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SECTION ONE

PHILOSOPHY AND OPERATION

10 PRINCIPLES OF OPERATION

The following ten principles describe our philosophy and how it is implemented in our school operation.

- a) God has given parents the primary responsibility for educating their children, and thus the school is to function as an extension of the home.
- b) This school exists primarily as a ministry of East Cobb Presbyterian Church to its covenant children. When there are vacancies, these will be filled only from committed Christian families. Family devotion and prayer should be a priority in each family's daily activities before being considered for enrollment. Families must also be active members in good standing of an evangelical church.
- c) We believe that young children (especially under the age of 9) need to spend most of their time at home. There are several reasons for this: (a) They can spend more time outdoors. (b) They can have more opportunities to learn by doing, experimenting, and observing. (c) They learn by working with parents in cooking, cleaning, gardening, going for short trips or walks, studying natural phenomena, etc. (d) Young children have not yet matured enough to internalize their family values. The more time he spends with age-mates, the more he copies their behavior. The family values are diluted.

Therefore, we believe that formal education does not need to begin earlier than kindergarten, and children in grades one and two should only attend half days, with gradually increasing classroom hours as the children grow. Formal education is that setting whereby a teacher communicates academic subjects and facilitates learning in a fairly structured environment. Our kindergarten is designed to prepare children to learn. It is a developmental program where learning takes place through playing and other "hands on" projects. It is designed to be an alternative to the much more formal kindergartens.

- d) The development of Christian character values takes priority over the accumulation of knowledge and thus will be the primary emphasis. This in no way diminishes the school's commitment to excellence in the disciplines of education. The major disciplines taught in early grades are reading, writing, and arithmetic.
- e) Since character development is the highest value in the student's life, parents in each class must commit themselves to meeting regularly to support this ministry. Parents will meet regularly with the teacher for planning, coordination, study and prayer. The School Ministry Team, under the authority of the Session of East Cobb Presbyterian Church, will give oversight to these parent teams.
- f) All parents must commit to participate on a school committee for the purpose of helping the operation of the school.

- g) In order for parents of students in grades 1 and 2 to take an active role in the educational experience, parents are asked to plan and coordinate a minimum of 4 learning experiences (Enrichment Days) during the year. Fathers are asked to participate in at least 2 Enrichment Days per year. Parents are also required to assist the lead teacher on at least 4 Enrichment Days (for a total of 4 leads and 4 assists). In grades 3 and above, parents participate by driving field trips, helping in the classroom, and organizing activities.
- h) Because our school functions are an extension of the home and because of the definite educational benefits, our philosophy requires that the number of students per class remain quite small. In addition, an attempt is made to keep a male/female balance in class enrollment.
- i) As the ultimate goal of the school's existence is to teach its pupils to glorify God and enjoy Him forever, the educational process should be positive and fun for the children. We will seek to attract the child's imagination and touch his emotions.
- j) In the early grades we do not believe that numerical percentages and letter symbols are the best form of student evaluation. This type of grading may cause students to work for grades rather than goals. Instead of working to understand useful knowledge and skills, students may become too distraught over the importance of grades. Students will be tested and evaluated by performance and competency. Because of the close parent-teacher relationship, parents will be informed continually about their child's strengths, weaknesses, areas to work on. In the later elementary levels, proper use of grading may act as a motivation and standard of objective assessment of student progress. Even here, however, we recognize the inability of grades to fully evaluate the effort and achievement of children created in the image of God.

STATEMENTS OF FAITH

East Cobb Christian School is a ministry of East Cobb Presbyterian Church and as such is under the authority of the Session of the church. We hold to the doctrines of Scripture as set forth in the Westminster Confession of Faith. Although our basic stance is of the “Reformed” position, we will not take dogmatic positions on debated doctrines on which godly, evangelical Christians disagree, e.g. mode of baptism and eschatological issues. We believe that in doctrinal issues there must be unity in the essentials and love in the non-essentials.

A Synopsis of the Beliefs of the Presbyterian Church in America

1. The Bible is the inspired and inerrant Word of God, the only infallible rule of faith and practice.
2. There is one God, eternal and self-existing in three persons (Father, Son and Holy Spirit), who are to be equally loved, honored and adored.
3. All mankind participated in Adam’s fall from his original sinless state and is thus lost in sin and totally helpless.
4. The Sovereign God, for no other reason than His own unfathomable love and mercy, has chosen lost sinners from every nation to be redeemed by the quickening power of the Holy Spirit and through the atoning death and resurrection of His son, Jesus Christ.
5. Those sinners whom the Spirit quickens, come to believe in Christ as Savior by the Word of God, are born again, become sons of God, and will persevere to the end.
6. Justification is by faith and through it the undeserving sinner is clothed with the righteousness of Christ.
7. The goal of God’s salvation in the life of the Christian is holiness, good works, and service for the glory of God.
8. At death the Christian’s soul passes immediately into the presence of God and the unbeliever’s soul is eternally separated from God unto condemnation.
9. Baptism is a sign of God’s covenant and is properly administered to children of believers in their infancy as well as to those who come as adults to trust in Christ.
10. Jesus Christ will return to earth, visibly and bodily, at a time when He is not expected, to consummate history and the eternal plan of God.
11. The Gospel of God’s salvation in Jesus Christ must be published to all the world as a witness before Jesus Christ returns.

UNIVERSAL STATEMENT OF FAITH

The following is a universal statement of faith that all school families must confess in order to be admitted.

We believe the Bible to be the inspired, the only infallible, authoritative, inerrant Word of God. (2 Timothy 3:15, 2 Peter 1:21)

We believe there is one God, eternally existent in three persons--Father, Son, and Holy Spirit. (Genesis 1:1, Matthew 28: 19, John 10:30)

We believe in the deity of Christ (John 10:33); His virgin birth (Isaiah 7: 14, Matthew 1:23, Luke 1:35); His sinless life (Hebrews 4:15 and 7:26); His miracles (John 2:11); His vicarious and atoning death (1 Corinthians 15:3, Ephesians 1:7, Hebrews 2:9); His resurrection (John 11:25, 1 Corinthians 15:4); His ascension to the right hand of the Father (Mark 16: 19); His personal return in power and glory (Acts 1:11, Revelation 19:11).

We believe in the absolute necessity of regeneration by the Holy Spirit for salvation because of the exceeding sinfulness of human nature; and that men are justified on the single ground of faith in the shed blood of Christ and that only by God's grace and through faith alone we are saved. (John 3:16-19 and 5:24, Romans 3:23 and 5:8-9, Ephesians 2:8-10, Titus 3:5)

We believe in the resurrection of both the saved and the lost; they that are saved unto the resurrection of life, and they that are lost unto the resurrection of damnation. (John 5:28-29)

We believe in the spiritual unity of believers in our Lord Jesus Christ. (Romans 8:9, 1 Corinthians 12: 12-13, Galatians 3:26-28)

We believe in the present ministry of the Holy Spirit by whose indwelling the Christian is enabled to live a godly life. (Romans 8:13-14, 1 Corinthians 3:16 and 6: 19-20, and Ephesians 4:30 and 5: 18)

MENTORS: Purveyors of the Ideas

In over 20 years of education, East Cobb Christian School has developed a model of schooling that was and is being influenced by the following mentors. All books cited are recommended to parents.

Jay E. Adams, Ph.D.

In his book, *Back to the Blackboard* (1982), Dr. Adams had specific influence in our practicing the limited use of grading in early elementary and the importance of projects. Adams affirmed our belief in the Reformed view of work and the call of God on the student to glorify him today, rather than just preparing for a future vocation, as well.

David Elkind, Ph.D.

One of the major influences on the school's philosophy of early childhood education was that of Elkind's books *The Hurried Child* (1981, 1988) and *Miseducation* (1985). In general Dr. Elkind effectively debunked the cultural belief concerning the "competent" child and the alleged academic needs of preschoolers. He gave a reasonable warning against "hurrying" at all ages, principles adopted in our philosophy, whose consequences are described in his latest book *Ties That Stress* (1995).

Charlotte M. Mason 1842-1923

Miss Mason's ideas of education as an atmosphere, a discipline, and a life have helped provide a biblical, common sense framework on how to respect and teach children as persons and image bearers of Christ. Our curriculum includes the Mason ideals of "living books," nature study, picture study, and special emphasis on poetry, Shakespeare, and narration. Her ideas are aptly summarized in Susan Schaeffer Macaulay's book *For the Children's Sake* (1984), required reading for East Cobb Christian parents.

Raymond and Dorothy Moore

In the early days of the school, the book *Home Grown Kids* (1981) introduced us to unique ideas of child development and the critical role of parents in the education of their children. This had a profound impact on the structure and programs of our school, especially Enrichment Days.

Isabel Briggs Myers

One of the most recent influences on styles of teaching and the view of students learning preferences is the writings of Myers and the book *People Types and Tiger Stripes* (1993) by Gordon Lawrence. Personality types of both students and teachers are important factors in effective teaching and viewing children as unique creations.

Randy and Carol Pope

In 1983, Perimeter Presbyterian Church's pastor and his wife began the ministry of a covenant school, a type of Christian school that required faith and vision to implement, and is quite unique among Christian schools today. The commitment to the covenant child is the most important pillar of the Perimeter model.

FAMILY COMMITMENT

Responsibilities of East Cobb Christian School Parents

1. We as parent(s) or guardian(s), accepting God's responsibility which says, "Train up a child in the way he should go and when he is old, he will not depart from it" (Proverbs 22:6) do affirm that this training is carried on in the home. We purpose to set a model through daily times of personal devotion, family devotion, and regular attendance as a family to the Christian church of our choice where we serve as members in good standing.
2. We have carefully examined and agree with the Christian purpose and educational philosophy of ECCS and desire the school to work with us in the total education of our children.
3. In full cooperation with the school, we pledge to meet all attendance requirements at school meetings, conferences, and fund-raisers.
4. We understand that in Grades 1 and 2, parents are asked to plan and coordinate a minimum of four learning experiences (Enrichment Days) during the year. We also recognize that parents are responsible to assist the parent lead teacher four times. We recognize that fathers are asked to participate in two or more E.D. depending on the number of their children in the school. In Grades 3 and above, we will participate when asked by driving field trips and assisting with various classroom activities.
5. We pledge our loyalty to the aims and ideals of the school and will bring any and all questions and criticisms directly to our child's teacher so that they may be properly dealt with by those in authority. When appropriate suggestions and input to improve our school are held, we will take these directly to the principal. We pledge to put any question or concern for the Ministry Team in writing and remit to the SMT chairman's box located in the copy room.
6. The teachers and administration are given full discretion in the discipline of our children, within the guidelines stated in this book.
7. We pledge that if for any reason our child does not meet the academic requirements or cooperate with the disciplinary standards (these standards include dress, hygiene, care of school property, conduct and discipline) of the school, we will withdraw him without delay. However, the school reserves the right to dismiss, suspend, or otherwise discipline any student who does not adhere to the standards stated in this book.
8. We understand that the school will provide competent teachers, a full and balanced curriculum, regular reporting, supervision of the principal and cooperation with the home. We further recognize that the school is not equipped to handle the educational needs of all children. Parents must submit copies of all previous tests and submit to additional testing of their child if the need for such arises.
9. We agree to pay our tuition and fees when due. We realize that a late fee will be charged when tuition is past due. A student whose family falls two or more months behind in tuition payment may be dismissed from the school. We agree to notify the School Ministry Team in writing at

the earliest possible date if we are unable to keep our financial commitment. See Financial Policies, page 52.

SCHOOL MINISTRY TEAM AND ADMINISTRATION

We believe that God has given parents the primary responsibility for educating their children, and thus the school should function as the fourth wall of the home. Therefore parents must commit themselves to being a support to give direction to the ministry. These parents delegate authority to the classroom teacher and the school administration.

The School Ministry Team and Administration are under the authority of the Session of East Cobb Presbyterian Church. The principal and administrative staff are responsible for the daily operation of the school. The Ministry Team is made up of couples and individuals who are members of East Cobb Presbyterian Church and have chosen East Cobb Christian School as a special ministry to the Lord Jesus Christ. These team members, who are strongly committed to the school's philosophy and purpose, are approved for membership by the Session of East Cobb Presbyterian Church. The Ministry Team is responsible for setting school policy as well as for all admission procedures and decisions of enrollment.

Parents are asked to use proper channels of communication by first expressing their concerns directly to their child's teacher rather than to the administration or a member of the School Ministry Team. If after this step has been taken, the parent needs to talk further, the next person to approach would be the principal of the school. School Ministry Team members are open to suggestions for school improvements and policies, but are not responsible for daily operation. In general, the Matthew 18 principle is required. The Administration and Ministry Team seek input annually from parents to enable the school to be maintained as an extension of the home. Parents are asked to put any question or concern in writing and remit to the Ministry Team chairman's box located in the copy room.

PROFESSIONAL MEMBERSHIP

Because of the uniqueness of its philosophy and educational approach, ECCS has not in the past sought accreditation from those groups who might misunderstand our approach or try to put restraints on our innovations. However, in 2005 we attained provisional accreditation from The Georgia Accrediting Commission for grades four through eight, and in 2006 attained full accreditation for those grades. Kindergarten through third grade meet accreditation standards in all areas except the length of the school day.

We are members of the Child Light Schools Association (formerly Perimeter School Association), which has five campuses in the Atlanta area and five others in the southeastern United States.

The purpose of the Child Light Schools Association is to promote, strengthen, and preserve the philosophy of Covenant School education espoused by Perimeter School and explained in its principles of operation. Promotion will include the support and entitlement of other schools with the covenant school philosophy and principles consistent with the key components of the Perimeter model.

Member schools will be strengthened through the mutual encouragement of administrators, teacher training, and sharing of resources. Preservation of the philosophy will include an effort to continually

refine and define our principles, maintaining those foundational truths that are critical to our unity while allowing some necessary diversity.

SECTION TWO: ADMISSIONS, REGISTRATION, AND RE-ENROLLMENT

ADMISSIONS POLICY

1. **ECCS admits students of any race, color, national or ethnic origin to all the rights, privileges, programs and activities generally accorded or made available to students at the school.**
2. This school exists primarily as a ministry of East Cobb Presbyterian Church to covenant children. Family devotion and prayer must be a part of each family's activities before being considered for enrollment. Both parents must also be members in good standing of an evangelical church, with East Cobb Presbyterian members having priority in enrollment.
3. The school reserves the right to deny admission to a child if his ability, behavior or emotional development indicate that he could not be best served by our school program. Testing for readiness for the child's entrance grade will be required before acceptance.
4. A written application for enrollment and an application fee must be submitted. If admission testing is required, an additional fee will be charged. The CD of East Cobb Christian's philosophy and the book *For The Children's Sake* must be completed before interviews are scheduled. No family may be admitted without an interview of both parents and potential student with the School Ministry Team. Parents are also asked to read *Shepherding a Child's Heart* by Tedd Tripp.
5. To enroll a child in kindergarten, a child must be 5 years old before September 1.
6. Since our class sizes are kept quite small, maximum enrollment can be reached quickly. The School Ministry Team determines admission based on application information, references, interview results and church membership.
7. Certificate of Immunization (Form 3231) for all incoming students should be submitted to the school before the first day of the school year. This form can be obtained either from your doctor or the county Health Department. Students entering the sixth grade must have a measles, mumps, rubella (MMR) booster and (2) doses of varicella or proof of chickenpox immunity before school starts. Students entering kindergarten must also have (2) doses of varicella or proof of chickenpox immunity. Parents who choose not to immunize their children must submit an affidavit stating that.
8. Final admission to East Cobb Christian School will be determined after all admission requirements are met. Notice of acceptance or non-acceptance will follow only after all requirements have been met. These will usually be sent by mail.
9. Priority in admission and re-enrollment is given using these factors:
 - Current students in good standing
 - Staff of East Cobb Christian School/Church
 - Long-time members of East Cobb Presbyterian Church
 - Other members of East Cobb Presbyterian Church
 - Siblings of current students
 - Members of other PCA churches
 - Families referred by a school family who whole-heartedly embrace our philosophy

- Members of other evangelical churches
- Overall needs of the school in various classes (including factors such as male/female ratios)

WITHDRAWALS

If it becomes necessary for any reason for parents to withdraw their child during the school year, written notification must be received in advance of the withdrawal date. The notification should be received as early as possible and include a reason for withdrawal. Because the school's expenses are incurred on an annual basis, the school sets the budget and teacher contracts based on the parents' enrollment commitment. Therefore, if a student is withdrawn during the school year, a withdrawal fee equal to one quarter of the annual tuition is due. This is in addition to the pro-rated tuition up to the last day enrolled in school. Fees are **not** refundable. Records will not be forwarded to another school until all financial obligations have been satisfied.

The school's financial calendar is June 1 - May 31. If a student is withdrawn during the summer (before the first day of school) the family is responsible for tuition equal to one quarter of the annual tuition. Extenuating circumstances may be appealed in writing to the SMT.

RE-ENROLLMENT POLICY

Families who wish to re-enroll their children in East Cobb Christian School must meet the following requirements:

1. Have faithfully kept the commitments signed on the Family Commitment statement as evidenced by the following:
 - a) Completion of all Enrichment Day/Field Trip responsibilities
 - b) Fulfillment of the pledge to proper communication by addressing all concerns directly to the proper person(s) without gossip or outside criticism (Matthew 18)
 - c) Support of the faculty in their attempt to be the extension of the parents' home
 - d) Submission to the discipline policy of the school in regard to their children
 - e) Prompt payment of all fees and tuitions with no outstanding balances at the time of re-enrollment
 - f) Good attendance at all required school meetings with only allowable absences
 - g) Prompt arrival at both morning and afternoon carpools
2. Have filled out and submitted a re-enrollment form along with all prescribed fees by the announced deadline each January.

ENROLLMENT AND CLASS SIZES

East Cobb Christian School in keeping with its philosophy of the discipling nature and academic benefit of small classes, *recommends* the following class sizes:

Kindergarten	16 students
First Grade	8-10 students
Second Grade	10-12 students
Third Grade	10-12 students
Fourth – Eighth Grades	16 students

Exceptions may be made under unusual conditions as approved by the SMT. Space limitations may make a larger or smaller class necessary.

A student who is retained by a late decision of parents may be added to a full class to give one student above the desired enrollment level. Every effort will be made to help a family reach this decision before enrollment in January.

STUDENT PLACEMENT

Parents will not be allowed to request a specific teacher for their child at any grade level. The school administration may use discretion in placing certain students in the class of a specific teacher due to special needs addressed by that teacher's gifts. Parents may request a non-teacher related placement due to other factors that involve social, academic or emotional needs (i.e. separation for another child). No class placement request can be guaranteed to any parent and changes may take place at any time at the discretion of the school administrator.

SECTION THREE: EDUCATIONAL POLICIES

INDIVIDUALIZED INSTRUCTION

Because children are gifted differently and have different learning styles, a variety of teaching methods must be used to serve each student. In a graded system (i.e. 1st, 2nd, 3rd grade etc.), it is difficult to establish different lesson plans for each child. Basic content objectives are established for each grade level. Teachers and parents will work together to discover the best methods to teach specific content. All instruction at home or school should include visual, auditory, and tactile methodologies (seeing, hearing, touching) to appeal to each child's individual learning style. Students will be exposed to various methods as a part of their learning experience.

Since individualized instruction is viewed this way, such instruction may include:

1. Learning centers and individual projects
2. Separate reading assignments and narrations
3. Cooperative learning experiences
4. Interactions between students, teachers, and material through well constructed activities using oral interpretations and visual aids
5. Assignments for parents working with students at home as tutors
6. Additional therapy and assignments for students with specific learning disabilities

TEACHER QUALIFICATIONS

The parental role of the teachers at East Cobb Christian School perhaps requires the MOST significant character qualities. Not only must our teachers love children and have the gift of teaching, they also must be able to communicate with and understand the concerns of parents. They must be willing to solicit from and submit to the parents' input when appropriate in educating their children.

Besides the requirement of a parental role, some other criteria for employment at East Cobb Christian School are as follows:

- See their job at ECCS as a ministry to Christ for the children's sake
- Have a college degree or above in an area of education
- Be willing to seek to upgrade their knowledge and skills through continued training in Christian education
- Meet standards of accreditation

We believe that the redeemed personality of the teacher is the most important catalyst to learning at East Cobb Christian School. Therefore our teachers are selected with much care and prayer.

DISCIPLINE POLICY

The word "discipline" means to make a disciple. This involves both the intrinsic and extrinsic aspects of teaching a child to live properly before God and in all spheres of life. A change in heart (intrinsic) is accomplished only by prayer, but structure, boundaries, and consequences help develop habits of discipline.

Behaviors that lie outside the acceptable boundaries of East Cobb Christian School include the following:

1. Any action that interferes with the learning process of the child and his classmates (horse play, talking when the teacher is talking, etc.)
2. Any action that would possibly cause physical or emotional harm to the child, his classmates, or his instructors including the following actions:
 - a. Ugly verbal comments and adjective towards others
 - b. Ugly and/or violent verbal threats made towards others
 - c. Bullying, intimidation, or retribution tactics towards others
 - d. Demeaning or derogatory comments about others
 - e. Hitting, pushing, or any other physical contact made on others with ill intent
3. Any action that is in direct violation of an established school rule or procedure (cheating, fighting, stealing, interrupting)
4. Any action of willful disrespect* toward his classmates, his teacher or any adult authority
5. A willful failure to complete assigned work in a reasonable amount of time.
6. A use of language that is profane, blasphemous, or unduly crude

*Disrespect

1. Talking when another person has the floor
2. Complaining, including body language
3. Arguing or talking back to a teacher
4. Any communication that puts down or slanders another student

Individual teachers, for the most part, will handle discipline cases in their own way in harmony with their own methods and abilities. This could be any one of many different things including, but not limited to, cleaning up a room or writing an essay. We encourage the teachers to have the corrective measure fit the offense. More serious cases will be referred to the principal.

We believe that there are some cases where corporal punishment by parents is an effective means of punishment. However, our staff and supervising parents do not use corporal punishment as a discipline option at school. In the event of serious or repeated misbehavior of a child, the principal or teacher will call home and the parents will be required to come to the school immediately to take him or her home. If excessive discipline problems continue, suspension and ultimately, if necessary, expulsion will occur.

Addressing Patterns of Unacceptable Behavior:

1. A pattern of unacceptable behavior will be addressed by the school administrator. For significant transgressions the school administrator may include one SMT member and one teacher to help determine the level of disciplinary action and any related action plan.
2. An action plan will be implemented with the intent to correct the student's heart and cause the pattern of misbehavior to be broken. The general timeframe for an action plan is a three month period, but is subject to a shorter or longer period of time based upon the level of the offense.
3. The school administrator will meet with the parents and if appropriate, the student will be placed on probation. At any time during the probationary status, the level of discipline can be increased or decreased depending upon the level of severity related to the offense or events transpiring after the student has been placed on probation. In such cases, the school administrator retains primary discretion to apply such changes.
4. Notwithstanding action taken by the school administrator to the contrary, the school policy will include a three offense approach in dealing with unacceptable behavior for students with a documented action plan:
 - First Offense: The student is sent to the school administrator. The school administrator will apply the appropriate discipline. The school administrator will contact the parent. The parent is required to take the child home from school for the remainder of the day.
 - Second Offense: The student is sent to the school administrator. The school administrator will contact a parent. A parent is required to take the child home from school for the remainder of the day and for the next two days.
 - Third offense: The student is sent to the school administrator. The school administrator will apply the appropriate discipline and contact a parent. A parent is required to take the child home from school for the remainder of the day and determination will be made as to whether the school is the right environment for the child.

STUDENT CONDUCT AND RELATIONSHIPS

It is our desire for our parents to discipline and disciple their children in regard to proper Christian character. However, since parenting styles and convictions are sometimes diverse, it is appropriate for the school to set a limited number of guidelines that we encourage among all our students. Hopefully all our parents will find themselves able to wholeheartedly support these.

1. Students are expected to respect each other as a person, an image bearer of Christ. This includes a prohibition of inappropriate touching or teasing.
2. Students are expected to respect each other's property. This includes rummaging through someone else's locker, backpack, books, purse or other belongings. Reading personal notes or letters of another student is also included.
3. Students are expected to give good reports. This includes refraining from gossip, slander, and complaining about fellow students or teachers.
4. Students are expected to remember that family convictions are not always peer convictions. Parents may set standards for their family that are not practiced by others. Students must be careful not to judge the spirituality or character of another child based on differing family standards. This requires Christian maturity and help from their parents.
5. Students are expected to refrain from judging others due to style of dress or expense of clothing. Though most people look on the outward appearance, we encourage our students to base relationships on the heart.
6. Students are expected to develop proper boy-girl relationships that foster group activities rather than commitments more appropriate for later years. Specifically the school does not promote "going together" or dating among middle school students nor activities that encourage pairing off of couples.

ELECTRONICS POLICY

Students in kindergarten through fifth grade should not bring electronic devices to school. Middle school students may have electronic devices, but they must abide by the following guidelines:

- All electronics (including cell phones) must stay in "off" mode in lockers from 8:30-3:30.
- If any device is discovered in use during those hours, it will be confiscated. Parents will have to pick up the device, and it may not be brought to school at all the rest of the year.
- If the same student is discovered with a device that is forbidden on school property, that student may be suspended.

GEORGIA ZERO TOLERANCE ACT

ECCS adheres to the Georgia Zero Tolerance Act in reference to weapons of any sort on campus.

TEXTBOOK POLICY

East Cobb Christian School is constantly exploring and reviewing available texts for use in its classes. Our desire is to use the best available textbooks in each subject area that meet our criteria of presenting God's truth. Our criterion does not limit us to using books only by Christian publishers but rather to those books that best present the truth of God's creation in an academically sound and morally acceptable manner. Therefore our curriculum comes from a variety of publishers. Textbooks are not to be the primary source of learning at ECCS, but rather one of many tools used by the teacher who presents God's truth creatively.

HOMEWORK GUIDELINES

Homework assignments may consist of the following:

Grades 1-2

1. Reading to your child
2. Drill, practice, and narration recording
3. Minimum time requirement
4. Reinforcement of skills taught in class
5. Something child can do without parental instruction on "how to"--does not mean parent is uninvolved--parent may listen or check work and call out things such as drill work. If concepts were not grasped in classroom, some parental instruction will be necessary.
6. Small projects/creative writing

Grades 3-5

1. Reading to your children
2. Drill, practice, and narration
3. Semi-independent work--parent is less directly involved depending on the child's ability. This is designed to begin developing independent study habits and responsibility.
4. Projects, presentation of projects

Grades 6-8 Middle School

1. Drill and practice
2. Developing study skills--these must first be taught then assignments should give practice
3. Writing assignments
4. Projects--choosing a topic, developing a plan, following through (responsibility), presenting the material (written and oral)

Students are given a daily planner to record daily assignments. Especially in the lower grades, parents should check to make sure homework has been completed neatly. Teachers may set up a system of communication and student accountability by having parents review and sign the planner to insure homework has been completed.

ECCS uses RenWeb, a web-based school management system. Teachers post homework assignments on RenWeb and parents can view the assignments through Parent's Web. However, plans and assignments are subject to change and may not always be updated on RenWeb.

REPORTING STUDENT PROGRESS

Grades K-3

Most educators agree that the use of traditional grading systems in the early grades is unnecessary and could be harmful to the development of children. At ECCS, our desire is for children to be motivated to learn by an intrinsic interest in the creation of God with a desire to know and understand more about Him. When extrinsic motivation is needed, we believe that the encouragement and discipline of Christian parents and teachers will be the necessary catalyst. A young child does not often properly understand a performance rating of letter or numerical grades. Therefore, we hope to build a foundation where students learn to work for the enjoyment of learning and thus pleasing Christ, not to obtain a grade. To provide written records for verification and in case of transfers, the teacher completes a progress report covering all areas of the child's performance each semester. These are kept in the child's permanent record and copies are given to parents.

Third grade is a transition year. Progress reports are still used both semesters and two objective subjects are graded in the spring (Math and Spelling).

Grades 4-8

As children grow older, the introduction of a grading system can be helpful. It can provide a more objective assessment of progress for parents. Grades can provide students with some accountability and personal responsibility as they grow and mature. Finally the introduction of grading does help prepare students for the rigorous grading pressures that they will inevitably face once they leave ECCS.

Grading will be done on a 9-week basis.

The scale used for graded subjects is as follows:

90 - 100	A
80 - 89	B
74 - 79	C
70 - 73	D
0 - 69	F

The letter rating for the other subjects is as follows:

E	Excellent
G	Good
S	Satisfactory
N	Needs Improvement

All report cards are given to **parents** at the end of each 9 weeks.

In Proverbs 12:11 and other passages we read of the importance of diligent effort in all tasks. Recognizing that differing gifts result in differing academic performance, it is our belief that diligent effort should be reported to parents along with academic performance.

Effort will be assessed as follows in each subject: (1) Good effort (2) Satisfactory effort and (3) Needs improvement. Parents are reminded that teachers who make these evaluations are not omniscient, nor do these symbols take precedent over what the parent observes daily in their child's effort in household chores, homework, etc. Parents should use their own discretion as to whether to share them with their children.

Studies show that paying students for grades rob students of the intrinsic motivation to learn. Their focus can become earning a grade instead of learning. The pressure to have good grades can lead to anxiety and cheating. Parents should focus on developing character and good habits in their child which will lead to good grades instead of earning a symbol for work.

PARENT-TEACHER-STUDENT CONFERENCES

During the school year, teachers will schedule conferences with parents and students to discuss progress. When possible, both parents are encouraged to attend, but only one is required. Students may be required to be present in order to see the parents and teacher working together to help them learn to be a thoughtful seeker of truth and obedient follower of Christ.

READINESS, PROMOTION, AND RETENTION

The philosophy of East Cobb Christian School includes the acknowledgment that the chronological age of children is not the criteria to determine either readiness for school or grade placement. With the aid of testing, parents and teachers will determine the best grade placement for each child including his promotion or retention each year. Our desire is the best situation emotionally, academically, spiritually, and physically for each of our students.

PERMANENT RECORDS

A cumulative record of each child's progress is kept in the school office. This includes progress reports, previous schooling, medical forms, disciplinary notes, etc. These records are always available to the parents of the child and are kept primarily for legal documentation in case of transfer and/or promotion.

TESTING AND GUIDANCE SERVICES

Children with unique needs and weaknesses in some areas are often helped through the diagnosis and programs provided by trained professionals. Parents may need to have testing done by a specialist. The school administrator can recommend Christian specialists or the parents may pursue testing through the public school system.

The IDEA (Individuals with Disabilities Education Act) gives parents the right to have their child evaluated by the public school. Currently, students are evaluated in Cobb County and the results are given to the parents to take to their county's school system. It can take six to nine months to have this done. To receive services the student would have to enroll in public school.

QUESTIONABLE CONTENT POLICY

It is the policy of East Cobb Christian School to guard against the truth of God being distorted in materials in such a way to promote non-Christian occultic beliefs. Because of the diversity and nature of these instances, it is given to the school faculty and administration to use their discretion and to pray for wisdom to screen such materials. If a parent has some concern over a specific book, display, or illustration, he should report his concern directly to the teacher. Though it is difficult to remove every instance of material that would be inappropriate to every parent, it is our desire to make reasonable decisions that avoid offensiveness.

In regard to fables and fantasy such as Santa Claus and the Tooth Fairy, our policy is to "low-key" these concepts as much as possible so as not to **diminish or exceed** the child's parents' teaching regarding such.

In regard to evil characters such as witches, ghosts, and goblins, we recognize their use in both fiction and non-fiction as forces of Satan. Caution is used to keep them in proper perspective as what they are: EVIL, not allowing them to be presented otherwise. As in *The Chronicles of Narnia*, we do believe that such beings are necessary to certain literature in order to produce conflict. Elimination of all evil forces in children's literature is not realistic to true life. Extremes of this principle are closely guarded, however.

In regard to societal mores and relationships of peers, caution is taken to screen materials that thrust children into roles and situations that are not age-appropriate. It is our desire to provide literature that does not depict children as miniature adults, no matter how clever they may seem.

IN AND OUT-OF-SCHOOL PARTY GUIDELINES

Children enjoy celebrations of birthdays and other important events. Obviously these celebrations must be limited during school hours by the classroom teachers to not unduly encroach upon class time. Parents are urged to keep class parties simple so as to stress the spiritual aspect of the holiday and to set an example of moderation. Parents are asked to plan ON-CAMPUS Christmas, end-of-the-year and other parties during school hours. Other parties may be planned for after-school hours.

Children may bring simple refreshments (cupcakes, etc.) on their birthdays to share with their classmates. The parent should contact the teacher ahead of time to find out the best time to fit the teacher's schedule. If there is a student in the class with food allergies or diabetes, it is best to let the child's mother know when the celebration will be so an appropriate snack can be sent with the child. Goodie bags, balloons, and other birthday party items should not be brought to school as they distract from the learning environment.

Out-of-school parties are outside school jurisdiction, but invitations brought to school that do not include all students in a classroom are **prohibited**. Even if the invitations are handled privately, we ask parents to use wise discretion and kindness. This would not include all boys invited without girls or vice versa within a classroom. The church/school campus is not to be made available for parties during after-school hours due to legal liability.

RESPONSIBILITIES OF ROOM PARENTS

Each class at ECCS has Room Parent representatives. These individuals or couples play an important role throughout the school year coming alongside the teacher and parents within the class to ensure proper volunteers are available for specific activities as well as leading the parent meetings.

General Duties of Room Parents:

- The Room Dad leads Parent Meetings throughout the school year. This includes working with the teacher to generate an agenda for the meeting, leading a brief devotion, leading a dedicated time of prayer, keeping the meeting on schedule and closing out the meeting.
- The Room Mother will communicate with parents who did not attend meetings in order to give any information that was missed. Parents are asked to inform the room parents if they will be absent for a parent meeting.
- The Room Mother works with the teacher to determine times throughout the year when classroom parent volunteers are needed for parties, special activities etc.
- The Room Mother is responsible for initiating phone chains and communications with the class parents on any items that arise during the year.
- The Room Mother will purchase and present the teacher with birthday and Christmas gifts. The amount to be spent is determined on a yearly basis and reimbursed by the school.
- The Room Mother will nurture the class and pay particular attention to new families who may need additional assistance.

FIELD TRIPS

The purpose of field trips is to provide valuable learning experiences for our students. In addition to providing transportation for field trips, the parents driving are responsible for supervising the students so they get as much as possible from the experience as possible. Parents should keep the children as a group to make sure the children are paying attention and being respectful and considerate to all. The teacher should be able to look at parents and find their group with them. When returning to school, the students should follow the parent into the building.

While the field trip might be interesting to the parent drivers, parents should remember their role is one of supervision.

Drivers and Safety

The field trip mother will handle signing up for field trips. Parents are expected to drive their fair share of field trips each year. If a parent is unable to drive on a field trip, he or she needs to find a replacement. Once a replacement driver has been found, please call the field trip mother to let her know of the change.

Except on Enrichment Day field trips, teachers will assign students to vehicles. For safety reasons, students will ride in the same vehicle going and returning. Drivers will be given the Medical Consent Forms for the students in their car.

Students must have their own seat belt. It is not acceptable to double-buckle or squeeze in extra children for a school-sponsored activity just to minimize the number of cars that are driven. Parents need to be examples of safety and show that they value human life.

Georgia law requires that children five years old to sit in car seats. Parents must arrange to have a car seat for their child for field trips.

Field Trip Information

The teacher or Enrichment Day parent will communicate details about the field trip in *The Fourth Wall*. This should include the dress code for the trip, if there will be an early arrival or a late return to school, and lunch or snack details. It is important for parents to pay attention to these details. Students arriving late or improperly dressed may miss the field trip.

If necessary, drivers should get gas for their car the night before. It is important for drivers to arrive at school ready to go at the time set by the teacher.

Food and Beverages

If foods or drinks are necessary, please send them in disposable containers only, so parents will not have to keep up with lunch boxes and thermoses. If the day is hot, send the drink frozen, and omit any food that could spoil in a hot-parked car. Do not send messy foods (sticky, drippy, crumbly) in the car.

Parent drivers may **not** provide special treats or stop to buy snacks for the students in their car.

Music/TV In the Car

Students are encouraged to interact with others in the vehicle. Therefore, watching television, playing with hand-held games, or listening to I-pods are not allowed. Because family preferences vary, please limit music to classical or Christian.

ENRICHMENT DAY RULES AND PROCEDURES (First and Second Grades)

Enrichment Days are scheduled on Fridays during the school year for first and second grades only where the classroom parents are responsible for the teaching. An Enrichment Day is a unique opportunity to be in the classroom with your children and their peers to teach and to witness how they interact in a learning environment. At ECCS, as covenant parents, we have agreed and are responsible to our children and their peers for a positive Enrichment Day experience with an end result of learning. This information is a general overview of what you are responsible for and what you might expect as it pertains to Enrichment Days. The first week of school will hold a very detailed training meeting to equip you for the task at hand.

General Goals of Enrichment Day

By participating in well-planned Enrichment Day activities, the student will:

1. Learn information by seeing, hearing, doing, and feeling
2. Relate the activity to God's glory by verbally pointing out God's active role in all things, big and small
3. Learn and exemplify Christian character attributes
4. Develop a closer relationship as part of the family of God among class members and between parents and the class
5. Learn proper behavior for a variety of situations such as, listening to guest speakers, interacting in discussions with politeness, working in groups, and attending field trips
6. Enjoy a variety of subjects and experiences including, serving others, science, fine arts, history, government, and geography

Accountability Procedure for Parent Participation

Each parent is vitally important to put action into our philosophy. The following procedures will be used in the event of non-involvement of parents in Enrichment Day activities.

- Step 1: The Room Mother will keep records of participation, those who plan and those who chaperone, and turn these records into the Coordinator of Parental Roles.
- Step 2: The Coordinator of Parental Roles will contact any non-participating parent to discuss the situation and try to resolve it.
- Step 3: If the response is negative, the Coordinator of Parental Roles will report to the Principal for further action.
- Step 4: The Principal will notify the School Ministry Team of all actions taken.

Responsibilities of All First and Second Grade Parents

In order to have meaningful Enrichment Days that direct our children toward spiritual and intellectual growth, each parent must be a vital part. The duties of all parents are:

1. To choose and commit to teaching approximately four Enrichment Days and assist in four Enrichment Days. The size of the class will determine the number of times each parent will need to teach or assist during a school year.

2. To have fathers either teach or assist in at least two Enrichment Days during a school year.
3. To (lead teacher) evaluate the day and complete an Evaluation Form.
4. To speak with your child prior to the Enrichment Day to remind them of the attitude and behavior expected while you are serving as the teacher and/or assist.
5. To take the appropriate time in preparing for your teaching day. Know the lesson well as to transition from one activity to another without any downtime which invites disruption and behavior issues. In addition having your classroom ready to accept children and begin the learning day by 8:30 am.
6. To guide, love, correct, educate, protect, and lovingly discipline each child as if he/she were your own child by structuring the time carefully, developing a relationship with the children, talking with the children, encouraging kind and wholesome conversation among the children (Philippians 4:8) and administering corrective discipline when necessary.
7. To accept the responsibility as teacher of the class and be attired in the same type clothing as a teacher.

Planning Enrichment Days for First and Second Graders

Qualified individuals have authored lesson plans for each Enrichment Day that is taught throughout the school year. In addition, bins have been assembled to include most items needed for the Enrichment Days. Therefore, creating and developing a lesson based on the topic is not the responsibility of the parent; this part has been done for you.

1. Each family in the class will sign up on the Enrichment Day Master Calendar to plan four Enrichment Days during the year. These four E.D. may or may not be consecutive. An Enrichment Day meeting/training session is held the first week of school. At this meeting, each family will sign up on the E.D. master calendar and be taught in detail how to lead Enrichment Days.
2. Most of the first and second grades Enrichment Days are on Fridays (the only exceptions are some trips which might be unavailable on a Friday). Therefore, it is helpful if mothers try to keep most of their Fridays free from any regular commitments that could be scheduled on another day (doctor visits, Bible classes, preschool play groups, tennis, etc.). In addition to organizing or assisting with the class E.D., help is can be needed as a last-minute emergency E.D. substitutes in the case of illness of the scheduled E.D parents.
3. If it becomes necessary for an emergency substitute to carry out your planned E.D., they receive the "credit," and you will need to do another one.
4. Unit bins should be checked out via the Coordinator of Parental Roles at least three weeks before the scheduled Enrichment Day. This allows for adequate time for preparation. Some materials will need to be acquired at a certain time before the teaching takes place.

5. Due to the time and expertise put into writing the lesson plans, they are not to be altered in any way. When you complete your evaluation form, please give feedback if you believe something should be done differently. You may speak to the Coordinator of Parental Roles two weeks before your scheduled Enrichment Day if there is something within the lesson plan that you feel strongly about altering. Please note it must be approved.
6. If a last-minute emergency arises and you cannot be in the classroom, first check to see if another parent from your classroom can substitute for you; next try to find someone from the other (1st or 2nd grade) class; then check with the room mom. Only contact the Coordinator of Parental Roles if no other arrangements can be made.

Specific Rules for Enrichment Day

To ensure smooth operation on Enrichment Day, the following rules will apply:

1. Childcare is available for younger siblings of parents doing Enrichment Day. Call the Childcare Coordinator by Wednesday to make reservations for Friday. There is a \$5.00 charge per child. Please cancel your reservation if you don't plan to use it. The childcare provider or additional help may not be needed.
2. The parents who are in charge of E.D. must arrive in the classroom 30 minutes prior to starting time (8:15 a.m., normally). This allows 15 minutes for setting up materials, as students begin arriving at 8:30, and the parents must be unoccupied and ready to supervise early arrivals with activities. If you need to be in your classroom before 8:15, check with the Coordinator of Parental Roles for access.
3. Students should never be allowed to run around the classroom, building or grounds in an undisciplined manner. At 8:45, start out the day with a devotion and prayer time, then review rules of expected behavior, before you get into your topic for the day. Find out the teacher's morning classroom routine and try to follow it as you begin class (i.e., if they open class with the pledge, weather, calendar, etc.).
4. Before a child is dropped off at school for an E.D. that has an arrival time earlier than 8:30, the carpool driver must be certain that a responsible parent is in the classroom. Never drop off a child to an unsupervised classroom.
5. Chaperones must have emergency numbers in their possession at all times. Emergency folders are available in each classroom (check with the teacher for location).
6. If a child is not going to participate in an Enrichment Day activity, the child's parent must notify the parent organizer. This is considered an official school day absence. The E.D. leader should indicate any absences on the E.D. evaluation form.
7. Following the E.D., please leave the classroom clean, neat, and organized. Students are to pack the contents of their desks in their plastic tubs and desks are to be pushed against the walls.

8. Students are picked up at the end of the in the regular carpool line.

Accountability Procedure for Parent Participation

Because each parent is vitally important to put action into our philosophy, the following procedure will be used in the event of non-involvement of parents in Enrichment Day activities.

Step 1:

The Room Mother will keep records of participation, those who plan and those who chaperone, and turn these records into the Enrichment Day Coordinator.

Step 2:

The Enrichment Day Coordinator will contact any non-participating parent to discuss the situation and try to resolve it.

Step 3:

If the response is negative, the E.D. Coordinator will report to the Principal or Administrator for further action.

Step 4:

The Principal will notify the School Ministry Team of all actions taken.

Discipline on Enrichment Days

Students are expected to behave according to the ECCS behavior guidelines. It is **essential** that all parents have the same high expectations (e.g. first time obedience, respect, etc.) so that children learn to respect any parent who is teaching, just as he or she would a classroom teacher. Part of our covenant commitment to each other is that we will hold each other's children accountable. Bringing a discipline matter to the attention of the parent is expected as part of our commitment to one another.

At the end of each Enrichment Day, Enrichment Day lead parents are required to complete a behavior form to be sent home with each child. On this, you will indicate whether a child's attitude and work habit was (1) Cooperative, (2) Warned, or (3) Repeatedly Warned. Specific guidelines for this procedure will be explained during the Enrichment Day training. *Parents* are responsible for seeking out the Enrichment Day teaching parents if their child does not receive an acceptable mark in order to find out the nature of the inappropriate behavior and to have the child make amends with the teaching parent.

Enrichment Day Field Trip Procedures

1. If food or drinks are necessary, please send them in disposable containers only, so Enrichment Day parents will not have to keep up with lunch boxes and thermoses. If the day is hot, send the drink frozen, and omit any foods that could spoil in a hot parked car. Do not send messy foods (sticky, drippy, crumbly) in the car.
2. All students must first go to their classroom and be seated. The teaching parents will take a few minutes to go over the assigned field trip. Review the ground rules of the behavior expected of

the students and pray before you leave.

3. Check that all students are dressed appropriately for the field trip. According to the dress code, if a student is not dressed properly you or the administrator may call the student's parent to come and take the child home and not participate in the field trip or bring appropriate attire if time allows.
4. Assign students to cars, and have them walk in a quiet orderly line as they go.
5. A Field Trip folder will be given to you that will consist of each child's medical consent form, car assignments, emergency numbers, and directions to the location. A medical kit kept in the classroom should be taken as well. .
6. Please be conscientious to give each child his own seat belt. It is not acceptable to double-buckle or squeeze in extra children for a school-sponsored activity just to minimize the number of cars that are driven. Parents need to be examples of safety and show they value human life.
7. Please make sure all students have their seatbelts on before leaving the school parking lot. Parents driving should bring activities to occupy the children, e.g. written activities, car games or children's praise tapes. **Viewing television in a vehicle is not allowed on E.D. field trips.**
8. Once you have reached the E.D. destination, INSIST that the children stay in an orderly line, listen to directions and RAISE THEIR HANDS for questions. Teach them to say thank you to the host/hostess.
9. Please be prompt about returning to the school when you said you would; there are many carpools waiting to pick up children. Allow plenty of time for driving back. Have the children line up for car pool line as on a usual school day and wait for their parents to pick them up.
10. If there is time for playing outside, structure the games and supervise closely.

SECTION FOUR: ADMINISTRATIVE POLICIES

MEETING COMMITMENT OF ECCS PARENTS

We believe that God has given parents the responsibility for educating their children and that parents should take an active role in the process. Part of that responsibility and active role is to meet together to pray for the students, teachers and other parents; to plan and participate in the education process; and to gain skills for their role as parent-teachers. Each classroom will have four scheduled parents meetings per year. A maximum of three campus-wide meetings are held each year. Both parents are required to attend both parent and campus meetings. If you are unable to attend a campus meeting, please inform the school office. If you are unable to attend a parent meeting, please inform the room parents. Only one parent is required to attend the Enrichment Day training meeting in August. Both parents are encouraged but not required to attend parent/teacher conferences. Parents failing to attend meetings regularly are subject to reenrollment interviews with the SMT. **Children may not be brought to campus or parents meetings. Children may not be left unsupervised by an adult during parent-teacher conferences.**

SCHOOL DAY SCHEDULE

The school hours are 8:45 a.m. to 12:15 p.m., Tuesday through Friday for kindergarten. Grades 1 and 2 meet Monday through Friday from 8:45 a.m. to 12:15 p.m. Grade 3 hours are 8:45 a.m. to 12:15 p.m. on Monday, Wednesday and Friday, and 8:45 a.m. to 3:15 p.m. on Tuesday and Thursday. Grades 4 and above hours are 8:45 a.m. to 3:15 p.m. Monday through Friday. Students will be considered tardy if they arrive **in their classroom** after the designated starting time. Punctuality is greatly encouraged to teach our children to be dependable and good stewards of their time. Students arriving late interrupt their teacher and classmates. It also causes a stressful start of the day for your child. **Students are encouraged to be seated and ready to work at 8:45 a.m. We recommend arrival time at 8:35 a.m.**

ATTENDANCE POLICY

As part of their commitment to East Cobb Christian School, parents agree to have their children in attendance on designated school days (including enrichment days.) Since the number of school calendar days is limited, it is even more imperative that families plan so as to miss as few of these days as possible. Though we want families to spend educational time together, it is difficult for our teachers to meet the educational objectives of our school without consistent attendance. All students are expected to attend school regularly unless presently ill, under doctor's orders to remain at home, or involved in a parent-sanctioned absence due to a wedding, death in the family, or other special event. One-week prior notification to school principal and classroom teacher **is required**. Trips should conflict with school only when other arrangements could not be made. Children who miss 20 or more days of school for any reason are subject to non-promotion.

Parents should give a minimum of **one-week** prior notification of **pre-arranged absences** for educational family trips that are not an emergency. The parent should complete a "Pre-Arranged Absence" form obtained from the school office (or downloaded from the website). The number of days for educational family trips will be considered after the academic progress of the student is reviewed and permission is granted by the administration. Students who are approved to miss school because of an educational trip may be required to do an assignment (such as journal during the trip) to

indicate the trip goals have been fulfilled. Parents who secure one-week prior approval will receive assignments before the trip.

Parents should call the school office describing the nature and reason for an **unexpected absence (sickness or emergency)**. Students will be marked “absent unexcused” until the office receives a call.

"Excused" absences are absences due to illness, death or severe illness in the family, family emergencies, medical/dental appointments, or court appearances. ALL other absences are "unexcused" absences.

Attendance at campus-wide events held off campus (e.g. the Perimeter Oratorical Recital) will be required of all students and absences will be unexcused unless permission is obtained from the administrator prior to the event.

Student Illness

Students should not be sent to school if they are sick. A child must be fever free for 24 hours after an illness before returning to school. Please be considerate of the other students' and faculty members' health by limiting the spread of infection by keeping sick children home. Please let the school office know if your child has contracted something contagious like head lice, strep throat, or the flu. Please err on the side of caution.

TARDY PROCEDURE

The school office and the teacher will record students who arrive late to their classroom as tardy. Students arriving to school late should stop by the office to pick up a tardy slip. Excessive non-traffic tardies of 5 or more times per semester will result in a letter being sent from the school office. Tardies exceeding 10 per year for tardiness other than traffic accidents will result in a phone call from the principal and a re-enrollment interview by the School Ministry Team.

Since we operate on a shorter day schedule than most schools, it is even more imperative that our children arrive on time, ready to learn. We ask that students arrive by 8:35 a.m. to be ready to work at 8:45 a.m. **Please have your children at school on time!**

LATE PICK-UP AT AFTERNOON CARPOOL

Carpool ends at 12:25 or 3:25 p.m. If a parent arrives for afternoon carpool after that time, he/she must come into the office and check out the student/s. Students who are left when carpool ends will be supervised by the teacher on duty in one of the classrooms and summoned via intercom when the parent arrives. Late pick-ups of five or more will result in a call/letter from the school office. Late pick-ups of 10 or more will be reported to the School Ministry Team, who may request a re-enrollment interview. Please be considerate of our faculty and staff by arriving on time.

BRINGING LUNCH TO YOUR CHILD

Parents are urged to allow their children to accept responsibility for remembering to bring lunches to school. Bringing fast food to a student should be a rare occurrence, not a normal routine.

PICKING UP YOUR CHILD DURING THE SCHOOL DAY

Parents are asked to send a note to the classroom teacher if early pick-up is necessary. Please seek to make all doctors, dentist, and other appointments after school hours if possible. Parents must sign out their child in the school office, and the administrative assistant will call the classroom to have your child sent to the office.

PICKING UP OTHER PARENTS' CHILDREN DURING THE SCHOOL DAY

Written permission must be obtained for a child to go home with another student or with a grandparent or other relative. Parents who have specific prohibitions on pickups by certain individuals (non-custodial parents, etc.) should contact the school office in writing.

EMERGENCY WEATHER AND CLOSING OF SCHOOL

In the event weather conditions make it impractical or dangerous to have school, ECCS will announce school closings on WSB's television (channel 2), radio (750 AM), or website (www.wsbtv.com). When possible, we will also post information on our website: www.eccs.org. and a school-wide email will be sent.

Parents should keep in touch with the school when severe changes in the weather are occurring during the school day. A phone chain may be utilized for a closing necessary for reasons other than severe weather.

DRESS CODE

The goal of the ECCS dress code is to present ourselves modestly and to avoid utilizing classroom learning time in legislating appearance. **It is imperative that the established dress code of the school be accepted and enforced consistently by both parents and teachers.** This enables all to focus on the other aspects of Christian education. Parents are asked to follow the “when in doubt, don’t” rule. If a child needs to bring a skirt to school to ask if it is too short, it probably is!

The dress code is not a measure of spirituality but emphasizes the following objectives:

1. Sets an atmosphere that reflects the importance of the teaching and learning process
2. Promotes modesty, neatness, cleanliness, self-discipline, and humility
3. Is sensitive to clothing costs

Parents are asked to support the school administration as the final authority in matters of appropriate dress.

General Appearance

1. **Hair Length and Color:** Generally, any hair length or artificial coloring that is judged by the school administration to be distracting to the educational process will be prohibited. Boys’ hair should be no longer than collar length in the back with the sides and top of the hair neatly cut.
2. Jewelry (other than small stud earrings) is prohibited during physical education for safety purposes. Piercing of body parts other than ears is prohibited. Boys may not wear earrings.
3. Permanent or removable tattoos on exposed body parts are prohibited.
4. All clothing must be neat, well fitting and well maintained.
5. Clothing that is too tight, too loose or too revealing is unacceptable.
6. Girls may wear skirts, shorts/skortis. They must be no shorter than 5 inches from the floor when kneeling.
7. Shirts should be tucked in at all times.
8. Hats are to be removed upon entering the building.

Friday Jean Day

Students who have followed the school’s dress code during the week may wear jeans and a ECCS school t-shirt on Fridays. The guidelines mentioned in the general appearance section above must be followed.

Out-Of-Uniform Day Dress Code

Out-of-uniform days are noted on the school calendar and are limited due to “Jean Fridays.” On such days, students are expected to dress according to the modesty code below. Parents will be called to bring the appropriate dress to school if the out-of-uniform dress code is not followed.

Girls/Boys

1. All clothing must be neat, well fitting and well maintained.
2. Clothing that is too tight, too loose or too revealing is unacceptable.
3. Dress pants and jeans, and nice overalls are acceptable.
4. Girls may wear skirts, shorts/skort. They must be no shorter than 5 inches from the floor when kneeling.
5. Wind suits, sweatpants, basketball attire, camouflage pants, etc. are **not acceptable** (if out-of-uniform day falls on PE day, ECCS sweatpants are acceptable).
6. Heavy crew neck shirts, polo shirts, button-front shirts, sweaters and turtlenecks are acceptable. Tasteful, heavy cotton (no thin, undershirt quality) T-shirts are also acceptable (see #8).
7. Shirts should be tucked in at all times. This means shirrtails must be long enough to remain tucked in while bending over or reaching up.
8. Any clothing with suggestive, distasteful or distracting slogans (including ball team logos) is unacceptable.
9. Hats may not be worn inside the building.
10. Beach shoes (including thin flip-flops) may not be worn. Other shoes (including sandals) are acceptable.

Kindergarten-Third Grades

EVERYDAY GARMENTS

<u>ITEM</u>	<u>SPECIFICATIONS</u>
<p>Khaki or navy from the waist down: Options: Pants, skirts, shorts or skorts</p> <p>PANTS: Boys: Pants may be traditional style or cargo. Cargos may have no more than 2 side pockets (one on each pant leg). Girls: Pants may be classic, flair or capri.</p>	<p>May be purchased at any store. All pants must fit at waist. Pants with belt loops must be worn with a belt. Elastic-waist pants are acceptable for K-3rd grade only. Capris that have no belt loops may be worn. Not allowed: <u>loops</u>, (on most painter pants) zip-off, low-rise, pants with decorations, trim, visible manufacturer logo, extra zippers, denim (all colors), spandex, nylon. Cotton twill and corduroy are acceptable.</p>
<p>SHORTS: Khaki or navy shorts may be worn during warm weather.</p>	<p>Minimum length: 5 inches from the floor when kneeling. Maximum length: no longer than kneecap.</p> <p>Boys may purchase shorts at store of choice but garments must meet same criteria as pants.</p> <p>Girls' shorts must be uniform style purchased from Uniform Depot or from one of these uniform lines:</p> <ul style="list-style-type: none"> ▪ French Toast (www.FrenchToast.com; also at Burlington Coat Factory and some Target stores) ▪ @Class (at some Target stores) ▪ Lands End uniform department (www.LandsEnd.com) ▪ Lee Uniform Line (available at some Kohl's stores)
<p>SKORTS: Khaki or navy skorts may be worn.</p> <p>Skorts in plaid #57 may be purchased from Uniform Depot.</p>	<p>Must be purchased through same vendors as shorts (see above). Must come to waist (don't need to have belt loops). Minimum length: 5 inches from floor when kneeling.</p>

<u>ITEM</u>	<u>SPECIFICATIONS</u>
<p>SKIRTS: Khaki or navy may be worn. Navy bike shorts must be worn underneath for privacy reasons. Bike shorts do not have to be worn if tights are worn.</p>	<p>Skirts must be purchased at same places as shorts (above). Minimum length: 5 inches from the floor when kneeling.</p>
<p>JUMPERS: Jumper #194, plaid #57, is required for dressy field trips/special events (see below) but may be worn daily. In addition, Uniform Depot jumpers #172, #194, #156 in navy or khaki may be worn daily. Lands' End jumper #6817 in navy or khaki may be worn.</p>	<p>Jumpers must be purchased at Uniform Depot. One style from Lands' End is also acceptable.</p>
<p>POLO DRESS: Mesh polo dress, long or short sleeves, in navy, evergreen or red.</p>	<p>Must be purchased from Lands' End. Logo is optional.</p>

<p>SHIRTS:</p> <p>POLO SHIRTS may be long or short sleeve. Colors: Navy, hunter green, red, white, yellow or light blue. Acceptable from Land's End: evergreen, red, white, maize (yellow), chambray blue.</p> <p>OXFORD CLOTH SHIRTS: White, light blue or yellow, long or short sleeve.</p> <p>PETER PAN BLOUSE: White, light blue, or yellow, long or short sleeve.</p> <p>TURTLENECKS: Available in navy, white, light blue and yellow at Uniform Depot; may</p>	<p>Must be purchased at Uniform Depot or Land's End. May be cotton jersey or pique, 100% cotton or 50/50 blend. Shirts must have either embroidered or iron-on school crest. Shirrtails must be long enough to stay tucked in when bending over or reaching up.</p> <p>Each student must have one bright navy polo (only available at Uniform Depot) with embroidered crest for field trips.</p> <p>May be purchased at any store. School letters on pocket optional. Shirrtails must be long enough to stay tucked in when bending over or stretching up.</p> <p>Must be purchased through same vendors as shorts (see above). School letters on collar optional.</p> <p>White Peter Pan worn with jumper on dressy field trips must be from Uniform Depot. ECCS letters on collar required.</p> <p>Shirrtails must be long enough to stay tucked in when bending over or stretching up.</p> <p>Turtleneck shirts may be purchased at the Uniform Depot or Land's End. ECCS letters on the collar</p>
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purchase evergreen, red, white, maize (yellow) and navy at Land's End.	required. Shirts must be long enough to stay tucked in when bending over or reaching up.
SHOES: Tennis shoes, docksiders, hiking boots, loafers, clogs are acceptable.	Not allowed: open-toed shoes, heels higher than two inches
SOCKS: Socks in coordinating colors must be worn. Girls may also wear tights.	
BELTS: Any coordinating belts may be worn.	Exceptions: Chain-type belts that hang down may not be worn.
TIE: Coordinating ties may be worn with oxford shirts. If a tie is worn on a dressy field trip, it must be #5 from Uniform Depot.	Tie #5 (blue/gold stripe) is available in clip-on and 4-in-hand.

K-3 OPTIONAL EVERYDAY GARMENTS

<u>ITEM</u>	<u>SPECIFICATIONS</u>
SWEATERS: Navy cardigan or pullover vests may be worn. May be crew or v-neck. Girls may wear the navy twin set from Uniform Depot.	Sweaters may be purchased at any store. They must be plain unless you desire embroidered crest from Uniform Depot (optional).
OUTERWEAR: Students may wear any coat, jacket or sweater outdoors (PE, carpool, etc.). Outerwear worn inside classroom must be from selected styles.	Classroom appropriate (school crest optional unless noted otherwise): <ul style="list-style-type: none"> ▪ Plain navy cardigan or pullover sweater; may be purchased at store of choice. ▪ School sweatshirt (see below; crest required). ▪ Navy fleece jacket, full or half-zip, from Uniform Depot. ▪ Navy windbreaker from Uniform Depot or French Toast. ▪ Navy blazer; may be purchased at store of choice. ▪ Navy hoodie (see below)
SWEATSHIRTS: Sweatshirts with embroidered or iron-on school crest may be worn.	Must be purchased at Uniform Depot. Color choices are hunter green, red and navy. Iron-on or embroidered school crest required. Sweatshirt worn on casual field trips must be navy crewneck with embroidered school crest. Hoodie pullover in navy from Uniform Depot or Lands' End may be purchased for <u>everyday wear</u>. School letters or logo required.
SWEATPANTS may optionally be worn to school all day on PE days only.	Must be purchased at Uniform Depot or Lands' End. Color: navy. Iron-on or emb. crest required.
ACCESSORIES: Girls may wear coordinating hair accessories and earrings of their choice.	The Uniform Depot has hair accessories in plaid #57. Accessories may not be a classroom distraction.

K-3 REQUIRED DRESSY FIELD TRIP AND SPECIAL-EVENT ATTIRE

<u>ITEM</u>	<u>SPECIFICATIONS</u>
<p>Boys: Classic flat-front or pleated khaki pants, light blue oxford shirt (long or short sleeve), closed toe black, brown or cordovan shoes, black or brown belt. Khaki or navy stretch belt from Uniform Depot may also be worn.</p>	<p>Only acceptable outerwear for dressy field trip: fleece jacket or windbreaker from Uniform Depot, navy blazer, or solid navy sweater (from any store). If tie is worn, must be #5 from Uniform Depot (blue/gold stripe). SHORTS may not be worn!</p>
<p>Girls: Jumper Style #194, plaid #57, Peter Pan blouse in white (school letters on collar required), white or navy tights, knee highs or classic triple-roll socks, closed-toe black, brown or navy shoes.</p>	<p>Jumper and Peter Pan blouse must be purchased at Uniform Depot. Navy bike shorts must be worn underneath unless tights are worn. Bike shorts, tights, etc. may be purchased at any store.</p>

K-3 REQUIRED CASUAL FIELD TRIP ATTIRE

<u>ITEM</u>	<u>SPECIFICATIONS</u>
<p>Boys: Khaki pants or shorts, navy embroidered school polo shirt.</p>	<p>Tennis shoes may be worn for casual field trips. Teachers or Enrichment Day parents may request jeans for “messy” events. <u>Only acceptable outerwear for field trip: navy fleece jacket or navy windbreaker from Uniform Depot, solid navy sweater (from any store), or navy crewneck school sweatshirt.</u></p>
<p>Girls: Khaki pants or shorts/skorts, navy embroidered school polo shirt.</p>	<p>Tennis shoes may be worn for casual field trips. Teachers or Enrichment Day parents may request jeans for “messy” events. <u>Only acceptable outerwear for field trip: navy fleece jacket or navy windbreaker from Uniform Depot, solid navy sweater (from any store), or navy crewneck school sweatshirt.</u></p>

Fourth/Fifth Grades

EVERYDAY GARMENTS

<u>ITEM</u>	<u>SPECIFICATIONS</u>
<p>Khaki or navy garments from the waist down: Options: Pants, skirts, shorts or skorts</p> <p>PANTS: Boys: Pants may be traditional style or cargo. Cargos may have no more than 2 side pockets (one on each pant leg). Girls: Pants may be classic, flair or capri.</p>	<p>May be purchased at any store. All pants must fit at waist. Pants must be worn with a belt. Capris that have no belt loops may be worn. Not allowed: zip-off, low-rise, pants with decorations, trim, visible manufacturer logo, extra zippers, denim (all colors), spandex, nylon. Cotton twill and corduroy are acceptable.</p>
<p>SHORTS: Khaki or navy shorts may be worn during warm weather.</p>	<p>Minimum length: 5 inches from the floor when kneeling. Maximum length: no longer than kneecap.</p> <p>Boys may purchase shorts at store of choice but garments must meet same criteria as pants.</p> <p>Girls' shorts must be uniform style purchased from Uniform Depot or from one of these uniform lines:</p> <ul style="list-style-type: none"> ▪ French Toast (www.FrenchToast.com; also at Burlington Coat Factory and some Target stores) ▪ @Class (at some Target stores) ▪ Lands End uniform department (www.LandsEnd.com) ▪ Lee Uniform Line
<p>SKORTS: Khaki or navy skorts may be worn. Skorts in plaid #57 may be purchased from Uniform Depot.</p>	<p>Must be purchased through same vendors as shorts (see above). Must come to waist (don't need to have belt loops). Minimum length: 5 inches from floor when kneeling.</p>

<u>ITEM</u>	<u>SPECIFICATIONS</u>
<p>SKIRTS: Khaki or navy may be worn.</p>	<p>Must be purchased through same vendors as shorts (see above). Minimum length: 5 inches from the floor when kneeling. Navy bike shorts may be worn underneath for privacy.</p>
<p>JUMPERS: Jumper #172 in navy and jumper #194, plaid #57 may be worn daily. In addition, Uniform Depot jumpers #172, #194, #156 in navy or khaki may be worn daily. Lands' End jumper #6817 in navy or khaki may be worn</p>	<p>Jumpers must be purchased at Uniform Depot. One style from Lands' End is acceptable.</p>
<p>POLO DRESS: Mesh polo dress, long or short sleeves, in navy, evergreen or red.</p>	<p>Must be purchased from Lands' End. Logo is optional.</p>

<p>SHIRTS:</p> <p>POLO SHIRTS may be long or short sleeve. Colors: Navy, hunter green, red, white, yellow or light blue. Acceptable from Land's End: evergreen, red, white, maize (yellow), chambray blue</p> <p>OXFORD CLOTH SHIRTS: White, light blue, or yellow, long or short sleeve.</p> <p>PETER PAN BLOUSE: White, blue, or yellow, long or short sleeve.</p> <p>TURTLENECKS: Available in navy, white, light blue and yellow at Uniform Depot; may purchase evergreen, red, white, maize (yellow) and navy at Land's End.</p>	<p>Must be purchased at Uniform Depot or Land's End. May be cotton jersey or pique, 100% cotton or 50/50 blend. Shirts must have either embroidered or iron-on school crest. Shirrtails must be long enough to stay tucked in when bending over or reaching up. . Each student must have one bright navy polo (only available at Uniform Depot) with embroidered crest for field trips).</p> <p>May be purchased at any store. School letters on pocket optional. Shirrtails must be long enough to stay tucked in when bending over or stretching up.</p> <p>Must be purchased through same vendors as shorts (see above). School letters on collar optional.</p> <p>Peter Pan worn with dressy field trip jumper must be from Uniform Depot. School letters on collar required.</p> <p>Shirrtails must be long enough to stay tucked in when bending over or stretching up.</p> <p>Turtleneck shirts must be purchased at the Uniform Depot or Land's End. ECCS letters on collar required. Shirts must be long enough to stay tucked in when bending over or reaching up.</p>
<p>SHOES: Tennis shoes, docksiders, hiking boots, loafers, clogs are acceptable.</p>	<p>Not allowed: open-toed shoes, heels higher than two inches</p>
<p>SOCKS: Socks in coordinating colors must be worn. Girls may also wear tights.</p>	
<p>BELTS: Any coordinating belts may be worn.</p>	<p>Exceptions: Chain-type belts that hang down may not be worn.</p>

FOURTH-FIFTH OPTIONAL EVERYDAY GARMENTS

<u>ITEM</u>	<u>SPECIFICATIONS</u>
SWEATERS: Navy cardigan or pullover vests may be worn. May be crew or v-neck. Girls may wear the navy twin set from Uniform Depot.	Sweaters may be purchased at any store. They must be <u>plain</u> unless you desire embroidered crest from Uniform Depot (optional).
OUTERWEAR: Students may wear any coat, jacket or sweater outdoors (PE, carpool, etc.). Outerwear worn inside classroom must be from selected styles.	Classroom appropriate (school crest optional unless noted otherwise): <ul style="list-style-type: none"> ▪ Plain navy cardigan or pullover; may be purchased at store of choice. ▪ School sweatshirt (see below; crest required). ▪ Navy fleece jacket, full or half-zip, from Uniform Depot. ▪ Navy windbreaker from Uniform Depot or French Toast. ▪ Navy blazer; may be purchased at store of choice. ▪ Navy hoodie (see below)
SWEATSHIRTS: Sweatshirts with embroidered or iron-on school crest may be worn.	Must be purchased at Uniform Depot. Color choices are hunter green, red and navy. Iron-on or embroidered school crest required. <p>*Hoodie pullover in navy from Uniform Depot or Lands' End may be purchased for <u>everyday wear</u>. School letters or logo required.</p> <p><u>Sweatshirt worn on casual field trips must be navy with embroidered school crest.</u></p>
SWEATPANTS may optionally be worn to school all day on PE days only.	Must be purchased at Uniform Depot or Lands' End. Color: navy. Iron-on or emb.crest required.
ACCESSORIES: Girls may wear coordinating hair accessories and earrings of their choice.	The Uniform Depot has hair accessories in plaid #57. Accessories may not be a classroom distraction.

FOURTH-FIFTH REQUIRED DRESSY FIELD TRIP AND SPECIAL-EVENT ATTIRE

<u>ITEM</u>	<u>SPECIFICATIONS</u>
<p>Boys: Classic flat-front or pleated khaki pants, light blue oxford shirt (long or short sleeve, iron-on school letters on pocket optional), closed toe black, brown or cordovan shoes, black or brown belt. Navy or khaki stretch belt from Uniform Depot may also be worn.</p>	<p>Only acceptable outerwear for dressy field trip: fleece jacket or windbreaker from Uniform Depot, navy blazer, or solid navy sweater (from any store). If a tie is worn, must be #5 from Uniform Depot. SHORTS may not be worn!</p>
<p>Girls: Skirt, style #134, plaid #57, classic white pointed-collar blouse (long or short sleeve, iron-on school letters optional), white, navy or nude hosiery, navy or white knee-highs, or navy or white classic triple-roll socks, closed-toe black, brown or navy shoes</p>	<p>Skirt and blouse must be purchased at Uniform Depot. Tights, socks, etc. may be purchased at any store.</p>

FOURTH-FIFTH REQUIRED CASUAL FIELD TRIP ATTIRE

<u>ITEM</u>	<u>SPECIFICATIONS</u>
<p>Boys: Khaki pants or shorts, navy embroidered school polo shirt.</p>	<p>Tennis shoes may be worn for casual field trips. Teachers may request jeans for “messy” events. <u>Only acceptable outerwear for field trip: navy fleece jacket or navy windbreaker from Uniform Depot, solid navy sweater (from any store), or navy crewneck school sweatshirt.</u></p>
<p>Girls: Khaki pants or shorts/skorts, navy embroidered school polo shirt.</p>	<p>Tennis shoes may be worn for casual field trips. Teachers may request jeans for “messy” events. <u>Only acceptable outerwear for field trip: navy fleece jacket or navy windbreaker from Uniform Depot, solid navy sweater (from any store), or navy crewneck school sweatshirt.</u></p>

Middle School

EVERYDAY GARMENTS

<u>ITEM</u>	SPECIFICATIONS
<p>Khaki, navy or black garments from the waist down: Options: Pants, skirts, shorts or skorts</p> <p>PANTS: Boys: Pants may be traditional style or cargo. Cargos may have no more than 2 side pockets (one on each pant leg). Girls: Pants may be classic, flair or capri.</p>	<p>May be purchased at any store. All pants must fit at waist. Pants must be worn with a belt. Capris that have no belt loops may be worn. Not allowed: <u>loops (on most painter pants)</u>, zip-off, low-rise, pants with decorations, trim, visible manufacturer logo, extra zippers, denim (all colors), spandex, nylon. Cotton twill and corduroy are acceptable.</p>
<p>SHORTS: Khaki, navy or black shorts may be worn during warm weather.</p>	<p>Minimum length: 5 inches from the floor when kneeling. Maximum length: no longer than kneecap.</p> <p>Boys may purchase shorts at store of choice but garments must meet same criteria as pants.</p> <p>Girls' shorts must be uniform style purchased from Uniform Depot or from one of these uniform lines:</p> <ul style="list-style-type: none"> ▪ French Toast (www.FrenchToast.com; also at Burlington Coat Factory and some Target stores) ▪ @Class (at some Target stores) ▪ Lands End uniform department (www.LandsEnd.com) ▪ Lee Uniform Line (available at some Kohl's stores).
<p>SKORTS: Khaki, navy or black skorts may be worn. Skorts in plaid #57 may be purchased from Uniform Depot.</p>	<p>Must be purchased through same vendors as shorts (see above). Must come to waist (don't need to have belt loops). Minimum length: 5 inches from floor when kneeling.</p>
<p>SKIRTS: Solid khaki, navy or black skirts may be worn.</p>	<p>Must be purchased through same vendors as shorts (see above). Minimum length: 5 inches from the floor when kneeling.</p>
<p>POLO DRESS: Mesh polo dress, long or short sleeves, in navy, evergreen or red.</p>	<p>Must be purchased from Lands' End. Logo is optional.</p>
<p>SHIRTS: POLO SHIRTS may be long or short sleeve. Colors: Navy, hunter green, red, white, yellow or light blue. Acceptable from Land's End: evergreen, red, white, maize (yellow),</p>	<p>Must be purchased at Uniform Depot or Land's End. May be cotton jersey or pique, 100% cotton or 50/50 blend. Shirts must have either embroidered or iron-on school crest. Shirrtails must be long enough to stay tucked in when bending over or reaching up.</p>

<u>ITEM</u>	<u>SPECIFICATIONS</u>
<p>chambray blue, black</p> <p>OXFORD CLOTH SHIRTS: White, light blue or <u>yellow</u>, long or short sleeve.</p> <p>PETER PAN BLOUSE: White, blue or yellow, long or short sleeve.</p> <p>TURTLENECKS: Available in navy, white, light blue and yellow at Uniform Depot; <u>may purchase evergreen, red, white, maize (yellow), navy and black at Land's End</u></p>	<p>Each student must have one navy polo with embroidered crest for field trips (only available at Uniform Depot).</p> <p>May be purchased at any store. School letters on pocket optional. Shirrtails must be long enough to stay tucked in when bending over or stretching up.</p> <p>Must be purchased through same vendors as shorts (see above). School letters on collar optional.</p> <p>Shirrtails must be long enough to stay tucked in when bending over or stretching up.</p> <p>Turtleneck shirts must be purchased at the Uniform Depot or <u>Land's End</u>. ECCS letters on collar required. Shirts must be long enough to stay tucked in when bending over or reaching up.</p>
<p>SHOES: Tennis shoes, docksiders, hiking boots, loafers, clogs are acceptable.</p>	<p>Not allowed: open-toed shoes, heels higher than two inches</p>
<p>SOCKS: Socks in coordinating colors must be worn. Girls may also wear tights or hosiery.</p>	
<p>BELTS: Any coordinating belts may be worn.</p>	<p>Exceptions: Chain-type belts that hang down may not be worn.</p>

MS OPTIONAL EVERYDAY GARMENTS

<u>ITEM</u>	<u>SPECIFICATIONS</u>
<p>SWEATERS: Navy or black cardigan or pullover vests may be worn. May be crew or v-neck. Girls may wear the navy or black twin set from Uniform Depot.</p>	<p>Sweaters may be purchased at any store. They must be <u>plain</u> unless you desire embroidered crest from Uniform Depot (optional).</p>
<p>OUTERWEAR: Students may wear any coat, jacket or sweater outdoors (PE, carpool, etc.). Outerwear worn inside classroom must be from selected styles.</p>	<p>Classroom appropriate (school crest optional unless noted otherwise):</p> <ul style="list-style-type: none"> ▪ Plain navy or black cardigan or pullover; may be purchased at store of choice. ▪ School sweatshirt (see below; crest required). ▪ Navy or black fleece jacket, full or half-zip, from Uniform Depot. ▪ Navy or black windbreaker from Uniform Depot or French Toast (only available in navy). ▪ Navy blazer; may be purchased at store of choice. ▪ Navy hoodie (see below)
<p>SWEATSHIRTS: Sweatshirts with embroidered or iron-on school crest may be worn. <u>Sweatshirt worn on casual field trips</u></p>	<p>Must be purchased at Uniform Depot. Color choices are hunter green, red, navy, and black. Iron-on or embroidered school crest required.</p>

<u>ITEM</u>	<u>SPECIFICATIONS</u>
<u>must be navy with embroidered school crest</u>	Hoodie pullover in navy from Uniform Depot or Lands' End may be purchased for <u>everyday wear</u>. School letters or logo required.
SWEATPANTS may optionally be worn to school all day on PE days only.	Must be purchased at Uniform Depot. Colors: navy or black. Iron-on school or emb.crest required.
ACCESSORIES: Girls may wear coordinating hair accessories and earrings of their choice.	The Uniform Depot has hair accessories in plaid #57. Accessories may not be a classroom distraction.
TIE: Coordinating ties may be worn with oxford shirts. If a tie is worn on a dressy field trip, it must be #5 from Uniform Depot.	

MS REQUIRED DRESSY FIELD TRIP AND SPECIAL-EVENT ATTIRE

<u>ITEM</u>	<u>SPECIFICATIONS</u>
Boys: Classic flat-front or pleated khaki pants, light blue oxford shirt (long or short sleeve, iron-on school letters on pocket optional), closed toe black, brown or cordovan shoes, black or brown belt. Navy or khaki stretch belt from Uniform Depot may also be worn.	Only acceptable outerwear for dressy field trip: fleece jacket or windbreaker from Uniform Depot, navy blazer, or solid navy sweater (from any store). If a tie is worn, must be #5 from Uniform Depot. SHORTS may not be worn!
Girls: Skirt, style #134, plaid #57, classic white pointed-collar blouse (long or short sleeve, iron-on school letters optional), white, navy or nude hosiery, navy or white knee-highs, or navy or white classic triple-roll socks, closed-toe black, brown or navy shoes	Skirt and blouse must be purchased at Uniform Depot. Tights, socks, etc. may be purchased at any store.

MS REQUIRED CASUAL FIELD TRIP ATTIRE

<u>ITEM</u>	<u>SPECIFICATIONS</u>
Boys: Khaki pants or shorts, navy embroidered school polo shirt.	Tennis shoes may be worn. Teachers may request jeans for "messy" events. <u>Only acceptable outerwear for field trip: navy fleece jacket or navy windbreaker from Uniform Depot, solid navy sweater (from any store), or navy school crewneck sweatshirt.</u>
Girls: Khaki pants or shorts/skort, navy embroidered school polo shirt.	Tennis shoes may be worn. Teachers may request jeans for "messy" events. <u>Only acceptable outerwear for field trip: navy fleece jacket or windbreaker from Uniform Depot, solid navy sweater (from any store), or navy school crewneck sweatshirt.</u>

CITIZENSHIP

Children are urged to honor, respect, and obey governmental authorities and to be patriotic (Romans 13). The pledge of allegiance to the U.S. flag is recited daily, and some classes recite the pledge to the Christian flag. When reciting these pledges children are taught to stand erect, face the flag and place their right hand over their heart. Parents will want to reinforce these daily rituals in real life situations.

PUBLICATIONS

The Fourth Wall is a weekly newsletter giving information to parents concerning happenings in the life of our school. The purpose of this publication is to aid in keeping communication of present and future events current with our parents and friends. These newsletters are taken home by the oldest child in a family on Thursday of each week, unless special holidays or field trips interfere.

IMMUNIZATION

Before a child may enter East Cobb Christian School a Certificate of Immunization (Form 3231) must be submitted. This form is required of all students entering East Cobb Christian School and may be obtained from your doctor or the county Health Department. A copy of each child's birth certificate is also required.

Measles, Mumps and Rubella (MMR)

Students entering the sixth grade must have a measles, mumps, rubella (MMR) booster before school starts. The state law requires the booster shot because the number of cases of measles is on the rise and because initial immunizations can become ineffective over time. It is important that your child receive the protection he or she needs from this contagious and potentially serious disease. Once a student receives the booster, parents need only make sure that the student's school has the proper documentation.

Hepatitis B

Effective with the 1997-98 school year, all children born on or after January 1, 1992 must have received three doses of Hepatitis B vaccine with age appropriate intervals between the doses. Parents need to verify that their child has received the vaccine by providing to the school documentation via the Immunization Record Form (3231).

Varicella (chickenpox)

As of July 1, 2007, all students entering kindergarten and sixth grade must have a total of (2) doses of varicella (chickenpox) or proof of immunity. This information should be included on the student's form 3231.

ALL IMMUNIZATIONS AND DOCUMENTATION THEREOF ARE REQUIRED BY GEORGIA LAW AND MUST BE RECEIVED BY THE SCHOOL OFFICE BEFORE A CHILD BEGINS THE FIRST DAY OF SCHOOL. Parents who choose to not immunize their children must have a notarized affidavit from the parents to be kept on file by the first day of school.

USE OF MEDICATIONS

The school will dispense prescription medications if a parent completes a permission form from the school office detailing dosage. Tylenol or Advil may be administered if the parent has given permission on the Universal Permission Waiver form. **If you have dispensed pain reliever to your child prior to him coming to school, please send the classroom teacher a note stating what time it was given.**

Parents who give their children responsibility for keeping up with their own medicine are required to inform the teacher.

Parents are asked to provide information concerning any allergies or other conditions that might require special attention on the medical forms provided before the start of school.

ACCIDENT INSURANCE

It is suggested that parents maintain their own medical insurance that would provide coverage for their child in case of a school-related accident.

ACCIDENTS AND INJURY PROCEDURE

1. In the case of minor accidents involving injury, the teacher or school office personnel will administer first aid. An accident report will be filled out for all major injuries.
2. In case of more serious injury, parents will be contacted immediately.
3. Where emergency on-the-spot treatment is needed, both parents and emergency crews will be summoned immediately.
4. In cases where neither parent can be contacted and medical treatment is needed, the family must have signed a "**Consent for Medical Treatment**" form that permits the school administration to use its best judgment in contacting a physician or transporting the child to the nearest hospital or emergency treatment facility.

SECTION FIVE: FINANCIAL POLICIES

FINANCIAL STRUCTURE

1. We believe it is primarily the responsibility of the student's parents to assume the financial requirements of the school. However, the church and Christian community who also benefit from the school may assist in its support.
2. We desire to keep the tuition as low as possible. The use of church facilities help make this possible.
3. Because the church will be subsidizing the school program through use of church facilities, church members whose children attend the school will receive a tuition discount.
4. The school will maintain a scholarship fund of donated funds for students needing financial assistance. Parents requesting aid must fill out a financial disclosure form that will be reviewed by the finance committee of the School Ministry Team to determine need. Members of East Cobb Presbyterian Church will be given priority in scholarship aid.
5. All families are asked to participate in school fundraising events in an effort to keep operating costs (and thus tuition!) affordable.

TUITION RATES AND FEES

The following describes the various fees that are assessed each family to meet the noted expenses at East Cobb Christian School. Specific fee amounts are subject to change. A current fee and tuition rate sheet is available by contacting the school office.

NON-REFUNDABLE ONE TIME FEES

Application Fee: To accompany applications for each child. Covers administrative processing costs.

Registration Fee: Due upon acceptance of new family (i.e., a one-time payment per family). Covers start-up costs (desks), etc.

Admissions Test Fee: All kindergarten students will undergo a developmental screening to determine readiness for kindergarten. An admission test is required if there is any question about placement for new student. This covers admission-testing costs.

ANNUAL FEES

Re-Enrollment Fee: Due **February 1**. Covers annual administrative costs. **Not refundable or transferable.**

Enrollment Fee (new siblings only): Due upon acceptance. Covers annual administrative costs. **Not refundable or transferable.**

Activity Fee: Covers cost of enrichment days, field trips and class activities and is added to the monthly tuition charge. **Not refundable or transferable.**

Supply and Book Rental Fees: These fees are used to cover the cost of teacher supplies and textbooks purchased during the summer and are added to the monthly tuition charge. This fee is graduated for the various grades and is higher for the upper grades. **Not refundable or transferable.**

Tuition: Tuition is payable in 12 monthly payments, due beginning June 1. Any late payment after is subject to a late charge. A sibling discount is applied to children of the same family other than the oldest student.

One-time payment for the entire year: Families choosing this option will receive a 2% yearly tuition discount. Payment is due on June 1.

FACTS Management Payment Program: Families authorize an automatic bank draft from their designated savings or checking account. The draft dates are on the 5th or 20th of each month. A FACTS form must be completed and returned to the school office at time of enrollment. A voided check or savings deposit slip should be submitted along with the form.

FINANCIAL RESPONSIBILITY AND COMMITMENT

If it becomes necessary for any reason for parents to withdraw their child during the school year, written notification must be received in advance of the withdrawal date. The notification should be received as early as possible and include a reason for withdrawal. Because the school's expenses are incurred on an annual basis, the school sets the budget and teacher contracts based on the parents' enrollment commitment. Therefore, if a student is withdrawn during the school year, a withdrawal fee equal to one quarter of the annual tuition is due. This is in addition to the pro-rated tuition up to the last day enrolled in school. Fees are **not** refundable.

The school's financial calendar is June 1 - May 31. If a student is withdrawn during the summer (before the first day of school), the family is responsible for tuition equal to one quarter of the annual tuition. Extenuating circumstances may be appealed in writing to the SMT

Delinquent accounts will result in consequences:

1. Late fees on all tuition and fee payments
2. Re-enrollment interview with possible loss of enrollment priority for the following year
3. Removal from school if the account falls two or more months in arrears

FUNDRAISING POLICY

The fundraising committee determines the number of fundraising events annually with approval by the School Ministry Team. All families are asked to participate in these activities as a means of support for the school and as a way of keeping tuition affordable.

SCHOLARSHIP PROGRAM

Individuals and groups have established a scholarship program through donations. When such funds are available, families seeking aid must complete a disclosure form provided by the school office. This will be reviewed by the School Ministry Team, which may contact the parent for clarification. The following procedure covers the allocation of scholarship funds:

1. Priority is given to East Cobb Presbyterian Church families, then others who establish need.
2. Families outside East Cobb Presbyterian Church must exhaust other resources first before requesting aid (their own church, relatives, etc.)
3. The School Ministry Team makes all decisions on scholarship aid. Requests should be made in writing and placed in the SMT chairman's box in the copier room.
4. Any family receiving aid must complete a financial disclosure statement, which will be reviewed by a sub-committee of the SMT.
5. No one-time or annual fees are provided through scholarship grants.
6. Partial tuition aid will be granted by a reduction of monthly tuition rates only.
7. When possible, scholarship recipients are asked to provide volunteer help to the school.
8. Donations made to the scholarship fund may be tax deductible. Donations specified for use for a specific family cannot be guaranteed in order to maintain tax-deductible status. The school will accept payment of tuition by others and credit the requested family's account.