



EAST COBB
CHRISTIAN SCHOOL

East Cobb Christian School Parent Handbook

Revised August 2019

As a ministry of East Cobb Presbyterian Church, our mission is to covenant with Christian parents not only to teach the minds of their children, but also to reach their hearts with the love, grace, and wonder of God.

AS A MINISTRY OF EAST COBB PRESBYTERIAN CHURCH, OUR MISSION IS TO COVENANT WITH CHRISTIAN PARENTS NOT ONLY TO TEACH THE MINDS OF THEIR CHILDREN, BUT ALSO TO REACH THEIR HEARTS WITH THE LOVE, GRACE, AND WONDER OF GOD.

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EAST COBB
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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.

1. God has given parents the primary responsibility for educating their children, and thus the school is to function as an extension of the home.
2. 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 by 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.
3. 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.

4. 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.
5. 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, gives oversight to parental involvement.

6. All parents must commit to participate on a school committee for the purpose of helping the operation of the school.
7. For parents of students in grades 1 and 2 to take an active role in the educational experience, parents are asked to teach a minimum of four 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 four assists). In grades 3 and above, parents participate in driving field trips, helping in the classroom, and organizing activities.
8. 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 remains quite small. Also, an attempt is made to keep a male/female balance in class enrollment.
9. 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.
10. In the early grades we do not believe that numerical percentages and letter symbols are the best forms 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, and areas that need work. 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 outlined in the Westminster Confession of Faith. Although our basic stance is 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 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 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 almost 25 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 to prepare 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 **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 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 fundraisers.
4. We understand that in Grades 1 and 2, parents are asked to teach a minimum of four learning experiences (Enrichment Days) during the year. We also recognize that parents are responsible for assisting 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 Office Manager.**
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. Tuition is automatically drafted via FACTS Tuition Management or paid in full at the beginning of the year. **We agree to notify the School Ministry Team in writing at the earliest possible date if we are unable to keep our financial commitment.**

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 principal 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 the 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

ECCS is accredited in grades four through eight with Georgia Accrediting Commission. 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 meets accreditation standards in all areas except the length of the school day.

ECCS became members of Christian Schools International in 2013 and obtained full accreditation in 2017 for grades K-8. CSI values the philosophy and approach of ECCS. The process of accreditation is a three-year process.

ECCS is a member of ChildLight Schools Association (www.childlightschools.com), which currently has 15 member schools, five in the Atlanta area, nine others in the southeastern United States and one in Nicaragua.

The ChildLight Schools Association exists to build community by fostering edifying relationships among school educators through an intentional commitment to the belief that children are persons and are image bearers of Jesus Christ. The member schools are committed to the truth contained in the educational philosophy of Charlotte Mason as understood and applied from her writings. By their inclusion, educators become fellow pilgrims that support one another in falling under the tutelage of the Holy Spirit in a continued quest of learning, embracing, and practicing the living ideas that enable us to enjoy Him forever.



EAST COBB
CHRISTIAN SCHOOL

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 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. One parent must also be a member 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 indicates that he could not be best served by our school program. Testing for readiness for the child's entrance grade may 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. Listening to the philosophy of East Cobb Christian's philosophy found on the website and reading the book *For The Children's Sake* must be completed before interviews are scheduled. No family will 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 five 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. Georgia law requires these documents to enter school:
 1. Certificate of Immunization
Georgia Form 3231 for all **kindergarten** and **seventh grade** students. (Certificates of immunization must be marked by "Complete for Attendance" or have a future expiration date) **or** a notarized DPH Form 2208 Affidavit of Religious Objection to Immunization
 2. Georgia Form 3300 - Certificate of Vision, Hearing, Dental and Nutritional Screening
 3. Birth Certificate
 4. Social Security Number
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
 - Siblings of current students

- Long-time members of East Cobb Presbyterian Church
- Other members of East Cobb Presbyterian Church
- 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 regarding 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 educational benefits 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 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 Head of School.



EAST COBB
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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 educational training
- 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 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)
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 way in harmony with their 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 are 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, expulsion will occur.

Addressing Patterns of Unacceptable Behavior:

1. The principal will address a pattern of unacceptable behavior. For significant transgressions the principal 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 time frame for an action plan is a three month period, but is subject to a shorter or longer period based upon the level of the offense.
3. The principal 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 an event transpiring after the student was placed on probation. In such cases, the principal retains primary discretion to apply such changes.
4. Notwithstanding action taken by the principal 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 principal. The principal will apply the appropriate discipline. The principal 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 Head of School. The Head of School will contact a parent. A parent is required to take the child home from school for the remainder of the day and the next two days.
 - Third offense: The student is sent to the Head of School. The principal 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 regarding 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 support these wholeheartedly.

1. Students are expected to respect each other as a person, an image bearer of Christ. Inappropriate touching or teasing is prohibited.
2. Students are expected to respect each other's property. Rummaging through someone else's locker, backpack, books, purse or other belongings or reading personal notes or letters of another student are prohibited.
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 the convictions of their peers. Parents may set standards for their families 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 the style of dress or expense of clothing. Though most people look at 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 eighth grade should not bring electronic devices to school. These include laser pointers, any hand held or battery operated games or educational tools, cell phones, iPod's, iPad's, headphones, CD players, Mp3 players, calculators, etc., to school unless specifically asked by the teacher to do so. Any devices found in the student's possession will be confiscated and returned to the child's parents. Kindles may be allowed if used only for reading if approved by the teacher.

In cases where middle school students must have a cell phone for use after school hours (3:15 PM), the phones must be kept in their lockers the entire day. Cell phones should be turned to the OFF (not silent) mode and remain so until after carpool. In the mornings, phones must be OFF and IN

LOCKERS by 8:30. Students in kindergarten through fifth grade may not have a cell phone on school property.

GEORGIA ZERO TOLERANCE ACT

ECCS adheres to the Georgia Zero Tolerance Act about having any weapons on campus. (This does not include harmless props used in class presentations.)

CONTAGIOUS DISEASE AND HEAD LICE

If a student becomes ill during the school day, parents will be notified immediately. Students who have a communicable disease, virus, or fever are to remain at home until symptoms have discontinued or a statement from a medical doctor permits the return to the classroom. Students should be fever free for 24 hours before returning to school.

According to the CDC (updated policy dated September 2, 2015), students diagnosed with live head lice do not need to be sent home early from school; they can go home at the end of the day, be treated, and return to class after appropriate treatment has begun. Nits may persist after treatment, but successful treatment should kill crawling lice.

When head lice are found, the school office will communicate to the appropriate parents. Children infected may be checked by the administrator daily for ten days after treatment (manual removal, shampoo, etc.). Treat the situation with a great deal of kindness, explaining to the infected child the reasons treatment is necessary.

TEXTBOOK POLICY

East Cobb Christian School continuously explores and reviews available texts for use in its classes. We desire 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

The general guide for homework is about 10 minutes per grade level (not including reading with a parent in the lower grades). A quiet setting is necessary for students to study. Keep distractions to a minimum. A timer is an excellent tool to help a student stay on task.

Contact your child's teacher if homework is taking an excessive amount of time.

Homework assignments may consist of the following:

Kindergarten

1. Parents reading to student or student reading to parents (10 minutes a day)
2. Memorization of Bible verses

Grades 1-2

1. Memorization of Bible verses
2. Student reading to parents or parents reading to student (10 minutes a day)
3. Drill, practice, and narration recording
4. Small projects or creative writing

Grades 3-5

1. Memorization of Bible verses
2. Student reading to parents or parents reading to children (15 minutes a day – third grade)
3. Drill, practice, and narration recording
4. Projects, presentation of projects, and reports

Grades 6-8 Middle School

1. Memorization of Bible verses
2. Drill and practice
3. Writing assignments including research papers
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 assignments. Especially in the lower grades, parents should check to make sure homework is neat and complete. To insure homework has been completed, teachers may set up a system of communication and student accountability by having parents review and sign the planner.

ECCS uses RenWeb, a web-based school management system. Teachers post homework assignments on RenWeb and parents can view them through Parent's Web. However, plans and assignments are subject to change and may not always get updated on RenWeb. It is the student's responsibility to keep up with assignments by recording them in the daily planner.

HOMEWORK AND ABSENCES GRADES 4 – 8

The student is responsible for getting all homework assignments. Students with pre-arranged absences should get assignments in advance; when possible (see prearranged absence under Attendance Policy in Section Four).

When homework is incomplete for some reason other than death in the family or illness, teachers cannot be expected to judge the legitimacy of the excuse of the student or parents. Parents and students must expect consequences for incomplete homework.

Homework requests during student illness

When a student is absent due to illness, there is the need for rest and healing. Please allow a student to get well before requesting homework or prematurely sending an ill student back to school. Students should be fever free 24 hours before returning to school.

If homework is requested the following guidelines are essential to the process:

- It is the responsibility of a parent on the day of the absence to communicate directly by calling the school office to request work and verify that the student is ill. All assignment requests need to be made before 9:15 a.m. to allow all subject teachers to respond to the request.
- All attempts will be made by the teachers to have assignments provided for pick up at the end of the day at the office.
- Parents are encouraged to use the Parent's Web feature on RenWeb for assignments.

Make-up work due to absences

It is the student's responsibility to find out the material covered, and assignments were given during any absence from class and to see his or her teacher about any work missed. After the student returns to school, the student will have one school day per day missed to make up homework.

Tests and quizzes are given within five school days, with the time being arranged between the student and the teacher, subject to the teacher's discretion. After five days, a zero is given for any assignment that is incomplete. Make-up tests and quizzes will not be given during regular class time unless the teacher schedules them that way.

All major projects and other homework assigned before a student's absence are due on the day he/she returns to school.

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 understand a performance rating of a letter or numerical grades. Therefore, we hope to build a foundation where students learn to work for the enjoyment of learning and thus to please 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. Students receive progress reports both semesters. Math and Spelling receive letter grades.

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 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 is 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

Grades in Exploratory classes (art, PE, music, and computer) are based on the following criteria:

- Masters Skills Introduced
- Participates
- Conduct

The grading scale is as follows:

- E = Excellent
- G = Good
- S = Satisfactory
- NI = Needs Improvement

Parents receive report cards at the end of each nine weeks (quarterly).

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, we believe that diligent effort should be reported to parents along with academic performance.

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

Regular parent-teacher conferences are scheduled in October and March to discuss student progress. When possible, both parents are encouraged to attend, but only one is required. Students may be required to be present to see the parents and teacher working together to help them learn to be a thoughtful seeker of truth and obedient follower of Christ. Teachers or parents may initiate a conference at any time to discuss character and academic issues.

An effort is made to coordinate the conference schedule for families with three or more children in the school.

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. Included are 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 promotion.

TESTING AND GUIDANCE SERVICES

Children with unique needs and weaknesses in some areas can be helped through the diagnosis and programs provided by trained professionals. Parents may need to have testing done by a specialist. The school principal can recommend 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 in the county of the public school they are zoned. If a parent or teacher request

evaluation and consideration for eligibility for special education, the school system in which the 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 occultist 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, it should be reported directly to the teacher. Though it is difficult to remove every instance of material that would be inappropriate to every parent, we desire to make reasonable decisions that avoid offensiveness.

Regarding 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.

Regarding evil characters such as witches, ghosts, and goblins, we recognize their use in both fiction and nonfiction 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 for certain literature to produce conflict. Elimination of all evil forces in children's literature is not realistic to real life. Extremes of this principle are closely guarded, however.

Regarding societal mores and relationships of peers, caution is taken to screen materials that thrust children into roles and situations that are not age appropriate. We 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. To not unduly encroach upon class time, these celebrations are limited during school hours. Parents are urged to **keep class parties simple** 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 is, so an appropriate snack is 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 does 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. **Please, do not pick up students at the school for a party when some of the girls or boys are invited, and others are left out.** This is very hurtful to those left behind. This would not include all boys invited without girls or vice versa within a classroom. **The church/school campus is not available for parties during after-school hours due to legal liability.**

CARPOOL GUIDELINES

This policy defines the procedures and rules for dropping off and picking children up from East Cobb Christian School. Safety of our children is the priority at all times. Please follow these procedures so carpool will run smoothly and safely.

Carpool Hours

Morning Carpool: 8:00 – 8:15

Half Day Carpool: 12:15 – 12:25

Full Day Carpool: 2:45 – 2:55

Carpool Numbers

Each carpool should have a carpool number issued by the office. The carpool number should be fixed to the upper right-hand side of passenger side window or hung by a coat hanger on the rearview mirror inside the car so that the caller can see your number from a distance. Please make sure your student knows the carpool number.

General Rules of Carpool:

1. **Cell phones may not be used in the parking lot while your vehicle is moving. Please obey this rule for the safety of our students.**
2. If siblings of students in the school are playing outside while waiting for carpool to start, an adult must be supervising the children. For safety reasons and to be courteous to the church staff, please don't send unsupervised children inside the building for water or to use the bathroom.
3. Please do not park your car in the carpool line and come inside the building. This can delay the start of carpool.
4. So they do not walk in front of a running car, children are always loaded and unloaded from the passenger side.
5. Once all the students are loaded into cars in the loading area, cars should drive out at the same time. **Please don't be impatient and pull out.** We have had several near misses.

6. If your student is riding in another carpool or by someone that doesn't usually pick up your student, please send a note to the homeroom teacher stating the name of the driver and the carpool number.
7. If carpool arrangements change during the day, call the school office, so the teacher and child know the change. A note or call is necessary to send students home in another carpool or by another friend or relative.
8. Please go over carpool procedures with anyone picking up your child and make sure they have the carpool number hanging in the vehicle.

Morning Drop-Off

1. There is no supervision of students provided before carpool begins at 8:15. Because of safety and liability issues, students may not be dropped off before carpool begins.
2. The security system unlocks the carpool door and the two doors between the buildings at 8:00 and locks them at 8:15. A staff member will be outside to greet and help children out of vehicles. Students do not have to wait for a faculty member to open the door, but they may.
3. Please use the school entrance to enter and exit the building. If you walk your children into the building, please park in the area facing Roswell Road so that carpool flows smoothly and safely.
4. Please do not park your car outside the church office under the covered drive-way.
5. Morning carpool ends at 8:15. Students arriving after 8:15 AM will be issued a tardy slip and sent to class.
6. Unexcused tardiness is noted on the student's report card. Excessive lateness to school can result in a re-enrollment interview. (Five unexcused late arrivals are considered excessive.)

Please allow the necessary time to get to school. While grace is given for bad traffic and weather days, many families consistently arrive just as the bell is ringing. Arriving late puts stress on your children and often delays the start of their classes.

After School Pick-Up Procedures

1. Carpool will begin at 12:15 p.m. and 2:45 p.m. by the school entrance.
2. Faculty members use walkie-talkies to communicate your number to the caller, and your carpool will be ready to load when you drive to the loading zone.
3. Children should immediately buckle their seatbelts.

4. Carpool ends at 12:25 and 2:55. Students not picked up will wait outside the school office until the parent, or designated person arrives.
5. If parents are in the building during carpool time, please conduct conversations away from the carpool hallway so that carpool numbers are heard.
6. For safety reasons, children and parents may not walk in and out of the carpool door or between cars in the carpool line to cars parked in the parking lot. Parents needing to by-pass carpool should park in the lot facing Roswell Road and ask the caller to call their carpool out to the parent.

Inclement Weather Carpool

An orange cone will be placed at the end of the island in front of the main administration building to let parents know carpool will be under the covered driveway.

It is imperative that cars do not back up on Roswell Road and inhibit the flow of traffic going east or west. Cars should turn into the parking lot and turn right and turn around. If the intersection is congested, cars going west and turning left and crossing traffic can get stuck in the middle of the road and block traffic. This is very dangerous. Please follow these directions to keep our families safe.

RESPONSIBILITIES OF ROOM PARENTS

Each class at ECCS has Room Parent representatives. These individuals or couples play an essential 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 to give any information missed. Parents are asked to inform the room parents if they are absent from a parent meeting.
- The Room Mother works with the teacher to determine times throughout the year when the teacher needs parent volunteers for parties and, special activities.
- 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, 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 coordinator 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, the parent must find another parent to take his/her place. The assigned alternate driver is on standby emergency replacement on the day of the trip. Notify the teacher should of any changes.

Once a replacement driver has been found, please call the field trip coordinator 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 required to complete the Medical Consent forms for the students riding in their car.

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

Georgia law requires that children younger than eight years old to sit in car seats. Parents must arrange to have a car seat for their child for field trips. ECCS will follow current Georgia Seat Belt laws.

Field Trip Information

The teacher or Enrichment Day parent will communicate details about the field trip in *The Fourth Wall* and on the class RenWeb calendar. The communication 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. Drivers to arrive at school ready to go at the time set by the teacher.

If there is an accident and a child has to be taken to the hospital in an ambulance, write down on the 3x5 card in the folder the name of the ambulance company and the hospital the child is taken.

Write down the name, address, tag number, and insurance information of the other vehicles in the accident. Insist on a police report and find out where to pick it up. Never admit fault in an accident. That is up to the police to decide.

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 videos, using iPads or cell phones is 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 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. This information is a general overview of what you are responsible for and what you might expect as it pertains to Enrichment Days. Enrichment Day training is done at the beginning of school 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 are in place in the event of non-involvement of parents in Enrichment Day activities.

Step 1: The Parental Roles Coordinator will keep records of participation, those who plan and those who chaperone.

Step 2: The Parental Roles Coordinator will contact any non-participating parent to discuss the situation and try to resolve it.

Step 3: If there is a negative response, the Parental Roles Coordinator will report it to the Head of School for further action.

Step 4: The Head of School will notify the School Ministry Team of all actions taken.

Responsibilities of All First and Second Grade Parents

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 the inventory and evaluation forms.
4. To speak with your child before the Enrichment Day to remind them of the attitude and behavior expected while you are serving as the teacher and 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. Your classroom should be ready by 8:00 to accept children and begin the learning day by 8:15 am.
6. To guide, love, correct, educate, protect, and lovingly discipline each child as if he/she were your 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 a 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 taught throughout the school year. Also, 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 is 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. All of the first and second grades Enrichment Days are on Fridays. 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 playgroups, tennis, etc.). In addition to organizing or assisting with the E.D., help can be needed as a last-minute emergency. An E.D. substitute may be needed 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 Parental Roles Coordinator at least three weeks before the scheduled Enrichment Day. This allows for adequate time for preparation. Some materials will need to be acquired at before the teaching takes place.
5. Due to the time and expertise put into writing the lesson plans, do not alter them in any way. When completing the evaluation form, please give feedback if you believe something needs to be done differently. You may speak to the Parental Roles Coordinator 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 Parental Roles Coordinator if no other arrangements can be made.

Specific Rules for Enrichment Day

The following rules apply to ensure smooth operation on Enrichment Day:

1. Childcare is available for younger siblings of parents doing Enrichment Day. Contact the Parental Roles Coordinator 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 before starting time (7:45 a.m.). This allows 15 minutes for setting up materials, as students begin arriving at 8:00 a.m., and the parents must be unoccupied and ready to supervise early arrivals with activities.
3. Students should never be allowed to run around the classroom, building or grounds in an undisciplined manner. At 8:15, start out the day with a devotion and prayer time and then review rules of expected behavior before you get into your topic for the day as written in the lesson plan.
4. Chaperones must have emergency numbers in their possession at all times. Emergency folders are available in each classroom (check with the teacher for location).
5. If a child is not going to participate in an Enrichment Day activity, the child's parent must notify the parent organizer. Missing an Enrichment Day is considered an official school day absence. The E.D. leader should indicate any absences on the attendance form and turn into the school office.
6. Following the E.D., please leave the classroom clean, neat, and organized. If the kitchen is used, all items used should be cleaned put away. Desks should be arranged as directed by the classroom teacher.
7. Students are picked up at the end of the day in the regular carpool line.

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 were (1) Cooperative, (2) Warned, or (3) Repeatedly Warned. Specific guidelines for this procedure are 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 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 sit at their desks. The teaching parents will take a few minutes to review directions for 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 principal 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 is taken as well.
6. Please be conscientious and 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 driven.**
7. Please make sure all students have their seatbelts on before leaving the school parking lot. Parents driving **may** bring activities to occupy the children car games or children's praise tapes. **Viewing television in a vehicle is not allowed on E.D. field trips.**
8. Please use and follow driving directions in the field trip folder so all cars are using the same route in the event of an accident other ECCS cars will be close.
9. Once you have reached the E.D. destination, **INSIST** that the children stay in an orderly line. The parent should always lead (students are not to run ahead). An adult should be at the end of the line so that students are sandwiched in between adults.

10. This is an excellent time for students to practice their manners. They should be expected to listen to directions and raise their hands for questions. Teach them to say thank you to the host/hostess.
11. Please be prompt about returning to the school when you said you would. Many carpools are waiting to pick up children. Allow plenty of time for driving back. Have the children line up for carpool line as on a usual school day and wait for their parents to pick them up.
12. If there is time for playing outside, structure the games and supervise closely.

CRISIS MANAGEMENT

Fire Drills

Fire drills will be performed on a regular basis as required by law. Evacuation routes are on the back of all classroom doors. Chairs are to be pushed in as students line up to exit. One teacher should lead the class to the designated area, and the other teacher should be the last to leave the room, taking the class roll, a cell phone, and closing the door to the classroom when leaving. Upon arrival at the designated meeting place, parents are to check to see that each student is present. If a student is missing, notify the school principal immediately. Students are to remain quiet while awaiting the “all clear” and are to enter the building in a quiet, orderly manner.

Fire, Smoke, or Detection of a Gas Odor

If there is a fire or smoke, pull the fire alarm and notify the school or church office by phone. Investigate odors before evacuating or pulling a fire alarm (dust in furnaces can be odiferous). Evacuate students and staff to the designated areas. Teachers should take class rosters and cell phones if possible. Follow primary fire drill route whenever possible. **If primary route is blocked or dangerous, take a safe route to the designated area.** After taking attendance, teachers should report missing students to the principal or school office personnel.

The principal or church administrator will meet with the emergency officials as soon as possible. No one is to reenter the building until it is declared safe by fire or law enforcement personnel and directions to enter the building have been given by the principal or church administrator.

Hazardous Materials: Incident Occurs in School

If there is a hazardous material spill in the school, notify the school office. If it happens in the science lab, notify the school office what material spilled. A list of chemicals in the lab should be kept in the OSHA folder in the principal’s office.

The office will call 911. If there is no answer in the school office, call 911. Give them the type and location of hazardous material.

Evacuate to an upwind location. Use the class roster to take attendance. In case parents need to be notified, faculty members should take their cell phone with them.

The area should be sealed off if possible by closing doors.

Hazardous Materials: Incident Occurs Near School Property

Fire or law enforcement will notify the church or school office. The administration will tell the faculty if the students should be evacuated or sheltered inside the building until the emergency passes. If an evacuation is necessary, the teacher should take class rosters to take attendance after the evacuation.

If an evacuation is not necessary, be aware of and remain alert for any change in health conditions of students and staff, especially respiratory problems. Seek medical attention if necessary.

Parents will be notified by faculty and office personnel if necessary.

Resume normal operations when fire officials approve.

Unauthorized Visitors

All outside doors in the building are kept locked during the day. Signs will be placed on the door instructing visitors to sign in at the office. Parent and visitors are given visitor stickers to wear.

Please do not prop doors open. Parents and students are not to open doors for people they do not know!

If someone is in the building you don't recognize and they don't have a visitor sticker, do the following:

1. Politely greet the person and identify yourself. If a person looks suspicious, take someone with you.
2. Inform the visitor that all visitors must register at the office.
3. Ask the person if you can help him and find out what the purpose of the visit is.
4. If it is possible, call the office to help handle the situation, but don't let the person wander unaccompanied.
5. Always let the office know of an incident.

If an unwanted visitor refuses to leave:

1. Notify the office immediately.
2. If the intruder indicates a potential for violence, back away. Allow an avenue for escape. To the extent possible, maintain visual contact.
3. Be aware of the intruder's actions at this time (where he/she is located in the building, whether he/she is carrying a weapon or package, etc.).
4. Try to maintain visual contact with the person to keep from having to do a building-wide search later.
5. Note as many details about the person and vehicle as possible.

Lockdown Procedures

One means of securing the school is to implement lockdown procedures. These procedures may be called for in the following instances:

Lockdown with warning – The threat is outside of the school building. The school may have been notified of a potential threat outside of the building.

Lockdown with intruder – The threat /intruder is inside the building.

Lockdown with Intruder Procedures

- Either the school or church administration will announce the lockdown. In case you are on the playground, you will receive a text. Always keep your cell phone with you.

- **Lockdown with warning:** If the threat is outside of the school building, everyone will come inside. Hallways, restrooms, and other rooms that cannot be secured will be cleared. Exterior doors should be locked. The announcement will be repeated several times.
- **Lockdown with Intruder** ~ the threat/intruder is inside the building. A code indicating there is an intruder inside the building will be given using the all call on the phone system.
- If you are on the playground and it is deemed unsafe to return to the building, walk your children past the horse farm. Go to the Avenue. Cross the street at the light and wait for further instructions.
- Gather children into the room if in the building
- If possible, move small filing cabinet or another piece of furniture in front of the door.
- Pull blinds down. Place black cover over door window.
- Have children sit on the floor against the wall out of sight from the door. If possible away from windows.
- Students should remain quiet.
- Do not allow children to leave the room until you receive information.
- Authorities will give direction us on the next steps to take.
- Strive to keep the children calm (pray quietly).
- All cell phones should be on silent. The teacher should keep it on vibration.
- Do not respond to anyone at the door until “all clear” has been announced.
- Keep out of sight until “all clear” is given.



EAST COBB
CHRISTIAN SCHOOL

SECTION FOUR: ADMINISTRATIVE POLICIES

MEETING COMMITMENTS OF ECCS PARENTS

We believe that God has given parents the responsibility for educating their children and 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 **three** 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 parent meetings. Children may not be left unsupervised by an adult during parent-teacher conferences.**

SCHOOL DAY SCHEDULE

The school hours are 8:15 a.m. to 12:15 p.m. for kindergarten, first, and second grades. Third-grade hours are 8:15 a.m. to 12:15 p.m. on Monday and Friday, and 8:15 a.m. to 2:45 p.m. on Tuesday, Wednesday and Thursday. Grades 4 and above hours are 8:15 a.m. to 2:45 p.m. Monday through Friday. Students are 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 entering 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 8:15 a.m. We recommend arrival time at 8:05 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 to miss 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 a doctor's orders to remain at home or involved in a parent-sanctioned absence due to a wedding, death in the family, or another special event. One-week prior notification to the school principal and classroom teacher **is required**. Trips should conflict with school only when other arrangements can't be scheduled. 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 is considered after the academic progress of the student is reviewed and the Principal grants permission. 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.

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 who come to school late must stop by the office to pick up a tardy slip. Unexcused late arrivals of 5 or more times per semester will result in a letter sent from the school office. The SMT is notified when a student is late more than ten times without excuse. Excessive tardies could result in a re-enrollment interview.

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 come by 8:05 a.m. and be ready to work at 8:15 a.m. **Please have your children at school on time!**

Late Pick-Up At Afternoon Carpool

Carpool ends at 12:25 or 2:55 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 left after carpool ends will wait outside the school office until picked up. Late pick-ups of five or more will result in a call/letter from the school office. Ten or more late pickups are reported to the School Ministry Team, who may request an enrollment interview. Please be considerate of our faculty and staff by arriving on time.

BRINGING LUNCH TO YOUR CHILD

If it is necessary to bring your child's lunch to school, bring it to the school office. Parents are urged to allow their children to accept responsibility for remembering to bring their lunch to school. Bringing fast food to a student should be a rare occurrence, not a normal routine.

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 or other conditions make it impractical or dangerous to have school, ECCS will send a parent alert.

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 sent electronically on Thursday of each week unless special holidays or field trips interfere. Paper copies can be picked up outside the school's office.

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 can 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 the 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.

Tetanus, Diphtheria, and Pertussis

Effective July 1, 2014, all children born on or after January 1, 2002, who are entering 7th grade, and new entrants to Georgia schools in grades 8-12 will be required to have Tdap (Tetanus, Diphtheria, and Pertussis) and meningococcal conjugate vaccines before entering school.

Hepatitis B

All children must have received three doses of Hepatitis B vaccine at appropriate age 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)

All students entering kindergarten and sixth grade must have a total of (2) doses of varicella (chickenpox) or proof of immunity. This information is on the student's form 3231.

ALL IMMUNIZATIONS AND DOCUMENTATION ARE REQUIRED BY GEORGIA LAW AND MUST BE RECEIVED BY THE SCHOOL OFFICE BEFORE A CHILD BEGINS THE FIRST DAY OF SCHOOL.

Exemptions:

The Official Code of Georgia provides for only two types of exemptions from immunization requirements:

Medical: Medical exemption for a vaccine is filed in only when there is a physical disability or condition that contraindicates immunization for that particular vaccine. There must be an annual review of medical exemptions, and certificates must be reissued with or without indication of exemption.

Religious: For a child to be exempt from immunization on religious grounds, the parents must turn in the Cobb County School District Form JGC-4 or the GA Department of Health Form 2208. Forms may be available in the school office.

USE OF MEDICATIONS

The school will dispense prescription medications if a parent requests it and gives a permission form to the school office with dosage details.

If you have dispensed pain reliever to your child before him coming to school, please send the classroom teacher a note stating the time it was given. Tylenol or Advil may be given if the parent has given permission on the Universal Permission Waiver form. Medication dispensed will be documented on RenWeb and parents will be notified by email.

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 form provided before the start of school.

ACCIDENT INSURANCE

The school provides school accident insurance for every student (effective the 2010-2011 school year). Information about the policy will be given to parents at the beginning of school

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. Students who get a hard hit to the body or the head will be observed for a concussion for a minimum of thirty minutes in the school's office.
4. Where emergency on-the-spot treatment is needed, both parents and emergency crews will be called immediately.
5. 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.
6. All faculty and school staff are trained and certified in CPR and the use of AEDs every two years.



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 helps make this possible.
3. Because the church will be subsidizing the school program through the use of church facilities, church members whose children attend the school will receive a tuition discount.
4. ECCS participates in the Georgia Tax Credit Program through the Apogee Scholarship Fund (apogeescholarships.org). Funds raised are distributed based on financial need.
5. All families are asked to participate in school fundraising events 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: This fee covers administrative processing costs.

Registration Fee: This one-time fee per family covers start-up costs.

Admissions Test Fee: This fee covers admission testing costs.

ANNUAL FEES

FACTS Management Payment Program: Families who choose to pay monthly are required to use FACTS. 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.

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

Enrollment Fee (new siblings only): This fee is due upon acceptance and covers annual administrative costs. **Not refundable or transferable.**

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

Book and Supply 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 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.

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 parent withdraws a student 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

Students Currently Enrolled

Individuals and groups have established a scholarship program through donations. When such funds are available, families seeking aid must complete a financial disclosure form provided by the school office. The School Ministry Teams reviews the forms to decide eligibility and will contact parents if clarification is needed. The following procedure covers the allocation of scholarship funds:

1. East Cobb Presbyterian Church families are given priority, then others who establish need.
2. Families outside East Cobb Presbyterian Church must exhaust other resources first before requesting aid (their church, relatives, etc.)
3. The School Ministry Team makes all decisions on scholarship aid. Requests should be made in writing and given to the Admissions Coordinator.
4. Any family receiving aid must complete a financial disclosure statement, which will be reviewed by a sub-committee of the SMT.
5. One-time or annual fees are not covered by 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 are tax deductible. Donations specified for use for a specific family are not tax-deductible. The school will accept payment of tuition by others and credit the requested family's account.

Apogee Scholarship Fund

ECCS uses the Apogee Scholarship Fund to take advantage of the Georgia Education Expense Credit program. The law allows kindergarten students or students who were enrolled in a public school or who were homeschooled to participate in the program. The SMT approves scholarship requests.

The state allows each taxpayer to designate up to \$2500 (for a family filing a married return, \$1000 for an individual taxpayer) to an SSO. Go to www.apogeescholaships.org or to the school office for details on how to participate.

