



The Quarry Lane 6th-12th Grade Parent/Guardian and Student Handbook

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Within this document the name The Quarry Lane School maybe referred to as QLS, School, or the School.

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Dear Parent/Guardians,

Welcome to the 2023-2024 school year. Each year, our students set high academic and social standards for themselves with the help of our dedicated teachers. The purpose of this handbook is to clearly communicate our policies, procedures, and expectations.

We provide our students with a college preparatory curriculum, while recognizing the need to prepare them to live and work effectively in a rapidly changing world. Teachers and administrative staff provide excellent models for students as well as enforcing a firm but fair discipline policy. The Quarry Lane School expects each student to grow in character and integrity and holds every student accountable for personal conduct.

By providing an environment in which students feel secure and self-assured, we assist students to experiment with a variety of leadership and collaborative styles. We nurture their growth in understanding, kindness, helpfulness, candor, acceptance, and a sense of their own worth and potential.

Note: There have been important changes made to this handbook.

After reading and reviewing this handbook with your student, please sign the Acknowledgment page online, through Plus Portal, prior to the first day of school. We look forward to an outstanding year and hope this handbook is helpful. If you have questions about any of the policies and procedures, please contact the Director of Student Affairs, Mr. Anders Fairbanks at afairbanks@quarrylane.org.

Sincerely,

Sabri Arac, Ph.D.
Head of School

THE QUARRY LANE SCHOOL MISSION STATEMENT

The mission of The Quarry Lane School is to create an atmosphere that inspires a lifelong love of learning so that each student can reach their fullest potential—emotionally, socially, academically, and physically—in order to assume responsibility as a future citizen of the world. The Quarry Lane School is a nonsectarian, co-educational day school which supports a diverse faculty and student body.

GRADES 6-12 MISSION STATEMENT

The Quarry Lane School recognizes and builds on the fact that each student has distinct developmental needs that shape their educational needs. Dramatic cognitive growth allows students to think in more abstract and complex ways. A content-rich, challenging curriculum together with high expectations encourages advanced critical thinking skills for all students. Students are active participants in their learning through independent inquiry and cooperative learning. The program strives to reinforce self-reliance and organization through guided learning. Motivation is a key component toward long-term success.

THE QUARRY LANE SCHOOL PHILOSOPHY

The guiding philosophy of The Quarry Lane School is “I can make a difference.” Within this philosophy, we are dedicated to meeting the emotional and educational needs of our students to encourage further social and academic exploration. Our goal is to develop and nurture the whole child in a learning environment that promotes and builds self-esteem, encourages natural creativity, and provides a solid academic foundation.

THE QUARRY LANE SCHOOL PURPOSE

The Quarry Lane School is a coeducational, nonsectarian college preparatory school serving students from early childhood through high school. The Quarry Lane School offers students a fun, loving, creative, and challenging academic experience within an intimate and supportive learning environment. The Quarry Lane School strives to prepare students for entry into the top colleges of their choice. In keeping with our mission to develop the lifelong love of learning, Quarry Lane offers a rigorous academic program in conjunction with numerous co-curricular and extracurricular enrichment programs at all grade levels.

THE QUARRY LANE SCHOOL HISTORY

The Quarry Lane School was created by the founder and president, Dr. Sabri Arac, who received his Bachelor’s Degree in Metallurgical Engineering from Michigan Technological University in 1974 and his Master’s and Doctorate in Metallurgy/Materials Science from the University of Arizona in 1979. Dr. Arac spent the early years of his career working in the corporate world, most notably for Hewlett-Packard. He has published numerous technical publications in science and holds a United States Patent in the Material Science field. He has served on the International Electronics Commission, representing the United States with another colleague from Bell Labs, and currently serves as member of the NIPSA board (National Independent Private Schools Association).

Throughout his own educational experiences in the classroom and as a teacher, Dr. Arac dreamed of creating a dynamic, high-level, secular, college preparatory school. This safe and state-of-the-art teaching environment, along with a rigorous curriculum, would serve students from early childhood through grade 12, preparing them for entry into the college of their choice and ultimately equipping them to be

successful members of a global community. This vision became a reality with the establishment of The Quarry Lane School in January 1991.

The Quarry Lane School was developed in five distinct phases. Phase one, completed in 1991, established the preschool and elementary school programs and served students from infancy through fifth grade at the 3750 Boulder Street location known as Pleasanton East.

Phase Two, the establishment of the Dublin East campus, came in 2000 and extended the educational offerings to students in grades six through eight. It was at this time that the majority of the elementary classrooms from the Pleasanton East campus came to the Dublin East campus, leaving the Junior Kindergarten, Kindergarten and Preschool programs in Pleasanton. In 2004, another addition was made with the opening of the Pleasanton West campus, which is purely dedicated to the preschool-age student, two to five years old. Pleasanton East and West campuses academically prepare students for entrance into The Quarry Lane School Junior Kindergarten or Kindergarten program.

Phase Three, the opening of The Quarry Lane High School in 2006, brought to fruition Dr. Arac's vision of a comprehensive school that educates students from preschool through 12th grade. This addition creates a venue for the continuation of academic rigor and achievement for the students of The Quarry Lane School. The 71,000 square foot state-of-the-art Upper School building features 33 instructional classrooms. It has laboratories for science, engineering, technology, biology, earth science, chemistry, robotics, and computers. The building also contains a gymnasium, library, and art studio. Outdoor facilities include a track, sports field, and a sport court. The Quarry Lane School offers three distinct academic tracks: The College Preparatory Track--a curriculum that meets and exceeds top university standards for admission, The Science, Engineering, and Technology Track--a program that prepares students to be the scientists and engineers of tomorrow and The International Baccalaureate High School Diploma Programme--an internationally recognized, pre-college course of study considered to be the gold standard for elite university admission.

Phase Four, the opening of the Engineering and Technology Building in 2016, has allowed us to further expand our Science, Technology, and Engineering course offerings to all students Junior Kindergarten through Twelfth grade. With state-of-the-art science and engineering labs, a lecture hall, and an Upper School and Lower School cafeteria, the building will be utilized by all students on campus.

Phase Five, the opening of our fourth campus, reflects the school's growth and the value placed on the importance of early childhood education. The spacious, 28,800 sq. foot campus, located in West Dublin, opened its doors in the Fall of 2022 to students entering preschool through grade one. Equipped with expansive classrooms, STEM Lab, Art and Music studios, and an enclosed outdoor courtyard, the Dublin West campus continues Quarry Lane's tradition of excellence and offers a state-of-the-art campus focused on building a solid foundation for young children to thrive and grow as lifelong learners.

To date the Alumni of The Quarry Lane School have not only met but exceeded the school's expectations with acceptances to the nation's top universities such as Harvard, Brown, Princeton, Columbia, Stanford, Rice, Cornell, Carnegie Mellon, Northwestern, University of Pennsylvania, Dartmouth, University of Chicago, NYU, UC Berkeley, UCLA, Georgetown, and many more.

TRADITIONS

School Motto:	Education is a lifelong commitment.
School Mascot:	Cougar
School Colors:	Blue and Gold
School Yearbook:	<i>Catamount</i>
School Newspaper:	<i>Slate</i>

CITIZENSHIP

Students will learn and experience personal character building and The Quarry Lane School values through our curriculum.

- Responsibility
- Respect
- Honesty
- Courage
- Compassion

It is important for students, teachers, and parents within the School learning community to have an understanding of shared values in a common language in order for everyone to hold each other accountable to the highest standard possible.

STATEMENT OF RESPONSIBILITIES AND RIGHTS

The Quarry Lane School expects its members to take an active role in defining, maintaining, and raising its standards.

To this end, members of the school community have the responsibility to

- respect and value the intellectual, creative, and physical aspects of the learning process;
- respect and value the differences among members of the community;
- approach teachers respectfully;
- be respectful of and committed to caring for school property and the property of others;
- be respectful and respond courteously when their actions are questioned or corrected;
- be active in the pursuit of individual goals and of the collective goals of the School as set forth in the mission statement;
- help others experience the programs, community, and environment of the School in such a way that individual and collective goals may be achieved;
- uphold, by their actions and words, the rights of other members of the community; and
- seriously regard all obligations of membership in the community.

As a result of assuming these responsibilities, all members have the right to

- work and learn in activities and programs that offer choices, and to have opportunities to take risks in an environment where each member has an opportunity to reach their full potential;
- work and learn in an environment in which honesty is valued above all things;
- work and learn in a community that values and respects differences among its members;
- work and learn in a community in which the theft or destruction of property is not tolerated;
- work and learn in a community in which abuse, harassment, or bullying of any kind is not tolerated;

- work and learn in an environment free from drugs, including alcohol and tobacco, and free from weapons of any sort; and
- voice their concerns about the programs, community, and environment of the School.

EXPECTED SCHOOL WIDE LEARNING RESULTS

To ensure that our mission and philosophy are conveyed and our goals as a school are achieved, The Quarry Lane School has created the following Expected School-wide Learning Results (ESLRs). These ESLRs have been created and approved by the administration and faculty of The Quarry Lane School as well as by the Western Association of Schools and Colleges (WASC).

All Quarry Lane School students strive to be effective communicators who

- speak and write with clarity; and
- use technology and fine arts as media for expression.

All Quarry Lane School students strive to be critical thinkers and problem solvers who

- demonstrate academic readiness for higher learning through analysis and application of information and self-evaluation; and
- collaborate to establish and to accomplish effective goals.

All Quarry Lane School students strive to be individuals who

- demonstrate the Quarry Lane School values outlined through the School values and community service;
- celebrate diversity and tolerance;
- develop and apply leadership skills; and
- endeavor to lead a healthy lifestyle.

GRADUATE EXPECTATIONS

The Quarry Lane School's Expected School Wide Learning Standards (outlined below) reflect the goals of the entire school community. They are based, in part, on the accreditation expectations established by the Western Association of Schools and Colleges (WASC) and the National Independent Private Schools Association (NIPSA).

School graduates strive to be self-directed individuals who

- value learning and its role in their lives;
- discover, develop, and enjoy their unique talents and interests;
- continue to pursue lifelong learning;
- show leadership and confidence in their endeavors; and
- lead a healthy lifestyle.

School graduates strive to be critical thinkers and productive learners who

- demonstrate a strong foundation in core academic subjects;
- practice broad methods of independent research;
- analyze and solve complex problems;
- apply their knowledge and skills to diverse situations; and
- exhibit academic integrity.

School graduates strive to be effective communicators who

- employ reading, writing and speaking skills to analyze, interpret and convey ideas;
- listen and respectfully respond to the ideas of others;
- use technology as a tool to explore and present information; and
- work cooperatively and effectively in groups.

School graduates strive to be responsible citizens who

- demonstrate and encourage moral and ethical behavior;
- show kindness, honesty, and respect;
- are personally accountable;
- appreciate individual similarities and differences; and
- become active and informed participants in school, community, and global affairs.

CULTURAL ENRICHMENT STATEMENT

The Quarry Lane School is committed to providing a culturally enriching environment that nurtures and celebrates the unique qualities and talents of each student, while emphasizing respect, integrity, and inclusivity. The School believes that its community and curriculum should reflect our multicultural and diverse world, providing us the opportunity to teach awareness, sensitivity, and the skill of appreciating differences.

PERSONAL AND PROFESSIONAL DEVELOPMENT

In recognition of the importance of character education in the lives of our students and in our community, The Quarry Lane School is committed to encouraging open expression of thoughts, ideas, and experiences that provide students and all community members with authentic opportunities to understand the broader world outside of our own community. We are equally committed to providing personal and professional development programs for all community members and encouraging open dialogue about the opportunities and challenges of understanding the world.

BUILDING A MULTICULTURAL POPULATION AND CURRICULUM

As we work to build a multicultural community, we try to create a student body, faculty, staff, and Advisory Board that reflect our commitment to a diverse racial, religious, and socio-economic population. We recognize that a diverse, multicultural community needs adult mentors and the school builds diverse and multicultural faculty and staff through recruitment and retention.

The Quarry Lane School is committed to embracing the understanding that the world of the twenty-first century will be truly global. The development of a global and multicultural curriculum is critical to preparing the students at The Quarry Lane School for the world that they will participate in as active citizens. Our curriculum includes foreign language(s) and provides an understanding of the diverse history, traditions, and cultures of the world.

EXPECTATION OF PARENTAL RELATIONSHIP TO THE SCHOOL

Definition of Parent

Throughout this Handbook, whenever the School refers to “parent(s)”, the School is referring to the legal adult caregiver of the student.

Statement of Parental Support

We expect parents, as members of the community, to understand and endorse the mission statement of the School and commit to abiding by the policies and procedures stated in the Parent/Guardian/Student Handbook. The Quarry Lane School views parents as most productive when they support the School with enthusiasm and dedication. We encourage parents to take an active interest in their student's work and life at School. Parents are encouraged to work with teachers and administrators by keeping abreast of activities and events that directly relate to their student's School experience.

Positive ways to support your student's education include getting to know classmates, teachers, and other parents; engaging in volunteer activities; attending parent nights and parent conferences; as well as being involved in School events throughout the year. In order to ensure the success of each student at The Quarry Lane School, we strive to maintain a positive academic and social environment. The relationship between the administration, faculty, and parents is a vital component to achieving our School goals and mission.

While parents must act as an advocate for their student, there may be times that parents may not agree with decisions made by the school administration, faculty, or staff. In the event of these situations, it is imperative to seek out administration and/or faculty to come to an understanding of the policy or situation at hand. If it becomes apparent that the situation cannot easily resolve itself and it affects the parent's ability to remain a constructive contributor to The Quarry Lane School community, the parent, and the School may need to evaluate the fit of such a family for The Quarry Lane School. Efforts by parents to negatively lobby other parents will be viewed as detrimental to the School and will be considered grounds for removal from The Quarry Lane School.

To ensure an atmosphere of trust and mutual respect, it is also important that parents closely read the Parent/Guardian/Student Handbook and communicate concerns or questions to teachers, advisors, or Division Heads as appropriate. In summary, we encourage parents to involve themselves in the life of the School and to support The Quarry Lane School in fostering the values of responsibility, commitment, and kindness in our students.

Parent Help in Classroom

The Quarry Lane School does not solicit parent volunteers for academic assistance in the classroom. Parents are asked to help with extra activities, such as class parties, and to act as chaperones on class field trips. Additionally, teachers may utilize parent volunteers for special events in the classrooms, such as holiday celebrations or preparation for performances. The selection of chaperones for day and overnight field trips is stipulated by the number of chaperones required/allowed by the offsite facilities and will be selected by the grade level teacher using a lottery system.

Class Placement

The Quarry Lane School does not guarantee a specific teacher. Multiple factors are considered when determining classroom placement each year.

Solicitation

Students and their parents may not sell or promote materials or causes through school resources, property, or at School events without the consent and authorization of the Head of School.

Students are required to receive permission from administration prior to posting any flyers of any format or content on campus.

Parents are prohibited from soliciting Quarry Lane School employees and their immediate family members to provide services of any kind to Quarry Lane School families under any circumstances at any time, whether compensated or not compensated. This includes, but is not limited to, babysitting, tutoring, house sitting, pet sitting, and carpooling.

UPPER SCHOOL COMMUNICATION GUIDELINES

The Quarry Lane School believes that close communication between home and school is important to a student's educational success. Therefore, we value and encourage parental involvement. Should you have questions, The Quarry Lane School would like to assist you in contacting the appropriate person so your questions and concerns can be addressed in an efficient and timely manner.

The Quarry Lane School asks that you adhere to the following procedures if you have any concerns.

1. Contact your student's teacher or coach.
2. If your concern cannot be resolved with the teacher, please contact the Director of Student Affairs, Mr. Anders Fairbanks at afairbanks@quarrylane.org.
3. If the matter remains unresolved, Upper School Administration will collaborate to best meet the needs of all parties.

Questions Regarding Your Student's Class

Questions regarding curriculum, teachers, classes, scheduling, etc. should be discussed with the Registrar or Director: 6th/7th Grade – Mrs. Melissa Vidal-MacKay; 8th-12th Grade – Ms. Janaquin Clark. Parent/teacher conferences are scheduled within the academic year (please refer to school calendar for specific dates.); however, conferences may be arranged at any time throughout the year as requested by parents, teachers, or administrators. Questions regarding college counseling, leadership, field trips, campus activities, etc. should be discussed with the College Counselor, Director of Student Affairs, or the Student Activities Coordinator. We ask that you do not drop by the classroom or attempt conversations during pick-up or drop-off.

MEDIA COMMUNICATION

Should a member of the media contact a student or parent concerning events or policies related to the School, they are strongly advised not to answer any questions. Members of the media seeking information pertaining to the School should be referred to the Head of School's office.

CELEBRATIONS

Birthday Parties/Events Outside of School

Care should be taken when arranging for birthday or other celebrations outside of School. Invitations to events outside of School must be mailed to the homes of the students and not delivered during the school day unless every student in the class is invited. Likewise, party gifts should not be sent to School with students. These considerations will help maintain the dignity of all students.

The School is prohibited from providing addresses for families or mailing invitations.

NOTE: Please know that while teachers and staff are honored to receive invitations to students' off campus events, there is no expectation from the School that they attend.

PARENT NOTIFICATION POLICY

The Quarry Lane School's policy is to treat the parent as the person authorized to release personal information. Hence, the vast majority of sensitive communications are directed to the parent rather than to the student.

All International Students are required to have a guardian throughout their duration as a student at The Quarry Lane School until they graduate, regardless of age. Please refer to the guardianship authorization for details.

If an International Academy student has a new guardian, the previous guardian must notify the School that they no longer are the guardian. The new guardian for the International Academy student must formally notify the school in writing and provide the updated contact information.

There are critical situations, where prompt notification is prudent, so the School will contact a parent as soon as possible:

- Change of status imposed by the School—A change in the status of a student at the School may be imposed as a result of disciplinary action or unsatisfactory academic progress. If a student is placed on probation, suspended, or expelled, parents are notified. It should be noted that less severe instances of disciplinary or academic action may result in warnings to the student, of which parents are not formally notified.
- Transport to a hospital in critical situations—When a student needs to be transported to the hospital in a critical situation or an ambulance is called on a student's behalf, the parent will be notified.
- Arrest—The parent will be notified if the student is placed under arrest while on School property or detained by law enforcement officials. **NOTE:** The School does not post bail for arrested students. If a student receives a citation for a summary offense for which they are not detained, such as underage drinking or disorderly conduct, the School will notify the parent, should they become aware of such an incident.

The School reserves the right to notify a parent for reasons other than those previously listed, based on its judgment of what is in the best interests of the student and of the School. Individual teachers may contact parents when a student is failing to make satisfactory progress or when a situation is deemed necessary.

PUBLICATION OF PHOTOGRAPHS, VIDEOS, AND STUDENT WORK

Photographs, audio/video recordings of students, and excerpts of their work are routinely used in School publications, the School website, the School newspaper, admissions materials, outside publications, and advertising materials. Parents agree that The Quarry Lane School has the irrevocable right to use their student's image or likeness, name, voice, student information pertaining to School functions and activities, student work, etc. in, but not limited to, photographs/videos/press releases/radio spots/websites/brochures or other School promotional media without financial compensation for an unlimited time.

Parents must notify the School in writing if they do not wish their student's photo or work to be used in such publications, and students are expected to be aware if parents have asked that their image not be published. The School retains the right to use student-produced works in any way it chooses to benefit the School. This release does not apply to photographs taken during extra-curricular activities. Students who attend extra-curricular activities forfeit their rights to retain authority over the publication of photos taken.

PRIVACY OF INFORMATION POLICY

Personal information is generally not released to anyone outside of the School without the family's prior consent.

Education records may be disclosed internally to School officials with a legitimate educational interest without prior written consent from the family. School officials include persons employed by the School in administrative, supervisory, academic, research, or support staff positions, persons serving on School governing bodies, or persons employed by or under contract to the School to perform special tasks, such as attorneys and auditors. A School official is determined to have legitimate educational interest if the information requested is necessary to perform tasks appropriate to their position or contract agreement, perform tasks related to the student's education, perform tasks related to the discipline of a student, or provide a service such as health care, counseling, institutional research, job placement, or financial aid.

STUDENT INFORMATION FORMS

All family emergency forms must be uploaded to or updated in the student's Plus Portal account prior to the first day of school, defining each student's general health needs and other pertinent information. The School also expects to be informed of any regularly administered medications that a student is taking. All information on the emergency form is kept confidential. If there is a change in home, cell, or work telephone numbers, e-mail addresses, or any other information, parents should update this information in the student's Plus Portal account immediately. If parents are away from home for an extended time, the School should be informed and provided with written authorization for the person who will be responsible for the student during the parents' absence.

MEDICAL EXAMINATIONS

State law requires a physical examination for all students entering school in grades Junior Kindergarten/Kindergarten as well as all new students entering grades JK-12. If a student transfers from another school, that student must show proof of meeting California requirements. California does not accept any exemption for immunizations. Immunization records must be received by the first day of school or admission to the school may be denied. All immunization requirements must be met within 30 days of the first day of school, or enrollment will be conditional while all vaccination deadlines are being met according to state determined intervals. Any Health Examination Waiver must be submitted in writing and signed by the parent. While physical examination forms are due by the first day of school, they may be completed up to one year prior to the school start date.

All international students are required to have active health insurance while attending the Quarry Lane School.

An Athletics Physical Form is required for all students wishing to participate in competitive sports. This form is required prior to initial try-outs for a particular sport.

TRANSCRIPT REQUESTS

Questions regarding transcripts and transcript requests should be emailed to Registrar@quarrylane.org. Please allow at least five business days for the transcript request to be processed. The individual requesting the transcript will be contacted via email by the Registrar. Preference is for electronic transcript and not a paper transcript.

SCHEDULES

Research has shown that one of the benefits of block schedules is a reduction in student stress. Some believe that this is true, in part, because students have fewer classes on a given day to focus on, making schoolwork more manageable. The schedule encourages teachers to design lessons that are more student-centered on block days and will involve the application of learning rather than simple memorization. The schedule provides additional opportunities and minutes per week for students to study, organize their materials, plan their week, and collaborate or to engage in or apply learning in optional learning opportunities. Additionally, many interventions, such as office hours and workshops may be offered during the school day, reducing the need for students to stay late after school or give up their lunch period, in some cases.

Although no schedule alone will solve these problems, this instructional schedule will strengthen some of these efforts.

The purpose of the bell schedule is to allow teachers to engage in teaching that will take students to a deeper understanding of the material. This is the type of learning that colleges and employers have indicated are most needed. The block periods should be used for project-based learning, collaborative learning, experimentation, and application of learning.

Of course, the bell schedule allows for this change to instruction. It is the hard work, preparation and dedication of our teachers that will actually make it happen.

STUDENT PICK-UP/DROP-OFF GUIDELINES & PROCEDURES

The following guidelines and procedures set forth are designed with the safety of our students in mind. Please make sure that you read over these procedures carefully. We appreciate your cooperation to ensure the safety of all The Quarry Lane School students.

The Upper School office is open from 7:30 am to 4:30 pm. Students may be dropped off and picked up between these hours. Upper School students must be picked up no later than 5:00 pm. Any student remaining on campus after 5:00 pm must check-in to the Lower School aftercare Program.

Scheduled start and stop times for the academic school day are subject to change. Parents will be notified by the School administration of the scheduled start and stop times as well as if a change to the start and dismissal time is made.

Drop-off Procedures

Upper School begins as indicated on the instructional bell schedule found at the beginning of the Upper School Handbook. Students arriving after the start of their first period of the day need to go the Upper School office and receive a tardy slip before entering class.

Please follow these rules for drop-off.

- Drive slowly – 5 mph or slower.
- Obey traffic signs.
- Use of cell phones is not allowed while driving on campus.
- Always pull forward to the preceding car.
- Remain in your car at all times.
- Do **not** park along the red curb. This is not a parking area.
- Do **not** drop students off in front of Building #1. This blocks the driveway and forces cars to be stuck in the middle of the intersection and requires students to cross unsafely.
- Do **not** double park at any time.
- Students should exit the car on the curb side only. You will be asked to park and assist your student if they are on the drivers' side of the car and cannot climb over to the passenger side.
- Please have all student materials ready in the passenger compartment, not the trunk of the car. If the trunk needs to be accessed, you will need to park and assist your student(s).
- Do **not** block the intersections on campus. Cars need to get through and cannot do so when a line of cars is formed.
- Do **not** park on Tassajara Rd. or in any of the local neighborhoods. This includes the Wheels bus stop located on Tassajara Rd.
- Only cross at the crosswalk and when instructed by a QLS faculty or staff member.

Pick-up Procedures

Please arrive no earlier than your student's designated dismissal time. If you arrive before your designated time, you will be asked to drive around and park until your designated pick-up time. Do not queue in the turning lanes to enter campus prior to dismissal time. This will cause a backup on Tassajara Rd. Refusal to obey directives by staff members assisting with pick-up and/or drop-off may result in a loss of drop-off or pick-up privileges.

Please follow these rules for pick-up.

- Drive slowly—5 mph or slower.
- Obey traffic signs.
- Use of cell phones is not allowed while driving on campus.
- Remain in your car at all times. Do not leave car unattended along the curb.
- Do not park along the red curb. This is not a parking area.
- Carpools need to be organized prior to the start of the day. Make sure all students in your carpool are aware of who will be picking them up at the end of the day. Refer to the following Designated Pick-up Policies and Procedures.

Designated Pick-up Policies and Procedures

- Please make sure that all designated pick-up persons are noted on your student's emergency pick-up list, which can be updated electronically on the Parent Plus Portal at any time.

- If you must add and/or change authorized pick-up person(s), authorization for the pick-up must be communicated to the Upper School office via email or an authorization for pick-up form must be completed and submitted to the office.

Only authorized people will be allowed to pick up your student. Identification (picture I.D., such as a valid driver's license) must be presented at the office when a person other than a parent comes to pick up your student. If a student must be picked up by an adult not listed on the emergency form, parents must immediately email or fax permission to the Upper School office. Permission in writing must include (1) your name, (2) first and last name of your student(s), and person you are authorizing to pick up your student (s) and (3) the action you are authorizing, for example, "I, Jane Doe, authorize John Doe to pick up my student, (student name[s]) from The Quarry Lane School." If faxing, please provide your signature.

Note: Students who must leave school before regular dismissal must be signed out in the Upper School office by a parent or otherwise identified and authorized adult.

Taxis and Third-Party Transportation Services

Taxi and/or third-party taxi transportation services (including, but not limited to Flywheel, Uber, Lyft, or other taxi services.) are not allowed on campus.

If your student commutes to and from school in a commuter van, the company must be bonded and secured.

If a van transportation service repeatedly disobeys traffic laws or traffic guidelines set forth by The Quarry Lane School, they may be asked not to return.

Before and After School Policies

The School cannot accept responsibility for students who arrive before 7:00 am or who are picked up after dismissal time, unless they are involved in pre-approved programs, such as participation in athletics, drama rehearsals, or other official school functions for which the parents have given permission. The school will be locked after 5:00 pm each day.

HOMEWORK PURPOSE AND GOALS

It is our policy to encourage student's academic efforts beyond school hours and believe the responsibility for a student's complete education is shared by not only the School, but the family and student as well. Homework is designed to provide practice of the skills and concepts introduced in class, strengthen basic skills, stimulate personal interests, foster independent study skills, develop initiative and responsibility, and keep parents aware of their student's curricular and academic progress. Homework is an important component of the cumulative grade. The amount of time a student spends on homework varies at each grade level and subject. During the first week of the new school year, teachers communicate their homework policies and procedures to parents through their class syllabus. Students must keep records of short-term and long-term assignments in their student planners. The Plus Portal website is updated with class materials and assignments on a regular basis. Please note that homework policies are determined at the discretion of each individual teacher.

Homework allows for skill practice, development of creativity, and additional disciplined thinking. Students should do their assigned work daily and to the best of their ability. The student is responsible

for raising questions regarding assignments with their teacher *before* they are due. We encourage students to discuss homework questions with their teachers as needed.

It is the student's responsibility to understand and complete assignments missed due to absence. Reports and grades will also reflect, in part, the quality of all homework assignments. Each classroom teacher will have a classroom policy in place for the consequences with respect to late or missed homework assignments.

HOMEWORK GUIDELINES

The amount of time spent on homework will vary from student to student and class to class. If a student is routinely spending more than what is indicated by the course syllabus, please contact the course instructor.

Late Assignments

Consequences for late homework are at the discretion of each academic department. In general, no late homework assignments are accepted, unless permitted by a teacher within their policy. Assignments are considered late if not completed by the beginning of the class period on the assigned due date. In addition, work is not accepted if it has been completed during the class period of another subject area and may be subject to confiscation in the event that a teacher is aware that a student is completing an assignment during class time.

Homework Requests and Make-up Work

If a student is absent, please make requests for assignments with their teachers via email by 10:00 am. For each day of an excused absence, students have two (2) days to make up any missed assignments and/or tests that were assigned during the period of absence. If homework, a test, or a project was assigned before the absence, the student is expected to have the work completed on the day they return. After this time, any incomplete work or test will be counted as a zero. It is the student's responsibility to obtain missed work and confirm make-up exams. Students who miss class time because of school-sanctioned athletic events, field trips, or other school related events of three or more days, should make arrangements with teachers prior to their absences.

If parents choose to take a vacation, they do so with the understanding that the teachers are not responsible for providing assignments for the period of absence or giving extra time to help students make up work that is missed. In the case of unexcused absences, teachers do not offer the opportunity to make up missed homework, quizzes, or tests.

How can parents help?

You may help your student with their homework by finding a quiet study location and setting aside time to do homework. The School understands that students have many activities after school so helping them organize their time is important. Work with your student on determining the time it takes to complete homework assignments.

Encourage your student to find their own answers. DO NOT do your student's homework, projects, or papers. This is considered a serious form of academic dishonesty. If your student is struggling with homework past the specified amount of time, please let their teacher know. Please understand the importance of seeing students' mistakes so that teachers can re-teach concepts and support the students as needed.

TESTING

The Quarry Lane School's goal is to help each student reach their academic potential. To achieve this goal, teachers design class work, homework, projects, and tests that consider a student's needs and skill levels. The School sets high standards for students by assessing them both according to how well they have mastered a course's content and how seriously they have committed to reaching their potential. Middle school students will not have more than two full-period tests per day. Quizzes are designed to take 15-20 minutes and are not considered tests.

STANDARDIZED TESTING PROGRAM

Students in 6th through 8th grade will sit for the Comprehensive Testing Program Four (CTP4), developed by the Education Records Bureau. Results are given to families at the end of the school year. All 10th and 11th grade students will sit for the PSAT in the fall. Students will be given practice test materials ahead of time to better prepare for the actual examination and will receive their electronic score reports digitally through the College Board. All 11th grade international students from non-English speaking countries are required to have taken a TOEFL exam prior to the end of their junior year. All 11th grade students are required to have taken two standardized tests, either the SAT or ACT twice, or a combination of the ACT and SAT prior to the end of their junior year. In general, students should take SAT Subject Tests right after completing the recommended classes as the material will be fresh the student's mind. In some cases, this may mean spring of freshman or sophomore year. For the language tests, it is best to take these tests after studying the language for at least two or three years. Students in AP courses will take the AP exams in their subject area(s) in May. Students who wish to take an AP exam for a course not offered at QLS are required to have administrative approval. The Quarry Lane School is not obligated to order any exams not approved by the administration. AP results are emailed from the College Board in July. Students in IB courses will take the IB subject exams in May. Results are available online in July; please contact the IB Coordinator for more information.

REPORTING STUDENT PROGRESS

Academic Expectations

The goal of The Quarry Lane School's academic program is to provide a strong focus on academics within a supportive and nurturing environment. We provide students with intellectual stimulation, challenge, and opportunities for collaboration and creative expression. With these objectives in mind, the curriculum is designed to meet the developmental needs of our students in order to prepare them for high school graduation and beyond.

Students, **grades 6th-8th**, must perform at or above grade level and maintain at least a 2.5 grade point average (GPA) each semester. High School Students must perform at or above grade level and maintain at least a 2.75 GPA each semester. Failure to do so may result in dismissal or the student may be required to complete summer school to reach a specified achievement level. Whenever a student falls below a cumulative of "C" or receives a failing grade of "D" or "F" on a major assignment (e.g., a test, essay, or project), the student and the parents will be notified.

Academic Information

Graduation Requirements

Each must complete a minimum of 230 credits to graduate.

Graduation requirements

Subject	Requirement	Credits
Social Science	4 years – including 1 year of World/European History <i>and</i> 1 year of US History	40
English	4 years of college preparatory English	40
Math	4 years – including Algebra 1, Geometry, and Algebra 2	40
Science	3 years of science – including 2 years of Laboratory Science and 1 year of a Life Science	30
Foreign Language	3 years of the same language *International students exempt	30
Physical Education	1 year	10
Fine Arts (VPA)	1 year	10
Electives	Additional courses to earn a minimum of 230 credits	30+
Minimum credits required:		230

Modification to the Quarry Lane graduation requirements will be considered by the administration with documentation for any extenuating circumstances and when UC graduation requirements are met. Students in the IB program will work with the IB Coordinator to complete the community service requirement.

UC/CSU Admissions Requirements

To qualify for admission to a UC or CSU campus as a freshman, students must complete all subject requirements listed below, earn an acceptable grade point average, and pass required college admissions tests with an acceptable score. A student must have completed a minimum of fifteen units of high school work during grades nine through twelve. A unit of work is equal to a one-year course; a one-semester course is equal to one-half unit. At least seven units must be earned in courses taken in the last two years of high school and 11 of the 15 units must be completed by the end of the junior year (including summer). These are minimum requirements; competitive programs require that students far exceed these minimum standards.

Subject	QLS	CSU	UC	Selective Colleges
Social Science	4 years	2 years	2 years	3 years rec.

English	4 years	4 years	4 years	4 years rec.
Math	4 years	3 years 4 years rec.	3 years 4 years rec. *must include Geometry	4 years rec.
Science	2 years Lab Science 1 year Life Science	2 years *1 year Biological Science and 1 year Physical Science	2 years *Biology, Chemistry, or Physics 3 years rec.	4 years rec.
Foreign Language	3 years	2 years	2 years 3 years rec.	4 years rec.
Fine Arts	1 year	1 year	1 year	
Electives	3 years	1 year	1 year	

Class Standing

Class standing is based upon the individual accumulation of academic credit. To receive credit for a course, students must earn a grade of C- or higher each semester.

Class Standing	Current Requirements (Course Credits Completed)
Freshman	0 to 55
Sophomore	56 to 110
Junior	111 to 170
Senior	171 to 230

Course Load

The normal course load for students is seven courses per semester. Given the academic rigor at The Quarry Lane School, students in grade 9 must receive teacher and administrative approval to take AP courses. Students in grades 10 through 12 may take a maximum combination of three AP and IB Higher Level courses each academic year. Eligibility for advanced courses is approved by teacher and administrative consent. Exceptions require administrative approval.

Course Designators

At the request of the University of California and California State University systems, the four course designators are identified as follows:

P	College preparatory classes (e.g., US History P)
EL/ESL	English Language Learner classes (e.g., EL US History)
AP	Advanced Placement classes (e.g., English 3 AP)*
H	Honors classes (e.g., Pre-Calculus HP)*
IB	International Baccalaureate (e.g., IB Eng SL2)**

*All students enrolled in Honors, AP, and IB courses receive honors credit. A weighted grade point system will be assigned to Honors, AP, and IB designations (A=5 points, B=4 points, C=3 points, and D=1 point).

Add/Drop Policy

Students may withdraw from a course (except graduation-requirement courses) during the first two weeks of the semester without it appearing on their permanent academic records. Students who withdraw from a course after the first two weeks of the semester will receive a "Withdraw" grade on their School transcript for the course, unless otherwise determined by the Department of Academics due to extenuating circumstances. Students may not drop a class based on teacher preference. Seniors must get approval from the College Counseling department prior to dropping a class.

Parent-Teacher Conferences

Formal parent/teacher conferences are offered twice annually. Additional conferences may be requested at any time throughout the year by parents, teachers, or administrators.

Report Cards

Semester report cards will be sent electronically to the email address that is listed as the primary email at the end of each semester. Only semester grades are reflected on the transcript for students in grades 9 through 12. Paper copies of all grade reports will be made available upon request to the Registrar.

Grading Scale

The grading scale is as follows:

Letter Grade	Percentage	Grade Point	Grade Point Honors/AP/IB
A+	97.00 -100	4.0	5.0
A	93.00-96.99	4.0	5.0
A-	90.00-92.99	3.7	4.7
B+	87.00-89.99	3.3	4.3
B	83.00-86.99	3.0	4.0
B-	80.00-82.99	2.7	3.7
C+	77.00-79.99	2.3	3.3
C	73.00-76.99	2.0	3.0
C-	70.00-72.99	1.7	2.7
D+	67.00-69.99	1.3	2.3
D	63.00-66.99	1.0	2.0
D-	60.00-62.99	0.7	1.7
F	0-59.99	0	0

Weighted Classes

Honors-level, AP, and IB courses are weighted by one point, as indicated on the above chart.

Letters of Recommendation

All requests for letters of recommendation to transfer to another school must be submitted to the Registrar. All requests for college applications, scholarships, or summer opportunities must be submitted

to the College Counseling department. A minimum of 10 business days is required for the processing of any letter of recommendation.

Please note that when the school receives a request to send application materials to summer programs or to colleges students and parents are granting us permission to send their materials to an outside organization.

College Reporting

The Quarry Lane School is a non-reporting school. This means that the school does not report a student's disciplinary record to any college unless a student engages in an activity which results in disciplinary action. Examples of reportable behavior include: fraudulent application materials, documented pattern of cheating or plagiarism, excessive, unexcused school absences, selling/using drugs on campus, hate speech, dangerous weapons, or threats or actions of violence.

Honor Roll Recognition

The Quarry Lane School provides a rigorous academic course of study for students. Each semester, students are recognized for their academic excellence. Honor Roll is determined by a student's grade point average for all weighted academic grades earned in a given semester. Honor Roll GPA is calculated based on the sum of the numerical equivalent of the letter grades divided by the total number of academic courses taken during that marking period.

Students can earn the following academic acknowledgment each semester while attending The Quarry Lane School:

Dean's List:	Weighted GPA of 4.0
High Honor Roll:	Weighted GPA of 3.75 to 3.99
Honor Roll:	Weighted GPA of 3.50 to 3.74

Note: A student will be made ineligible for the School Honor Roll if they received a grade of F, a W (withdrawal), or an I (incomplete) in any one class taken during the semester; or if they were suspended during the academic semester.

Academic Probation

Academic Probation signals that serious under-achievement and/or unsatisfactory results must be promptly corrected. Parents will be notified when a student is placed on Academic Probation. Students who have been placed on Academic Probation at any time during the year will be evaluated before reenrollment contracts are offered for the next academic year. On occasion, students in serious academic difficulty may be "counseled out" during the year and directed to another school, which is better suited to their needs.

Reenrollment Criteria

Middle School students must have a yearly GPA of 2.5 or above and High School students must have a yearly GPA of 2.75 or above to reenroll for the next year. Students who do not meet this criterion or have been put on Academic Probation during a given year may not qualify for reenrollment. A student must also have a C- or higher grade each semester to get credit for a required course. If a student receives below C- for a required class, they must repeat the course. If a student does not receive credit for a required course, it must be made up in subsequent years or in The Quarry Lane School summer program. The faculty will support students who are experiencing academic difficulties, which may include mandatory attendance at office hours or advisory and recommendations for outside tutoring. However,

a student must be able to meet graduation requirements within the identified period to be eligible for re-enrollment.

International Baccalaureate (IB) Programs

Students accepted in the IB Course Certificate or Diploma programs, please read through the additional policies in the below links:

IB Academic Honesty Policy:

http://www.quarrylane.org/uploaded/AboutUs/IB/QLS_Academic_Honesty_Policy.pdf

IB Assessment Policy:

http://www.quarrylane.org/uploaded/AboutUs/IB/QLS_Assessment_Policy.pdf

IB Language Policy:

http://www.quarrylane.org/uploaded/AboutUs/IB/QLS_Language_Policy.pdf

IB SEN Policy:

http://www.quarrylane.org/uploaded/AboutUs/IB/QLS_SEN_Policy.pdf

California Scholarship Federation

Students with exemplary scholastic achievements are eligible for membership in California Scholarship Federation (CSF) at the end of each semester provided they achieve 10 CSF points in five subjects. An “A” merits 3 points and a “B” merits 1 point (2 points in an Honors/AP course) in a five-semester credit subject. Regardless of points earned, a grade of “D” or “F” in any subject makes a student ineligible. Membership is not automatic; students must apply each semester. In addition to the academic requirement, students seeking active membership must also complete 20 volunteer hours per semester. Students who do not complete the required volunteer service are given inactive membership. Life membership (four of the last six semesters, one of which must be in the senior year) entitles the student to special recognition at graduation.

National Honor Society

Students at Quarry Lane School have the opportunity to become a member of the National Honor Society. Membership in the National Honor Society (NHS) is based on a student’s fulfillment of four requirements. Members of the junior and senior class who meet all four requirements and complete an application will be admitted to the National Honor Society.

The four basic requirements for membership are scholarship, leadership, service, and character.

Scholarship

Students are eligible to apply for NHS membership if they demonstrate academic achievement through their grade point average.

Junior Year Induction GPA Requirement: A cumulative grade point average of 3.750 must be earned during freshman and sophomore years.

Senior Year Induction GPA Requirement: A cumulative grade point average of 3.750 must be earned during freshman, sophomore, and junior years.

Grade point average will not be rounded to meet the minimum requirement.

Leadership

According to the National Honor Society (NHS) standards, the student who exercises leadership

- is resourceful in proposing new problems, applying principles, and making suggestions;
- demonstrates initiative in promoting school activities;
- exercises influence on peers in upholding school ideals;
- contributes ideas that improve the civic life of the school;
- is able to delegate responsibilities;
- exemplifies positive attitudes;
- inspires positive behavior in others;
- demonstrates academic initiative;
- successfully holds school offices or positions of responsibility; conducts business effectively and efficiently; and demonstrates reliability and dependability;
- is a leader at work and in school or community activities;
- is thoroughly dependable in any responsibility accepted; and
- is willing to uphold scholarship and maintain a loyal school attitude.

The QLS chapter of the NHS requires that each student has held a leadership position while in high school. By the QLS standards, a leadership position requires that the student be responsible for overseeing a group of people. Leadership in organizations outside of school may count towards this requirement.

Leadership activities include

- officer of an activity or organization;
- editor of a publication;
- team captain, coach, or manager;
- crew chief or production manager in a dramatic or musical production;
- camp counselor;
- diversity trainer leader; and
- LINK leader.

Service

The National Honor Society standards require that a student

- volunteers and provides dependable and well organized assistance, is gladly available, and is willing to sacrifice to offer assistance;
- works well with others and is willing to take on difficult or inconspicuous responsibilities;
- cheerfully and enthusiastically renders any requested service to the school;
- is willing to represent the class or school in inter-class and inter-scholastic competition;
- participates in some activity outside of school: Girl Scouts, Boy Scouts, youth groups affiliated with religious institutions, volunteer services for the aged, poor, or disadvantaged;
- mentors persons in the community or students at other schools; and
- shows courtesy by assisting visitors, teachers, and students.

The QLS chapter of the NHS requires members to participate in a variety of QLS activities but also to serve the greater community outside of the school.

Junior Year Induction: eligible students need to earn at least seven QLS activity points in grades 9-10 and complete at least 40 hours of service in non-compensated activities outside of school.

Senior Year Induction: eligible students need to earn at least 10 QLS activity points in grades 9-11 and complete at least 60 hours of service in non-compensated activities outside of school.

QLS activity points are awarded to students according to the time spent participating in various activities: one point for activities meeting for approximately 40 hours, two points for 80 hours, and three points for 120 hours. No more than three points will be awarded per academic year for any one sport or activity. Activities that earn report card grades are not awarded activity points for class time. Members of musical ensembles who receive course credit may only count hours spent performing on nights and weekends towards their QLS activity points.

QLS activity points can be earned through activities such as:

- Athletic team member or manager (2-3 points per year)
- Member of cast or crew in musical or dramatic production (2-3 points per year)
- Vocal, band or instrumental ensemble (1-2 points per year)
- Club member (.5 point per year)
- Club Officer (1 point per year)
- Contributor or staff member of a publication (.5 to 1 point per year)
- Editor of a publication (2 points per year)
- Robotics Club team member (1-2 points per year)
- Continental Math League (1-2 points per year)
- Student Council or Student Government (.5-1 points per year)
- Model United Nations team member (1-2 points per year)
- Academic Decathlon team member (2-3 points per year)
- Speech and Debate Club (1 point per season)
- Harvard Model Congress team member (1-2 points per season)

Note: These point values are approximate. Actual point values may vary according to an individual's time commitment to an activity or sport.

Character

Each eligible student will be evaluated by the faculty and administration according to the National Honor Society standards for good character, which state the student of character:

- takes criticism willingly and accepts recommendations graciously,
- consistently exemplifies desirable qualities of behavior (cheerfulness, friendliness, poise, stability)
- upholds principles of morality and ethics,
- cooperates by complying with school regulations concerning property, programs, office, halls, etc.,
- demonstrates the highest standards of honesty and reliability,
- shows courtesy, concern, and respect for others; observes instructions and rules,
- exhibits concentration and sustained attention as shown by perseverance and application to studies,
- manifests truthfulness in acknowledging obedience to rules, avoiding cheating in written work, and showing unwillingness to profit by the mistakes of others, and
- actively helps rid the school of bad influences or environment.

Character will automatically be questioned by events leading to suspension from school, consistent lateness, cheating, or other offenses brought forth by a member of the faculty or administration. If someone deems a student's character not sufficient, that opinion will be discussed with the student's current teachers, counselor, or Director of Student Affairs, and the relevant information will be forwarded to the Faculty Council for consideration.

Application and Membership

Eligible juniors and seniors receive invitations to attend an informational meeting each September. They are responsible for completing an application and documenting their service/activity hours.

The Faculty Council will evaluate the requirements of scholarship, leadership, service, and character for each eligible candidate. Final selection of the National Honor Society is the responsibility of the Faculty Council.

All National Honor Society members are expected to maintain membership requirements of the National Honor Society, including GPA, and to take part in National Honor Society service projects. The Faculty Council may dismiss any member failing to fulfill these obligations. Dismissal will result in the removal of the NHS designation from school records and, depending on the severity of the infraction, possible notification of colleges to which a student applied.

THE QUARRY LANE SCHOOL POLICIES

Absence and Tardy Procedures

Attendance

The School expects regular attendance and prompt daily arrival of all students. Students are expected to attend all scheduled classes except in the case of verified illness or when excused by administration. Students are expected to fulfill all their School obligations, including attending classes, assemblies, trips, appointments, rehearsals, practices, athletic competitions, and performances. Students must attend a minimum of three classes in order to participate in any extracurricular activities on the day of the absence, unless special permission is given by the school administration. In the event of a Friday absence, the student may be ineligible to participate in extracurricular activities. If your student is going to be absent, you must notify the Upper School office prior to 8:00 am by emailing us-attendance@quarrylane.org with your student's name, grade, and reason for the absence. All students must attend school daily unless properly excused by a written note from the student's parent or a physician. Students who do not complete a minimum of six hours each day will be considered absent. We discourage families from excusing any tardiness or absence, including those for out-of-school appointments not related to illness or emergency. Excuses for lateness, absence, non-participation in sports, and early dismissals must be given in writing to the Upper School office and your student's teacher.

The academic calendar is issued well in advance of the academic year to allow families to plan activities within the parameters of school vacation periods. The School will not support or excuse absences due to extensions of holidays, vacations, or family trips when School is in session. Such time away from School creates undue pressure for students and places an unmanageable burden on teachers. Consequently, the School reserves the right to designate such absences as unauthorized. All work assigned during unexcused absences will be due on the day of the student's return and teachers are under no obligation to extend deadlines or reschedule tests or other assessments. Teachers cannot be expected to re-teach missed

material. If unexcused absences result in the student needing tutoring for work missed, parents will assume the cost.

Entering school after the start of the school day without prior approval may prevent the student's participation in School functions and activities later in the day. Students with 7 absences per semester, excused or unexcused, may be in jeopardy of not being promoted to the next grade. Questions relating to the School's policy on absence and make-up work should be referred to the Director of Student Affairs.

Excused Absences

Students are expected to attend school on all days that The Quarry Lane School is in session. The Quarry Lane School excuses absences from school for

- personal illness;
- healthcare appointment;*
- religious holidays;
- death in the family;
- School-sanctioned events; and
- performance Auditions for Colleges and/or Universities.

*To clear a healthcare appointment to an excused absence, a note from the doctor, dentist, or orthodontist is required on the doctor's official stationery. Absences due to a medical/healthcare appointment, that are not verified with a note from the doctor, are considered unexcused. Doctor notes may be verified by staff for authenticity.

Note: Vacation during the School year is considered an unexcused absence. The School does not approve of early departures and/or late returns at regular vacation times.

If a student is absent, the parent must call or email to inform the Upper School office by 8:00 am. In the event of an absence, it is the student's responsibility to get missed assignments/tests from teachers. An absence of 3 or more consecutive days requires a doctor's note to be excused.

A parent must sign out any student who needs to leave School before the regular dismissal time. A parent should contact the Upper School office at least one hour before any unplanned departure from School.

Students who have excessive absences may receive an "Incomplete" grade for the course in that semester. It is at the discretion of the teacher and administration to authorize makeup work. Incomplete coursework must be made up by the final exam date for the course. Students who fail to make up work by the deadline will receive an "F" grade for the course.

Under extenuating circumstances, where the student cannot take the final exam at the scheduled time, it is the student's responsibility to make up the exam within 1 week of the end of the semester.

Excused Absences – Partial Day

Illness

A student who becomes ill during the school day must alert their classroom teacher and then report to the Upper School office. Students may not leave campus without signing out in the Upper School office and with the authority of a parent.

Appointments

Communication about early dismissal for an appointment must be shared with the Upper School office by 8:00 am on the date of the request. The communication must include the type of appointment, date, and time of dismissal.

On-Campus College Representative Visits

Each fall, over 100 college admission representatives visit The Quarry Lane School. To assist in planning, the College Counseling department provides a calendar, updated weekly, of upcoming visits by representatives. This schedule is available in Naviance Family Connection and is posted in the College Counseling office.

Seniors must receive permission from their teacher(s) and the High School Director with a minimum of 24 hours' notice if they are to miss a class. They may not miss more than two class periods of any one class.

Juniors may only attend visits during their free periods.

Off-Campus College Visits

Students are encouraged to visit colleges during school closures. If a visit is scheduled when school is in session, the following must be observed

- student must obtain an Absence Request form from the College Counseling Department;
- the Absence Request form must be completed by the student's parents, teachers, coaches (if applicable), and their College Counselor;
- the request must then be approved by the High School Director; and
- the procedure must be completed no fewer than one week prior to departure from campus.

A total of five days of excused absences will be granted for each of a student's junior and senior years. Students utilizing the college visit policy are responsible for all missed work/tests.

Unexcused Absences

A student who is absent from a class or other School obligation for reasons other than illness, excused absence, or early dismissal is considered unexcused. The student has 48 hours to clear the unexcused absence by having a parent contact the Director of Student Affairs. If the unexcused absence is not cleared within this 48-hour period, the Director of Student Affairs will meet with the student and notify the student's parents. After this time, the unexcused absence becomes part of the student's permanent attendance record. Chronic unexcused absences are considered a serious discipline problem and may result in Attendance Probation or dismissal from the School.

Tardiness

Students are expected to arrive promptly for School. Students who are late must report to the Upper School office to receive a late pass prior to attending class. Each teacher establishes a classroom policy regarding tardiness and communicates the policy to students at the start of each semester. If a student is chronically late to class, the teacher will inform the Program Director, who will discuss the issue with the student, and contact the student's parents. If the problem persists, further disciplinary action will occur.

The Upper School day begins promptly as noted on the Upper School bell schedule. Tardiness is discourteous and disruptive. Students who arrive late must report to the Upper School office to receive a tardy slip before going to the classroom. Students are allotted a passing period between classes and are expected to arrive to class on time. Attendance is taken at the beginning of each class period.

Students who do not arrive to class on time will be given a tardy by the teacher. In this case, students should not report to the office for a tardy slip. More than 3 tardies will result in a detention. **Note:** Students are allowed 3 unexcused tardies each semester without penalty.

Semester Absence Policy

Any extended absence from class denies the student a complete understanding of the curriculum. If a student misses more than 7 days, excused or unexcused, in any class during a semester, their status is reviewed by the Director of Student Affairs and they may lose credit for the class.

Attendance Probation

Excessive absences can impact a student's performance, resulting in the loss of academic credit, obligate the student to attend summer school, or lead to a student's withdrawal from School. A student is allowed up to 7 absences per semester without a doctor's note before being placed on Attendance Probation. Anything beyond 7 days without a doctor's note is marked as an unexcused absence.

Parents receive a written warning when a student's attendance creates concern. Frequent absences from one or two classes may also affect attendance records.

Students who are on Attendance Probation may be denied the right to attend field trips, athletic team events, and other extracurricular activities that require their absences from School. Students on Attendance Probation may also be denied the right to participate in on-campus special events that require absence from scheduled classes. Prearranged absences are not permitted, while on Attendance Probation. Students on Attendance Probation are reviewed periodically to determine their status. Once a student has been placed on Attendance Probation any further absences must be pre-approved by the administration or, in the case of an emergency, legitimate proof of the absence, (e.g., a doctor's note, hospital note) must be provided. It is at The Quarry Lane School's discretion to decide whether the absence is acceptable.

Note: Enrollment for the following year may be jeopardized when students are on Attendance Probation. Students on Attendance Probation may be required to repeat the class or grade.

GUESTS FOR SCHOOL-SPONSORED FUNCTIONS

Guests to the school are only permitted with specific permission from the program or school director. Face masks and social distancing are required. Families and students should realize that they have the responsibility to ensure that their guests to the School do not violate School policies and that students may be subject to disciplinary action for the misbehavior of their guests. Please see the School Dances/Events section for additional information.

SCHOOL VISITATION

No visitation is permitted at this time without specific permission from a program or school director. Face masks and social distancing are required. All School volunteers and visitors, including current Quarry Lane School parents, are required to sign-in and obtain a visitor badge at the Upper School office before entering any school facility, regardless of the reason for visiting campus. Visitors may not roam hallways or other areas of campus for any purpose, including locating students. Visitors must be accompanied by a School representative. Exceptions to this rule are granted only with prior written permission. Students who do not attend The Quarry Lane School will not be permitted to visit classes

during the school day unless they receive permission from the Director of Admissions or the Alumni Coordinator.

GUIDELINES FOR PARENTS WHILE ON CAMPUS

Due to the concerns around COVID 19, parents are only permitted to campus with specific permission from a program or school director. Face masks and social distancing are required. Parents are only permitted on campus during officially publicized times when visitation is permitted. Parents may not enter school classrooms or other facilities for any purpose without the permission of an authorized School representative.

Staff Lounge

Parents and students are reminded that for reasons of confidentiality and privacy, the Staff Lounge is for The Quarry Lane School employees only. Messages for teachers or administrators should be given to the Upper School office. Messages will be delivered to the appropriate mailboxes. Parents may not use school computers, copiers, school phones, etc., unless required in an emergency.

SCHOOL LUNCH

Students must arrive each day with their mid-morning snack, lunch, and afternoon snack, if your student is participating in an after-school activity. Lunches that arrive after instruction has begun, are disruptive and directly impact student learning. For any late lunches, please drop them off labeled with your child's name and grade at the table outside the Villa.

School Lunch Program

Students can bring their lunch from home or order a catered lunch online from our food service provider, Choice Lunch. Please see your portal for information around how to order.

Note: Only students who pre-order lunches receive lunches. Students may not bring cash to campus to purchase meals. There are no "emergency lunches" or "emergency snacks". If your child forgets their lunch, a parent is called to bring a lunch to campus.

Do not bring junk food, unhealthy snacks, candy, soda, gum, or energy drinks (e.g., Red Bull, Rockstar, Amp, Monster, 5-hour Energy, or other caffeine-based drinks) of any kind to school.

SCHOOL SPONSORED TRAVEL

The Quarry Lane School makes full use of the many educational and historical resources in the area. Appropriate written authorization must be received from parents prior to day or overnight trips.

Employees, students, and parents traveling on School-sponsored trips are expected to follow all School rules as well as the rules of the School or venue to which they have traveled. Employees responsible for a student's well-being are responsible for having a School-provided cell phone, all appropriate first aid information, and a first aid kit with them at all times on School-sponsored trips. Where possible, all adults and students must wear seatbelts. Employees transporting students may not talk on cell phones, while driving. If a supervising staff needs to make a call while on a School trip, they are responsible for stopping the vehicle in advance of making such a call.

The Quarry Lane School strictly enforces our policy for the transportation of students in privately owned vehicles. Parents who volunteer to drive on class trips, field trips, sporting events, or any School activity must submit a Transportation of Students in Privately Owned Vehicles certificate and Authorization for Staff and Parents/Guardians form. In addition to this form, a current copy of the insured's declaration page must be submitted. Expiration dates are enforced, and new declaration pages are required upon expiration of coverage. The insurance requirements necessary to qualify as a parent driver are

Bodily Injury Liability		Uninsured Motorist Coverage	
Each Individual:	\$100,000	Each Individual:	\$100,000
Total Each Accident:	\$300,000	Total Each Accident:	\$300,000
Medical Payments		Property Damage Liability	
Each Individual:	\$5,000	Total Each Accident:	\$25,000
OR			
\$500,000 umbrella coverage			

Whenever possible, The Quarry Lane School will provide transportation to and from School-sanctioned activities and athletic events, including intercampus trips. Parents must provide written authorization when alternate forms of transportation are used for their students. This includes students as passengers with other adults or their own parents. The Quarry Lane School cannot assume liability for drivers of vehicles not owned by The Quarry Lane School, except for vehicles leased or rented from approved companies by The Quarry Lane School. Additionally, parent permission, in writing, must be provided to the Upper School office in order to release students to be transported by another adult. Parents may be asked to drive to fieldtrips if the destination does not require the use of a freeway. Otherwise, the school will seek bus/van transportation from a professional transportation provider. The cost will be distributed among the field trip attendees.

CLOSED CAMPUS

The Quarry Lane School campus is a closed campus. Students are not allowed to leave campus or be in the parking lot until their academic day is complete. Students must provide written documentation of appointments that require them to leave campus. All students needing to leave during the school day must be signed out and signed in by a parent in the Upper School office. Students who are caught off campus will receive disciplinary consequences.

STUDENT DRIVERS

All state and motor vehicle laws apply while driving on The Quarry Lane School campus. It is a privilege to drive on campus, not a right. Driving privileges may be revoked at any time. *All student drivers must register with the Student Affairs Coordinator in order to obtain a parking permit.* Parking is limited and permits are given at the sole discretion of the School. Drivers who receive a parking permit must provide a copy of a valid California Driver's License, a copy of the declaration page to prove current insurance, and the make, model, and color of the vehicle(s) that will be brought onto campus. All parking permits must be displayed and visible by either hanging in the rearview mirror or posted in the back windshield of the car. The Quarry Lane School reserves the right to tow (at the owner's expense) any vehicles that do not have parking permits. All student drivers must park in the designated student parking lot. The speed limit on campus is 5 mph. Students may drive on campus with the

understanding that the student driver, the owner of the vehicle, and the student's parents give permission to allow searches of that vehicle upon the School's request.

HEALTH AND SAFETY

Peanut and Nut Policy

As many families are well aware, there is extreme danger connected with peanut and tree-nut allergies. As a result of this danger, and the growing number of children who experience allergic reactions to tree-nuts and peanuts, these products are prohibited at The Quarry Lane School. We do not allow food containing peanuts, tree-nuts, or nut byproducts to be brought onto campus, to be served by our food service provider, or to be served at any school events including class parties, musical performances, etc. Due to the similar appearance of substitute butters such as peabutter, sunflower seed butter, soy butter, granola butter, etc., the school cannot be responsible for determining if nuts are present, therefore substitute butters are not permitted.

Due to the dangers of peanut and tree-nut allergies, school employees may not distribute any food or snacks to students in any context, including during classroom lessons, class parties, clubs, and lunch meetings. There are only two exceptions to this policy: 1) EEP staff members may distribute nut-free snacks for EEP students, and 2) Lower School teachers may distribute pre-approved, nut and nut-byproduct free foods and snacks to their Lower School classroom students; these pre-approved foods/snacks must be in their original packaging with all ingredients listed.

Food, Drink, and Gum

In order to maintain a community that is hygienic, clean, and optimal for learning, food and drinks will only be permitted in the classrooms during designated snack times and special events specified by faculty and staff. Students are not permitted to bring food and drinks into classrooms at any other time with the exception of water, which is to be contained in non-breakable, reusable water bottles. Glass bottles are not allowed on campus at any time. Food and drinks are not permitted at any time in the Lower School Computer Lab, Upper School Gym, or Upper or Lower School Library. Chewing gum is never permitted.

Illness/ Infectious Disease/ COVID-19 Policy

(Updated continuously per guidance from national, state, and county health officials. Quarry Lane has historically created its own conservative approach to mitigation.)

The following guidelines have been developed in order to provide a safe and healthy environment for all of our students. The health of the community is best served by asking that a student remain at home if they are not well enough to participate in all parts of their regular school day. **Note:** All International Students require active health insurance while attending The Quarry Lane School.

If a child has one or more of the following symptoms, they will be sent home and will not be allowed to return to The Quarry Lane School until the following conditions are met.

- Fever (temperature of 100F or higher): Student may return to school when they have been without a fever for 24 hours without the use of fever-reducing medication.
- Nasal discharge (that cannot be controlled with tissue and proper hand washing): Student may return to school when symptoms are resolved or with written medical provider clearance stating that the student can return to school.

- Sore throat and/or persistent cough: Student may return to school when symptoms are resolved or with written medical provider clearance stating that the student can return to school.
- Continued symptoms within 24 hours of illness-related absence: Student may return to school when symptoms are resolved or with written medical provider clearance stating that the student can return to school.
- Vomiting or persistent nausea: Student may return to school 24 hours after vomiting has stopped or with written medical provider clearance stating that the student can return to school.
- Diarrhea: Student may return to school 24 hours after diarrhea has stopped or with written medical provider clearance stating that the student can return to school.
- Rash of unknown cause: Student may return to school when rash is gone or with written medical provider clearance that rash is not contagious.
- Lice: Students found with live lice should be sent home as soon as reasonably possible, to start treatment to avoid the spread of lice. Students may return to school upon satisfactory treatment and after there are no visible live lice upon reexamination in the school office.
- Discharge from eye(s): May return to school either when the eye is free of discharge or with written medical provider clearance stating that the student can return to school.
- Discharge from ear(s) OR ear pain: May return to school when the ear is free of discharge and symptoms are resolved or with written medical provider clearance stating that the student can return to school.
- Asthma (symptoms not relieved with medication): Student may return to school the following school day if symptoms have been resolved.
- Allergic reaction: Student may return to school the following school day if reaction has been resolved.
- Open wound, sore or blister (that cannot be covered by clothing or bandage): Student may return when wound or sore is scabbed over, and blister is completely dry.

If your child has any symptoms of illness mentioned above, the staff will contact you to discuss whether or not your child needs to go home. If you cannot pick up your child, the emergency contacts that you have provided on your school paperwork will be called. It is your responsibility to ensure that your child is picked up immediately upon notification from the school. A doctor's release may be required to reenter after an illness.

If the student has any symptoms of illness not previously mentioned, such as listlessness, paleness, being flushed, or having a stomachache, the staff will contact the parent. The school has the right to request that a parent pick-up a student deemed too ill to remain at School. If a parent cannot pick up the student, the emergency contacts on the student's school paperwork are called. Failure to pick up a student in a reasonable time can result in the student's expulsion. Students will not be dismissed for any reason, including illness, if a parent or an emergency contact cannot be reached. In order for the Upper School to best meet each student's needs, it is imperative that parents notify the Upper School office of any specific medical conditions that a student has.

If a student or parent is found not to comply with QLS protocol, it may be grounds for dismissal from The Quarry Lane School.

Quarry Lane has added protective measures to mitigate the transmission of COVID-19.

Communicable Diseases

Exposure to communicable diseases is reported to parents via email. If diagnosed with a communicable disease, an employee or a student may return to school provided the following stipulations are met.

- RINGWORM: Student may return to school 48 hours after treatment, or the lesions can be completely covered. Any exposed lesions must be covered while present at school.
- SCABIES: Student may return the day after treatment
- CHICKEN POX: Student may return when scabs are completely dry.
- PINWORM: Students need not be excluded from School. Treatment is recommended.
- IMPETIGO: Student may return 24 hours after the start of treatment with antibiotics and sores are free from drainage and are covered.
- HEAD LICE: Students may return to school upon satisfactory treatment and after there are no visible live lice upon reexamination in the school office.
- PINK EYE: May return to school either when the eye is free of discharge, or it has been at least 24 hours since antibiotic treatment has begun.
- STREP THROAT: Student may return 24 hours after start of antibiotic treatment AND when fever-free for 24 hours without the use of fever reducing medication.
- COXSACKIE (HAND, FOOT, AND MOUTH DISEASE): Student may return when fever-free for 24 hours without fever reducing medication AND all blisters have dried up and crusted over.
- COVID-19: Student may return to school 6 days after symptoms onset or 6 days after positive test result if asymptomatic, have tested negative, and are fever-free for at least 24 hours without fever reducing medication and symptoms are resolving. (This policy is subject to change per Alameda County Public Health guidelines.)

As it is not possible to list all illness or symptoms, school administration reserves the right to make individual decisions about students needing to go home.

Medication

Administration of medication to students may be provided only in exceptional circumstances wherein the student's health may be jeopardized without it and only when such administration has been requested and approved by the student's parent/guardian AND physician in writing. These regulations apply to "over-the-counter" as well as prescription medication. For allergy medications please also complete the allergy action plan form.

- A Medication at School Form must be completed by both the student's parent/guardian and physician for every medication to be administered at school.
 - Medication will be kept on site and be administered by designated school staff unless the student's physician authorizes 1) the student to carry the medication on their person, but NOT SELF-ADMINISTER, or 2) the student to CARRY AND SELF-ADMINISTER the medication.
- Prescription medication must be in an original pharmacy-labeled container with prescription label containing the name and phone number of the pharmacy, the student's name, name of the authorized health care provider, name of medication, dosage, expiration date, time, and frequency of administration. Expired medication will not be administered.
- Over-the-counter medications must be in an unopened, original manufacturer-labeled container. When medication is depleted or expired, additional medication must be brought to school in a

new container, labeled as described above, with the most current prescription. Expired medication will not be administered.

- All medication must be transported to and from school by a parent/guardian or their adult designee, with the exception of a student who is allowed to self-administer medication or is authorized to carry medication to be administered by designated staff. All medications must be kept in the office, except those that are carried on the student's person (if authorized by the student's physician).
- Medications under the jurisdiction of the Federal Controlled Substance Act (e.g., Ritalin and Phenobarbital) must be counted upon their arrival in school, by the designated school staff in the presence of the parent/guardian. The date, number of pills, and the signature of the designated school staff shall be entered into the school medication card.

QLS will only share student medical information with a teacher if the teacher has a "legitimate educational interest" in the information as defined in school policy. Otherwise, all medical information will remain confidential between the School Nurse and the family. Please note that in certain circumstances, at the discretion of the School Nurse, the nurse will "clarify" an outside provider's treatment instructions to any pertinent member of staff who will come into contact with the student.

Allergies

Parents and students are required to inform the Upper School office of any known allergies and/or any other medical concerns that might present themselves during school hours or at school-affiliated events.

Accommodations for Medical Issues (Injuries, Seasonal Allergies, Conditions)

If any medical issues prevent a student from participating in any or all school-related activities, such as P.E., walking to class, or playing on the field, parents must inform the Upper School office in writing and indicate the time frame of needed accommodation(s). Beyond 3 school days, however, a physician's note is required.

Disabilities and Infectious Disease Policy

The Quarry Lane School knows that education is the most effective way to battle the occurrence of infectious disease and works on combating the backlash against those suffering from disease and disabilities. The School intends to foster a viable educational and working environment for students and employees and

- prohibits harassment of and discrimination against individuals affected by diseases or disabilities.
- promotes a policy of confidentiality regarding all medical information disclosed by students or employees, except in those situations in which State or Federal law mandate disclosure.
- makes reasonable accommodations for students or employees with disabilities or illness, provided that such accommodations do not impose undue hardship on the School's operation or alter the nature of the services that the School provides.
- permits students and employees to remain at School and to participate in School activities as long as medical conditions allow them to perform up to School standards and does not present a health or safety risk to others.

General Emergency Information

Emergencies

In the case of a campus emergency, students shall follow the directions and emergency procedures of the School. **Note:** No student can be released from the campus to adults who are not on the authorized pick-up form. Please ensure you have all family contact information updated.

Earthquake

During an earthquake or earthquake drill, students and staff are to position themselves under desks and away from windows, assuming the duck-and-cover position. If outside, students and staff should get away from buildings and power lines.

Fire

During a fire or fire drill, students and staff should evacuate the building to their assigned area. Drills are held monthly to comply with the rules of the Alameda Fire Department. They are conducted in silence, according to the posted information in the classroom, and with regulated speed under the direction of the classroom teacher.

Lockdown and Lockout

Lockdown and lockout drills are held at least once per year. A lockdown is a classroom-based protocol that requires locking the classroom door, turning off the lights, and placing students out of sight of any corridor windows. Students are to remain silent during a lockdown. A lockout recovers all students from outside the building, secures the building perimeter, and locks all outside doors. This would be implemented when there is a threat or hazard outside of the building and is often in conjunction with a lockdown.

Evacuation Locations

In the event of a campus evacuation, students are relocated to one of the following three locations.

1. Tassajara Creek Regional Park
2. Emerald Glen Community Park
3. Ted Fairfield Park

Parents will be notified through the school emergency addressing system to the re-location site.

Emergency Notification Service

Keeping you informed is a top priority at The Quarry Lane School. The School will notify parents about the School closing, events, or emergencies by phone, text, email, and through our schoolwide communication system. The successful delivery of this information is dependent on accurate contact information for each student. It is the parent's responsibility to make certain the School has the most current names, phone numbers, mailing addresses, and e-mail addresses. If this information changes during the year, please let the Upper School office know immediately.

Emergency Closings

We understand, on the rare occasion, that on inclement weather days when The Quarry Lane School is operating on a regular schedule, students may be late due to traffic conditions or the closings or delays of other schools. Parents are to use their best judgment regarding their student(s)'s transportation in these cases. These situations will not count as an absence. However, please notify the School office if your student(s) will not be at school that day. School-delayed openings or closings will be announced via the school website. In the event of a delayed opening, a modified schedule will be in effect.

Evacuation Guidelines: Fire and Earthquake Drills

Fire drills and earthquake drills are held periodically so that in the event of a real emergency, students and staff will be prepared to react promptly in a manner conducive to the safety of all. Fire drills teach students to evacuate school buildings in a rapid, orderly fashion. Earthquake drills teach students to quickly assume the duck-and-cover position and to maintain it until otherwise instructed. During both fire drills and earthquake drills, it is essential that all students remain silent, listen carefully, and respond quickly to instructions.

There are far too many different kinds of emergencies for us to list even briefly here. As a general rule, in case of an emergency, call a senior administrator and let your actions be guided by their wisdom and experience. Use your common sense about when to call 911 for serious emergencies. Always call 911 when you observe impaired breathing, uncontrollable bleeding, persistent unconsciousness, or head, neck, or back injury. Whenever you call an ambulance, please request that a School representative direct the ambulance to the correct location. In any case of non-life-threatening emergencies, report to the Upper School office to evaluate the situation. Also, for drug or alcohol overdoses, self-destructive behavior, or suicide attempts, report to the Upper School office. In all cases of emergency or serious concern, the appropriate Division Head and the Head of School should be notified. The School administration will communicate with parents.

Field Trips

Students going on field trips must have a parent-signed "Field Trip Permission" form from the Student Activities Coordinator in order to attend. The completed form must be signed and returned a minimum of one week before the scheduled trip. A student may not go on a field trip without the completed form. Students may be prohibited from attending a field trip for not providing requested field trip funds, the student is on academic, attendance, or behavioral probation, and/or the student has been involved in a disciplinary incident.

When parents grant permission for a student to go on a field trip, they agree that

1. all students participating in the activity are responsible for their conduct with any chaperone(s), teacher(s), or other supervisor(s), and any bus or other driver(s), and, if applicable, to adult sponsor(s), at all times.
2. if the event is off-campus, students are required to go and return from this event on the transportation provided, unless prior arrangements have been made and agreed to in writing by the Director of Student Affairs.
3. there may be times during the activity when my student (grades 6-12) may not be accompanied by an adult.
4. they have been advised of the activities involved in the field trip.
5. the activity may be on or off the school campus, outside of California, or outside of the United States, and that the activity may involve transportation in an automobile, bus, van, airplane, or other vehicle.
6. Parent chaperones for overnight trips must go through the finger printing process and have their results on file with HR.

Note: Chaperones are selected using a lottery system. Once volunteers have determined their interest, their names are then entered into the lottery for the field trip. The names are selected randomly by the teacher. Only legal guardians and biological or adoptive parents are viable options for chaperones. No

siblings are allowed on school field trips. Only designated chaperones may attend field trips. No other non-QLS adults may attend.

TESTING INFORMATION

All testing information completed on a student must be submitted to the Curriculum Coordinator. That information is added to the School's student's records and disseminated to the appropriate staff as determined by administration and the parent(s).

EXPECTATIONS OF THE STUDENTS

Dress Code

In order to remain focused on scholastic interests, the School enforces a uniform policy for students in Sixth through Eighth grade. A separate dress code applies to Ninth through Twelfth grade.

Students are expected to dress in a manner conducive to an educational environment at all times. The School retains the right to declare any attire inappropriate for the School environment at any time. Students may be required to return home to change their clothes if they violate the Dress Code. Students are not permitted to have any:

- clothing that is unkempt, torn, or dirty.
- clothing that features inappropriate, degrading or offensive designs, logos, images, or text.
- tattoos or more than two earrings in each ear.
- inappropriately short skirts/dresses, or any other clothing that might be considered revealing; and undergarments must be worn, but not be visible at any time. **Note:** Dresses, skirts, or shorts must extend within 2 inches of the knees at a minimum.
- earrings and other jewelry of excessive length or size.
- heeled footwear with heels exceeding one inch and flip-flops.
- hair must be worn in a manner appropriate for an educational setting.

The School recognizes that some students may have difficulty upholding the dress code due to financial reasons. Students in such a situation should make their concerns known to a staff or faculty member.

Hairstyles and Make-up

Make-up and hair must be worn in a manner appropriate for an educational setting for our High School students. **For Middle School students ONLY**, make-up is not permitted, and hair must be worn in a manner appropriate for an educational setting. Hair may not be dyed unnatural colors. The Administration has the discretion to deal with individuals on case-by-case issues.

Jewelry and Body Art

Earrings may not exceed one half inch in length or width. Visible tattoos or body art of any kind is prohibited. No more than two piercings in the lobe of each ear are permitted during school hours and school-related or sponsored events. Any other body piercings must be void of any adornment or jewelry at all times. Excessive bracelets or accessories are not permitted.

PE Uniforms

All Upper School students enrolled in PE are required to wear the official QLS PE uniform during PE class. Order forms are sent home to parents prior to the student's first day of school. Students are expected to bring their PE uniform to school on the first day of class. Please make sure to write the

student's name on their PE uniform. Students who do not wear proper PE attire will be given a zero for participation points that day.

Footwear

The Quarry Lane School students can wear closed-toe shoes or tennis shoes only. No open-toed or open-heeled shoes or flip flops are allowed. For school safety reasons, slippers, flip flops, slides, UGGs (grades 6 through 8 only), rain boots/galoshes/Wellingtons, boots, platform shoes, CROCS, platform or raised flip flops, platform or raised sandals, and shoes with a heel above one inch in height are prohibited.

For their safety, on the days that students have PE class, students must wear appropriate athletic shoes.

Gymnasium Footwear

Only non-scuff, non-marking soled athletic shoes are allowed in the Upper School gymnasium during PE classes and activities.

Uniforms for Grades 6 - 8

All students in grades 6 through 8 are required to wear the prescribed school uniform provided by the approved vendors, which are clean, pressed, and in good condition. Students may not wear uniforms that are stained, ripped, or torn. Students must be in proper uniform when on campus, regardless of the time of day. Uniforms must be worn five days a week, including all field trips and special occasions (unless otherwise specified).

The Quarry Lane School uniforms are to be purchased through Tommy Hilfiger. Please refer to the parent portal for information regarding ordering.

Due to the similarity of clothing and to help us return lost items, all belongings must be clearly labeled with the student's name. This includes lunchboxes, book bags, non-uniform outerwear, and P.E. uniforms. All unclaimed lost and found items will be donated at the end of each month.

Parents will be contacted to bring a change of clothing to School or pick-up their student from School if their student is not in compliance with the dress code. Repeated infractions of The Quarry Lane School dress code will result in disciplinary action. Final decisions on interpretation of the dress code reside with the School administration.

General Guidelines

- Uniforms must be clean and pressed.
- Clothing that is ripped or torn is not permitted.
- Clothing that is larger than or noticeably smaller than a student's normal size is not permitted.
- Shirts and blouses must be tucked in at all times, when wearing shorts or pants.
- Blouses or shirts may be un-tucked, if wearing a skirt or skort.
- Pants must be worn at the waist.
- If wearing a belt, it must be black, brown, or navy blue.
- No oversized belt buckles are permitted.
- Skirt lengths may not be shorter than five (5) inches above the knee.
- Skirts may not be rolled at the waistline.
- Socks must be worn and be visible above the shoe line.
- Only white, navy blue, or black tights or leggings are permitted.

- All undershirts must be white.
- No hats or hoods of any kind, except for religious head coverings, may be worn indoors.
- Indoor wear (sweaters and sweatshirts) must have the QLS logo and be from the prescribed uniform offerings through Tommy Hilfiger or other approved vendors.
- Outerwear (jackets and coats) can be from any vendor.

Required uniform

Red, white, or navy blue QLS logo polo shirt--short sleeved or long sleeved

White blouse

Khaki or navy blue Tommy Hilfiger pants or shorts

Navy blue or plaid skirt

Plaid, navy blue, or khaki Tommy Hilfiger skort or jumper

Navy blue, black or brown cotton or leather belt

White, navy blue, brown, or black socks

White turtleneck or undershirts--as undergarment only

QLS outerwear

Outerwear

If the weather is cool enough to require outerwear, appropriate non-uniform outerwear may be worn outdoors, but will need to be removed when in classrooms. Any hooded or non-hooded sweatshirt worn as outerwear must be a QLS-designated item. Within the classroom, students in grades 6 through 8 must wear designated QLS outerwear provided by Tommy Hilfiger uniforms or official QLS spirit/athletic wear. Hoods must be removed when indoors. Students are also permitted to wear tights or leggings during cold weather. Any other outerwear is not permitted within the classrooms.

On Free Dress days, students should follow the dress code for grades 9-12.

Dress Code for Grades 9-12

Although The Quarry Lane School dress code for grades 9 through 12 does not mandate a specific uniform or style of dress, Quarry Lane high school students are expected to wear clothing that is appropriate, neat, clean, and in good taste. Students are required to follow a basic rule for appropriate dress, which is general respectfulness. Clothing must be appropriate to the place and the activity, and extremes are not permitted. Students whose dress is determined to be inappropriate by the Director of Student Affairs, faculty, or staff will be asked to change or will be sent home. High school students who perpetually violate the dress code will be required to purchase and wear a school uniform. For official School functions, the School will determine the standard of dress.

General Guidelines

- No clothing that is explicitly revealing, distracting, offensive to others, or has holes.
- No clothing that does not completely cover all undergarments and midriff, and that contains offensive phrases, cartoons, or innuendoes.
- Pants must be worn at the waist.
- Hem-length of skirts and shorts must exceed fingertip length when arms are extended at side.
- Students should avoid exposing innerwear as outerwear (specifically, no white undershirts as outerwear).
- No spaghetti straps or plunging necklines.

- Student dress may not advertise or depict the following: the use of tobacco products, the use of alcohol, the use of illegal substances, an act of violence, any other illegal act, profanity, explicit sexual material, nudity, and explicit sexual acts.
- Messages on clothing may not include words or images relating to substances illegal for minors, or messages that are derogatory.
- No hats or hoods of any kind, except for religious head coverings, may be worn indoors.
- Tattoos must be covered during school events and operations.
- Hair, makeup, and general appearance must be clean and professional.

STUDENT WORK REGULATIONS AND PERMITS

The California Education Code requires that minors, defined as those who are at least 12 years of age and under 18 years old, complete a California State Department of Education Form B 1-4 (Application for Work Permit and Statement of Intent to Employ Minors) and have it signed by the School and the minor's parent if any work is to be performed.

Students must have satisfactory attendance, citizenship, and maintain a minimum academic grade point average of 2.5 if in Middle School or a 2.75 if in High School in order to apply for and retain a work permit. Failure to maintain the qualifications will result in probationary status and then revocation if there is not significant improvement. Work permits are renewed annually, each September.

STUDENT CONDUCT

Students are expected to conduct themselves properly at School at all times. For purposes of discipline, the School's jurisdiction includes, but is not limited to, while on campus at the School, in transit to and from School, at athletic events, and during any School-sponsored trips or activities.

COMPLAINTS

A complaint against a student may be made to the Director of Student Affairs by a student, a member of the School's staff, or a visitor to the School. If the alleged incident represents a violation of federal, state, or local law, the complainant also has the option of initiating criminal or civil proceedings regardless of whether a complaint is filed within the School system. However, complainants who initiate civil or criminal complaints in addition to filing a complaint with the School should realize that the School may wait on the outcome of civil/criminal adjudication before rendering an internal response.

DRUG AND ALCOHOL POLICY

School-sponsored Events

- Students will be free from illegal drugs, alcohol, or the abuse of prescribed or over-the-counter medication, while attending or participating in any School-sponsored events.
- Students will not use, consume, deliver, purchase, sell, have in their possession, or be under the influence of illegal drugs or alcohol while on School property or while participating in any School-sponsored activity whether on or off campus at any time whether before, after, or during the school year.
- Any student attending a School-related activity or event, on- or off-campus, who chooses to remain in the company of another person who is clearly using, consuming, delivering, selling or possessing illegal drugs or alcohol, or abusing prescribed medication, may also be considered in

violation of the policy, unless they are clearly intervening to prevent a problem, to assist a person in difficulty, or to get adult assistance.

If a student is concerned about their own involvement with drugs or alcohol or that of another student or friend, they are encouraged at any time to go to an advisor or any School administrator for counsel.

Smoking, Vaping, Drugs, and Alcohol

While under the jurisdiction of the School, a student is not permitted to use, possess, be under the influence of, or distribute tobacco, any drug (legal, illegal, prescriptions, over-the-counter, etc.) or any alcoholic beverage. Any student who ignores this rule can be subject to serious disciplinary action up to and including dismissal from The Quarry Lane School. Please refer to the Drugs and Alcohol section.

Tobacco

Students who possess or use tobacco on School premises, at School-sponsored events, or during the course of the instructional day and while under School jurisdiction are subject to disciplinary procedures, including, but not limited to, suspension. Alternative interventions (e.g., tobacco cessation classes) will be suggested if deemed appropriate and realistic as disciplinary alternatives.

Drugs and Alcohol

In order to provide for a positive academic and social environment at The Quarry Lane School:

- a. Any student at QLS who possesses, furnishes, uses, is under the influence of, or sells narcotics, hallucinogens, or intoxicants on the School premises shall be subject to suspension, expulsion, or other disciplinary action. (*Ed. Code, Section 10603*)
- b. In conjunction with a School suspension for being under the influence, a student will be encouraged to seek 10-12 hours of substance abuse counseling, subject to verification. This may also reduce their suspension by 2 days.

In addition, the law regarding these substances in California is quite specific:

- a. It is against the law for a minor to have anything to do with alcohol or drugs; such involvement can result in court action, fine, and referral to a county program, probation, or custody.
- b. Parents or adults who furnish alcohol or drugs to minors may be charged with a **misdemeanor**, punishable by fines up to \$2500 and county jail imprisonment for up to one year, or with a **felony**, punishable by three to five years in a state prison.
- c. Parents may be held responsible in civil lawsuits, should children damage property or injure another person.

Parent Responsibilities for Off Campus Parties Where Illegal Substances are Being Served

Parents are our most significant partners in protecting students from illegal alcohol/drug use and must understand and uphold drug and alcohol policies. The School expects parents to understand and uphold state law which holds them or their student liable for exposing minors to situations involving alcohol or drugs in their homes or other localities.

Parents are reminded that students may be required to withdraw from the School because of disregard for rules and regulations, violation of the law, personal maladjustment, prolonged academic deficiency, or any evidence of lack of parental cooperation. Withdrawal of a family may be required as a result of violations

of the School's established drug and alcohol policy and/or violations of state laws that pertain to adult responsibilities for safeguarding the well-being of their student as well as the students of others.

Penalties

The School will investigate and review any alleged violations. If a student is found to be in violation of the Drug and Alcohol Policy, the student's parents will be informed immediately. One of the following courses of action will be taken:

- Dismissal.
- A period of suspension from the School community and all school activities followed by probation of one year or longer. If the student has been charged with a criminal offense, that student will remain suspended and may not return to school until there is a satisfactory rendering from the Court that justifies the student's return to school.
- Probation for one year or longer. During this period, a student will not be able to hold/retain any office or position of leadership in a club, appointed group, or athletic team.

The School is committed to maintaining a drug and alcohol-free environment for its students and employees in compliance with applicable state and federal laws. Accordingly, the use, possession, manufacture, distribution, dispensation, purchase and/or sale of alcohol or illegal drugs (which includes controlled substances), or the abuse of legal drugs or being under the influence of either illegal drugs or alcohol during school hours, on school property, on school business, or at school events, is prohibited and may result in termination.

In addition, all students who have violated the School Drug and Alcohol Policy must have, as a condition of their return to school and/or from probation, an assessment to determine the risk of chemical dependency. In order to provide the student and their family with the most effective assessment, specialists in chemical dependency will generally require the parents to be part of this process. The Quarry Lane School will require, as a condition of return, students to participate in any treatment programs assigned by the assessing professional.

If a student in violation of this policy is allowed to continue at The Quarry Lane School, a second violation will almost certainly result in permanent dismissal from the School.

CONDUCT OF STUDENTS IN THEIR PRIVATE LIFE

The School cannot assume responsibility for the off-campus and non-School-sponsored activities of its students. However, substantiated improper behavior by a student during non-School activities, holidays, or vacations, that is, in the School's judgment, damaging to the welfare of its students, standards, or position in the community may be considered grounds for disciplinary measures, including suspension or dismissal. Please see section on Social Media use.

Among these disciplinary measures, School students who are in a position of leadership may be removed from the position(s) and School athletes may be suspended or even removed from their team(s).

Senior Code of Conduct

All QLS Seniors are held to a higher standard of behavior than other students on campus. They are expected, by virtue of their maturity in age and their knowledge of classroom and Schoolwide standards, to conduct themselves as role models for all other students to emulate.

TOBACCO-FREE AND VAPE-FREE CAMPUS

The Quarry Lane School is a tobacco-free and vape-free campus which includes all buildings and grounds.

BEHAVIORAL EXPECTATIONS AND DISCIPLINE POLICIES

Students are expected to act responsibly and actively support the goals of The Quarry Lane School. The student is expected to follow directions given by all staff members at all times. The administration and staff reserve the right to remove a student from The Quarry Lane School whose behavior or conduct is inappropriate; disruptive or otherwise detrimental to the learning environment; damaging to the School community or to the School's reputation within the greater community as determined by the School's administration and staff.

Students are expected to assume appropriate responsibility for their work and actions. Students will be held responsible for their conduct. We emphasize behavior that shows respect for the feelings, rights, and property of others. We expect courtesy, cooperation, and kindness in both words and deeds.

The goal of effective discipline is to encourage appropriate behavior. This takes place with positive communication of expectations and the ability to take responsibility for one's actions. At school, courtesy toward and respect for others and their property is expected of every member of the School.

Anger, disappointment, and confusion are among the normal feelings that can lead to inappropriate behavior. The consequences for behavior that does not demonstrate responsibility and respect are logical and commensurate. Each case is dealt with individually. Minor infractions are handled on the spot in the classrooms, halls, playgrounds, athletic fields, or other School areas. Discipline matters are treated with sensitivity and confidentiality, keeping the needs of the students and the safety of the community at the heart of the School's response.

Behavioral Expectations

The activities listed herein are behaviors for which the School might take disciplinary action against a student. It is not meant to be an exhaustive list, and students may be disciplined for behaviors not listed. Additionally, no set disciplinary response is prescribed, and adjudicating administrators will apply whatever response they deem appropriate, including, but not limited to expulsion, suspension from School, in-school suspension, service-based sanctions, and sanctions of an educational nature. In determining disciplinary responses, administrators are charged with considering fairness, consistency, offenders' past offenses, and community health and morale. If students are unsure as to the permissibility of a given behavior, they are to bring it to the attention of an appropriate staff member or administrator prior to engaging in the behavior.

- Betting/gambling
- Bullying (See the Bullying, Hazing, and Intimidation section for more information.)
- Behaviors that disrupt class or School activities
- Behaviors that endanger the safety of other community members
- Disrespect of staff
- Fighting or physical aggression
- Hazing (See the Hazing section for more information.)
- Inappropriate or offensive discussion

- Littering or failure to place personal/School-owned materials in designated locations.
- Possession of drugs or alcohol, regardless of whether a student is a legal minor.
- Possession or use of firearms, knives, other weapons, or instruments that could potentially be utilized as weapons.
- Public displays of affection, such as kissing, sexual touching of any kind, and hugging with any sexual context.
- Severe or repeated dress code violations
- Sexual harassment (See Sexual Harassment section for more information.)
- Sexual intimacy (Students are prohibited from engaging in sexual contact. If students are discovered to have engaged in sexual behavior on campus or at a School activity off-campus, the School will respond by notifying the parents and may impose additional sanctions, including expulsion.)
- Smoking/vaping
- Tardiness
- Theft
- Verbal and physical threats
- Truancy, not limited solely to willful absence from class but also to willful absence from School activities at which a student is reasonably expected; truancy applies regardless of place of violation, including roaming the halls.
- Unauthorized use of School name or logo.
- Tampering with the School's network and/or technology
- Unauthorized solicitation, promotion, or selling of products, services, persons, positions, etc.
- Vandalism
- Wearing inappropriate clothing or accessories
- Being in unauthorized areas
- Chewing gum
- Inappropriate electronic device usage
- Abuse of personal property
- Lying, forgery, or cheating
- Not having necessary materials for class

Any student who is suspected of real or perceived danger related to the drawing of, the discussion of school violence and/or weapons will be subject to disciplinary action up to and including dismissal from The Quarry Lane School.

Detention

Detentions are a permanent part of a student's Quarry Lane School personal file, but will not be included in formal transcripts or cumulative file requests from other institutions.

- Parents will be notified by phone or email from the teacher when they are experiencing difficulty with a student.
- If the issue cannot be resolved by the teacher communicating with the student and parent, the student is sent to the Director of Student Affairs.
- The Director of Student Affairs determines if a detention is to be issued and communication is sent home to the parents.
- Detentions are held at the discretion of the Director of Student Affairs.
- Failure to show for detention results in additional disciplinary consequences.

- All detentions are entered in Plus Portals.

Detentions must be served on the date on which they are assigned, unless previously approved by a Director of Student Affairs, which may require a doctor's note.

Suspension or Expulsion

The following steps may be taken for students with extreme behavior. **Note:** Parents are notified when issuing a suspension or expulsion.

- First Offense: The parent is called to pick up the student. The student is suspended for the next school day.
- Second Offense: The parent is called to pick up the student. The student is suspended for the next three (3) school days.
- Third Offense: The parent may be given one (1) week notice to remove the student from the School.
- Expulsion: The parent may be given one (1) week notice to remove the student from the School, depending on the severity of the offense. **This excludes those infractions that necessitate immediate expulsion. See page 47.**

Note: Students may not be afforded make-up work due to unexcused absences, including those that are a result of suspension.

Jurisdiction and Authority

While The Quarry Lane School includes the prior list of disciplinary responses in order to give its community a broad sense of potential responses, administration is not bound by prescriptive disciplinary routine. Administrators are free to assign whatever disciplinary response that they feel to be appropriate. In doing so, administrators are advised to consider consistency in discipline and the overall good of the community. Additionally, The Quarry Lane School is an institution with a mission that is primarily educational in nature. The School may choose to assign educational or service-based sanctions in response to violations, such as mandating that an offending student complete an independent research project or prepare a presentation.

As this handbook cannot possibly list all potential offenses and their consequences, students are charged with using their best judgment and maintaining the principles of the School regarding behavior not explicitly covered here. The Quarry Lane School does not consider ignorance of the School policies to be an acceptable defense for offending students. Students have the burden of knowing the appropriateness of behavior prior to engaging in the behavior in question. Students should seek out the counsel of staff and administration when they have doubt about the permissibility of a behavior or activity.

Students are representatives of the School and are to uphold the values and principles of The Quarry Lane School at all times. The Quarry Lane School reserves the right to take disciplinary action against students for behavior unbecoming of a student, even when such behavior occurs away from campus and/or does not occur at a School activity.

The Quarry Lane School is committed to making every reasonable effort to enable a student to succeed. In turn, we ask parents to give similar support. The combined efforts of school, home, and outside specialists usually provide an effective support team to enable a student to make substantive behavioral changes. In those unusual cases where this does not occur, the School will dismiss the student.

OTHER DISCIPLINARY CONSIDERATIONS

Violations of the following school rules will likely result in severe sanctions.

Dishonesty

Students who lie or misrepresent the circumstances of their actions may be expelled from the School.

Behavioral Probation

A repeated pattern of minor offenses may become significant enough to warrant a student being placed on behavioral probation. The terms of the probation are clearly defined in a conference with the parents and/or through written correspondence. If inappropriate behavior continues during the probationary period, the student will be subject to expulsion.

Academic Honesty

For the School community, intellectual honesty within the learning process is essential. Cheating, plagiarism, and misrepresenting academic work is not allowed. Plagiarism, which comes from the Latin word “plagiarius” (meaning kidnapper), refers to taking someone else’s ideas and passing them off as your own. When using another person’s ideas or expressions, whether directly quoting or paraphrasing the information, it is vital that students document their sources. This includes any images, videos, or other multimedia elements that might be incorporated into academic work. If students receive help from parents, tutors, or peers, the essential work and final product submitted must be recognizably their own and the assistance appropriately acknowledged. This is also extended to the student who is actively assisting in sharing information, allowing another student to see assessment work (“cheating” or plagiarism), etc. and is also considered academic dishonesty. Discussions of plagiarism and the means of avoiding it will be conducted by the faculty throughout the year.

Teachers and students must report all incidents of cheating and plagiarism to the Director of Student Affairs. By not reporting known incidents, teachers and students are also jeopardizing their standing in the School community. In most cases, misrepresented work receives no credit, and the student may be placed on behavioral probation, denied certain privileges, or suspended. If the academic dishonesty continues, the consequences increase and include the possibility of expulsion.

Academic honesty extends to all intellectual properties in which students become involved during their academic careers. The School’s goal is to promote the creativity of all of its community members. However, students must not divulge any works or trade secrets that might be subject to copyrights, patents, etc. As students will be exposed to non-public intellectual properties during their education, they are to display appropriate fidelity at all times and ask permission before communicating intellectual properties to the public or representing them as their own.

Multimedia Citation

Using images, texts, movies, or graphics from online sources without documentation is considered a form of plagiarism. All materials utilized from an outside source need to be labeled to show the origin of the multimedia component utilized.

Theft

Theft or damage of School, staff, or student property is strictly prohibited. To take and hide School and/or personal property is prohibited. Any student who ignores this rule can be subject to serious disciplinary action up to and including dismissal from The Quarry Lane School.

Vandalism/Graffiti

The care, protection, and maintenance of School property, including textbooks, are the responsibility of every student. School property (desks, grounds and plantings, restrooms, halls, classrooms, and library materials) is for the use and enjoyment of all students. Any student who abuses School property will be subject to disciplinary action and may be financially responsible for damages.

Fights and Confrontations

Fights and altercations are unsafe, disruptive, and prohibited at School and School events, including before and after school and at lunchtime. All students participating in and/or instigating a fight may be subject to disciplinary action. Fighting is considered any aggressive physical contact, such as punching, kicking, slapping, biting, pinching, and head butting. Students are expected to keep their hands to themselves at all times. Any student who ignores this rule can be subject to serious disciplinary action up to and including dismissal from The Quarry Lane School. A physical confrontation/fight may not be considered self-defense if the student(s) alleging self-defense:

- had prior knowledge of the potential conflict, such as arguments, threats, or harassment, but did not report it to a school official/administrator;
- had other options to avoid physical violence, such as walking away or informing school officials; or
- did not have a reasonable belief of immediate danger of physical injury.

Any student who is being threatened, harassed, or challenged to fight should notify a School official for confidential assistance in resolving the conflict.

Public Displays of Affection

Public displays of affection, such as kissing or inappropriate touching, are not allowed at any time on campus or at School events. Disciplinary action will be considered on a case-by-case basis at the discretion of the Director of Student Affairs.

Sexual Intimacy

Students are prohibited from engaging in sexual contact. If students are discovered to have engaged in sexual behavior on campus or at a school activity off-campus, the School will respond by at least informing parents and may impose additional sanctions, including expulsion.

Weapons, Explosives, and Distracting Toys

Toys that are dangerous or distracting are not permitted at School. The School is especially concerned with toy guns that may look real. Bombs or bomb-making materials are strictly prohibited. If a student is found to be in possession of any explosives, weapons, or toys that are deemed dangerous, local law enforcement is contacted. All such toys and any type of real weapons are banned from the School and violators may be subject to disciplinary action up to and including dismissal from The Quarry Lane School.

Any student who is suspected of real or perceived danger related to the drawing of, the discussion of

school violence and/or weapons will be subject to disciplinary action up to and including dismissal from The Quarry Lane School.

ANTI-DISCRIMINATION, HARASSMENT, BULLYING AND HAZING, AND RETALIATION POLICIES

General Policy

As a community enriched by its diversity, we recognize and celebrate differences in culture, race, age, ethnic origin, religion, gender, and sexual orientation and other legally protected characteristics. Students, faculty, staff members, and others connected with Quarry Lane School should expect to be treated with respect and consideration. We are committed to providing a harassment-free environment.

In addition to prohibiting discrimination, the School prohibits any form of unlawful harassment by students, employees, or visitors, including sexual harassment, or harassment based on legally protected characteristics, such as race, color, religion, creed, medical conditions, age, national origin, or ancestry, physical, or mental disability, or genetic information. Harassment seriously interferes with our goal of creating an atmosphere in which everyone is treated with respect and dignity and will not be tolerated. Consistent with the School's Mission Statement, each student has the right to attend a school free of bullying, hazing, or intimidation. The School prohibits retaliation against a student for filing a complaint of unlawful discrimination or harassment based on protected status, for filing a complaint of bullying, hazing or intimidation, or for cooperating in an investigation of such a complaint.

Our anti-harassment policy applies to all students, employees, faculty members, parents, or other persons, including visitors and vendors, in connection with any School-related activities. Such harassment will constitute gross misconduct and result in disciplinary action that may include suspension or expulsion from the School.

Sexual Harassment Defined

Sexual harassment includes various forms of offensive behavior, such as

- unwanted sexual advances;
- making or threatening reprisals after a negative response to sexual advances;
- visual conduct (leering, making sexual gestures, displaying of sexually suggestive objects or pictures, cartoons, posters, or graffiti, emails, websites, or text messages);
- verbal conduct (making or using derogatory comments, epithets, slurs, sexually explicit jokes, or comments about an employee's body or dress);
- verbal sexual advances or propositions;
- verbal abuse of a sexual nature, graphic verbal commentary about an individual's body, sexually degrading words to describe an individual, suggestive or obscene letters, notes or invitations;
- physical conduct (touching, assault, impeding, or blocking movements); and
- retaliation for making harassment reports or threatening to report harassment.

This policy applies to harassment by individuals of the same sex or opposite sex.

Other Types of Harassment

Prohibited harassment on the basis of other legally protected characteristics includes behavior similar to sexual harassment, such as

- verbal conduct, including threats, epithets, derogatory comments, or slurs;

- visual conduct, including derogatory posters, photography, cartoons, drawings, emails, websites, text messages, gestures, or graffiti;
- physical conduct, including assault, unwanted touching, or blocking normal movement; and
- retaliation for making harassment reports or threatening to report harassment.

Harassing conduct is unacceptable in the School or any School-related settings.

Bullying, Hazing, and Intimidation

Every student has the right to attend a school free of hazing, bullying or intimidation.

Bullying is strictly prohibited. Bullying occurs when one is subjected to repeated unwelcome behavior, often as a result of an imbalance of power. One is subjected to bullying when they are repeatedly the target of negative verbal or physical actions by one or more people. Bullying also includes “cyber bullying”. For more information on cyber bullying, see the sub-section Technology-Based Behavior in the Technology section.

The Quarry Lane School has a strict policy regarding bullying. This includes, but is not limited to slurs, jokes, threats, and displays of bigotry and offensive verbal, graphic, electronic, or physical conduct relating to a person’s race, color, religion, creed, pregnancy (including childbirth, lactation and related medical conditions), age (40 and over), national origin or ancestry, physical or mental disability, or genetic information (including testing and characteristics). Any student who ignores this rule can be subject to serious disciplinary action up to and including dismissal from The Quarry Lane School.

Hazing

The Quarry Lane School defines hazing as the ritualistic use of intimidation, physical/mental/sexual abuse, or excessive requests for favors in initiating students into an athletic team, student activity, or the QLS community in general. The School’s policies on hazing extend to organizations and student activities that are not formally recognized by the School. Disciplinary action may also be taken against knowing bystanders to hazing in addition to active participants.

Hazing is prohibited in any form which might be practiced by any School group, team, club, or organization. Hazing, whether or not it has been practiced or condoned by any coach, any faculty advisor to any school club or organization, or any other student, will be dealt with by the School in addition to (and regardless of) any action taken by law enforcement officials.

Furthermore, any student who believes that another person has been, or may have been, the victim of hazing, and is at the scene where hazing has occurred, should report the event to an appropriate School official as soon as reasonably practicable to the extent that they can do so without danger or peril to themselves or others. A student who learns of student behavior that could be defined as hazing must report that information immediately to the Director of Student Affairs.

Reporting

Anyone who believes they are being subjected to unwanted discrimination, harassment, bullying, intimidation, or retaliation should

- make a record of when, where, and how you have been mistreated and; include any witnesses, direct quotes, or evidence;
- let the offender know that you want the behavior to stop;

Note: If you do not feel comfortable telling the offender to stop or the conduct does not stop, you should notify the Director of Student Affairs immediately and the Director of Student Affairs will notify the Head of School.

While the School encourages you to follow the above process and to communicate directly with the person whose behavior you believe is unacceptable, offensive, or inappropriate, it is not required that you do so. It is essential, however, to notify the Director of Student Affairs or Head of School immediately if you suspect that you have been subjected to any of the behaviors described here so that the School can investigate and help stop the conduct.

Responsibilities to Students

Some students might be vulnerable to prohibited relationships with adults, and adults must be particularly sensitive in their roles as employees of the School. Employees and students must be diligent about behaving in ways that are above suspicion. An employee's romantic or sexual relationship with a student will result in the employee's immediate termination. Investigation into the student's level of participation in the relationship will also be determined with School administration and meetings with the parents.

Investigation

Any reported incident is thoroughly investigated in a timely and thorough manner. Generally, an investigation involves, at a minimum, an interview with the individual making the complaint and interviews with persons identified as witnesses or otherwise having knowledge of the incident or conduct. Also, all persons are informed that retaliation against an individual who has complained is unacceptable. The School does not tolerate any form of retaliation directed toward an individual who makes a complaint or participates or cooperates in an investigation. All persons involved in an investigation should understand that false or exaggerated accusations can be extremely damaging to innocent persons; therefore, all claims require the honest and full disclosure of facts by all involved persons. False accusations are not tolerated and may lead to disciplinary action.

Disciplinary Action

If, as a result of the investigation, it is determined that anyone engaged in conduct that either constitutes discrimination, harassment, and/or retaliation, or otherwise violates the School's policies or rules of conduct, appropriate disciplinary action is taken up to and including expulsion. Following this, the School will meet with the complaining individual to make certain that any improper conduct has stopped and that there has been no discrimination or retaliatory action. Either party in the complaint may ask the Director of Student Affairs for a review of the decision. The Head of School will see that the Department of Social Services is notified, if necessary.

Please note that while this policy sets forth our goal of promoting an environment that is free of discrimination, harassment, bullying, hazing or intimidation, and retaliation, the policy is not designed or intended to limit our authority to discipline or take remedial action for conduct that we deem unacceptable, regardless of whether that conduct satisfies the previous definitions.

The Quarry Lane School is committed to cultivating a diverse and inclusive school community. This commitment requires the School community to educate itself on the practice of mutual respect and to provide a forum in which we may examine attitudes and beliefs about differences and discard those that are not appropriate.

If any student needs further guidance on these procedures or assistance at any time during a complaint, members of the School administration and/or the Head of School are always available for advice and assistance.

SUSPENSIONS AND EXPULSIONS

Students are suspended and may be expelled from any California high school for the reasons that follow.

Mandatory Expulsion

- Possessed, sold, or otherwise furnished a firearm.
- Brandished a knife at another person.
- Sold any controlled substance.
- Sexual assault or battery.

Mandatory Expulsion (unless School Officials find expulsion inappropriate due to the circumstances)

- Possessed any knife, explosive, or other dangerous object, including BB guns, pellet guns, water pistols and/or firecrackers.
- Caused serious physical injury, except in self-defense.
- Possessed any controlled substance, except for the first offense for the possession of not more than one ounce of marijuana.
- Robbery or extortion.
- Assault or battery against a School employee.

Discretionary Expulsion (school officials may recommend expulsion for the following reasons)

- Caused, attempted to cause, or threatened to cause physical injury to another person.
- **Real or perceived threat of harm (talking about, writing, drawing, pantomiming) to individuals and/or school violence with or without weapons.**
- Sold or otherwise furnished any knife, explosive, or other dangerous object.
- First offense for possession of less than one ounce of marijuana.
- Possessed, used, sold, or otherwise furnished alcohol, or under the influence of alcohol or other substance.
- Arranged, offered, or negotiated to sell look-alike-controlled substances, alcohol, or intoxicants.
- Attempted to commit robbery or extortion.
- Caused or attempted to cause damage to School property or private property.
- Stole or attempted to steal School property or private property.
- Possessed or used tobacco or any product containing tobacco or nicotine products, including clove cigarettes, smokeless tobacco, snuff, chew packets, betel, e-cigarettes, or vape products.
- Committed an obscene act or engaged in profanity or vulgarity.
- Possessed, unlawfully offered, arranged, or negotiated to sell any drug paraphernalia.
- Disrupted School activities or defied School personnel.
- Knowingly received stolen school or private property.
- Possessed an imitation firearm.
- Committed sexual harassment of another person.
- Caused, attempted to cause, threatened to cause, or participated in an act of hate violence.
- Intentionally engaged in harassment, threat, or intimidation, directed against a student or group.
- Harassing, threatening, or intimidating a witness.
- Making terrorist threats against School officials, School property, or both.
- Tampering with the School's network and/or technology.

Note: A progressive disciplinary chart is found at the end of this document as to the types of infractions and consequences for each type of infraction.

Documentation of Interpersonal Violations

Students who are the victims of inappropriate interpersonal behavior (such as harassment, sexual harassment, theft, or bullying) committed by other students or members of the School community should make every effort to document the inappropriate behavior to the best of their ability. Related e-mails, text messages, notes, etc. should be saved and turned over to adjudicating administration. In the least, students should attempt to write down the time/date and location of the offending behavior.

Good Samaritan Policy

Above all else, the School values the safety and health of its community. Towards this end, all students are to report any serious health emergencies that they observe. They are to do so regardless of the circumstances surrounding the incident even if the emergency was a result of or occurred in the presence of violations of this Handbook. If any students report a medical emergency (due to physical injury, alcohol poisoning, the effects of drugs, or otherwise), the School will consider this to be a mitigating factor in determining an appropriate disciplinary action for policy violations committed by those students related to the incident in question. In cases such as this, the School may decide on a disciplinary action that is less severe than that which would normally be assigned or excuse the violation(s) altogether. Keep in mind that the School is always required to comply with existing mandatory reporting laws.

CHILD ABUSE AND NEGLECT – MANDATED REPORTING

Mandated reporters are those people who are required by law to report suspected child abuse or neglect. Mandated reporters are held to a higher standard of responsibility and may receive serious consequences for not reporting suspected abuse or neglect. Mandated reporters include a wide range of persons who may be in a position to observe such matters including all teachers, educators, childcare providers, coaches, school personnel, and administrators.

The California Penal Code requires that any mandated reporter who knows or reasonably suspects that a minor (anyone under 18 years old) has been a victim of child abuse or neglect must report the incident to child protective services immediately by phone and must follow up with a written or online report within 36 hours of the phone report. Employees at the preschools are also required to notify the California Community Care Licensing Division by phone as soon as possible and follow up with a written report within two days. The mandated report may involve concerns about possible abuse or neglect in the child's home or by a family member. If the person making a report believes that child abuse or neglect is the case and that it is not safe for the child to return home, then the person should make the report to the local law enforcement agency, which has the resources and ability to intervene immediately. All School employees sign the child abuse acknowledgment form upon being hired and undergo Mandated Reporter training every two years.

No mandated reporter who reports a suspected incident of child abuse or neglect shall be held civilly or criminally liable for any report required or authorized by the Child Abuse and Neglect Reporting Act (CANRA).

UNAUTHORIZED USE OF SCHOOL LOGO, EQUIPMENT, AND OTHER SCHOOL PROPERTY

School equipment and facilities exist to support the operation of the School. Desks, storage areas, work areas, lockers, file cabinets, credenzas, computer systems, telephones, modems, facsimile machines, duplicating machines, and School vehicles are School property and must be maintained according to this policy. All such areas and items must be kept clean and are to be used only for work purposes during working hours, except as provided in this policy. The School reserves the right, at all times and without prior notice, to inspect and search any and all School property. Such inspections may be conducted by any supervisor or security personnel designated by the School during or after business hours and in the presence or absence of the student.

The name and logo of The Quarry Lane School are trademarked and the intellectual property of the School. Any commercial use of the School's name, logo, or other trademarked or copy written materials is prohibited without the express, written permission of the Head of School. Property, both tangible and intangible, created by employees or students with School resources, including but not limited to School time and technology, is the property of the School. Use of this School property is only permissible outside the School setting with prior written authorization from the Head of School.

INTELLECTUAL PROPERTY POLICY

Intellectual property includes works of authorship, inventions, and discoveries that may be subject to protection by patents, copyrights, trademarks, and trade secrets. The School shall be the sole owner of all intellectual property created through the use of School resources or facilities, supported directly or indirectly by School funds, and/or developed within the scope of students. Faculty members, staff members, other employees, students, and any other persons affiliated with the School must consult the Head of School upon the development of any intellectual property other than copyrightable works. This policy shall apply only to copyrightable works developed by faculty members, staff members, other employees, students, and other persons affiliated with the School while engaged in their activities associated with the School. The School reserves the right to change this policy at any time. Any further questions about the Intellectual Property Policy can be directed to the Head of School.

TECHNOLOGY

Under this policy, technology is a comprehensive term, including, but not limited to, all computers, projectors, DVD players, stereo or sound systems, digital media players, gaming consoles, mobile gaming devices, cell phones, smart watches (including Apple watches), personal digital assistants, camcorders, calculators, scanners, printers, cameras, external and/or portable hard drives and other storage devices, and the Internet. School technology refers to all technology owned and/or operated by the School.

The School seeks to actively integrate the usage of technology into the educational experience. Towards this end, the School provides a number of information technology resources to students. Should a student desire additional resources to enhance a student activity or educational pursuit, they are to submit such requests to the faculty member governing the activity or to the Director of Student Affairs. Upon leaving The Quarry Lane School or termination as a student of the School for other reasons, a student will no longer have access to the files stored on the School network.

Students are supervised by teachers at all times. The use of all School technology is limited to educational purposes. Educational purposes include classroom activities, career development, communicating with experts, homework, and projects. Students may not sell or give School technology resources to others, including, but not limited to, disk storage space and access privileges.

Students are prohibited from accessing material that is offensive, profane, or obscene, including pornography and hate literature. Hate literature is anything written with the intention to degrade, intimidate, incite violence, or incite prejudicial action against an individual or a group based on race, ethnicity, nationality, gender, gender identity, age, religion, sexual orientation, disability, language, political views, socioeconomic class, occupation, or appearance (e.g., height, weight, and hair color). Other prohibited sites include social networking sites (e.g., Instagram, snapchat, TikTok, facebook.com, etc.), rating sites (e.g., hotornot.com and RateMyTeacher.com), and dating sites (e.g., eHarmony.com and Match.com). It is strongly advised that students inquire about the permissibility of websites accessed for recreational usage before doing so.

Students may not circumvent or disable any system's security or filtering measures applied to School technology. Students may not alter the established settings on a computer without express permission or the proper authority. Students are not to try to guess passwords associated with security measures or otherwise attempt to access materials that they are instructed not to use. Students are not allowed to access any secured files, resources, or administrative functions of the School network without permission.

All members of the School community should represent themselves in keeping with the School's values and mission in public, including through the Internet and other digital communications regardless of place of usage. The School retains the right to terminate the enrollment of any student who engages in conduct unbecoming to the character and reputation of the School.

Electronic Device Policy: Bring Your Own Device

The Quarry Lane School adopts a Bring Your Own Device (BYOD) policy for students. This policy allows students to bring many of their own technology devices to School for use in our classrooms. The School incorporates the use of such items as laptops, iPads, tablets, netbooks, and cell phones with browsing capabilities for educational/academic purposes only. Similar to other personally owned items, The Quarry Lane School is not liable for the loss, damage, misuse, or theft of personally owned devices brought to School.

BYOD Expectations

- Students can only use appropriate technology at teachers' discretion.
- Students can only use appropriate educational applications on their device. Games and/or non-School related tasks and functions are not allowed.
- Students may not call, text message, email, or electronically communicate with others from their personal device, including other students, parents, friends, or family during the School day without permission from administration in the school office.
- Students are only permitted to access the School's network through personal devices, not private networks. More information is provided to students for accessing the available network.
- Middle School (6th-8th grade) students can only use their personal devices in a classroom setting for educational purposes. Use of personal devices is NOT allowed during passing periods and lunch.

- Upper School (9th – 12th grade) students can only use cell phones if directed/permitted by a teacher in class. Cell phones may NOT be used during lunches and passing periods. Laptops and tablets may be used for educational purposes only during the school day.
- Students are not allowed to listen to music, use earbuds, or headphones with their personal electronic devices.

Note: Please refer to the acceptable student use policy for personally owned devices for additional information of expectations and infractions.

Reinforcement

Students utilizing this opportunity to its fullest capacity within school expectations will find numerous benefits to instruction, resources, completion of assignments and personal organization.

Violations of any Quarry Lane School policies, administrative procedures or school rules involving a student's personally owned device(s) may result in the loss of use of the device(s) in school and/or disciplinary action.

Acceptable Student Use Policy for Personally Owned Devices

The Quarry Lane School adopts this policy in order to maintain a safe and secure environment for students and employees.

A personally owned device shall include all existing and emerging technology devices that can take photographs; record audio or video; input text; upload and download media; and transmit or receive messages or images. Examples of a personally owned device shall include, but is not limited to iPods; iPads, smart watches, Nooks, Kindle, and other tablet PCs; laptop and netbook computers; personal digital assistants (PDAs), cell phones and smart phones such as BlackBerry, iPhone, or Droid, as well as any device with similar capabilities.

Educational purposes include classroom activities, educational and/or career development, communication with experts, homework, and limited high quality self-discovery activities. Students are expected to act responsibly and thoughtfully when using technology resources. Students bear the burden of responsibility to inquire with School administrators and/or teachers when they are unsure of the permissibility of a particular use of technology prior to engaging in the use.

Inappropriate communication includes, but is not limited to obscene, profane, lewd, vulgar, rude, inflammatory, threatening, or disrespectful language or images typed, posted, or spoken by students; information that could cause damage to an individual or the school community or create the danger of disruption of the academic environment; personal attacks, including prejudicial or discriminatory attacks; harassment (persistently acting in a manner that distresses or annoys another person) or stalking of others; knowingly or recklessly posting false or defamatory information about a person or organization; and communication that promotes the destruction of property, including the acquisition or creation of weapons or other destructive devices. If a student is told to stop sending communications, that student must cease the activity immediately.

Examples of an unacceptable device in this policy shall include, but are not limited to gaming devices or consoles, laser pointers, modems or routers, and televisions.

Personally owned devices are permitted for use during the School day for educational purposes and/or in approved locations only.

The Quarry Lane School shall not be liable for the loss, damage, misuse, theft of any personally owned device brought to School. The student takes full responsibility for their device(s) and keeps it with them at all times. The School is not responsible for the security of the device(s). The student is responsible for the proper care of their personal device(s), including any costs of repair, replacement, or any modifications needed to use the device(s) at school.

The Quarry Lane School reserves the right to monitor, inspect, copy, and review a personally owned device or file when administration has a reasonable suspicion that a violation has occurred.

Students may not utilize any technology to harass, threaten, demean, humiliate, intimidate, embarrass, or annoy their classmates or others in their community. This is unacceptable student behavior known as cyber bullying and will not be tolerated. Any cyber bullying that is determined to disrupt the safety and/or well-being of The Quarry Lane School is subject to disciplinary action.

All Quarry Lane students shall review this policy and associated technology guidelines before students utilize any School and/or personally owned devices. The Quarry Lane School reserves the right to restrict student use of Quarry Lane School owned technologies and personally owned devices on School property or at School-sponsored events.

Students must be aware of the appropriateness of communications when using School or personally owned devices. Inappropriate communication is prohibited in any public messages, private messages, and material posted online by students.

The Quarry Lane School expressly prohibits the use of personally owned devices in locker rooms and restrooms.

Students are not permitted to use any electronic device to record audio or video media, take, transmit or post pictures of any student or staff member. Nor can any images or video recorded at School be transmitted or posted at any time without the express permission of a teacher. The distribution of any unauthorized media may result in discipline including but not limited to suspension, criminal charges, and expulsion.

Personally owned devices used in School are not permitted to connect to the Internet through a 3G, 4G, or other content service providers. Personally owned devices must access the internet via The Quarry Lane School's content filtered wireless network.

Personal technology devices may only be utilized in the classroom with teacher approval and outside of the recognized school day and during School-recognized emergencies. The student must comply with teachers' requests to shut down the computer or close the screen. Additionally, students should strive to govern themselves in an appropriate manner when using personal devices and on-line resources, such as e-mail accounts, social networking sites, blogs, and other websites even when such resources are not provided by the School and/or their usage occurs off campus. As all community members represent the School beyond the time that they spend on campus, School administration may take disciplinary action against students.

Acceptable electronic devices for educational purposes are as defined above. Electronic Games, Laser Pointers, Two Way Radios, and Pagers are not permitted on campus. Electronic devices are to be powered off during class time and out of view (this includes the hallways and bathrooms). The approved electronic devices cannot be used on campus during school hours unless approved by the classroom teacher for educational purposes only during class.

Classroom phones are for use by faculty only in case of emergency. **Note:** Family members needing to contact students during class time must contact the Upper School office which will contact the student. Any cell phones, electronic devices, headphones, or earbuds seen at any time during the school day will be confiscated.

If a student brings these items for use during non-class time, they must be powered off and out of site during class time. Because these items are prohibited, The Quarry Lane School will not investigate and assumes no responsibility for loss, theft, or damages. The School strongly advises and recommends that cell phones, smart watches, and all other electronic devices not be brought to School, unless needed in the classroom for instructional purposes, due to the increased problems caused by them, which include disruptions, loss, theft, and damage. Any cell phones, smart watches, or other electronic devices seen during class time will be confiscated if the devices are visible during class and are not part of classroom instruction or educational purposes.

Technology-based Behavior

Students are expected to maintain behavior consistent with that outlined throughout this Handbook when utilizing technology devices and networks. For example, students may not utilize any technology to harass, demean, humiliate, intimidate, embarrass, or annoy other students or community members. This is unacceptable student behavior known as cyber-bullying and will not be tolerated, regardless of when the incident takes place. One example of cyber-bullying is utilizing a blog, e-mail account, website, or social networking account to criticize, make fun of, or demean a student, faculty member, or staff member. Misrepresenting or assuming the identity of others online can also be cyber-bullying. These are but a few of the behaviors that would qualify as cyber-bullying and, in general, the same standards and values that apply to non-technology-based conduct apply to technology-based conduct. In regards to harassment, students must immediately cease to communicate online with another community member who asks them to do so.

The Quarry Lane School expects students to act responsibly and thoughtfully when it comes to using technology. Technology is a finite, shared resource offered by the School to its community members.

Exploitation

Technology devices, personal or otherwise, are never to be used to record other community members without their consent and the School will respond strongly to such behavior. This is especially true when the recording occurs in areas where there is reasonable expectation of privacy or when it might be considered malicious to transmit the recording to others.

Social Media and Networking

Safe and Responsible Social Networking

The School's guidelines are intended to provide a framework for students to conduct themselves safely and responsibly in an on-line environment.

As a student at The Quarry Lane School,

- remember that the social network is an extension of your classroom. You should not post anything on a social network site that you would not say, write, or show in your classroom. Use common sense, but if you are ever in doubt, ask a teacher or parent whether what you are considering posting is appropriate.
- use speech considered appropriate in the classroom. Inappropriate speech used on a social network site could result in disciplinary action. This includes, but is not limited to, profanity, racist, sexist, or discriminatory remark, personal attacks, bullying, and cyber-bullying.
- do not initiate nor accept social network friend requests with current or former staff members.

Prohibited Conduct

Students are highly visible representatives of The Quarry Lane School and are expected to uphold the values and responsibilities of the School. The Quarry Lane School prohibits malicious and reckless behavior when utilizing public media outlets.

Sanctions

Any inappropriate activity or language in violation of the previously stated prohibitions, including first-time offenses, may be subject to investigation and possible sanctions by The Quarry Lane School. Sanctions imposed by the School may include, but are not limited to,

- written notification from the Head of School or assignee to the student outlining the policy;
- temporary suspension from School until prescribed conditions are met; or
- dismissal from School.

Administrative Response to Technology-based Misconduct

Access to School resources is a privilege and not a right. With proper cause, the School may revoke some or all technology-based privileges in response to misconduct described within this Handbook.

The School reserves the right to monitor and track all behaviors and interactions that take place using School technology. The School also reserves the right to investigate any reports of inappropriate actions related to any technology used at School. All e-mails and messages sent through the School's network or accessed on a School computer can be inspected. Any files saved onto a School computer or sent through the School network can also be inspected.

Due to the constantly evolving nature of technology, The Quarry Lane School executes a position towards technology that is also evolving and subject to the discretion of School administrators. The policies outlined within this Handbook are not meant to be inclusive of all devices and potential abuses. The School's administrators shall have broad authority to interpret and apply these policies.

The School is not responsible for any damages, injuries, and claims resulting from violations of responsible use of technology.

Violations of the School's Technology Policy are subject to both internal response and external legal responses. The School as an institution and all of its members are accountable both to School expectations and to state and federal law. Internet activity frequently constitutes public communication and commerce reflecting upon both the community member and the School. Electronic communications must be constructed so that their broadcast is acceptable in a public forum. All downloading and file-sharing

must conform to legal standards, particularly with regard to copyright law. Inappropriate online activity is subject to both legal and professional scrutiny and action.

It is not possible to identify every violation of the School's Technology Use Policy. For the purposes of clarity and illustration, however, violations of the School's Acceptable Use Policy include

- harassing, insulting, or attacking others;
- sending or displaying offensive messages, or pictures;
- violating copyright laws through illegal file sharing or through any other means;
- viewing, downloading, or distributing material prohibited to minors;
- using obscene language or vulgarities;
- using others' accounts, passwords, or assuming the identity of others;
- tampering with the school's network or technology; and
- trespassing on others' folders, work, or files (including those of the School).

ATHLETICS AND ACTIVITIES

Athletics

The Quarry Lane School subscribes to and supports the ideals and standards of the California Interscholastic Federation (CIF) and its North Coast Section (NCS). As a member of the Bay Area Independent Athletic League (BAIAL), The Quarry Lane School believes that interscholastic athletics are an important part of the total School program and promotes and encourages student participation in such programs.

We aim to be competitive in relation to the talents of students seeking to play at any given level.
We aim to field teams that challenge the players to perform to the very best of their ability.
We aim to invoke the spirit of fair play and sportsmanship among teammates and opponents.

We feel the athletic programs are outstanding, offering a wide variety of sports for all students.

Athletic Program

Sports offered, levels offered, practice start dates, and game start dates are listed on the school website.

Athletic Eligibility

In compliance with CIF rules, to participate in any of the above sports students are required to have

- a physical exam by a doctor;
- an emergency medical authorization from parents;
- permission of parents for early sports dismissal (The Quarry Lane School athletes are excused early for some athletic events. Students are responsible for missed assignments and class work.); and
- permission of parents for transportation (Students are transported to these events on buses and school vans, utilizing parent drivers and student drivers in some cases).

Transferring from one school to another school may affect a student's athletic eligibility under North Coast Section and/or CIF rules. It is the student's responsibility to see the Athletic Director for specific rules/regulations. A student on a high school team becomes ineligible if they play on an "outside" team in the same sport during the student's high school season of sport. (NCS: Article 6, Sec. 600)

In addition, The Quarry Lane School requires student athletes to have

- medical insurance;
- a 2.5 grade point average for each grading period for Middle School students and a 2.75 grade point average for each grading period for High School students;
- no D or F grades in any class.
- maintenance of minimum progress towards meeting high school graduation requirements;
- completed Quarry Lane School Athlete's contract;
- meetings with teachers on days that are missed because of athletics;
- A student must be present for a minimum of 4 hours to compete or practice in an after school event on that day.
- good attendance in class. If a student is tardy to class consistently (3 or more per semester), they will receive a detention and be ineligible to participate in that daily activity.

Athletic Uniforms

For those sports where an athletic uniform is issued by the school, students are required to return the uniform at the end of the sports season. If a uniform is not returned, families will be charged a replacement fee.

Athletic Probation

If a student is ineligible academically to participate, they may request probationary status. Probation is granted for one quarter. A student may apply for and use probation only one time during their high school career.

Dropping a Sport

Students who try out and make a team are discouraged from dropping for any reason. It is important for them to make a commitment to that team and dropping should not be an option. If a student quits a team after being selected, the student is prohibited from joining another team or a QLS sponsored extracurricular activity (Drama, Robotics, Speech and Debate, etc.) during that season. While there may be exceptions to the rule, they are at the discretion of the Athletic Director and the Middle and High School Directors.

Concussions

per our Concussion Awareness Policy:

Suspected or Confirmed Concussion Any student or participant who is suspected of sustaining a concussion in a practice, game or fitness related activity shall be removed from practice, play or competition at that time. If a qualified medical professional is available on-site to render an evaluation, that person shall have final authority as to whether or not a concussion is suspected. If applicable, the participant's parent or guardian should be made aware that the participant is suspected of sustaining a concussion.

Return to Play Any student or participant who has been removed from practice, play or competition due to a suspected concussion may not participate and rejoin such activities until either of the following occurs:

1. At least seven (7) consecutive days have passed since the student/participant was removed and a currently licensed, qualified medical professional provides written clearance for the member/participant to return to practice, play or competition, **or**
2. A currently licensed, qualified medical professional determines that the participant did not suffer a concussion and provides written clearance for the student/participant to return immediately.

Note: Written clearance in either scenario above shall become a **permanent record**. The Centers for Disease Control website <https://www.cdc.gov/headsup/youthsports/index.html> provides additional resources relative to concussions that may be of interest to participants and their families.

Student Activities

Extracurricular Activities

Extracurricular activities allow students to socialize with one another, become part of smaller groups on campus, hone their leadership skills, and partake in interests outside of the classroom. No student shall be prohibited from participating in extracurricular activities related to the educational program because of any inability to pay fees associated with the activity. The School will ensure that disabled students have access (to every extent possible) to extracurricular activities, student organizations and all school-related social events.

A student's participation in extracurricular activities may not be permitted if a student is on Academic or Attendance Probations. A student must be present for a minimum of 4 hours to participate in the extracurricular activity on that day.

Clubs

Every club has a faculty mentor aligned with the club that has a vested interest or expertise in the topic to ensure participation, guidance, and support for student's needs. New clubs are also formed throughout the year. Examples of student clubs include,

- Asian Culture Club
- Chess Club
- Coding Club
- Dance Club
- Economics Club
- Environmental Club
- Fashion and Design Club
- Film Club
- Harvard Model Congress
- Journalism
- Math Club
- Model U.N.
- National Honor Society
- Photography Club
- Poetry and Anthology Club
- Random Acts of Kindness Club
- Red Cross Club
- Robotics
- Spanish Society
- Speech and Debate
- Student Council

SCHOOL DANCES/EVENTS

The School regularly holds events for students to enjoy time with their classmates outside of the classroom setting. Students are encouraged to attend these events as a way to balance their social lives beyond the rigor of the classroom. Students who have an unexcused absence from School on the day of scheduled

dances/events or are on probation of any kind are not eligible to participate (including participation on athletic teams). Only excused absences with proper professional documentation may be considered as an exception, at the discretion of the Director of Student Affairs. All Quarry Lane School students and guests are expected to

- obey all rules of conduct in effect during the regular school day during School dances and events. Any exceptions from normal conduct standards for a given event will be communicated by responsible staff.
- fill out a liability waiver, obtain the appropriate signatures by the guest's home school administration (if the student is from another school), and receive approval by the Director of Student Affairs one week prior to the event.
- be at least a freshman in high school. Persons college-age (19) or older must have permission from a School administrator prior to attending events on campus.
- remain in the designated space for School dances. There are no "in and out" privileges.
- leave events promptly upon their conclusion and not to loiter on the premises.

Students arriving at any event under the influence of drugs or alcohol will not be permitted to enter. Parents and local authorities will be notified.

STUDENT COUNCIL/GOVERNMENT

Each year, students are eligible to be elected to the Student Council. The Quarry Lane School encourages each grade level to have an active student council.

To run for office, a student must:

- have no F's
- be currently passing all classes with a minimum GPA of 2.75;
- have no more than three unexcused and ten excused absences in the current semester;
- maintain minimum progress toward meeting high school graduation requirements; and
- For high school student council, a student must be a junior or a senior to hold a student body office.

SCHOOL PRODUCTIONS

Each year, the School presents a number of productions that are always very popular and are well attended by parents and alumni. Parents and students are encouraged to attend these events. There may be additional fees above and beyond tuition requested for these productions.

STUDENT SEARCHES AND INSPECTION POLICY

The Quarry Lane School reserves the right to inspect a student's locker, purse, backpack, vehicle, computer, and any other possession or property on the School premises or on a School-sanctioned excursion. Inspections and searches may be conducted on a routine basis or as deemed necessary. Further, the School has the right to seize and permanently retain property disclosed by an inspection or search which is considered potentially harmful, dangerous, illegal, or inappropriate. The possession of such property is a violation of the School's rules, community standards, and/or local and state law.

PERSONAL PROPERTY

The School expects students to assume full responsibility for their own property. The School will help protect personal property, but cannot be ultimately responsible for it or any loss or damage to such

property. Students should not bring expensive items (e.g., toys, computers, tablets, iPods, cell phones, smart watches, or MP3 players) or large sums of money to School. To help us return lost items, all belongings should be clearly labeled with the student's name.

LOCKERS

Students enrolled in grades 6 through 12 are assigned a specific locker and lock at the beginning of the school year. Students are required to sign a locker agreement provided by the School. The student is responsible for their locker throughout the entire academic year. Only locks issued by The Quarry Lane School are allowed to be used on assigned lockers.

Students may not share lockers or lock combinations with friends. Student lockers are the property of The Quarry Lane School and are at all times under the control of the School. The administration of The Quarry Lane School reserves the right to examine a student's locker at any time, without notice, without student consent, and without a search warrant. The Quarry Lane School is not responsible for loss, damage, or theft of property contained in student lockers. Hallway and locker decorations of any kind are not permitted. Students will be charged a \$5 replacement fee for lost locks.

BOOKS

Middle School Books are numbered, and the condition of each book is recorded when issued. An extra fee is charged for lost books or books unduly damaged. The same fees apply to library books that are lost or damaged. High school students are expected to have their required books in their possession at the start of class. Families should order books enough in advance to anticipate shipping delays so that a student's ability to participate in class is not affected.

LOST AND FOUND

The Upper School Lost and Found container is in the Upper School office. At the end of each quarter, any items not claimed will be discarded or donated to charity. To help return lost items, **all belongings should be clearly labeled with the student's name.** Lost books or materials are the financial obligation of the students/parents.

ADHERENCE TO SCHOOL POLICIES AND RULES

Parents and students are required to abide by all policies and rules of The Quarry Lane School included in this Handbook. The School retains the express right to add, omit, amend, or change any policy or rule at any time. The failure of the parents and/or student to abide by the policies and rules of the School will constitute grounds and basis for dismissal. If the conduct of a student or parents is detrimental to the welfare of the student or the School and its administration, the School in its sole discretion may dismiss the student.

As stated in The Quarry Lane School Admission Agreement,
The Quarry Lane School retains the right to dismiss any student for unsatisfactory conduct on campus or off campus. The delinquency of tuition or any other school fees shall also be grounds for dismissal. Quarry Lane retains the right to terminate enrollment if the student, parent (s) or guardian(s) do not comply with policies, rules or regulations of the Quarry Lane School, specifically including, but not limited to, all policies, rules and regulations specified in The Quarry Lane School Parent/guardian/Student Handbook. Quarry Lane may also terminate enrollment if the student, parent/guardian(s), or guardian(s) fail to cooperate with faculty and administration.

The Quarry Lane School Progressive Discipline Chart

Uniform Disciplinary Chart

The Administration reserves the right to determine consequences based on the seriousness of a particular infraction and/or previous discipline record of the student who commits the offense.

In addition to any school action, suspected criminal activity will be reported to the police and appropriate legal consequences may result. EC 35291, BP 5131	
Mandatory Expellable Offenses EC 48915 (c) (Parent notification in all cases of violations)	
Violation	Consequences
(1) Firearm: Possessed, sold, or otherwise furnished a firearm	All violations of Education Code 48915(c) are mandatory expellable offenses. Students who commit these offenses will be automatically suspended and recommended for expulsion by the Administration. Police notification will take place in all instances.
(2) Brandishing a Knife at Another Person: As defined in this section, “knife” means any dirk, dagger, or other weapon with a fixed, sharpened blade fitted primarily for stabbing; a weapon with a blade longer than 3-1/2 inches; a folding knife with a blade that locks into place; or a razor with an unguarded blade.	
(3) Unlawfully Selling a Controlled Substance	
(4) Committing or Attempting to Commit Sexual Assault or Committing Sexual Battery	
(5) Possession of an Explosive	
Quasi Mandatory Expulsion EC 48915 (a) (Parent notification in all cases of violations)	
Violation	Consequences
(1) Serious Injury: Caused serious physical injury to another person, except in self-defense.	All violations of Education Code 48915(a) may result in a recommendation for expulsion. The Administration will determine if a recommendation for expulsion is necessary based upon the following criteria: A: Seriousness of offense B: Circumstances of situation C: Student’s prior discipline records D: Any other extenuating circumstances Along with a possible recommendation for expulsion, students violating EC 48915A may be disciplined with suspension, Police Citation, Involuntary Transfer, Community Service, Counseling, and/or Mandatory Attendance to Classes/Interventions.
(2) Knife/Dangerous Object: Possessed a knife or other dangerous object of no reasonable use to the pupil.	
(3) Controlled Substance: Unlawfully possessed any controlled substance listed in Health and Safety Code Section 11053, except for the first offense for the possession of not more than one avoirdupois ounce of marijuana, other than concentrated cannabis.	
(4) Robbery/Extortion: Committed robbery or extortion	
(5) Assault/Battery on School Employee: Committed an assault or battery, as defined in PC 240, 242, upon any school employee.	
Discretionary Expulsion EC 48900 (Parent notification in all cases of violations)	
Violation	Corrective Measures
(a)(1) Physical Injury: Caused, attempted, or threatened to cause physical injury.	Violations of any infractions on this chart are suspendable acts as defined by California Education Code 48900. QLS Administration will determine punishment based upon the following criteria: A: Seriousness of Offense B: Circumstances of Situation C: Student’s Prior Discipline Records D: Any Other Extenuating Circumstances QLS administrators may use one or more of the following to correct
(a)(2) Willful Violence/Fighting and/or Battery: Willfully used force or violence on another person, except in self-defense.	
b: Dangerous Object: Possessed, sold, or otherwise furnished any firearm, knife, explosive, or other dangerous object.	
c: Drugs or Alcohol: Possessed, used, sold, furnished, or has been under the influence of any controlled substance, alcohol or intoxicant.	
d: Look-Alike Substance: Offered, arranged, or negotiated to sell a controlled substance, alcohol or intoxicant and then provided a replica substance.	
e: Robbery/Extortion: Attempted or committed robbery or extortion.	
f: Property Damage/Vandalism: Attempted or caused damage to school or private property.	
g: Theft: Attempted or stole school or private property.	
h: Tobacco: Possessed or used a tobacco product.	

i: Obscenity/Profanity/Vulgarity: Committed an obscene act or engaged in habitual profanity or vulgarity.	inappropriate behavior (items are not listed in any particular order). 1: Warning 2: Behavior Contract 3: Brunch/Lunch Detention 4: Afterschool Detention 5: Parent Conference 6: Class Suspension 7: Counseling 8: Referred to SST 9: In House Suspension 10: Suspension 11: Community Service 12: Police/Probation Notification 13: Recommendation for Expulsion 14: Restitution 15: Loss of Privileges (dances, extracurricular activities, etc.) 16. Confiscation of Article(s)
j: Drug Paraphernalia: Possessed, offered, arranged, or negotiated to sell drug paraphernalia.	
k: Disruption/Defiance: Disrupted school activities or defied school personnel.	
l: Receipt of Stolen Property: Knowingly received stolen school or private property.	
m: Imitation Firearm: Possessed an imitation firearm.	
n: Sexual Assault/Battery: Attempted or committed sexual assault or committed a sexual battery.	
o: Witness Harassment or Intimidation: Harassed, threatened, or intimidated a student complainant or witness in a school disciplinary matter.	
p: Prescription Drug Soma: Unlawfully offered, arranged to sell, negotiated to sell, or sold the prescription drug SOMA.	
q: Hazing: Engaged in or attempted to engage in hazing.	
r: Bullying/Electronic: Engaged in an act of bullying including, but not limited to, bullying committed by means of an electronic device.	
s: Sexual Harassment: Committed sexual harassment.	
t: Hate Violence: Attempted, threatened, caused, or participated in hate violence.	
u: Harassment, Threats, or Intimidation: Created an intimidating or hostile educational environment. Real or perceived danger with school violence and/or use of weapons (drawn/discussed/pantomimed)	
v: Terroristic Threats: Made terroristic threats against school officials or property.	
A pupil may be suspended or expelled for any of the acts listed above related to school activity or attendance that occur at any time, including but not limited to any of the following: 1. While on school grounds. 2. While going to or coming from school. 3. During the lunch period whether on or off campus. 4. During or while going to or coming from a school sponsored activity.	

Progressive Discipline Chart

Violations of any infractions on this chart are suspendable acts as defined by California Education Code 48900.

QLS Administration will determine consequences based upon the following criteria:

- A: Seriousness of Offense**
- B: Circumstances of Situation**
- C: Student's Prior Discipline Records**
- D: Any Other Extenuating Circumstances**

Group One Behavior Violation	Parent notification mandatory	Parent notification mandatory	Parent notification mandatory
	First offense	Second offense	Third offense
Use or possession of tobacco or any products containing nicotine on or around the School site or at School-sponsored events	Confiscation Detention	Confiscation 1-day suspension	Confiscation 1-3 day suspension Student placed on behavior probation
Committed an obscene act or engaged in habitual profanity or vulgarity	Detention or 1–3 day suspension	3–5 day suspension	5-day suspension, may recommend expulsion
Directed profane language towards a staff member	1–3 day suspension	3–5 day suspension Student placed on behavior probation	5-day suspension
Possessed, offered, arranged, or negotiated to sell any drug paraphernalia	1–3 day suspension	3–5 day suspension Student placed on behavior probation	5-day suspension, may recommend expulsion
Tampered with the fire alarm	1–3 day suspension	5-day suspension, police/fire department referral	5-day suspension, police/fire department referral, may recommend expulsion
Knowingly received or in possession of stolen school or private property	1–3 day suspension, police notified	5-day suspension, police notified Student placed on behavior probation	5-day suspension, police notified, may recommend expulsion
Possessed an imitation firearm	1–3 day suspension	5-day suspension, police notified	5-day suspension, expulsion may be recommended
Harassed, threatened, or intimidated a pupil who is a complaining witness or witness in a School disciplinary proceeding, for the purpose of either preventing the pupil from being a witness or retaliating against that pupil for being a witness, or both	3-5 day suspension, may recommend expulsion, police notified Student placed on behavior probation	5-day suspension, may recommend expulsion, police notified	5-day suspension, may recommend expulsion, police notified
Affiliated with a gang and/or participated in gang activities	3-day suspension, police notified Student placed on behavior probation	5-day suspension, police notified	5-day suspension, police notified, expulsion may be recommended
Committed sexual harassment (unwelcome sexual advances), including verbal, visual, or physical conduct of a sexual nature	1-5 day suspension, harassment contract, expulsion may be recommended, police notified Student placed on behavior probation	1-5 day suspension, expulsion may be recommended, police notified	1-5 day suspension, expulsion may be recommended, police notified

Caused or participated in an act of hate violence	3-day suspension, police notified	5-day suspension, police notified	5-day suspension, police notified, expulsion may be recommended
Intentionally engaged in harassment, threat or intimidation directed against a pupil or group	1–3 day suspension Student placed on behavior probation	5-day suspension, police notified	5-day suspension, police notified, expulsion may be recommended
Making terrorist threats against School officials or School property or both	1–3 day suspension police notified Student placed on behavior probation	5-day suspension, police notified	5-day suspension, police notified, may recommend expulsion
Gambling (ILLEGAL IN CALIFORNIA)	Confiscation of materials used, detention	1-day suspension, confiscation of materials Student placed on behavior probation	1-3 day suspension, confiscation of materials used
Refusing to leave a classroom or designated area when directed by a staff member	Detention or 1-day suspension	3–5 day suspension Student placed on behavior probation	5-day suspension
Refusing to follow a directive from a school staff member to cease behavior which is interfering with the learning of others or endangering the safety of others	Detention or 1-day suspension	3–5 day suspension Student placed on behavior probation	5-day suspension
Caused, attempted, or threatened to cause physical injury	1–3 day suspension	3–5 day suspension	5-day suspension

Group Two Behavior Violation	First Offense	Second Offense	Third Offense
Defying the authority of School personnel or failure to follow classroom rules	Staff/student conference (warning) and parent contact by staff	Referral, 1-hour after school detention	Referral, after school detention, community service, loss of extra-curricular activity
False identification to staff/refusal to give name when requested or to provide student ID card when requested	Detention	Student placed on behavior probation	1-day suspension
Using foul language or gestures	Warning or possible detention	Detention	1-day suspension Student placed on behavior probation
Running in the halls, roughhousing and/or “play fighting”	Warning	Detention	1-day suspension Student placed on behavior probation
Throwing objects such as markers, paper, etc.	Warning	Detention	1-day suspension
Taking or eating food in unauthorized areas or littering	Warning	Assignment of school task to be completed at home or school	Detention
Being in an unauthorized area without permission from School personnel, including being outside the classroom without a pass, leaving the campus at lunch or other times during the day without receiving permission from the office, or being on other school grounds during school hours	Warning or possible detention	Detention, Student placed on behavior probation	1-3 day suspension
Leaving campus at an unauthorized time without permission	Staff/student conference Detention assigned	Detention, Student placed on behavior probation	1-3 day suspension
Writing or marking on School property	Warning and cleaning of property	Detention, Student placed on behavior probation	3-day suspension

Cheating/violation of the academic integrity code, including homework, class work, tests, quizzes, projects, and essays.	Receives grade of zero on assignment Student placed on behavior probation	Receives grade of a zero on assignment. Detention, Student placed on behavior probation	Receives grade of a zero on assignment and a 1-day suspension or loss of student privileges.
No Show Detention	Student placed on behavior probation	1-day suspension	3-day suspension
Using/riding skateboards, roller blades, or bicycles on campus	Staff/student conference (warning)	Confiscation of skateboard, roller blades, scooter	Parent notification, confiscation of skateboard, roller blades, scooters, 1-hour detention
Electronic Device Violation – use of devices during unsanctioned time. Including, but not limited to, iPod, cell phone, smart watches, MP3, PSP's, ear buds, headphones, laptops, etc.	Device confiscated and returned at the end of the day	Device confiscated and returned at the end of the day May be asked to turn device into the Director of Student Affairs at the beginning of every school day to be returned at the end of the day.	Detention assigned and device confiscated. Device returned to parent with instructions to not allow student to have it on campus. Additional times will result in all of the above with loss of privileges.
Tardy	3 tardies = detention	4 tardies or more – 1-hour detention and community service, Student placed on behavior probation	Additional tardies may result in loss of privileges (i.e., dance, etc.)
Cutting classes during the school day	1-hour detention	Community Service	Additional class cuts may result in additional, loss of privileges (i.e., dance, etc.)
Dress code	Parent/Guardian contacted to bring appropriate attire or pick up student from school.	Detention issued.	Additional infractions may result in additional detentions, community service, and loss of privileges.

FABRICATION LAB – ACKNOWLEDGEMENT OF LIABILITY, RELEASE, AND AUTHORIZATION

TO BE COMPLETED AND SUBMITTED ONLINE, THROUGH PLUS PORTAL

Student Name: _____

Authorizing Teacher: _____

I acknowledge that use of the fabrication lab is expressly conditioned on my agreement to each of the terms of this document. I acknowledge and agree as follows:

1. **Warning.** The equipment and activities at the lab can be dangerous. I understand that there is an inherent risk of injury when choosing to be present at the lab and/or to participate in the activities there, such as use of equipment. Being present at the lab and participating in activities there is voluntary in all respects.

2. **Acknowledgment of Risks.** Student and their guardians, heirs, successors, and personal representatives recognize and acknowledge that there are risks of physical injury associated with student's presence at the lab and participation in activities there and agree to assume the full risk of any injuries (including death), damages or loss that may occur as a result.

3. **Release.** To the greatest extent permitted by law, student and their guardians, heirs, successors, and personal representatives hereby fully release and discharge the Quarry Lane School and its directors, officers, staff, employees, sponsors, agents and assigns (collectively, the "Released Parties") from any and all liability, claims, demands, damages, losses, and causes of action, including those from injuries or illness (including death) ("Claims"), which arise from or relate to, directly or indirectly, Student's presence at the lab or participation in activities there, including without limitation, use of equipment; this is a complete and irrevocable release and waiver of liability to the extent permitted by law and notwithstanding the Released Parties may have been actively or passively at fault with regard to such matters. To the extent permitted by law, student and their guardians, heirs, successors, and personal representatives covenant not to sue the Released Parties for any Claims notwithstanding that the Released Parties may have been actively or passively at fault with regard to such matters.

4. **Indemnity by Student and Guardian.** Students and their guardians, heirs, successors, and personal representatives further agree to indemnify and hold harmless and defend the Released Parties from any and all from any and all liability, claims, demands, damages, losses, and causes of action, including those from injuries or illness (including death), arising out of or relating to, directly or indirectly, student's presence at the lab or participation in activities there, including without limitation, use of equipment. This obligation shall apply, to the extent permitted by law, notwithstanding that the Released Parties may have been actively or passively at fault.

5. **Authorization to Secure Medical Care.** In the event of any emergency, Student and their guardians, heirs, successors, and personal representatives authorize the Released Parties to secure from any licensed hospital, physician and/or medical personnel any treatment deemed necessary for Student's immediate care and agree to be responsible for payment of any and all medical services rendered. Nothing herein shall require the Released Parties to secure such treatment or care.

6. **Student's Adherence to Policies and Rules.** Students and their guardians, heirs, successors, and personal representatives agree to adhere strictly to the lab's policies and rules, including without limitation, those set forth below.

7. **Savings.** If any paragraph, section, sentence, clause, and/or phrase in this Agreement is held to be illegal, null, or void for any reason, the remaining paragraphs, sections, sentences, clauses, and/or phrases shall not be affected, and the balance of the Agreement shall remain fully enforceable.

Student users **must obey all lab safety and lab use rules.** Students may **only use equipment that they are authorized and trained to use.** Students **must not work with equipment when no responsible adult is nearby.** Students **should not use equipment which they do not feel comfortable with** and should **always ask teachers** if they have any questions or concerns.

- Students may **NEVER** use the bandsaw or circular saw independently.
- Student users **MUST** clean up the lab space after use.

Equipment: Authorized Initials:	Teacher	Student	Parent/Guardian
General Hand Tool Use	_____	_____	_____
General Power Tool Use	_____	_____	_____
Soldering Equipment	_____	_____	_____
Laser Cutter (computer setup)	_____	_____	_____
Laser Cutter (independent machine use)	_____	_____	_____
3D Printers (computer setup)	_____	_____	_____
3D Printers (independent machine use)	_____	_____	_____
Drill Press	_____	_____	_____
Belt Sander/Grinder	_____	_____	_____
Band Saw (work with teacher ONLY)	_____	_____	_____
Circular Saw (work with teacher ONLY)	_____	_____	_____

Notes:

Each person signing below states that they have read, fully understands, and agrees to the terms of this Acknowledgment of Liability, Release, and Authorization, including disclosures, releases, and the permission to secure medical treatment. I understand that this signed document may be retained. I also understand that Student and their guardians, heirs, successors, and personal representatives are releasing

Claims for active or passive negligence of the Released Parties to the extent permitted by law.

Student Signature: _____

Parent/Guardian Signature: _____

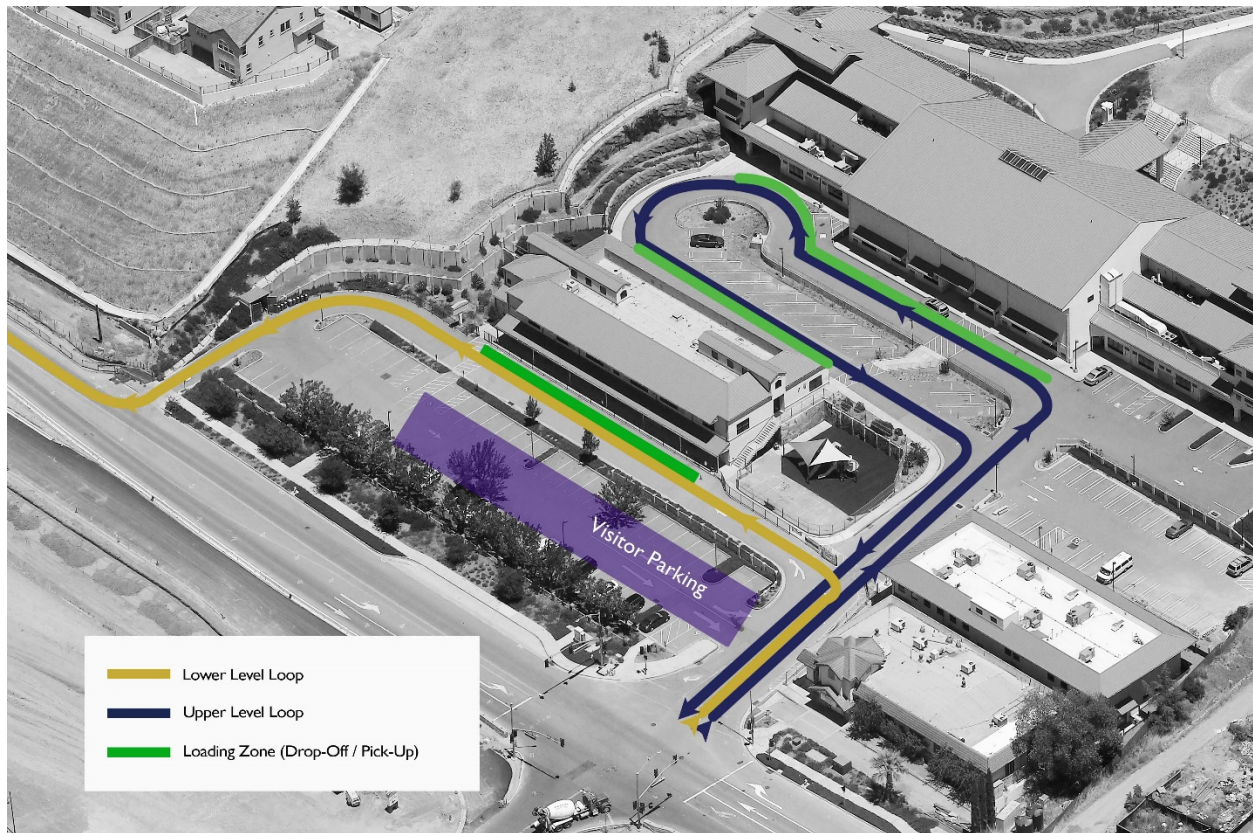
Authorizing Teacher Signature: _____

The map illustrates the layout of Quarry Lane School, Dublin Campus, featuring four main buildings and their associated facilities:

- Building #1 (Upper School):** Located at the top right, it includes rooms 101-105, a Gym, a Gym Lobby, a Boys' Locker Room, a Girls' Locker Room, a Changing Room, and a Shower. It also has a Gym Foyer, a Gym, and a Gym Lobby. The building is adjacent to a parking area (P) and a crosswalk.
- Building #2 (Lower School):** Located at the top left, it includes rooms 106-108, a Gym, a Gym Lobby, a Boys' Locker Room, a Girls' Locker Room, a Changing Room, and a Shower. It also has a Gym Foyer, a Gym, and a Gym Lobby. The building is adjacent to a parking area (P) and a crosswalk.
- Building #3 (Art Studio):** Located at the bottom right, it includes rooms 215, 216, 217, 218, 219, 220, 221, 222, 223, 224, 225A, 226, 227, 228, 229, 230, 231, 232, 233, 234, 235, 236, 237, 238, 239, 240, 241, 242, 243, 244, 245, 246, 247, 248, 249, 250, 251, 252, 253, 254, 255, 256, 257, 258, 259, 260, 261, 262, 263, 264, 265, 266, 267, 268, 269, 270, 271, 272, 273, 274, 275, 276, 277, 278, 279, 280, 281, 282, 283, 284, 285, 286, 287, 288, 289, 290, 291, 292, 293, 294, 295, 296, 297, 298, 299, 300, 301, 302, 303, 304, 305, 306, 307, 308, 309, 310, 311, 312, 313, 314, 315, 316, 317, 318, 319, 320, 321, 322, 323, 324, 325, 326, 327, 328, 329, 330, 331, 332, 333, 334, 335, 336, 337, 338, 339, 340, 341, 342, 343, 344, 345, 346, 347, 348, 349, 350, 351, 352, 353, 354, 355, 356, 357, 358, 359, 360, 361, 362, 363, 364, 365, 366, 367, 368, 369, 370, 371, 372, 373, 374, 375, 376, 377, 378, 379, 380, 381, 382, 383, 384, 385, 386, 387, 388, 389, 390, 391, 392, 393, 394, 395, 396, 397, 398, 399, 400, 401, 402, 403, 404, 405, 406, 407, 408, 409, 410, 411, 412, 413, 414, 415, 416, 417, 418, 419, 420, 421, 422, 423, 424, 425, 426, 427, 428, 429, 430, 431, 432, 433, 434, 435, 436, 437, 438, 439, 440, 441, 442, 443, 444, 445, 446, 447, 448, 449, 450, 451, 452, 453, 454, 455, 456, 457, 458, 459, 460, 461, 462, 463, 464, 465, 466, 467, 468, 469, 470, 471, 472, 473, 474, 475, 476, 477, 478, 479, 480, 481, 482, 483, 484, 485, 486, 487, 488, 489, 490, 491, 492, 493, 494, 495, 496, 497, 498, 499, 500, 501, 502, 503, 504, 505, 506, 507, 508, 509, 510, 511, 512, 513, 514, 515, 516, 517, 518, 519, 520, 521, 522, 523, 524, 525, 526, 527, 528, 529, 530, 531, 532, 533, 534, 535, 536, 537, 538, 539, 540, 541, 542, 543, 544, 545, 546, 547, 548, 549, 550, 551, 552, 553, 554, 555, 556, 557, 558, 559, 560, 561, 562, 563, 564, 565, 566, 567, 568, 569, 570, 571, 572, 573, 574, 575, 576, 577, 578, 579, 580, 581, 582, 583, 584, 585, 586, 587, 588, 589, 590, 591, 592, 593, 594, 595, 596, 597, 598, 599, 600, 601, 602, 603, 604, 605, 606, 607, 608, 609, 610, 611, 612, 613, 614, 615, 616, 617, 618, 619, 620, 621, 622, 623, 624, 625, 626, 627, 628, 629, 630, 631, 632, 633, 634, 635, 636, 637, 638, 639, 640, 641, 642, 643, 644, 645, 646, 647, 648, 649, 650, 651, 652, 653, 654, 655, 656, 657, 658, 659, 660, 661, 662, 663, 664, 665, 666, 667, 668, 669, 670, 671, 672, 673, 674, 675, 676, 677, 678, 679, 680, 681, 682, 683, 684, 685, 686, 687, 688, 689, 690, 691, 692, 693, 694, 695, 696, 697, 698, 699, 700, 701, 702, 703, 704, 705, 706, 707, 708, 709, 710, 711, 712, 713, 714, 715, 716, 717, 718, 719, 720, 721, 722, 723, 724, 725, 726, 727, 728, 729, 730, 731, 732, 733, 734, 735, 736, 737, 738, 739, 740, 741, 742, 743, 744, 745, 746, 747, 748, 749, 750, 751, 752, 753, 754, 755, 756, 757, 758, 759, 760, 761, 762, 763, 764, 765, 766, 767, 768, 769, 770, 771, 772, 773, 774, 775, 776, 777, 778, 779, 780, 781, 782, 783, 784, 785, 786, 787, 788, 789, 790, 791, 792, 793, 794, 795, 796, 797, 798, 799, 800, 801, 802, 803, 804, 805, 806, 807, 808, 809, 810, 811, 812, 813, 814, 815, 816, 817, 818, 819, 820, 821, 822, 823, 824, 825, 826, 827, 828, 829, 830, 831, 832, 833, 834, 835, 836, 837, 838, 839, 840, 841, 842, 843, 844, 845, 846, 847, 848, 849, 850, 851, 852, 853, 854, 855, 856, 857, 858, 859, 860, 861, 862, 863, 864, 865, 866, 867, 868, 869, 870, 871, 872, 873, 874, 875, 876, 877, 878, 879, 880, 881, 882, 883, 884, 885, 886, 887, 888, 889, 890, 891, 892, 893, 894, 895, 896, 897, 898, 899, 900, 901, 902, 903, 904, 905, 906, 907, 908, 909, 910, 911, 912, 913, 914, 915, 916, 917, 918, 919, 920, 921, 922, 923, 924, 925, 926, 927, 928, 929, 930, 931, 932, 933, 934, 935, 936, 937, 938, 939, 940, 941, 942, 943, 944, 945, 946, 947, 948, 949, 950, 951, 952, 953, 954, 955, 956, 957, 958, 959, 960, 961, 962, 963, 964, 965, 966, 967, 968, 969, 970, 971, 972, 973, 974, 975, 976, 977, 978, 979, 980, 981,

ALL CAMPUS DROP-OFF MAP

In addition to following all parking and traffic rules, we have established a queue to facilitate the flow of traffic and most importantly, to ensure the safety of students as they arrive and depart campus. Please ensure that students are dropped off and picked up in the designated loading zones only, as marked in green below.



PARENT AND STUDENT HANDBOOK AS A LIVING DOCUMENT

This Parent and Student Handbook is intended for informational purposes and to assist in describing various programs, customs, and regulations of Quarry Lane School. It is not meant to address the entire range of needs, violations, and concerns that students and parents might encounter. It is not to be used for marketing or solicitations unrelated to the School. The School always retains the right to dismiss students and their families from the School community when it is in the School interest to do so. Please read it carefully and, where appropriate, see that you are familiar with it. In order to best meet the needs of the community, it is subject to change throughout the year. You will be notified of any changes by official notice from the School.

THE PARENT AND STUDENT ACKNOWLEDGEMENT

This form is to be completed and submitted online, through the Plus Portal.