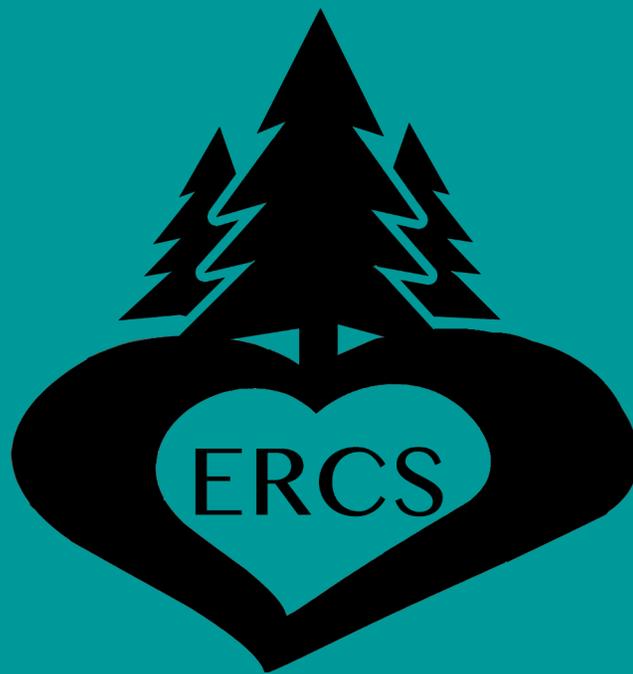


# Echo Ridge Christian School

Handbook  
2018 - 2019



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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, August 2018 - Edited August 2018

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## STATEMENT OF OPERATION

Echo Ridge Christian School is owned and operated by the Northern California Conference of Seventh-day Adventists for the express purpose of preparing children to experience and share the love of Jesus by serving others.

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 the writing and maintaining of the school's policies as found in this handbook and for plant expansion and improvements, as well as for financing, equipping, and staffing the school.

The Worldwide Adventist church puts a strong emphasis on providing a quality global Christian education system to ensure that today's youth have the opportunity to receive a balanced physical, mental, moral, social, and vocational education in harmony with Christian standards and ideals.

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

### MISSION STATEMENT AND VALUES



## Goals and Objectives :

- ⇒ To strengthen children in their relationship with Jesus
- ⇒ 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.

All affairs of the school are overseen and supervised by the Department of Education of the Northern California Conference of Seventh-day Adventists, to ensure proper accreditation with the State of California and the policies of the Seventh-day Adventist Church.

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.

## An Open Letter to Students And Parents

Welcome! This handbook contains the basic information, guidelines and policies for parents and students, enrolled in Echo Ridge Christian School.

This handbook is meant to be helpful both before and after enrolling. The staff work within these guidelines and we ask that you give the guidelines careful consideration.

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

Echo Ridge Christian School is a Seventh-day Adventist school, which provides an educational program for students in grades K-8. This school is one of 34 K-12 schools and 5 preschools in the Northern California Conference of Seventh-day Adventists. We are part of the largest and most successful protestant educational systems in the world.

## GENERAL INFORMATION

### ACBM Notification

Federal law requires a public announcement to be given to school patrons regarding any asbestos material in your school. A certified asbestos inspector has cleared our school facility. The most recent inspection was in February of 2017 (document is available for those wishing to see it). Any asbestos in the school is in a non-friable condition and presents NO hazard to anyone at the present time. Its condition is assessed at periodic intervals to ascertain any change in the material.

### Accreditation

Echo Ridge is a co-educational school giving instruction from kindergarten through eighth grade. The school is located on a three-acre site between Grass Valley and Nevada City. Sponsored by the Seventh-day Adventist churches in the area, it is one of approximately 150 similar schools in California.

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

### 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 \$5 per hour per child. After school care is available when multiple families express a need.

### Late Pickup of Students

Students must be picked up by 3:45 P.M. Mon.-Thurs., and 1:15 P.M. on Fridays.

### 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. Permission may be revoked if the person interferes with the regular school operations and is distracting to students.

### 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 monthly), as well as information about any upcoming field trips, events, hot lunch, etc. It is the responsibility of the child/ren and 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](http://www.echoridgeschool.com). If additional copies of the Newsletter are needed to replace lost ones, please contact the school secretary.

Advertisements in the newsletter are allowed at the discretion of the principal.

### Custody Disputes

When there is a court document outlining custody arrangements, a copy should be provided to the school. The school will abide by the specifications of such a document. The school will remain as neutral as possible in any custody disputes. In any legal dispute between parents, school personnel will provide information to the courts, attorneys, parents, or their agents only in response to a lawful summons or subpoena.

### Emergency Drills

Fire, earthquake, and disaster drills are conducted at regular intervals throughout the school year. Every child is required to participate in these drills and to precisely follow faculty instructions.

### Field Trips

Field trips are planned with precautions taken for the students' welfare. All such trips will be announced in advance in the weekly packet. Volunteer drivers must be cleared through Verified Volunteers 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 are encouraged to cooperate fully with the board and staff in fulfilling the school’s objectives to provide a sound Christian 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 of the school, 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 may be 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 \$20 per hour will be charged to help defray the cost of utilities and garbage disposal. The gym/kitchen must be restored to its original condition and all garbage must be bagged and set out for collection.

### 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 meetings are scheduled once per quarter, when possible, and usually last no longer than one hour. All parents, relatives, and friends are encouraged to attend. The more people participating in Home & School events, the stronger our school will be.

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 various activities such as:

- A. Achievement testing
- B. Field trips\*
- C. Monthly Newsletter/calendar of events
- D. Music, and individual music lessons\*
- E. Special classroom presentations
- F. Science Fair/Arts and Craft Fair/History Fair
- G. School Library
- H. Assemblies/Chapels
- I. Outdoor Education Trips\*
- J. Winter Adventures\*

There may be charges for each of the starred (\*) activities. Parents will be notified of all upcoming events through the weekly newsletter and calendar. As this is a Seventh-day Adventist Christian school, high moral principles and respect for God and others are expected from all students who associate themselves with our school. All home-schooling students who take advantage of these opportunities should be willing to maintain the Christian principles upon which the school is founded.

## TECHNOLOGY USAGE

Technology of any kind (including cell phones, computers, iPads, etc.) may NOT be brought to school without a signed and dated agreement with the student, parents, and school.

Having cell phones on campus is discouraged. However, they may be used after school hours for emergency purposes only. The school phone is available for students to use for emergencies.

To help keep classroom disruptions at a minimum, phone calls will not be put through to students. The office will take urgent messages and have the student return the call. Students are never to use the school phone without permission.

Students are responsible for good behavior on school computers just as they are in the classroom or school campus. General school rules for behavior and communication apply.

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
- Sharing your password with others
- 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

### Message to Parents

"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).

As noted above, the Christian school is not to be viewed as a substitute for Christian training in the home. It is to supplement, not supplant. Every effort will be made to work closely with parents for the success of each student. Questions or problems may arise between the student and the school. Many times, the school is unaware that those problems exist. If such reports are brought home, 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.

## 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 provides our parents with an opportunity to assist in their child/ren's education and to aid in all areas that help to support the school.

This program is vital to our school and family participation is needed to help in whatever capacity you feel comfortable. Each family is required to volunteer 50 hours in some authorized capacity before the end of the school year. This is equivalent to 12.5 hours per quarter.

Opportunities to participate include; driving for field trips, running a fundraiser, joining the Home & School team, becoming a classroom parent, and organizing special events. Watch for areas of need and suggestions in the weekly newsletter. If your family is unable to complete the required 50 hours for the school year, you will be billed \$10 for each hour not volunteered. Any amount owed will be billed in May and is to be paid by June 1.

## 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 at the end of the first and third quarters 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.

Conferences are available upon request at the end of the second quarter for those parents or teachers who have concerns about student progress.

## 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 Day

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. Please make arrangements to pick up your child/ren promptly. Exceptions can be made through prior arrangement. Please respect our teachers' time by picking up your child promptly.

### Snow Day and Other Closures

When weather conditions or other emergencies require that school be closed prior to the beginning of the school day, the closing will be announced over the local

radio station, KNCO AM 830. Each teacher will text the families of their students, and the closure will be posted on the Echo Ridge Facebook page.

### Mid-Day School Closures

In the event that school must be closed after the beginning of classes every effort will be made to contact a designated person for each child. Each child must have a card on file with information as to where he/she is to go, and with whom, in the event of a closure. In case of a major catastrophe, if no contact person is available, teachers will remain with students at school (or other safe place) until a designated adult is available.

### 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, you must notify the school office at the time you register.

### School Hours/Minimum Day

Classes begin at 8:30 A.M. The school day closes at 3:30 P.M. for Grades 1-8 Monday -Thursday, and at 1:00 P.M. on Fridays.

Kindergarten - 8:30A.M.-1:00P.M. Monday - Friday, unless your child is enrolled in full day Kindergarten.

### 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 may be obtained 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.

### Student Pledge

Every student admitted to the school thereby pledges to observe willingly all printed and announced regulations and to uphold the Christian principles upon which the school is operated.

Those considering enrollment who do not agree with the policies of Echo Ridge, need to enroll in another school. Admission is a matter of mutual satisfaction, not an inherent right.

### Teaching Staff

The teaching staff is made up of qualified teachers who have demonstrated that they fully support the principles of Christian education as practiced by the Adventist Church. All teachers hold valid teaching certificates/credentials and are graduates of state-approved teacher training programs, with a commitment to continued professional development.

### Work Bees

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

### Acceleration Policy

Acceleration is not generally encouraged. However, with an increased emphasis on individualization of instruction, and with the increasing number of students beginning school at an older age, it sometimes becomes desirable to allow a child to complete the work of the elementary curriculum in less than the traditional eight years.

### Preliminary Guidelines for Acceleration

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 of \_\_\_\_\_ 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.

### Admissions Committee

An applicant is accepted into Echo Ridge after the admissions committee has con-

sidered and voted acceptance of the applicant. New applicants are accepted on a nine-week probationary period. The committee will meet following registration and at other times as needed.

### Cumulative Records

All new students or returning students who have attended school elsewhere shall provide the school with records necessary for admission. A form must be completed requesting cumulative folders from the student's previous school. Our office will mail the completed form to the previous school.

### Entrance Age

In compliance with California state legislation the school will admit students if they will be five years of age by Sept 1, 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, creed, national, and ethnic origin to all the rights, privileges, programs, and activities made available to the students at the school.

## MEDICAL REQUIREMENTS

### VACCINATION

For students who hold a personal belief exemption to vaccinations, signed and dated prior to January 1, 2016, that exemption will continue to be valid until their next vaccination checkpoint, kindergarten or 7th grade, even when transferring to or from another school. At their next vaccination checkpoint, kindergarten or 7th grade, these students will need to receive all mandatory vaccinations unless they can provide a medical exemption form completed by a physician. Students who do not have a personal belief exemption form on file, prior to January 1, 2016, are required to receive all mandatory vaccinations. Students who will be in kindergarten or 7th grade in the fall will need to have all mandatory vaccinations unless they can provide a medical exemption to immunization form completed by a physician.

All kindergarten, first grade, or new students, must provide evidence of the following state-required immunizations: four Polio, five DPT (diphtheria, tetanus, whooping cough), two MMR (measles, mumps, rubella), three hepatitis B, and one Varicella

(chickenpox). A Medical Exemption form can be submitted but must be signed by a doctor.

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.

## 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 kept informed of progress through phone calls, written reports or conferences, but for the most part are not expected to solve the problem from the home setting. Students are capable of taking responsibility for their actions and helping to develop a success plan for themselves. 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 such a conference takes place or until s/he has developed a plan for fixing 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's connection with school is no longer profitable to himself/herself.
2. The student's influence is detrimental to others.
3. Previous attempts have not brought about the desirable changes or results.

Unacceptable behavior may result in restriction of after school sports, social events, intramurals, and field trips. 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

Experience has taught that there are some practices that should not be permitted in our school. Since any Seventh-day Adventist school would not knowingly receive students who offend in these practices, 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 locks, doors, or windows in order to enter locked places
- Tampering with locks, lights, wiring, fire equipment, or alarm systems
- 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

### Expulsion Policy

Echo Ridge Christian School follows the expulsion policy provided by the Pacific Union Conference of Seventh-day Adventists. Copies of that policy are available in the school office.

### General Expectations

Echo Ridge owes to its constituency and its students the maintenance of high standards and a positive witness to the community. Honesty, sportsmanship, courtesy, modesty, and doing one's personal best, are traits expected from all. It is our goal to run a quality school program where discipline is not an issue. To that end, our behavior goals are based on the following beliefs:

- Learning increases when there is good behavior
- Every student can behave well
- Success is measured by how well we teach students to be self-managers
- Standards for behavior are taught in the Bible. Jesus emphasized that we should "love one another" and that we should even "love our enemies." Our behavior will be gracious, kind, patient, respectful, and forgiving
- When a student misbehaves, s/he should be given a chance to repair the effects of their misbehavior

Discipline, when needed, will be designed—not as a punishment—but as a means of helping the student toward a more meaningful acceptance of Christian rules of conduct and good citizenship. If a student's conduct is unsatisfactory, or her/his

spirit is out of harmony with the school's standards, or her/his influence is found to be detrimental, s/he may be asked to withdraw at any time even though there may have been no specific violation of any particular regulation.

## Gum

Gum chewing is permitted on campus. It is up to each individual teacher, so ask if unsure.

## 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.

## Possession of Firearms or Weapons

The possession of firearms, weapons, pocket knives, fireworks, explosives, and matches is prohibited. Toys of these descriptions are also prohibited. Special permission by the teacher and/or principal must be given for any exceptions.

## 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 Code Book).

## Skateboards/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 and school iPads

All textbooks, as well as the iPads, are furnished by the school on a loan basis to the 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, textbooks, and library books.

## Uniform Policy

It is the school's desire to project a positive image. The principles which guide the dress code 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 also 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
- Clothing must be free from fraying, holes, and tears
- Outlandish or excessive jewelry is not permitted, however, small earrings are acceptable
- See-through materials, tank tops, bare midriffs, "short-shorts", and inappropriately tight garments are not acceptable. Undergarments shall not be visible
- Leggings must be covered by a skirt, dress, or shorts which adhere to the dress code
- Sweat pants, or athletic shorts are not appropriate school attire outside of physical education class
- Clothing, backpacks, lunch boxes, and binders should be free from inappropriate slogans, pictures, or advertising and should reflect Christian standards
- We discourage the use of make-up because you are beautiful just as you are.

Nail polish can be worn

- Hair should be kept neat and clean
- Footwear must be worn at all times and must have a closed toe and heel or heel strap. Flip-flops are not acceptable footwear
- Weather conditions should be considered when dressing for the school day. And 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
- Any color or stripes/patterns are permitted
- All logos (except E.R.C.S.) must be 1” or smaller
- Sleeveless shirts must cover 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

#### Sweater/Sweatshirts/Coats:

- All outerwear must follow previously stated dress code guidelines
- Lettering or pictures must be appropriate

#### Pants/Shorts:

- Bermuda, Capri, Cargo, and Dockers style shorts and pants are permitted in any color and in denim. Shorts may also be striped, plaid or patterned
- Must be free of holes, tears, and frays
- Shorts must be at least as long as the mid-point between the crotch and knee
- Board, sweat, sport shorts and pants are not permitted
- Pants and shorts must be worn at or above the hip bone

#### Skirts/Skorts:

- Hemlines are to be modest length with or without leggings
- Any color, striped, plaid or patterned
- Must be free of holes and frays
- Legging/Jeggings can only be worn under dresses, skirts or shorts of appropriate length

#### Dresses:

Collared, button front dresses in any color or pattern

All shirts worn with jumpers, must meet shirt/top criteria

Hemlines are to be a modest length with or without leggings

Necklines must be unrevealing

Casual Friday:

Free dress, as long as general dress code guidelines are followed (See General Section, Page 20).

## ATTENDANCE & SCHOLARSHIP REQUIREMENTS

### Attendance

Call the school office by 8:30 A.M. to report that the child will be late or will not be in school that day and give the reason for the absence or tardy.

If a student is to go home before the close of school, please notify the teacher in advance. Parental consent must be given to the school to permit any student to leave the school with someone other than family. Please do not take your child out of school during the day unless it is absolutely necessary.

Regular daily attendance is required by the state as well as by the school. When an extended absence is anticipated, the parent must make arrangements with the office and teacher(s) a 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 the absence. Please keep this kind of absence to an absolute minimum. 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

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 stomachache, which lasts longer than a few hours, or is severe enough to limit ac-

tivity. 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 100.4° should be sent to school. Do not allow the child to return to school until he/she has been free of fever for 24 hours.

RASH: A rash may be the first sign of one of childhood's many illnesses, such as chicken pox. A rash or "spots" may cover the entire body or may appear in only one area. Do not send a child with rash to school until your doctor has said that it is safe to do so. Please send a note from the doctor indicating he/she does not feel the child is contagious.

#### 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 your child complains of a sore throat and has no other symptoms, he/she may go to school. 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 in reading, math, writing, spelling, technology, social studies, music, art, and science.

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.

## Incompletes

A student may receive an incomplete in a subject if, because of illness or other emergency, he/she has failed to complete sufficient work to merit a grade. Incompletes should be made up within two weeks. If the work has not been completed within the next regular nine-week period, No Credit (NC) will be recorded, and the class will need to be repeated.

## Outdoor Education

Outdoor Education is recognized as an important part of a well-rounded education in both public and private school systems. During Outdoor Ed. the students participate in both field study and written work in California history and natural science. These days of education, recreation, and spiritual enrichment are part of the regular school program for grades 3-8.

## 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.

Cases of students who are repeatedly absent or tardy shall be referred to the principal for consideration.

A student who is absent as many as seven (7) days out of (9) weeks (one quarter), for whatever reason, may forfeit his/her period grades if all school work is not completed within a reasonable amount of time, to be determined by his/her teacher.

## 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

	<u>TUITION RATES</u>	
	SDA*	Non-SDA
1/2 Day Kindergarten	\$2,750.00	\$3,200.00
Full Day Kindergarten	\$3120.00	\$3570.00
Grades 1—7	\$3,300.00	\$3,990.00

### Payments:

All payments are due and payable by the first of the month, except for the registration fees, which are due by the first day of school.

Payments must be made through Smart Tuition, by check, debit or credit card. Cash payments must be made in the school office and will then be recorded to Smart Tuition. Payments are NEVER to be handed to teachers.

### Billing Statements

We use Smart Tuition to take care of all school billing. All invoices will be sent BY EMAIL 20 days before the payment is due. There will be a link in the email to make your payment, which is due on the 1st of each month, beginning in September and ending in June. Smart Tuition charges a \$40 late fee if the payment is not made by the 10th of the month. **If you have extenuating circumstances regarding your bill, please contact the school office.**

If satisfactory arrangements are not made for making the account current, the student(s) will be asked to withdraw until such arrangements have been made. Arrangements can be made through Smart Tuition or the school office.

### Delinquent Accounts

When a student account becomes 30 days past due the responsible financial party

will be notified by Smart Tuition. If satisfactory arrangements to clear the account are not made within 10 days, an interruption in the student's attendance will be necessary.

The student's account 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.

## Discounts

- 1.) A discount is available to those families with more than one child in school. A discount of 4% will be given to each child enrolled. These discounts will apply only when payment is received by the first of the month in which it is due and payable.
- 2.) A 5% discount will be applied if pre-payment of the entire school year is made by the first day of school.

## Refunds

In order to secure a tuition refund when a child leaves school, the parent should notify Smart Tuition, and the school, in writing, of the date of withdrawal at least one week in advance. Tuition refunds will be pro-rated per school day rate. Refunds are not retroactive or allowed from ordinary absences. Students who are absent for a time, but who make up back work and receive full credit, will be charged full tuition. Tuition for students who enter late will be pro-rated according to the date of entry. No refunds are granted during vacation periods. An entrance fee refund of 40% is given if the student is withdrawn during the first week of school.

## Registration Fee

There will be a yearly, non-refundable, registration fee of \$250 for each student in grades K-8. Registration fee's reserve your students spot for the next school year, as well as covering the cost of pre-ordering textbooks and supplies, yearbooks, student insurance, and registration in Smart Tuition. The registration fee is due when registration paperwork is turned in, or by the first day of school. The full registration fee will be required for late entrants as well.

## Tuition Assistance

The constituent churches have a student assistance plan to help members with tuition costs. Applications may be picked up at the school office or from your pastor and must be turned in at least 30 days prior to the beginning of school.

*Tuition is divided into 10 equal payments billed monthly from September through*

*June.*

\*SDA: The student or his/her parent or legal guardian is a member of a Seventh-day Adventist church.

### 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 constituent Seventh-day Adventist churches, from appropriations by the Northern California Conference of Seventh-day Adventists, and from donations by other interested parties.

To somewhat equalize the burden of support among the patrons of the school, tuition rates are greater for those who are not members of the Seventh-day Adventist church.



*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.

