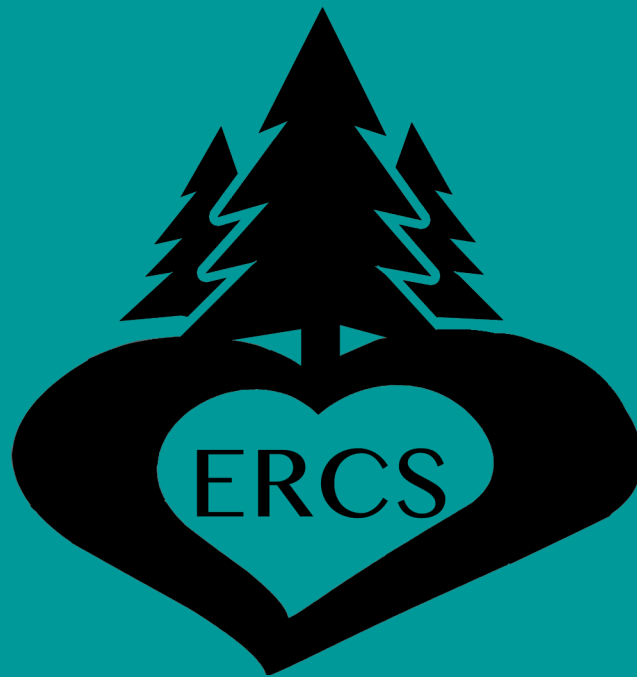


Echo Ridge Christian School

Handbook
2022 - 2023



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STUDENT HANDBOOK

ECHO RIDGE CHRISTIAN SCHOOL

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The contents of this handbook have been written, revised, and edited by the Echo Ridge Christian School Board, July 2022

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INTRODUCTION

An Open Letter to Students And Parents

Welcome! We look forward to an excellent school year and invite you to join us in making it productive spiritually, academically, and physically.

“In the formation of character, no other influences count so much as the influence of the home. The teacher’s work should supplement that of the parents, but it should not take its place. In all that concerns the wellbeing of the child, it should be the effort of parents and teachers to cooperate” (E.G. White, Education, p. 283).

Every effort will be made to work closely with families for the success of each student. If questions or problems arise, please call or visit the school to talk with the teacher or principal promptly so that a cooperative effort may be made to resolve the difficulty quickly and easily.

STATEMENT OF OPERATION

Echo Ridge Christian School is owned and operated by the Northern California Conference of Seventh-day Adventists. The NCC ensures that the school has proper accreditation with the State of California and the policies of the Seventh-day Adventist Church. The Worldwide Adventist church strives to provide a quality Christian education system to ensure that today's youth have the opportunity to receive a balanced physical, mental, moral, social, and vocational education.

The school board is made up of parents and representatives from the Grass Valley and Penn Valley Seventh-day Adventist churches. The board is responsible for expansion and improvements, as well as for financing, equipping, and staffing the school. The staff and board welcome any suggestions for improvements to the school. Please direct your comments to the principal or School Board Chairman as listed in the School Directory.

We are here to be of service to you. We strive to make your experience at Echo Ridge Christian School meaningful, relevant, and positive.

Goals and Objectives

- ⇒ To strengthen children in their relationship with Jesus and to provide Bible-centered instruction infused with Christian values
- ⇒ To nurture each child's individual potential
- ⇒ To help students experience the joy of learning
- ⇒ To teach students to work and play cooperatively
- ⇒ To teach respect for people and equipment
- ⇒ To help students understand their choices and accept responsibility and/or the consequences or rewards that come with them.
- ⇒ To provide a warm, nurturing, and challenging environment for all.
- ⇒ To establish satisfying relationships with other children and adults
- ⇒ To encourage students to think for themselves and not merely reflect the thoughts of others.
- ⇒ To impart knowledge, to facilitate understanding, and to encourage students in a personal relationship with God as the Creator and Source of life.

GENERAL INFORMATION

Accreditation

The school is academically and physically evaluated on a regular basis by the Office of Education, Pacific Union Conference of Seventh-day Adventists. Our last evaluation was completed in April of 2017, at which time the school was granted the maximum term of six years' accreditation, and an interim evaluation was completed in 2020.

School Day

Classes begin at 8:30 A.M. The school day ends at 3:30 P.M. for grades K-8 on Monday-Thursday, and at 12:30 P.M. on Fridays.

Half-day Kindergarten - 8:30A.M.-12:30P.M. Monday - Friday, unless your child is enrolled in full day Kindergarten, which is out at 3:30 P.M.

Students should arrive on campus between 8:15 A.M. and 8:30 A.M. and depart no later than 15 minutes after the close of school.

In the event that school must be closed after the beginning of the school day every effort will be made to contact a designated person for each child. In the event no one can be reached, a teacher will stay with the child until someone can pick them up.

Late Pickup of Students

Students need to be picked up by **3:45 P.M. Mon.-Thurs.**, and **12:45 P.M. on Fridays.**

Snow Days and other school closure Days

When weather conditions or other emergencies require that school be closed prior to the beginning of the school day, the closing will be posted to our FaceBook Page, announced on KNCO, and each family will receive a call or text message.

PPO Days

School will continue as normal if there is a Planned Power Outage, unless prohibited by weather or other emergencies.

After School Care

If an after-school care program is available, applications will be available in the office. You will be billed through the school on a monthly basis at a rate of \$6 per hour/per child. After school care will only be available when multiple families express a need.

Change of Address /Telephone /Email

The burden of responsibility rests with the student or parent to notify the school of any change of address, phone number, or email. It is very important that the school be able to contact responsible parties in case of an emergency. Please help us protect your child/ren from needless delay, in case of an accident, by making sure all emergency information is updated and on file in the school office.

Closed Campus

For the protection of our students, this school has a closed campus. Students are not to leave the campus during school hours. Specific permission from the principal may be obtained for exceptions to this policy. Visitors are welcome; however, we do ask that prior permission be obtained through the office.

Communication Packet & Weekly Newsletter

Parents will be informed of events, activities, and needs by means of a weekly packet of information sent home each Friday. This packet will contain the newsletter (sent home monthly), as well as information about any upcoming field trips, events, hot lunch, etc.

It is the responsibility of the parents to read the enclosed information, to fill out any necessary paperwork, and to **return the packet to school each Monday**.

The newsletter will also be emailed to all families and posted on the school website www.echoridgeschool.com. If additional copies of the newsletter are needed please contact the school secretary.

Field Trips

Field trips are planned with precautions taken for the students' welfare. All such trips will be announced in advance in the communication packet. Volunteer drivers must be cleared through **Sterling Volunteers** (<https://www.ncsrisk.org/adventist/index.cfm>) and will need to provide proof of insurance before transporting students. It is the responsibility of the parents to notify the school if they do not wish to have their child participate in the activity. A universal permission slip is included in the registration packet, to be signed by the parent. This permission slip covers every off-campus activity. Parents who do not wish to sign the universal permission slip must inform the office, and individual permission slips will need to be signed for each field trip.

Governing Policies

"If a fellow believer hurts you, go and tell him. Work it out between the two of you. If he listens, you've made a friend. If he won't listen, take one or two others along so that the presence of witnesses will keep things honest, and try again. If he still won't listen, tell the church (or school). If he won't listen to the church, you'll have to start over from scratch, confront him with the need for repentance, and offer again God's forgiving love" - Matthew 18, The Message Bible.

Parents need to cooperate with the school board and staff in fulfilling the school's ob-

jectives to provide a quality education. Any problems that arise should first be discussed in an appropriate manner with the teacher and any other persons involved. If there is need for further discussion, the problem should be discussed with the principal. The board is willing to hear legitimate complaints concerning a teacher , provided an earnest effort has been made to solve the problem through the proper channels outlined above. Should the decision of the principal be unsatisfactory, an appeal may be submitted to the board. Written notice should be sent to the board through the school's office for placement on the upcoming school board agenda.

Gym/Kitchen Use Policy

Our gym/kitchen is available for use outside of regular school hours. In order to use the gym, a Use Agreement must be completed, signed, and approved by the school board. A fee of \$25 per hour will be charged to help defray the costs associated. There will also be a \$50 cleaning deposit, which is refundable if no damage is done and the gym/kitchen is restored to its original condition and alll garbage is bagged and removed.

When the gym is rented by outside groups (those not already associated with the ERCS) the procedure is as follows:

1. Gym Use Agreement completed and returned to school
2. \$1 million Event Insurance must be purchased by the renter naming the certificate holder as Echo Ridge Christian School, a subsidiary of The Northern California Conference of SDA 2100 Douglas Blvd Roseville, CA 95661
3. Please bring your own vacuum cleaner and vacuum the gym before leaving.
4. Please remove any trash made by your group.

Home & School Association

Home & School is equivalent to the public school PTA organization. It is made up of parents, relatives, and/or friends of Echo Ridge families. H&S is a core group of people who plan and organize the year's activities called the Home & School Association. All

parents are encouraged to be a part of this team.

The Home & School leader and/or co-leaders are selected from the Home & School team. The Home & School Leader may attend school board meetings, where he/she may share the thoughts and concerns from parents that pertain to the school board.

Home & School is solely supported by fundraising events throughout the year. Funds raised by Home & School may be donated to help defray the cost of special interest projects at the school.

Home School Policy

Echo Ridge honors and values home school education and wishes to provide opportunities to enrich the home school education through participation in on and off campus activities. When Registering in the ERCS Home Study Program, parents are committing to bringing their students each week on Wednesday, either providing work for student to complete while on campus, OR choosing to have students participate in what the other students in the same grade are working on.

The weekly ERCS Home Study Program provides:

- * A full day of school each Wednesday - Students can either bring their regular school work with them, or participate in whatever their classmates are doing for the day.
- * Wednesday afternoon elective classes (selected at the beginning of each quarter).
- * The opportunity to sign up for music classes on campus *
- * The opportunity to attend any field trips the school organizes*
- * Participation in the ERCS school choir, concerts, and performances.
- * Participation in standardized testing*
- * Invitation to attend the Outdoor Ed Trip (grades 3-8)*

To participate in the above ERCS activities, you must register in the ERCS Homeschool plan through Curacubby. The cost is \$650 per student, plus a \$50 registration fee, as well as any extra costs for individual music lessons, the outdoor education trip, and various field trips.

*Extra costs may apply

CELL PHONE/TECHNOLOGY USAGE

Personal tablets and cell phones are not allowed at ERCS. Students must turn in cell phones/tablets to their teacher at the beginning of each school day. Phone calls may only be made to parents/guardians with teachers permission. Any cell phone or other wireless device being used without the teachers permission will be confiscated and returned at the end of the day. The school phone is available for students to use for emergencies.

The internet is provided for students to conduct research and communicate with others. Access to internet services is a privilege, not a right, and is given to students who agree to act in a considerate and responsible manner. The school has the right and duty to monitor and restrict both the amount of time on-line and the sites visited.

It is not possible to list all activity that is not permitted, but the following are examples of unacceptable behavior that extends to all technology:

- Offensive messages or pictures
- Distributing personal information about yourself or any other student
- Arranging a meeting with an online contact without school or parental approval
- Damaging computers, computer systems, or computer networks
- Violating copyright laws
- Browsing in another person's folders, work, or files
- Using profiles or any other technology to bypass the school's filtering, including using other wireless networks such as mobile hot spots, etc.
- Intentionally wasting resources

Parental Agreement

Registration implies agreement to abide by the judgment of the School Board, administration, or faculty as it applies to standards of dress and conduct of their children, as well as a willingness to meet the financial obligations of tuition, fees, or other applicable charges approved by the School Board.

Parent Participation Hours

The Parent Participation Program at Echo Ridge is vital to our school, and family participation is required. This program allows us to do many things that we couldn't otherwise, and allows our you the opportunity to assist in your child/ren's education. Each family is required to volunteer 25 hours before the end of the school year. This is equivalent to 6.5 hours per quarter. Single parent families are required to volunteer 12.5 hours per school year.

Opportunities to participate include:

- ◆ driving for field trips
- ◆ helping with hot lunch
- ◆ running a fundraiser,
- ◆ joining the Home & School team
- ◆ becoming a classroom parent,
- ◆ organizing special events

Watch for ways you can help in the monthly newsletter.

Families who are unable to complete the required volunteer hours will be billed \$20 for each hour not volunteered. Any amount owed will be billed in May and is to be paid by June 1. Parents who know they will not be able to volunteer in any capacity can, instead, pay \$500 for the school year.

Meetings with Teacher/Principal

Teachers are eager to meet with parents to discuss student progress. Teachers have duties during the day, which require their undivided attention. Appointments to meet with teachers should be made during office hours.

Parent/Teacher/Student Conferences

Parent-Teacher-Student Conferences are scheduled in November and April to provide an opportunity for parents, students, and teachers to review student progress. These conferences are critical opportunities for communication, so we ask that you make it a priority to attend them.

Privacy

Your privacy is important to the school and is understandably an area of concern for every student and parent/guardian. The school values your right to privacy and seeks to preserve and protect it. However, your right to privacy is not unlimited. This policy seeks to explain how your information is collected and used and also to define your privacy rights as a student or parent/guardian at this school.

Personally Identifiable Information

As part of the admissions process, and throughout a student's enrollment, the school will occasionally request personally identifiable information from students and parents/guardians. This will likely include, though not be limited to: the students' and parents/guardians' names, addresses, email addresses, phone numbers, and the students' date of birth. The school will also generate personally identifiable information about its students in the form of student records, which include academic records, health records, and disciplinary records. This information is necessary to provide services to students and parents/guardians and will only be utilized by the school or its agents for that purpose. For more information, see the policies on student records. These cumulative records are confidential and are sent to the next school when the student moves on.

The school does not sell, trade, or otherwise transfer to outside parties your personally identifiable information. This does not include trusted third parties who assist the school in conducting its business or providing its services to you, so long as those parties agree to keep this information confidential. We may also release your information when we believe release is necessary to comply with the law.

The school may desire to publicize student participation and achievement on its website, publications, and Facebook page. This may include utilization of photographs, videos, writings, and voice or performance recordings of a student or parent for educational, promotional, and/or athletic purposes in the school's promotional materials, newsletters, press releases, website, videos, media outreach, and other such publications. Unless students/parents/guardians formally opt out, they agree to permit such use by the school. See the media release policy for more information. Parents who do not

wish to sign the Media Release must make that clear on the form and include it in the registration packet.

School Directory

For your convenience, we print a school directory each year including address, email, and phone numbers. We ask for your written permission to include your child and family information on the application for admission.

If you do not wish to have your information published, please notify the school office when you register.

School Supplies

It is understood that the student will come to school with supplies on the first day of school. A complete list of required supplies are available at pre-registration or registration. Replenishing of supplies throughout the year is also the parents' responsibility.

Student Accidents

All students are covered by an accident insurance policy. This is a secondary insurance policy only. A copy of the policy is available at the school office. All accidents must be reported immediately, as no claims will be paid unless an accident report has been filed.

Work Bee

We have two regularly scheduled, Work Bees each school year. Each family is required to attend at least one work bee. If a family is unable to participate on the designated day, arrangements can be made to complete a project independently.

ADMISSION INFORMATION

New Students

1. Prospective parents contact the school office to schedule a school tour and classroom visit.
2. An interview is scheduled with the student, family, and principal
3. Application packet is given to family

4. Completed application is taken before the board for acceptance
5. Family is sent a Welcome Letter, or Letter of non-acceptance
- 6.
7. ERCS will send a request for records to the previous school to request the Cumulative Records Folder for the accepted student. Student can start school after all these steps have been taken.

Acceleration Policy

Students must have achieved competence in ALL the major concepts in each discipline. Competency must be demonstrated through achievement tests. The Northern California Conference requires minimum scores to apply for consideration.

Parents may apply for acceleration or the teacher can initiate it if he/she feels it is in the child's best interest. Acceleration requests must be made before the second semester begins.

The whole child is to be considered—not just the achievement test results. The student must demonstrate evidence of emotional, social, and physical readiness for advanced placement. Older children with the added maturity are more apt to be approved for this program.

Entrance Age

In compliance with California state legislation the school will admit students if they will be five years of age by Sept1, for kindergarten, and 6 years of age by September 1 for first grade. Age must be verified by presentation of a birth certificate or passport upon registration.

Grade Placement

The school reserves the right, after testing a child, and after counseling with the parents, to change the grade placement of any child.

Non-Discrimination Policy

Echo Ridge admits students of any race, color, national, and ethnic origin to all the rights, privileges, programs, and activities made available to the students at the school.

MEDICAL REQUIREMENTS

VACCINATION

All kindergarten, first grade, or new students, must provide evidence of the following state-required vaccinations: 4 Polio, 5 DPT (diphtheria, tetanus, whooping cough), 2 MMR (measles, mumps, rubella), 3 hepatitis B, and 2 Varicella (chickenpox). All students entering seventh grade must have a medical exam and one dose of Tdap vaccine.

The California State Child Health and Disability Prevention Program also requires all children to have a health checkup or screening before entering kindergarten or first grade.

The Pacific Union Conference Office of Education also requires a physical examination at the following times:

- a) upon entering school for the first time
- b) at grade seven (to include a scoliosis examination)

A physical examination shall be considered current, except for the scoliosis examination, if taken not more than twelve months prior to any of the above dates and the report is submitted to the school. Special forms are available at the school office.

At vaccination checkpoints - kindergarten or 7th grade - all students will need to be up to date on all mandatory vaccinations. The only exception that can be made to these requirements is a Medical Exemption form, filled out and signed by a doctor.

STUDENT CONDUCT GUIDELINES

Bullying

All members of the school community are committed to ensuring a physically and emotionally safe environment. We value the rights of all people to learn without fear.

A student shall not intimidate or harass another student through words or actions. Such behavior includes, but is not limited to, direct physical contact, such as hitting or shoving; verbal (or non-verbal digital) assaults, such as threatening, teasing or name calling; and social isolation or manipulation. When such conduct is repetitive or it appears likely to be repeated, it is considered bullying. Our school expects students and/or staff to immediately report incidents of bullying to the principal. Staff members are expected to immediately intervene when they see or hear a bullying incident.

Classroom Management

During most of the day students will be in a classroom environment. Each teacher implements a management plan that is appropriate for the age and activity, and will work with students in helping them to become self-managers. Usually, this process can be handled within the school program. Parents are notified of student progress. Occasionally, students need a highly structured program with the school and home working in close connection with each other. When this situation occurs, parents will be contacted, and an appointment made to set up a success plan. In some cases, students may not be allowed to return to the classroom until a parent/teacher conference takes place or until s/he has developed a plan for addressing the problem. It is important for students and parents to be aware of the classroom behavior goals so that their decisions will contribute to a positive classroom experience for everyone.

Discipline Policy

Disciplinary actions range from oral or written reprimands to suspensions and expulsion. The action taken depends on the severity of the offense as well as the number and frequency of previous acts of misconduct.

Students will be requested to withdraw from school for any of the following reasons:

1. The student or parent's connection with school is no longer profitable to himself/herself.
2. The student or parent's influence is detrimental to others.
3. Previous attempts have not brought about the desirable changes or results.

Unacceptable behavior may result in restriction in various school activities. A student who has accumulated two suspensions in one year may be asked to withdraw from school.

Students who are asked to withdraw may reapply for admission after attending another school for at least one quarter. Reacceptance will be based on recommendations from pastors, teachers, school administrators, and the availability of space.

Possible Causes for Dismissal

There are some practices that are not permitted in our school. The first offense on the following points renders a student liable to serious disciplinary measures or possibly to immediate dismissal from school:

- Dissemination of atheistic ideas
- Willfully undermining the school's ideals
- Using profane language, lewd conduct, possessing, or displaying obscene literature, pictures, or materials
- Dishonesty, including theft, willful deception, cheating on tests, class work, or in any phase of school or business
- Using narcotics, tobacco, marijuana, or alcoholic beverages in any form, having them in one's possession or furnishing them to others
- Willful destruction of school property
- Improper conduct with persons based on sex and/or sexual harassment
- Participation in hazing or any other act that may injure, degrade, or disgrace a fellow student.
- Breaking or tampering with locks, doors, wiring, fire equipment, alarm systems or windows in order to enter locked places
- Willful disrespect, defiance, disobedience, or insubordination to any faculty, staff member, or visiting adult
- Using or possessing weapons or explosives of any kind. Knives fall into this category
- Fighting. Any fight calls for automatic suspension for both participants until a parent/student/teacher conference and resolution takes place
- Repeatedly breaking class or school rules
- Inappropriate use of school computers and Internet access

Gum

Gum chewing is permitted on campus, however It is up to each individual teacher.

Lost and Found

While the school is not responsible for lost or stolen articles, some articles are turned into the office where they may be claimed. Any articles not claimed after being advertised in the school newsletter for two consecutive weeks may be turned over to a charitable organization.

Sexual Harassment

Echo Ridge will not tolerate acts of sexual harassment, nor will we tolerate retaliatory behavior in response to a complaint of harassment. In like manner, false claims of sexual harassment will not be tolerated. Such actions will result in a timely review, and if warranted, disciplinary action (See policy #1712 in Pacific Union Conference Education).

Skateboards/Wheelies/Rollerblades/Bicycles/Personal Electronics

These items may not be used on campus. Advance permission must be obtained to bring them on campus, and they must be checked in with a teacher.

Student Conduct

Acceptable behavior is essential to the development of responsible and self-disciplined students and to the implementation of an effective school program. Positive behavior is based on respect for self and for others. Development of such behavior is a dual function of the home and school.

In general, students must:

- ◇ Respect the school's spiritual goals
- ◇ Respect the learning opportunities of other students
- ◇ Show consideration towards teachers and students
- ◇ Use equipment in a manner that is safe
- ◇ Refrain from injuring others or damaging property
- ◇ Strive to do their best work

Textbooks, iPads, and/or laptops/chromebooks

Textbooks, iPads, and laptops are furnished by the school on a loan basis for IN CLASS use by students. Because these items are used for several years, they must be properly cared for by the students. Excessive wear or damage will result in a charge to the student. Individuals will be held responsible for lost, broken or damaged iPads, laptops, textbooks, and library books.

Uniform Policy

It is the school's desire to project a positive image. The principles which guide the uniform policy are standards which encourage modesty, simplicity, cleanliness, safety, and health.

Students must adhere to the following guidelines on campus and during extracurricular school functions. The assistance of parents is needed to guide students in applying the principles of the dress code.

Any students not adhering to the uniform policy will be sent to the office where they will need to call and have a parent or guardian bring them an appropriate change of clothes.

General:

- ◆ Clothing must be neat, clean, and modest.
- ◆ For safety reasons, jewelry is not permitted (small stud earrings are allowed).
- ◆ See-through fabrics, bare midriffs, "short-shorts", and inappropriately tight garments are not acceptable.
- ◆ Undergarments shall not be visible.
- ◆ Leggings must be a solid color – gray, blue, or black, covered by a skirt, dress, or shorts which adhere to the dress code.
- ◆ Clothing, backpacks, lunch boxes, and binders should be free from slogans, pictures, or advertising except for the ERCS logo.
- ◆ No make-up because you are beautiful just as you are.
- ◆ Pale colored nail polish can be worn.
- ◆ Fake nails are not allowed for safety reasons.
- ◆ Hair should be kept neat and clean and a natural hair color.
- ◆ Footwear must be worn at all times and must have a closed toe and heel or heel strap. **Flip-flops are not acceptable footwear.**
- ◆ Proper coats, sweaters, and footwear must be worn for current weather conditions.

Shirts/Tops:

- ◆ Shirts must be collared "polo" style, or collared, front button dress shirts in school colors only – Pale blue, Navy blue, Burgundy, or Yellow
- ◆ Sleeveless shirts must have a collar and be over a minimum of 2" of shoulder and should not allow underclothing to show.
- ◆ Tops must have sufficient length to cover the midriff when sitting and bending.
- ◆ Each student must have at least one teal ERCS logo polo shirt – these are to be worn on all field trips, and can be purchased at frenchtoast.com (see link below)

Sweater/Sweatshirts/Coats:

All outerwear must follow previously stated dress code guidelines, and be in any of the school colors.

Pants/Shorts:

- ◆ Must be uniform quality, in Navy blue, black, khaki, or gray.
- ◆ Athletic shorts and sweatpants are not allowed except during P.E.
- ◆ Shorts must be no shorter than 2' above the knee.
- ◆ Pants and shorts must be worn at or above the hip bone.
- ◆ Jeans can only be worn on Fridays, and cannot have any holes, tears or frays.
- ◆ Legging can only be worn under dresses, skirts or shorts of appropriate length, and must be a solid, school color.

Skirts/Dresses:

- ◆ Must be no shorter than 2' above the knee.
- ◆ Collared, button front dresses in any school color
- ◆ Jumpers can be worn as long as shirts worn underneath meet shirt/top criteria.

Casual Friday:

Free dress, as long as general dress code guidelines are followed.

We have partnered with an online catalog called French Toast where you can find all your uniform needs, including our official teal school shirts, with logo. For general school uniform pieces, visit frenchtoast.com. For the official ERCS teal logo shirt, you can look up Echo Ridge on frenchtoast.com

ATTENDANCE & SCHOLARSHIP REQUIREMENTS

Attendance

- ◆ Regular daily attendance is required by the state as well as by the school.
- ◆ Please do not take your child out of school during the school day unless it is **absolute-ly necessary**.
- ◆ Please keep planned absences to an absolute minimum, as they create much more work for the teachers.
- ◆ Parents must call the school office to report if their child will be late or absent that day and give the reason for the absence or tardy.

- ◆ If a student needs to leave during the school day parents must notify the office 24 hours in advance.
- ◆ When picking up a child before the school day is over, the parent must check in with the office and sign their child out, stating the reason. (If secretary is not there, the sign-out sheet still needs to be filled out. Parent MUST NOT go into the classroom to get their child, and the child must not leave without letting their teacher know.
- ◆ Please do not text your child's teacher during the school day as teachers are busy in their class and do not check their phones.
- ◆ Parental consent must be given to the school to permit any student to leave the school with someone other than family.
- ◆ When an extended absence is anticipated, the parent must make arrangements with the office and teacher(s) at least **one week in advance** regarding the work that will be missed so that the student's educational program will not be interrupted.
- ◆ Make-up work is due within **one week** of any planned absence. Teachers will counsel with the parent if the anticipated absences will adversely affect the student's grade. The student may receive a lower grade for the grading period.
- ◆ According to California State Law, acceptable excuses for non-attendance include: illness of the student, quarantine, or death in the family. Any illness lasting more than 5 consecutive days may require a doctor's slip in order to return to school.

Sick Child Policy

COVID Guidelines

If your child has a fever ,they need to stay at home. If your child has one or more cold symptom(s) even with no fever, such as sore throat, runny nose, cough, etc., please keep them at home.

One of the problems most often confronting parents of school-age children occurs when a child complains of not feeling well on a school day. A decision must be made as to whether the child stays home or goes to school. The information in this section is not intended as medical advice, but is merely designed to provide suggestions to be followed until your doctor can be contacted for an opinion.

STOMACH ACHE, VOMITING, DIARRHEA: Consult your doctor if your child has a stomach-ache, which lasts longer than a few hours, or is severe enough to limit activity. If vomiting occurs, keep your child home until he/she can keep food down. A child with diarrhea should be kept home for at least 24 hours.

FEVER: No child with a fever over 100° should be sent to school. Do not allow the child to return to school until he/she has been free of fever for 72 hours.

COLD, COUGH, SORE THROAT

The common cold presents the most frequent problem to parents. A child with a “heavy” cold and a hacking cough belongs at home, even though there is no fever. If white spots and/or red throat and swollen glands can be seen in the back of the throat or if fever is present, keep the child home and call your doctor.

Head Lice Policy

Please make it part of your routine to check your child's head frequently for lice. If you don't know what to look for check the web for information. If you do find lice on your child, you must notify the school, even if you've already treated your child. Your child cannot return to school until ALL nits have been removed and the treatment has been completed. A second treatment should be done 7 days after the initial treatment. All students will be checked upon their return. There is a lot of helpful information available on the internet about detection, prevention, and treatment.

CURRICULUM

The academic program for grades K-8 conforms to the requirements of the state of California and to the standards set by the North American Division Board of Education.

Students are provided with an environment in which to excel academically. For more information about the specific curriculum and materials used by each teacher to meet these expectations, please feel free to make an appointment with the teacher.

Outdoor Education

Our annual outdoor education trip provides recreation and spiritual enrichment as a part of the regular school program for grades 3-8. Outdoor education is recognized as an important part of a well-rounded education in both public and private school systems. This trip takes place in the spring and allows the students to participate in both field study and written work in California history and natural science.

P.E. Requirements - Grades 1-8

A large percentage of the physical education program involves an attitude of participation rather than unhealthy competition or achievement levels beyond the capability of some students. Fitness and sportsmanship are especially stressed.

To be excused from P.E. for more than three days while attending school, a student must have a doctor's written excuse indicating such time as the student may reasonably be expected to return to the regular program.

Report Cards

The school year is divided into four quarters of approximately nine weeks. At the end of each quarter a report card indicating scholastic standing, citizenship, and attendance will be issued.

The following grade system is used:

Kindergarten— A developmental Report Card

I - Achieves objectives and performs skills independently

P - Progressing towards achieving objectives and skills

NT - Needs more time to develop

Grades 1-2

E - Excellent

S - Satisfactory

N - Needs Improvement

Grades 3-8

A = Outstanding Progress

B = Above Average Progress

C = Satisfactory Progress

D = Minimal Progress

F = Insufficient Progress

FINANCIAL INFORMATION

Only about half of the operating costs of Echo Ridge Christian School are met through fees paid by families. The balance is subsidized by the constituent SDA churches.

Yearly Tuition Rates	Yearly	Monthly, August – May
Kindergarten (1/2 Day)	\$3,920.00	\$392.00
Kindergarten (Full Day)	\$4,370.00	\$437.00
Grades 1-8	\$4,880.00	\$488.00

Registration Fee: There is a registration fee of \$300.00 for each student, which helps to defray the cost of textbooks, yearbooks, student insurance, and related items. The registration fee is due when registration paperwork is turned in, or by the first day of school., and is non-refundable.

Tuition Discounts:

05% — A discount of 5% when tuition is paid in advance

10% — Second student from immediate family

20% — Third student from immediate family

50% — Fourth student from immediate family

Example: Family with 4 students in grades 1-8 =	Student 1 - full price	=	\$4,880
	Student 2 - 10% discount	=	\$4,390
	Student 3 - 20% discount	=	\$3,900
	Student 4 - 50% discount	=	\$2,440
	Total	=	\$15,610

If this family pays their tuition in advance, they also get 5% off the total

Billing: All tuition billing is done through Curacubby. Parents are required to register with Curacubby at the beginning of the school year, or before admission mid-year, and choose their preferred form of billing/payment. Payments are due on the first of the month.

Delinquent Accounts: See below

Extra School Year Costs: During the school year, other costs will come up including field trips and choir uniforms.

Please plan on extra costs of up to:

- \$100 for students in grades K-2
- \$400 for each student in grades 3-8
- \$250 for each student in grade 8

(These amounts do not include hot lunch or music lessons)

Members of the Grass Valley and Penn Valley Seventh-day Adventist churches qualify for a discounted tuition rate because their tithes and offerings subsidize the school system.

SDA Discount:

- ½ K - \$550
- Full K - \$550
- 1-8 - \$780

Delinquent Accounts

When a student account becomes 30 days past due Curacubby will automatically add a \$25 late fee. If you are having a temporary hardship please call the school office before the late fee is assessed so that we can temporarily suspend the fee. If satisfactory arrangements to clear the account are not made within the following 30 days, an interruption in the student's attendance will be necessary. The student(s) will need to stay home until payment arrangements have been made. Arrangements can be made through the school office. Accounts must be paid in full before student will be permitted to enter school for the next school year.

Collection Policy

The school board and Finance Committee will handle collection issues.

Registration Fee

There will be a yearly registration fee of \$300 for each student in grades K-8. Registration fees are not refundable, and are applicable only to the student registered for the year of registration. Registration fees reserve your student's spot for the upcoming school year, as well as covering the cost of pre-ordering textbooks and supplies, yearbooks, student insurance and registration in Curacubby. The registration fee is due when registration paperwork is turned in, but no later than the first day of school. The full registration fee will be required for late entrants as well.

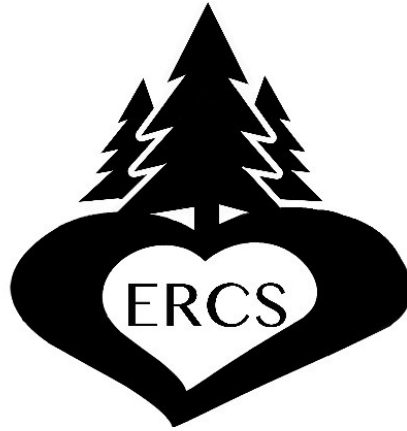
Withdrawing From School

Students withdrawing from school will have their school charges recalculated according to the number of days of actual enrollment. If the school is not informed of the student's withdrawal, tuition charges will remain in place until the school receives official notification from the parent or guardian.

Tuition Rationale

It is the policy of Echo Ridge to provide quality Christian education at the lowest possible tuition cost consistent with good business practices.

Tuition covers only a portion of the total expenses involved in educating your children. The costs of operating the school are partially covered by substantial monthly subsidies given by the Grass Valley and Penn Valley Seventh-day Adventist churches, from appropriations by the Northern California Conference of Seventh-day Adventists, and from donations by other interested parties.



Imagine your child...

EQUIPPED

for this world

PREPARED

for the world to come

WE EXIST TO CULTIVATE SERVANT-LEADERS

DEDICATED TO GOD'S CALLING.

THEY WILL MAKE A DIFFERENCE.

THEY WILL CHANGE THE WORLD.