the Middle School office of with the Assistant Head of Middle School, clearly labeled.

## **DISCIPLINE:**

Teachers handle matters of discipline with the students in the moment, as necessary, in alignment with the philosophy of *Developmental Designs*. After the teacher has discussed a discipline problem with the student, and should the behavior continue, the Assistant Head of Middle School and Head of Middle School will be consulted and a parent contacted. The Head of Middle School always is involved in discipline matters and handles serious discipline issues.

## **DEVELOPMENT OF SELF DISCIPLINE (D.S.D. - ALSO KNOWN IN OTHER SCHOOLS AS DETENTION)**

The Development-of-Self-Discipline (D.S.D.) system complements Goal Five "Personal Growth in an Atmosphere of Wise Freedom." The D.S.D. system is modeled specifically after two of the Criteria under Goal Five, namely Criterion 1: "All members of the school community show concern and respect for one another" and Criterion 2: "School policies and practice promote self-discipline, responsibility, and decision making."

D.S.D.s may be assigned as appropriate, when behavior infringement warrants it.

## **UNIFORM**

There are two types of uniforms in the Middle School: the regular, daily uniform and the dress uniform, which is used on formal occasions and on the days we have masses. Please take a look at the details on the Uniform guidelines on the website.

Students should arrive at school in proper uniform. As the student grows, it may be necessary to have the kilt length adjusted so that the uniform guideline is maintained. Kilts should not be rolled at the waist.

Shirts are to be tucked in, sleeves unrolled and collars flat. If a student chooses to wear a white t-shirt underneath her uniform shirt, it should be plain white in color and free of writing or logos. If wearing a short-sleeved white t-shirt under the uniform shirt, the sleeves should be tucked inside the uniform shirt.

From the beginning of the school year until November 1, and then after Spring break, students are to wear white crew socks covering the ankles. From November 1 until Spring Break, all students must have their legs covered, either with tights or leggings or by wearing the navy uniform pants. Ankles should be covered. Tights may be worn at any time if the weather is colder.

## **FREE DRESS DAYS, GATOR GEAR DAYS, “ACCESSORIZE YOUR KILT” DAYS**

Occasionally, the Head of Middle School will grant “Free Dress” for the students of the Middle School. Students are expected to dress appropriately on these days. General guidelines are as follows: no cut-off shorts, no shorts or skirts shorter than fingertip length, no camisoles or tank tops, no ripped or torn jeans, no leggings or jeggings, and no flip flops or clogs. Hats are also not permitted.

On other occasions, the Middle School will have “Gator Gear Days”. On those days, casual wear is acceptable (with similar guidelines as those set for Free Dress days), but with the understanding that it is a day when Stone Ridge Spirit wear should be worn.

At other times throughout the year, the students of the Middle School are given an opportunity to accessorize their kilts with a particular color or colors. While they must wear their kilts and school shoes, they may wear appropriate shirts, tights, socks, or hair decorations in line with the theme given.

## **GROOMING**

Good grooming is expected at all times. Hairstyles should be simple and modest. Student hair should be a natural hair color. Excessive make-up should not be worn to school. Tattoos and body piercing other than ears, in addition to writing on the arms, legs, and hands are not permitted.

## **GUM**

Gum chewing is not permitted in school, at any time, whether it be inside our outside the building.

## **BACKPACKS AND BOOK BAGS**

Stone Ridge seeks to educate the whole child, and physical health is an important issue. Overweight backpacks/book bags can be dangerous to the student, and thus they are NOT to be carried during the school day. All students must make sure to put their books and their cell phones or other electronic devices in their lockers upon arrival and carry only what is necessary to each class. Students may carry a small purse/pencil pouch.

## **PURSES**

Purses are not a required accessory in the Middle School. In fact, it is only something that a few of our students tend to gravitate towards, as a means to carry their writing utensils and a few personal items. Families should determine whether this will be the best way to meet the needs of their daughter(s). What students will need is a way to carry writing supplies; the accessory they choose to accomplish that goal is left to the family's discretion, although we encourage that it be modest in nature.

## **BANDANAS AND/OR HATS**

The wearing of head attire during the school day is not permitted.

## **JEWELRY**

Jewelry should be kept to a minimum for all students. Students may wear a watch, simple earrings, and necklaces. Excessive jewelry is not permitted. In all cases, students must be responsible for their own jewelry. However, no jewelry may be worn during physical education classes.

## **CELL PHONES**

Cell phones are not to be used during the school day, to include: drop off, class time, dismissal, Supervised Study, hallways, lunchroom, etc.

We understand the importance for families to reach their daughters at dismissal time. For that reason, we will grant permission to students who request it so that they can check their phones/respond to text/interact with families, as needed, for short periods of time. The cell phone policy also applies to any school-sponsored field trips, while on buses, or during after school activities, including athletics.

Phone use without permission will not be permitted and will result in a D.S. D. (a.k.a. detention) being assigned.

During the day, students will turn off their cell phones and place them in their locked lockers. Parents should refrain from texting or calling their daughters' cell phones during the school day, but instead call the Middle School office to leave a message for the student.

Cell phones are never to be used in locker rooms. Parents are strongly encouraged to reach out to the Middle School office with any changes to pick-up procedures prior to dismissal, or after the students have arrived in Supervised Study, at extension 426.

## **ELECTRONIC DEVICES**

Personal cameras, iPods, cell phones, and other personal electronic devices may not be used during the school day and must be kept in a locked locker.

## **LATENESS TO CLASS**

Teachers record lateness to all classes throughout the school day. If a pattern of lateness develops, the school will notify the family and take appropriate action. When a student arrives late for a quiz or test, she will be asked to take the quiz or test in progress that period/day. No extra time will be granted. Repeat offenses will result in appropriate consequences.

## **SKIPPING OF CLASS/ADVISORY/ASSEMBLY**

Skipping a class (athletics and electives are considered class) and/or advisory is a serious matter. In the event this should occur, the Head of Middle School and Assistant Head of Middle School will assign the appropriate consequence and families will be contacted.

## **INVITATIONS TO PARTIES**

To avoid misunderstandings and hurt feelings, parties should include either the whole class or a very small percentage of the class. Invitations should be sent through the mail or handled on a parent-to-parent basis. They should not be issued at school unless the entire class is included.

## **RESPECT FOR COMMUNITY AND PERSONAL SPACE AND SAFETY**

Students are expected to maintain a comfortable environment in which each girl can learn without being disrupted by inappropriate behavior. Students are reminded to show respect for classmates by refraining from displays of excessive personal affection on campus before, during, and after school hours. Students will be subject to disciplinary action if physical behavior is inappropriate.

Students are financially responsible for the deliberate destruction or defacing of school property. This is understood to include but not be limited to athletic equipment, computers, desks, laptops, library books, lockers, and resource materials. A student will be asked to make full restitution for the damaged item.

Caring for our school environment is everyone's responsibility. Each student must keep her locker and its environs clean and tidy. We strongly suggest that food not be left in lockers overnight due to the possible invasion of insects or vermin.

## **HARASSMENT**

Harassment in any form will not be tolerated. Harassment can be defined as any repetitive, unwanted, or uninvited behavior that may interfere with a person's participation in the community. This includes, but is not limited to: bullying, teasing, taunting, discrimination, and any form of sexual harassment (verbal and physical). Any person harassing another will face serious consequences.

All Stone Ridge faculty and staff are committed to building community. Discriminatory behavior divides a community and will not be tolerated. Discriminatory behavior can be defined as any word, action, or attitude that creates an intimidating, hostile, or offensive school environment. This definition includes, but is not limited to: derogatory remarks, offensive gestures and language, and racial slurs. Any student found participating in such behavior will face serious consequences up to and including expulsion. Any student who believes she has been subjected to or who has witnessed any form of discriminatory behavior must report that behavior to any faculty or staff member.

## **BEHAVIORAL PROBATION**

Stone Ridge is a community based on mutual trust and respect. A student is placed on behavioral probation when her behavior seriously and/or chronically has a negative impact on this sense of community. When this occurs, the Head of Middle School, Assistant Head of Middle School, faculty, and family will meet to discuss the behavior and determine a plan for improvement. If the behavior is serious enough, a student may be suspended from school. Any quizzes, tests, or assignments that are missed during a suspension may receive a zero grade.

## **DEROGATORY COMMENTS AND OFFENSIVE BEHAVIOR**

The Stone Ridge community is one built on the goals of the Sacred Heart. Comments deemed derogatory in nature, including, but not limited to: body image, learning styles, accents, physical appearance, ethnicity, and race, will not be tolerated.

Derogatory comments and behavior can be defined as words, actions, or attitudes that create an intimidating, hostile, or offensive school environment. Any student found participating in this type of behavior will face serious consequences up to and including expulsion. Any student who believes she has been subjected to or has witnessed any behavior fitting this description must report it to any faculty or staff member.

## **DANGEROUS INSTRUMENTS, WEAPONS, AND GUNS**

Students may not bring to campus any knives, guns, or dangerous instruments or weapons of any kind. This includes toys, toy guns, and swords. Firearms, weapons, and dangerous instruments include those defined by state and federal law. Any object that can cause injury or bodily harm will also be considered a weapon under this policy. Violators will be subject to appropriate disciplinary action, including potential prosecution.

## **ALCOHOL, DRUGS, AND ILLEGAL SUBSTANCES**

Stone Ridge coordinates efforts with school officials from both public and private schools in the Washington, D.C. metropolitan area in hopes of preventing under-age consumption of alcohol and other illegal substances.

Possession, use or distribution of illegal substances or alcohol is not permitted on campus (in the buildings, in the parking areas, or on the grounds) and at all school-sponsored activities off campus. Possession, use, or distribution of such substances would warrant

serious consequences, which may include probation, suspension, or expulsion. Response to such action would also include mandated counseling at the discretion of the school.

The buying and/or selling of illegal substances on the campus or at a school-sponsored event off campus would be cause for immediate expulsion.

## **STUDENT LIFE, ATHLETICS, & EXTRACURRICULARS:**

### **ADVISORY**

The Middle School Advisory Program seeks to create a community within a community by matching students with caring adults who will serve as guides and advocates for students as they journey through the academic, moral, and physical challenges of these formative years.

The program is designed to create personal, meaningful relationships between each student and an adult who, through the course of the year, will become that student's mentor, and who will serve as the connection between student, teachers, coaches, and parents. Advisory is a consistent home base dedicated to helping students adjust to school or a new Grade, building community among students. Academic advising is aimed at helping students succeed by giving them behind-the-scenes support in a proactive, organized, and caring way.

The Middle School Advisory program rests on the philosophy of *Developmental Designs*, around which activities are designed and discussions structured.

Most full-time teachers at Stone Ridge are advisors. Each student has an advisor who is particularly concerned with and aware of her growth and progress in all aspects of school life.

### **ASSEMBLY**

Assembly occurs every other morning in the Sophie Center at 8:00 am sharp, and every Friday afternoon. Attendance is taken and important announcements are made. Beginning the day with peers builds community is important. Any student arriving after assembly begins will be considered late for that day.

### **ATHLETICS**

- All sixth, seventh, and eighth grade students must participate in a sport or PE each quarter to earn a PE/Athletics credit. Once tryouts start, students will have one day to make changes to their selections. After that time, they will be required to remain with the sport/option chosen.
- There are 3 sports seasons.
- There are defined numbers of positions on each sports team. It is possible that there may be cuts, although it is rare.
- Team members are to remember that they represent Stone Ridge, and that their behavior should make the school proud, on and off the field. Students' actions should be consistent with the five goals of the Sacred Heart at all times.
- Team members are expected to attend all practices and games throughout the season, including gymnasium practices held on inclement weather days. Please try to schedule doctor appointments, etc., so that they will not conflict with team obligations. When this is not possible, bring a note from a parent or guardian and give this note to your coach or the Athletic Director by noon on the excused day, or as soon as possible if you are out for the day.
- Players are responsible for taking care of team equipment and uniforms. Players will not be given extra uniforms if they forget to bring theirs to school on a game day. Equipment and uniforms should be returned in good condition, within one week after the season has ended. Unreturned uniforms and equipment will become the financial responsibility of the families, and a bill will be mailed home. If a student has lost her uniform, she will be billed for the loss. Once payment is received, a replacement will be issued if one is available.
- All practices will begin at 2:15pm and end at 3:15pm, with the exception of game days, when a later ending/return time is expected. Practices are Monday through Thursday.
- Students who arrive at school after 12:00pm may not participate in after-school activities.
- Should there be any change to the game schedule for any reason (weather, etc.), the changes will be posted on "*Inside Stone Ridge*" and on the Sports Hotline 301-657-4322 ext. 555

### **PHYSICAL EDUCATION**

In Fifth grade, students have physical education as part of their weekly schedule. In all of other grades, students not participating on a team sport will have physical education during their sports period. A student who is recovering from illness or who, for medical reasons, should not exercise, may be excused from physical activity provided she presents a written note from her parents to her physical education teacher before class begins. Any prolonged (more than three days) participation should be justified by a doctor's note. Doctor's notes should be brought to the nurse's office before first period begins. The doctor's note should state the nature of the issue at hand, how long the student is to be excused from physical activity, and what activities the student may or may not do. In the swimming unit, if a student has her monthly menses and she is not able to swim, a note from her parents is required for up to three days. If the excuse is longer than three days, a parent will need to contact the school nurse at the start of the school day to discuss the situation.

When a student has been excused from participation, she is still required to attend class as an observer in order to obtain general instruction, and the student will be assigned an appropriate alternate activity for the class period. There are instances where missed work will need to be made up. Students need to check with their teacher for the details of how they are to make up that work.



Lateness to class and incomplete uniform and class gear diminish the student's ability to fully participate in class activities and will result in deductions to the class grade.

## **SWIMMING PROGRAM**

Swimming is part of the physical education program for all Middle School students. Students are required to pass a swimming test, which entails a 50-meter swim and treading water for two minutes, prior to participating in swimming class. All students must pass the test. Facility safety rules will be reviewed with each class, and a copy of these rules will be given to each student. Physical education class rules will apply to physical education swimming class.

## **STUDENT COUNCIL**

There are many opportunities for leadership in the Middle School, one of which being to be a part of the Student Council. The Student Council consists of class officers: Middle School President (8th grader), Middle School Vice President (7th grader), Treasurer (8th grader), Secretary/Historian (7th grader), Social Action Chair (8th grader), Snack Captain (8th grader), Technology and Innovation Chair (8th grader), and Diversity Liaisons (7th grader and 8th grader).

Campaigns and elections are held at the end of the first month of school. Students running for office are asked to prepare a poster (if they wish) and a speech (required), which they will present to the Middle School during an assembly. Campaigns should be free of candy or other handouts.

The Student Council is the voice of the student body and serves as a link between students and the Middle School Administration. All students running for office should be in good academic standing in order to hold a Student Council position. The Head of Middle School and the Assistant Head of Middle School will determine the eligibility of students based on academic and behavioral standing to run for and hold Student Council offices.

## **AFTER-SCHOOL ACTIVITIES**

There are multiple after-school activities available to our Middle School students. Some, like *Girls on the Run*, are offered through our after-school program, and others are an extension of our school day, for those who have an interest (e.g. the 5th/6th grade athletic program, the robotics club, the Junior Chorus, the film club, or the MS Musical/Play, which occurs twice a year). Information on the days each meets is shared early in the year, so that families are able to plan according to their schedules. Please note that students will not be able to join multiple activities if they happen to meet on the same day, as each will require their full participation.

## **DRAMA PRODUCTIONS**

Middle School Drama productions are held twice during the year. All rehearsals are held after school. Students in grades 5 through 8 may audition for the productions.

On the days athletic teams have games, the Athletic department will communicate with the Drama department and make sure that the students concerned are excused for their tardiness arriving to rehearsal or aren't scheduled for rehearsal on those days, as is feasible.

## **LUNCH**

There are two lunch times in the Middle School: Grades 5 and 6 eat together, and Grades 7 and 8 also eat as a group. Both lunches take place in the Middle School dining room, also referred to as MPR. Some students bring their own lunches from home, which they store in their lockers or on the additional storage provided in the grade-level halls. No glass bottles or containers may be brought to school.

Upon annual enrollment, students can sign up for our lunch program with SAGE at an additional cost. If a student forgets her lunch, she may purchase a SAGE lunch for a cost of \$5.

Several adults supervise the lunchroom. Students participate in the cleaning of the room after lunch. In order to make lunch time a pleasant experience, all students are expected to practice good manners, to pick up and throw away their trash and wipe down their table at the end of lunch.

## **SNACK/ GOUTER**

Break time is built into the schedule for all grade levels. It is a good time for students to have a snack. All are encouraged to bring something. (**Goûter**: From the French for "to taste," *goûter* refers to a snack or special food treat. It is a Sacred Heart tradition that connects to the Society's French heritage.)

## **BIRTHDAYS AND HOLIDAY TREATS**

It is a Stone Ridge Middle School tradition that for a student's birthday or half birthday her friends/fellow advisees may decorate her locker. Students may put birthday paper on the front of the locker. Once a week, in assembly, Student Council representatives announce birthdays and half birthdays, and sing a special Birthday Gator song to all who are celebrating.

In the spirit of health and wellness, we ask that advisory groups refrain from bringing in special treats for birthdays on a regular basis. Instead, the Middle School will celebrate as a group and enjoy with a birthday cake or cupcakes during lunch once a month.

While we want every student to enjoy her birthday, our focus will remain on academics. Therefore, the School will not deliver balloons, flowers, gift bags, etc. for students on their special day.

## **STONE RIDGE AND SACRED HEART TRADITIONS:**

### **BLUE AND GOLD**

Blue and Gold are our team colors. Each student belongs to a team, which they join upon enrollment. Each grade is represented by Blue and Gold Team Captains, who are their team leaders for competitions, games, cheers, lineups, etc.

### **GATOR GAME DAYS**

Gator Game Days are cookouts and spirit rallies during sporting events in the Middle and Upper Schools. They are a good opportunity to come together as a community.

### **FEAST OF ST. MADELEINE SOPHIE BARAT**

Madeleine Sophie Barat was the foundress of the Society of the Sacred Heart. Born in Joigny, France in 1779, she founded the Society in 1800 and sent the Religious of the Sacred Heart to establish schools in America in 1818. She was canonized as a saint in 1925. Her feast day is May 25.

### **FEAST OF ST. PHILIPPINE DUCHESNE**

Philippine Duchesne was the first Religious of the Sacred Heart to bring the Society to this country. She stopped in New Orleans in 1818 on her way up the Mississippi to St. Louis. From there, Bishop Dubourg sent her to St. Charles, Missouri where she founded the first Sacred Heart school in North America. Her feast is celebrated on November 18. Saint Philippine was canonized on July 3, 1988. This school year the Sacred Heart Network will be celebrating the bicentennial of St. Philippine's voyage to bring the mission of the Sacred Heart to America.

### **FEAST OF MATER ADMIRABILIS**

The title means "Mother Most Admirable" and is the name of a representation of Our Lady as a young girl. The original *Mater*, a fresco that now hangs in the Trinita dei Monti in Rome, was painted by Pauline Perdreau, a young Religious of the Sacred Heart. The painting contains several symbols: the lily (Mary's purity), the distaff (her work), the open book (her life of prayer and study of scripture), and her downcast eyes (her humility). The feast of *Mater* is celebrated on October 20. Students celebrate the Feast with a prayer service during the day, followed by a pink *goûter*. On this day, students are also invited to accessorize their uniforms with pink.

### **FEAST WISHES**

Held on the last day of school before Christmas vacation, Feast Wishes is a celebration organized by the students for the faculty. The celebration includes readings from the scripture, and a variety of performances organized and prepared by the students.

### **FIELD DAY**

Father-Daughter Field Day is an all-school athletic event. The day includes morning competitions between students. In the afternoon, fathers join their daughters for food and games. It is an opportunity for the Blue and Gold teams to earn points. The day ends with the final all-school sports awards celebration. This celebration culminates with the big announcement as to whether the Blue team or the Gold team was victorious for the year, and the new reigning school champions celebrate by ringing the victory bell.

### **PRIZE DAY**

Prize Day is the name of the final Middle School assembly, also known as Promotion ceremony. On that day, the division gathers as a community to award end-of-year prizes and Promotion certificates to students. At that time, students are also honored for their commitment to the goals of the Sacred Heart. The dress code that day is "dress uniform" for fifth, sixth, and seventh grade students. Eighth grade students are welcome to wear a spring dress (instructions are communicated to families as we get closer to the date).

### **CONGÉ**

A *congé*, from the French, "to take leave," refers to surprise days when classes are cancelled and the School focuses on building community through activities and play.

### **FIELD TRIPS**

Students are required to follow specific directions for each field trip and to behave in a polite and dignified manner at all times. They are expected to abide by the bus rules and regulations as well as those of the facility being visited. If students are travelling by Metro, they should remain with their chaperone at all times.

### **CALLEVA OUTDOOR EDUCATION**

Calleva is the name of the outdoors education company with which we work to plan our experiential, off-campus activities. During their time off site, students work on team building activities, problem solving and work as teams while enjoying a myriad activities, which can include: ropes courses, horseback riding, rock climbing, canoeing, etc. Some of the trips are overnight and are part of our curriculum. All are required to attend.

### **EIGHTH GRADE END-OF-YEAR TRIP**

Each year, the Grade 8 students go on an overnight trip to celebrate their accomplishments and to come together before they are promoted to the Upper School. This school-sponsored and faculty-chaperoned trip is memorable for all and a happy mix of fun and educational experiences.

## **FACILITIES & EMERGENCIES:**

### **INFIRMARY**

The infirmary is open every day from 8:00am to 3:30pm and is staffed during these hours by a registered nurse. The nurse administers first aid and will inform parents immediately, should anything serious occur. A student with severe allergies or a special medical condition should speak with the nurse in September. All student medication **MUST** be administered by the school nurse and kept in the infirmary during school hours. It should be sent in its original, labeled container with a note stating dosage and time.

When a student needs to visit the infirmary during class, she must obtain a note from her classroom teacher. In order to be readmitted to class, she must present a note from the school nurse. If the nurse determines that the student is too sick to remain in school, the nurse will make the call home. Students are not permitted to use cell phones or other office phones in order to ask their parents to come pick them up.

### **LIBRARY**

The Middle School library is open between 8:00 A.M. and 3:15 P.M. Middle School students may use the Lower School or Upper School libraries with permission from the Middle School librarian.

Students are expected to respect all library materials such as books, magazines, equipment, etc. Throughout the year, students are encouraged to return library books on time. Near the end of the academic year, students with overdue library books are asked to return them or pay for the book. Those who do not clear their library obligations do not receive their yearbooks until their outstanding bill is settled.

### **LOCKERS AND LOCKS**

Each student is given a locker and a combination lock at the beginning of the school year. They are asked not to share their combinations with others and to be responsible for putting away all valuables (cell phones, laptops, e-readers, etc.) for safekeeping. Lockers should be locked at all times. All supplied combination locks also have a keyed opening mechanism. Our Assistant Head of Middle School and Middle School office personnel hold keys to those locks, should the students ever forget their combinations.

### **LOCKER DECORATIONS**

The locker dimensions for Grade 5 are: 10"W x 16"D x 32"H. The dimensions for Grades 6-8 are: 14"W x 16"D x 32"H.

Locker decorations are welcomed, although a few guidelines should be followed. Please note the dimensions of the lockers mentioned above. Please note that the Grade 5 lockers are made of a composite material, which isn't magnetic.

Students will be asked to keep all of their books, binders, and supplies in their lockers. It is therefore important that accessories be kept to a reasonable size (chandeliers, for example, are neither appropriate nor practical).

### **LOST AND FOUND**

Lost and Found is located outside the Middle School library. We strongly urge all students to make sure that their name is on all clothing, textbooks, or other personal items so that they may be found and returned.

All students are asked to check the Lost and Found if they have misplaced books or articles of clothing. The school makes every attempt to return items that have names to those students. Any articles without names that are not claimed by the end of each quarter will be donated to the uniform exchange.

### **ELEVATOR USE**

Students may receive permission to use the elevator for health reasons if a written request from a physician is submitted to the school nurse or the Assistant Head of Middle School, explaining the reason for and the duration of elevator use.

### **EMERGENCIES**

The school must be able to contact parents or parental representatives promptly in case of emergency during the school day. Consequently, it is imperative that any change of address or telephone number be reported to the Middle School office or made through the parent portal in Veracross, the school's information database. Emergency forms are completed at the beginning of each school year and are given to the school nurse.

Asking students to call parents during an emergency is **not a viable plan**, as there is limited phone access.

### **FIRE DRILLS**

When the fire alarm sounds, students should form a line quickly and quietly in an orderly manner. Teachers close doors and windows if this does not necessitate a serious delay. Students should not stop to pick up coats or sweaters after the alarm has sounded. Students should **walk** to the nearest exit in silence.

Each class should proceed to a predetermined point outside the building. Classes should then line up by grade in alphabetical order for attendance, which will be taken by an assigned teacher.

Students will leave the gym (e.g. P.E. class) or the pool at the time of a fire drill and form an orderly line outside those spaces. The PE teachers will report the attendance to the Head of Middle School and Assistant Head of Middle School and will supervise their class during the drill. Students will return to their respective buildings only when the "all clear" signal is given. All should maintain silence until they have returned to their classrooms.

Students will not be permitted to leave campus during this time, even accompanied.

# **STONE RIDGE RESPONSIBLE USE OF TECHNOLOGY**

## **ALL SCHOOL**

The School provides communication and information resources for students, faculty, and staff in order to create a productive yet safe learning environment. These resources include, but are not limited to, computer equipment, peripherals, networks, network services, software, email, and all other technology-related school owned or leased equipment and services. These resources are provided primarily to aid in the students' ability to complete their schoolwork and studies. This Policy also covers all Stone Ridge sponsored technology programs including, but not limited to, the Upper School 1-to-1 Laptop program, the Middle School 1-to-1 program (iPads and laptops) and the Lower School iPad and Chromebook program.

The policies set herewith, ("Policy"), are designed to set parameters around how technology is used within the School to further student learning and the programs of the School. These policies represent the overall standards and expectations for responsible use of technology. Users are expected to conduct themselves with personal integrity and honesty. These standards apply whether the student is on or off campus regardless of whether the communications occur on the School's computers and network or on personally owned or other third-party computers or devices.

No other agreement or policy shall supersede this document. Violation of these policies may result in corrective action, including loss of network privileges, supplementary discipline, or legal action.

## **TECHNOLOGY GUIDELINES & EXPECTATIONS**

Stone Ridge retains sole right of possession of all School owned and leased equipment and grants permission to students to use campus equipment in accordance with the guidelines in this agreement. Stone Ridge retains the right to collect and/or inspect the equipment at any time, including via electronic remote access. Stone Ridge also retains the right to add or delete installed software or hardware at any time.

Students must use electronic equipment, software, applications, e-mail accounts, and Stone Ridge's network resources appropriately for School-related activities and in a manner that is consistent with this Policy, and the mission and philosophy of the School. Students represent Stone Ridge whenever they use technology resources, even if using these resources away from or outside of Stone Ridge. Students may be held responsible for any online behavior or content that connects them to the School or implicates the School, students, faculty, staff, or other members of the community in that behavior. Students may also be held responsible for any statements, posts, communications, online behavior or content that is not consistent with the School's mission and philosophy, regardless of whether the behavior took place (or the content was created) on or away from campus. This also holds regardless of whether the communications occur on the School's computers and network or on personally owned or other third-party computers or devices.

School owned computers and equipment **MUST NOT** be used for the following:

- Illegal Acts - including but not limited to fraud, making threats, harassment, stealing, vandalizing, and copyright infringement.
- Solicitations - of any student, staff, or faculty member regarding commercial or political causes.
- Dissemination of copyrighted materials - including but not limited to software, music, video, and published materials.
- Dissemination of proprietary data or confidential materials of Stone Ridge.
- Operation of a business or solicitation of money for any reason for personal gain.
- Tampering or breaking into servers, systems, and network accounts that do not belong to the user or altering any items that affect the configuration of the systems and servers.
- Revelation of private information about any student, faculty, or staff member of Stone Ridge online.
- Accessing sexually explicit, violent, hateful, harassing, or illegal material on the Internet.
- Accessing, downloading, streaming, or sharing Internet based music, video, or any large image files that are not related to School activities and for which teacher or administrative permission has not been obtained.
- Accessing files or account data, including passwords, of another user.
- Plagiarizing material.
- To post anonymous messages on the Internet. For example, using an anonymous user to post messages or statements on the Internet that you do not want attributed to yourself. Users should be prepared to stand behind anything they post on the Internet and understand that in doing so they reflect upon their own and the School's reputation.
- Allowing anyone other than the student's parent or guardian to use school owned equipment without the written authorization of Administrative staff.

- Any activity that would void the warranty of School owned equipment. If you are not sure if what you want to do would void the warranty, ask the Help Desk first.
- Install any unapproved software. All non-School related software has to be pre-approved by the IT staff of the School.
- Any other activity that is in violation of any Stone Ridge policy.

## **EXPECTATIONS:**

- Students should refrain from sharing personal cell phone numbers and texting with faculty and staff.
- Students will not take a teacher's or another student's power adaptor.
- Students will be held responsible for lewd, threatening, harassing, hostile, bullying, discriminatory, or unprofessional communications with other students, parents, faculty and staff, or other members of the Stone Ridge community, regardless of whether the communications occur on the School's computers and network or personally owned or other third party computers or devices.
- Students must consider and respect the privacy of the students, faculty and staff, and administrators of the School in all on-line activity, including the use of images and photographs without permission, regardless of whether the communications occur on the School's computers and network or personally owned or other third party computers or devices.
- Students may not misrepresent themselves or falsify their identity to gain use of any electronic devices, send electronic messages under a false address, or use others' accounts without permission. This expectation holds regardless of whether the communications occur on the School's computers and network or on personally owned or other third party computers or devices.
- Students must report a damaged or missing school owned device within one day of the incident.
- Students may not engage in online shopping or non-school approved chat forums while in class.
- Students must consider and respect the privacy of the students, faculty and staff, and administrators of the School including taking photographs and video recordings without permission regardless of whether the communications occur on the School's computer and network or personally owned or other third party computers or devices.

Students who are assigned School owned computers and equipment are expected to do the following:

- Use equipment in a manner that adheres to the core values of Stone Ridge and the five Goals of Sacred Heart education.
- Conduct themselves online with personal dignity and integrity.
- Use equipment primarily for School-related purposes.
- Treat School owned equipment as if it were their own.
- Keep equipment clean and in good working condition.
- In the case of laptops and/or tablets, carry the equipment in a protective sleeve.
- Avoid putting equipment in situations where it can be lost, broken, or stolen.
- When having computer problems, enter a trouble ticket via emailing [support@stoneridgeschool.org](mailto:support@stoneridgeschool.org), call, or walk in to the IT Help Desk.
- Obtain the permission of the IT Help Desk staff before connecting personally owned peripherals.
- Back up their data on a consistent and regular basis (backing up once every two weeks is recommended).
- Adhere to server, email, and attachment size limitations, currently 20 MB.
- Be mindful of the environmental impact of printing and the financial costs of printing in general and specifically printing in color. Color printing should only be used when it is critical to the outcome of the presentation.
- Keep personal information private.
- Be mindful that when using social networking sites that identify users as Stone Ridge students they are representing the School in addition to themselves. Students should not post anything that could compromise their own or Stone Ridge's reputation. Stone Ridge students may be held responsible for material posted online that is contrary to the mission of the School regardless of whether it was posted on Stone Ridge's network or equipment.
- Adhere to the terms of service for any application or online service. An example of this includes, but is not limited to, age restrictions for social networking services, such as a minimum age of 13 for use of Facebook.
- Never engage in a personal manner with current Stone Ridge faculty or staff on social media sites, such as Facebook, Twitter, and other similar sites. Exceptions to this policy for school related projects may be granted with prior written approval of Administrative staff.
- Students are not permitted to wear SmartWatches (or any wearable technology) during the school day. Smartwatches include but are not limited to: LG G Watch, Sony SmartBand Talk, Samsung Gear Live, Pebble, ZenWatch, Moto 360, Sony SmartWatch 3 and Apple Watch. We are not considering the Fitbit Wristband and other exercise wristbands to be covered under this policy; students are allowed to continue to wear these devices. Health exceptions will be made on a case by case basis.
- Be mindful that when posting online; content exists forever. Think carefully and use good judgment when online.

- Be mindful that other people on the Internet may not share your values and morals. Be careful with whom you communicate over the Internet.
- Return School owned or leased equipment when no longer a student at Stone Ridge School of the Sacred Heart.

### **SYSTEM SECURITY:**

- Students are not permitted to distribute their email or network password to another student, faculty, or staff member.
- Students are not permitted to log in to the network using another person's login information, unless the express permission of a member of the faculty or staff is given.
- Students may not allow an unauthorized user to gain access to any network resources.
- Students should immediately notify a member of the IT Help Desk staff if they have discovered their password has been compromised and/or any other possible security problem.
- Students must not intentionally introduce a virus or other harmful code anywhere on Stone Ridge's network. Stone Ridge will actively work to keep laptops and home computers free from viruses and other destructive materials. If a student's computer or files are accidentally infected, they should notify and seek help from a member of the technology staff.
- Students must refrain from using any device or software that masks their use of the School's resources. This includes but is not limited to anonymizers and any application or hardware device that circumvents network security, logging, or tracking procedures.
- No one shall create, install, or knowingly distribute a computer virus, "Trojan horse," or other surreptitiously destructive program on Stone Ridge's network, regardless of whether any demonstrable harm results.
- Students should take precautions when taking confidential information about the School, students, faculty, or staff, off school premises, including on CD's, external hard drives, or flash drives.

### **COPYRIGHT MATERIALS:**

- Students are expected to abide by all Copyright restrictions for materials used at Stone Ridge School.
- Students will not upload copyright protected materials to the Safari Montage Creation Station.
- The following types of media are permissible in the following amounts:
- Motion media, e.g., movies, film clips, excerpts from television shows, etc.:  
Up to 10 percent of the total or three minutes, whichever is less.
- Text material:  
Up to 10 percent of the total or 1,000 words, whichever is less.  
An entire poem of less than 250 words may be used, but no more than three poems by one poet or five poems by different authors in an anthology. For poems exceeding 250 words, 250 words should be used but no more than three excerpts from one poet or five excerpts from different poets in the same work.
- Music, lyrics, and music video:  
Up to 10 percent of the work but no more than 30 seconds of the music or lyrics from an individual musical work.
- Illustrations or photographs:  
No more than five images from one artist or photographer.  
No more than 10% or 15 images, whichever is less, from a collection.
- Numerical data sets:  
Up to 10 percent or 2,500 fields or cell entries, whichever is less, from a copyrighted database or data table.
- Copying of an educator's multimedia project which contains materials used under fair use:  
No more than two copies may be made of a project.

### **STONE RIDGE RESPONSIBILITIES:**

- Stone Ridge will make every effort to maintain properly functioning networks and equipment.
- Stone Ridge will provide software that will complement and support the educational environment desired by the School.
- Stone Ridge reserves the right to monitor network usage and adjust application usage to preserve the health of the network and computers under its domain.
- Stone Ridge will supply a temporary replacement as stock allows for computers requiring repair work, on a first come, first served basis.
- Stone Ridge will staff a Help Desk to assist with technical issues on school owned or leased equipment, Monday through Friday from 7:30 am until 5:00 pm, excluding Holidays and School Closed days. Summer hours may vary.
- Stone Ridge, within reason, will strive to block inappropriate materials with a content filter.

### **LOWER SCHOOL**

Lower School iPad and Chromebook Program

- Students in grade 2 and 3 will be assigned a School owned iPad.
- Students in grade 4 will be assigned a School owned Chromebook.
- Students in pre-Kindergarten to grade 1 will have iPads to use in their classrooms.
- Students must follow their teacher's instructions on the use of the iPad/Chromebook in each class.
- Students will not load their own apps on the iPad/Chromebook.
- Students must immediately report any damage or loss of their iPad/Chromebook to their teacher.
- Students must follow the guidelines set in place by their teachers and the Lower School technologist if and when the iPads/Chromebook are to be taken home.
- Students must not eat or drink near their iPad/Chromebook.
- Students will adhere to all the policies for Stone Ridge School.

## **MIDDLE SCHOOL**

### **Middle School Laptop Program**

- Students in grades 5-8 will be assigned a School owned laptop.
- Students must follow their teacher's instructions on the use of the laptop in each class.
- Students will not load their own software on a school owned laptop unless approved by Mr. Rick Alfonso, Middle School Technologist or Ms. Urvi Shah, Director of Educational Technology and Innovation.
- Students must follow the guidelines set in place by their teachers and the Middle School technologist when using their laptop at home.
- Students must immediately report any damage or loss of their laptop to IT helpdesk.
- Students must keep their laptop in the school provided cases to be used within school and when going between home and school.
- Students may not take their laptop to the gym or pool unless given permission by a teacher.
- Students must not eat or drink near their laptop.
- Students can use their laptop in classrooms, study spaces and libraries but not in the hallway or locker areas unless given permission by a teacher.
- Students must bring a fully charged laptop to school everyday.
- Students will use their school email for school purposes but will not send or view emails in class without permission.

### **Middle School Kindle Program**

- Students may check-out a Kindle from the circulation desk of the Middle School Library for a two-week period of time.
- Once students have checked out a Kindle, it becomes their responsibility until they return it.
- Students may not lend a Kindle directly to another student.
- Students must return a Kindle directly to a librarian.
- Students may not use the Kindle to access the Internet.
- Students must keep the wireless setting switched to the 'off' position.
- Students must keep food, drink, and dirt of any kind away from the Kindle.
- Students may not purchase or remove books from a Kindle.
- Students may borrow a charging cord or may drop a Kindle off at the library for charging.
- Students understand that failure to observe the above guidelines may result in the loss of Kindle borrowing privileges.
- Students may send a request to the Librarian for titles to be added to the Middle School Libraries Kindles. The librarian will attempt to fill the request and contact the student when the title is available on a Kindle for checkout.

## **INCIDENT FEES**

Stone Ridge has purchased a warranty for desktops, laptops, iPads and Chromebooks which will cover any manufacturing parts that may fail within those covered years. In the event of equipment normal wear-and-tear, the equipment will be replaced with a fully-functioning unit. By signing this Responsible Use Policy, Parents acknowledge that Students are responsible for any damage or loss of their assigned equipment (which includes the device and its power adapter). In the event of loss or theft, the student and parent will be billed the full cost of replacement. In the event of damage not covered by the warranty, the student and parent will be billed a fee according to the following schedule:

### **First incident fees are as follows:**

Laptop - \$225

iPad - \$50

Kindle - \$69

Chromebook - \$100

### **Second incident fees are as follows:**

Laptop - \$400  
Ipad - \$100  
Kindle - \$69  
Chromebook - \$175

**Third incident fees are as follows:**

Laptop - Full cost of repair or replacement  
Ipad - Full cost of repair or replacement  
Kindle - \$69  
Chromebook - Full cost of repair or replacement

**Device replacement costs:**

Laptop - \$1,600  
Ipad - \$600  
Kindle - \$69  
Chromebook - \$270

**Adapter replacement cost:**

Laptop - Cost of brand specific adapter (~\$40-80).  
Ipad - \$50  
Kindle - \$40  
Chromebook - \$40

**Lost or broken Stylus (digital pen)**

Laptop - \$20  
Ipad - n/a  
Kindle - n/a  
Chromebook - n/a

Stone Ridge reserves the right to charge the Student and Parent the full cost for repair or replacement when damage occurs due to gross negligence. Examples of gross negligence include but are not limited to:

- Leaving equipment unattended and unlocked, either on or off campus.
- Lending equipment to anyone other than your own parent or guardian.
- Using equipment in an unsafe manner, including but not limited to dropping the unit, not keeping the unit in a protective case or cover, spilling liquids on the unit, and yanking an/or stepping on power adapter cords.

The record of incidents is reset as the student enrolls in the next division. For example, as a student advances from Middle School to Upper School, the record of incidents will reset.