

# East Cobb Christian School

## Middle School Parent-Student Handbook



East Cobb Christian School

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## **Introduction**

The Middle School Parent-Student Handbook is meant to coordinate with the ECCS Parent Handbook. The ECCS Parent Handbook should be referred to for further context. The ECCS Middle School Parent-Student Handbook is intended to add more content and clarification to policies that are middle school specific.

Accordingly, the information in this handbook is intended to be accurate as of the time of publication, but ECCS reserves the right to interpret, add, change or terminate policies as circumstances warrant. This handbook is not intended to give an exhaustive description of any policy or to be a contractual statement. Any changes to policy will be communicated to you in a timely manner.

Understanding the need for flexibility, the various policies which follow are part of an important framework that allows the successful operation of the middle school ministry of East Cobb Christian School as we seek to carry out the mission of ECCS. In our middle school, we strongly believe in these policies and expect you to adopt them as your own during your time at ECCS.

You should contact administration with any questions about the content in this handbook. Thank you, and we look forward to a great year ahead!

Michelle Herring, Middle School Coordinator

Billy Creech, Head of School

## **Section 1: General Information**

*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.*

### **Middle School Philosophy**

East Cobb Christian Middle School (grades 6-8) exists to help families educate their children to the glory of Jesus Christ. We acknowledge the Holy Spirit as the primary teacher. Under His guidance we aim to foster the collaboration of teacher, parent, and pupil. As students probe the why of reality, we strive to give proper attention to information itself, develop the concepts of reason and faith as an integrated pair, and lend assistance to students as they seek the wisdom that matters most. It is our hope that students will become responsible to their calling and be thoroughly equipped to meet the challenges of life to the glory of God.

### **School Schedule**

The school hours are 8:15 a.m. to 2:40 p.m., Monday through Friday. Students will be considered tardy if they arrive in their classroom after 8:15 a.m. Students and parents will receive a class schedule at the beginning of every year. Middle school students start their day with a 10-minute homeroom period followed by six class periods. Class periods are 50 minutes in length on Monday, Tuesday, Thursday and Friday. On Wednesdays, classes are 45 minutes. Students are given an approximately 30-minute study hall on Tuesday and Thursday. Lunch/Recess times vary from 30 minutes to 55 minutes throughout the week. Students have a four-minute locker break in between classes. Punctuality is greatly encouraged to teach our children to be dependable and good stewards of their time. Three tardies to any class is equal to a level 1 infraction (see addendum). Continual tardiness may be subject to further disciplinary action.

### **Attendance**

For the general attendance policy, please refer to the ECCS Parent Handbook. Middle school students in the building at 8:15 a.m. but not in their homeroom are still considered tardy. They will be sent to the office for a tardy slip.

All full-day or partial-day absences should be submitted via the "Middle School Absence Form" found on the school website ([eccs.org](http://eccs.org)) under the "Parents" tab then the "Absences" tab or linked here [Middle School Form - East Cobb Christian School \(eccs.org\)](#). This form notifies the front office and the MS staff. Planned absences should be submitted with at least one week's notice. **Same day absences should be submitted by 9 am.**

#### Planned or Expected Absences:

Parents are strongly discouraged from arranging planned absences prior to school breaks, as teachers very often schedule tests the week prior to breaks. Semester Finals for 7<sup>th</sup> and 8<sup>th</sup> grade are **always** scheduled the week prior to Christmas Break and the week of graduation. Please make every attempt to schedule quick doctor appointments before or after school or during non-academic times like lunch, study hall, or P.E.

#### Absences Due to Illness:

Please allow students to fully recuperate before sending them back to school. See the policy for returning to school after an illness in the ECCS Parent Handbook.

## Accountability

In middle school, students are expected to grow in their independent study habits in preparation for high school. Students are provided with a student planner and are expected to record their assignments daily. In addition, students should build the habit of checking the information in their student FACTS account where they can see lesson plans, assignments, homework and grades. While at school, students should check classroom homework boards and take note of upcoming tests, quizzes or other long-term assignments.

Students are also given internal Microsoft 365 accounts. These accounts allow for student ECCS email addresses and Microsoft TEAMS where they can interact with middle school teachers online as needed. *Note that student email accounts are not able to receive emails outside of the school 365 network.*

Should a student have a question, they should use the above resources to find an answer. As parents, please encourage your student to interact with their teachers and learn to accommodate themselves. Parents are also encouraged to check FACTS often to keep up with their student's progress. Each parent is reminded of their commitment to make every effort to attend every class meeting, campus parent meeting, and parent-teacher conference.

## Communication

The key to the covenant relationship with parents and teachers is communication. The key to successful communication is awareness, sensitivity, and frequency.

The spirit of communication between parents and teachers should echo the spirit in Colossians 4:6 which says, "Let your conversation be always full of grace, seasoned with salt, so that you may know how to answer everyone." Information that is shared should be helpful, specific, and useful to the building up of the student, parent, and/or teacher. Please avoid the temptation to discuss any concern with those parents/teachers who are not a part of the problem or the solution.

A monthly middle school newsletter is produced to keep families informed of current and future middle activities and events. Daily academic information can be found in the lesson plan and homework sections of FACTS. The middle school coordinator (Michelle Herring or her designee) is available to answer questions and address most general issues. Parents should communicate first with the coordinator or appropriate middle school teacher(s) before seeking answers from the Head of School. Classroom teachers have their contact preferences available on their syllabus.

If you have concerns about a school-related incident ***between students*** always inform the supervising teacher or the middle school coordinator. Likewise, teachers will inform you of school-related incidents that involve your student in a timely manner.

Two mandatory conferences are held during the school year in the fall and spring. Please check the school calendar for conference dates. Schedules are sent prior to conference sessions. Parents may schedule additional conferences whenever needed by contacting the teacher.

## **Communication (continued)**

In addition to conferences, teachers strive to provide parents feedback concerning their child's progress in academics and character development. This feedback may include any significant or sustained progress issues that occur as well as any significant achievements or positive news.

Parents should also feel free to initiate communication about their child's progress. Please use a teacher's school email address to communicate any questions or concerns with their child's teacher. Please anticipate 24-48 hours of teacher response time.

## **Loaned Materials**

Each middle school student is loaned various materials that are property of ECCS. All loaned curriculum materials will require a replacement fee should they be damaged or not returned.

Each student is provided a locker with a combination lock upon request. Only locks issued by the school may be used on the lockers. Lost locks will be replaced by the school, and the student will pay a \$10.00 replacement fee. Students may choose to keep lockers locked or unlocked. Removing anything from another person's locker without permission is considered stealing. Putting something unwelcome in or on another student's locker is considered vandalism. All lockers are the property of East Cobb Christian School and are subject to search at any time. Non-damaging decorations are allowed inside and outside lockers. ECCS is not responsible for items removed from the outsides of lockers. All decorations are subject to review for appropriateness. Students may not store any type of **open** liquid container in their lockers. Students should not slam or kick locker doors. Students will be asked to clean lockers periodically and at the end of the school year and are responsible for any damage. Lockers are a privilege and use can be revoked at the discretion of ECCS administration.

## **Lost/Misplaced Items**

The middle school hallway should be kept neat during the day and be clear at the end of the day. Any items left in the MS hallway at the end of the day will be placed in the confiscation drawer located in Room 216. Students must pay 50 cents per item to retrieve any items from the drawer. The drawer is managed by teachers only. Students may not go into the drawer without a teacher present. The drawer will be emptied at the end of each quarter with items being discarded or donated.

## **Visitors**

All visitors and parents must obtain a visitor badge from the school office. Parents/students must obtain permission from school administration prior to bringing any visitors on campus. Former students may visit during lunch time or at various other times during the day with permission from the school office and middle school faculty. Due to liability issues, students not enrolled at ECCS may not go on field trips.

## **Overnight Class Trips**

### Purpose

Class trips are designed to enhance the educational process, provide Christian fellowship, and promote unity and spiritual encouragement for our students. The entire middle school participates in a fall overnight retreat at the start of the year. The 8<sup>th</sup> grade traditionally goes to Washington D.C. in the spring. These trips are designed by the school faculty and administration to provide the following:

## Overnight Class Trips (Continued)

- An educational experience outside the classroom that will provide hands-on and on-site learning for our students.
- A social experience to promote Christian fellowship and cooperation among students, teachers, and their parent chaperones.
- A fun experience that allows all students to enjoy and bond with one another in a wholesome way.

### General Rules for Overnight Stay:

- Students must be chaperoned at all times.
- Student room assignments will be determined by the trip leader with approval of the Head of School.
- No chaperone will share a bed with a student unless that student is the chaperone's child.
- Specific numbers of same gender chaperones are required according to the numbers of boys and girls within each class.

### Eligibility/Discipline

All class trips are a privilege. ECCS expects those students who go on class trips to have exhibited, on a regular basis during the school year, the "Middle School SWEEP" (see addendum).

A student will automatically be up for review for a class trip if she/he has served an in-school or out-of-school suspension, or has had multiple detentions. When a student is placed on review, parents will be notified and a plan for trip eligibility created. Parents should be aware that excessive student discipline issues may lead to the loss of trip privileges.

Students not attending the school-sponsored trip due to disciplinary reasons will be recorded as absent, unexcused. Students not attending the school-sponsored trip due to other reasons, will be recorded as absent, excused. Students not attending school-sponsored trips may be required to complete assignments at home prescribed by the faculty, or to attend classes with another grade level during the trip time.

Parents whose children violate established trip rules and standards may be required to retrieve their child at their expense, resulting in an unexcused absence and other disciplinary consequences (including paying for property damage caused by negligence), depending on the severity of the misbehavior.

### Trip Funding

Class trips are primarily funded by the individual family with other approved fundraising opportunities organized by parents and students throughout the year

- Pizza lunches and Chick-Fil-A breakfasts are one source of these fundraising funds. For students to share in the funds from pizza lunch, parents of the student must sign-up to help serve and middle school students are assigned serving times.
- Additional fundraisers must be approved by the administration (The Middle School Coordinator and the Head of School). Parent organizers will provide the Head of School with details and documentation of student fundraising activities. All funds raised must be deposited and distributed by the school office.
- Cost of the trips may vary from year to year. The cost of the middle school overnight is expected to be between \$150 to \$250 per student and the 8<sup>th</sup> grade trip between \$1000-\$1,500. Details and payment schedules will be presented as early in the year as possible. Trips must be paid in full prior to departure date with funds withdrawn through FACTS.

## **Section 2: Middle School Academic and Behavioral Policies**

### **Academic Honesty Policy**

East Cobb Christian School desires our students to live their lives for the glory of God. Academic honesty is an essential part in developing integrity in behavior, relationships, and scholarship.

#### **Responsibilities of Students:**

- Complete their own work---tests, quizzes, projects, reports, homework assignments, essays, papers, and in-class assignments. See AI usage policy below.
- Acknowledge contributions of others when they collaborate and/or properly cite sources of information per their teacher's guidelines.
- Avoid participation in the academic dishonesty of other students.

#### **Responsibilities of Parents:**

- Encourage student compliance with this policy and have appropriate academic expectations and awareness.
- Support their children's academic efforts but do not complete assignments for them.

#### **Responsibilities of Teachers:**

- Review this policy with students in each class at the beginning of each year, providing examples of appropriate and inappropriate behavior.
- Provide correct citation methods for outside sources and stress the importance of individual thought and productivity.
- Handle all cases of academic dishonesty with the individual students, and report incidents to the Middle School Coordinator and the Head of School.

#### **Definition of plagiarism:**

"an act or instance of using or closely imitating the language and thoughts of another author without authorization and the representation of that author's work as one's own, as by not crediting the original author." (dictionary.com) This includes:

- Putting your name to someone else's work (writing, notes, ideas, etc) and presenting it as your own
- "Recycling" your old work to fit new assignments
- Failure to put a quote in quotation marks or provide correct source information per teacher instructions
- Use of AI tools to complete assignments without permission (see AI usage policy below)

#### **AI Usage Policy:**

ECCS desires to encourage independent thought and critical thinking skills through schoolwork, homework assignments, and assessments given to our students. Therefore, ECCS prohibits the use of Artificial Intelligence (AI) tools, including content generators and paraphrasing tools without express written permission from their teacher and approval from school administration. Use of an AI content generating or paraphrasing tool without express written permission is considered plagiarism and subject to the consequences outlined in our parent and middle school handbook. ECCS requires students to submit only original work, while acknowledging external sources through proper citation (excluding citing of AI tools which are not allowed).



The topic of Artificial Intelligence may be introduced or discussed in a teacher-guided environment in our middle school classes (e.g., digital citizenship lesson in computer class) when it is tied to clear educational objectives. Any such discussion of AI will support the policy listed here.

### Consequences

In all cases of academic dishonesty, the teacher, Middle School Coordinator or Head of School will contact the parents for an opportunity to gain understanding. Generally, any occurrence of academic dishonesty will be treated as a level 2 infraction and, at a minimum, will result in a zero for the work in question. See addendum for details on Level 2 infractions.

## **Grading Policy**

A grading system is best reflected by assessing three distinct areas—academics, effort, and attitude/behavior. Grades should provide the student with some accountability and personal responsibility as he grows and matures. It also should help prepare the student for the rigorous grading pressures that he will inevitably face once he leaves ECCS. The middle school grading scale is aligned with local high school expectations so that our graduates may receive high school credit where eligible.

The scale used for graded academic subjects (LA, math, social studies, science, Spanish):

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

The scale used for graded non-academic / specials subjects (art, Bible, computer, PE):

**A 100 - 90 / B 89 - 80 / C 79 - 70 / U (Unsatisfactory) 69 – 0**

All classes and specials also have skill set grades provided for each quarter in addition to grades. The skill sets that are graded include: prepared for class, respects teacher, respects classmates and exhibits self-control. The grading scale for skill sets is as follows (no plusses or minuses are given on these grades):

**E = Excellent / G = Good / S = Satisfactory / NI = Needs Improvement**

Teachers are expected to post assignments given to students in the lesson plan/homework section of FACTS.

Assignments should be posted in advance of their due date as follows:

- Tests, Quizzes, Essays: minimum of one week in advance
- Long-term Projects / Research papers: minimum of two weeks in advance

Grades in FACTS are found in the gradebook section and should be posted a minimum of once each week or no later than a week after an assignment is completed. Daily work assignments should be posted as soon as they are graded. Parents should be notified of delays in posting grades.

## **Homework Policy**

Homework is a valuable aid in helping students make the most of their experience in school. Homework is given to reinforce what has been taught in class, prepare students for upcoming lessons, or help students develop self-discipline, responsibility, and organizational skills. Daily grades are often largely an indicator of faithfulness in doing homework. All students can earn excellent grades for homework often just by being diligent.

## Homework Policy (continued)

Parents should expect more time needed for homework in middle school than in elementary grades. Middle school teachers strive to coordinate the workload and assessments for students. Most homework assignments involve reading chapters in textbooks (or other reading assignments), answering study questions, working problems, various online assignments, and working on long range projects.

Parents are the key to making homework a positive experience for their children. Therefore, we ask that parents prioritize homework and contact the teacher if you notice a problem. Please consult each class syllabus for class-specific homework details.

## Missing/Late Work Policy

It is the student's responsibility to keep up with their workload and find out what material was covered (or assignments given) during any absence from class and to see his or her teacher about any work/lessons/lectures, etc., that were missed.

### Expected absences and classwork/homework:

Parents should notify the middle school staff of expected student absences via the online Middle School Absence Form discussed above. The student is then responsible for arranging a meeting with teachers to obtain all work, along with instructions for completion and submission dates. When possible, assignments that are due during the absence should be finished and submitted before the planned absence. This allows students to continue on track with the class upon return. Again, students are responsible for this process and should be proactive in their approach with teachers. Teachers will not be able to fully reteach lessons, and their expectation will be that the student pursues their academic responsibilities.

### Student illness and classwork/homework:

When a student is absent due to illness, there is the need for rest and healing. This should be a priority regarding missed work. For excused absences (per the ECCS Parent Handbook), and upon the return to school following an excused absence, students will be given the number of class days equivalent to the number of excused days of absence to turn in missing work without penalty. This may not apply at the end of a quarter/semester. Please meet with teachers after a lengthy excused absence/illness. Make-up work from lengthy absences combined with current work can become overwhelming. Teachers will do their best to assist students with make-up lessons. Teachers reserve the right to deny a student the above opportunities based on the student's level of responsibility.

### Requesting missed work materials during student absence:

Completing the online absence form notifies teachers of the absence. Parents/students should check FACTS for class work and homework assignments during absence. Teachers will do their best to place any necessary materials in a folder in the missed work bin in the middle school hallway by the end of the school day. Parents/siblings/carpool members may obtain these materials at the end of the school day. Please remove the materials and **leave the folder in the bin**. Students may also have access to assignments, videos, etc. through Microsoft Teams depending on the teacher. Please reach out to any teachers who you did not receive work from. Students will not be held responsible for work not provided to them by teachers.

## Discipline Policy Overview

Consistent with the discipline policy in the ECCS Parent Handbook, our middle school strives for a gospel-centered approach to student life. Based on that approach, we strive for the following “Middle School SWEEP.”

1. **Show Respect to Others:** Students will treat classmates, teachers, and staff with kindness, patience, and courtesy. “Love one another with brotherly affection. Outdo one another in showing honor.” — Romans 12:10
2. **Work Diligently and Honestly:** Students will complete their work to the best of their ability and with integrity. “Whatever you do, work heartily, as for the Lord and not for men.” — Colossians 3:23
3. **Exhibit Self-Control and Responsibility:** Students will make wise choices, manage their time well, and take ownership of their actions. “For God gave us a spirit not of fear but of power and love and self-control.” — 2 Timothy 1:7
4. **Express a Christlike Attitude:** Students will strive to be like Jesus in speech, actions, and attitudes. “Have this mind among yourselves, which is yours in Christ Jesus, — Philippians 2:5
5. **Participate in Building a God-Honoring Community:** Students will contribute to a safe, encouraging, and faith-filled school environment. “Therefore encourage one another and build one another up, just as you are doing.” — 1 Thessalonians 5:11

When these expectations are not met, teachers aim to address the heart of the student and deliver logical consequences. Please refer to the discipline policy addendum for further information.

## Personal Technology Policy

It is our desire to maintain a school environment that will be as free from distractions as possible and conducive to education, study, and order. While we realize middle school aged students might own personal technology devices (cell phones, smart watches, listening devices, or any internet-connectible device), students are prohibited from using or possessing any personal technology on campus. Students found with personal technology devices will have them confiscated and parents required to pick them up after school. Parents should not expect to communicate with their students through their devices during school hours. Parents needing to reach their student during school hours should call the front office. If a student needs to communicate with their parents, they will be allowed to go to the front office to make a call. In cases where middle school students must have a personal technology device for use after school hours (3:00pm), the device must be left with the school office and retrieved after school hours. Violation of the personal technology policy will result in disciplinary action according to the discipline policy (see addendum).

## Computer Policy

In addition to following all technology use guidelines provided by the school through the ECCS Parent Handbook, computer class and middle school teacher instructions, all students are expected to sign and abide by an acceptable use agreement. This document will be provided to all students at the start of the school year and must be signed and agreed to before computer, internet or network use is allowed.

## **Section 3: Middle School Uniform Code**

### **General Guidelines (Girls and Boys)**

#### ***Tops:***

- Students' names must appear inside all garments, especially sweaters, cardigans, sweatshirts, fleece jackets and outerwear. Please be sure to change the name if an item previously belonged to someone else.
- Polo shirt with school logo in black/red/evergreen/navy/light blue/yellow/white from specified vendor section below. Only middle school students may wear black polos.
- Polos can be woven knit, mesh knit, or quick dry, can be short sleeve or long sleeve, can be feminine fit (for girls) or standard fit (both genders).
- All tops (polos, oxfords, turtlenecks) must be tucked in, regardless of fit or gender
- Solid white, navy, or black long sleeve shirts or turtlenecks may be worn under polo or Friday shirts
- Turtleneck w/ "ECCS" on collar in red/evergreen/navy/light blue/yellow/white, uniform line any vendor (Will no longer be allowed starting in the 2026-27 school year, except as an undershirt)
- Oxford shirt (girls: white or light blue / boys: white, light blue or yellow) from uniform line any vendor (must be neatly tucked in). Note: only white is allowed for chapel for girls and only light blue for boys
- Sweater/Cardigan/Sweatshirt/Fleece – plain navy, hoodless, pullover, zipper, or button any vendor to be worn over the above shirt options. (All Sweatshirts and Fleece jackets must have the ECCS logo starting in the 2026-27 school year.)

#### ***Bottoms:***

- Pants and shorts must have belt loops and a belt must be worn.
- Regular uniform skirt, skorts, and shorts length (girls and boys) must be fingertip length OR 5 inches above the middle of the kneecap whichever is longer.

#### ***Accessories:***

- Socks that coordinate (solid or pattern, must include uniform colors, or white, or black)
- Shoes:
  - Closed toe AND closed heel shoes or boots (athletic shoes are acceptable on regular uniform days)
  - No crocs (or other similar slip-on shoes) or rain boots
  - Athletic shoes must be worn on PE days.
  - Wheeled or light-up shoes are not allowed.
  - No glittery/ metallic/ shiny shoes (except patent dress shoes are acceptable)
- Chapel Days/Dressy field trips:
  - Closed-toe and closed heel black, beige, brown, or navy non-athletic shoes
  - Booties, and ballet flats are allowed for girls
  - Chapel shoes must be worn after chapel until recess, at which time a change of shoes is permitted. Students will NOT be required to change back into chapel shoes after recess.
- Plain belt in black, brown, khaki or coordinating with uniform (ie. red, navy), required for any bottoms that have belt loops.
- Hair accessories that coordinate for girls
- Girls may not wear dangling or hoop earrings for PE or field trips.

#### ***Casual Field Trip:***

- Navy Polo shirt with logo (neatly tucked)
- Khaki bottoms, unless field trip coordinator specifies jeans
- Coordinating belt
- Girls may not wear dangling or hoop earrings for PE or field trips.

**Appearance (section added):**

- Hair is to be neatly groomed (for boys that means off collar, out of the eyes and above the ears.
- No unnatural hair color permitted
- Clothing must be neat in appearance, no stains, no wrinkles, no holes and not too tight.
- Shirts of any kind must be tucked in

**Modesty:**

Regular uniform dresses, skirts, skorts, and shorts length must be fingertip length OR 5 inches above the middle of the kneecap, whichever is longer. Dressy uniform jumper or skirt lengths must be no shorter than the top of the kneecap. For regular and dressy uniforms, bike shorts or leggings must be worn under dresses, jumpers and skirts (unless wearing tights). Leggings may not be worn as pants. If length is questionable, student will be sent to the office to be checked and a call will be made to the parent for a change of bottoms to be brought to the school. Modesty violations are subject to disciplinary action.

**Outerwear**

- **Navy is the only color to be worn as outerwear while in the school building.**
- Winter wear (intended to be worn OUTSIDE) – black, navy, brown, grey, or red from any vendor without large decorations/logos. May be hooded. Winter wear accessories – should coordinate with uniforms (navy, black, red, green, yellow, etc).
- Navy fleece hoodless jacket, navy hoodless sweatshirt, or navy windbreaker with full or half zip, school logo optional can be worn inside the building.
- All Sweatshirts and Fleece jackets must have the ECCS logo starting in the 2026-27 school year.
- NO NON-ECCS LOGOS/WORDING
- All Sweatshirts/jackets must be worn right-side out

**Middle School Girl Specific****Regular Uniform (Mon-Thurs)**

**Tops:** See general guidelines above

**Bottoms:**

- Khaki or navy pants, capris, shorts, skorts or skirt from uniform line of any vendor
  - Regular uniform skirt, skorts, and shorts length must be fingertip length OR 5 inches above the middle of the kneecap whichever is longer.
  - Pants and shorts must have belt loops and a belt must be worn.
- Leggings/Bike Shorts in solid navy, black, khaki, or white must be worn under skirts for modesty. Leggings may not be worn as pants.
- Any bottoms with belt loops, a belt must be worn.
- Cargo pants/shorts are not allowed.
- May not be tight fitting.

**Dresses:**

- Jumper dress in khaki or navy from the uniform line of any vendor
- Polo dress in navy, light blue, evergreen, or red from specified vendor below, logo not required
- Jumper/Dress length must be fingertip length OR 5 inches above the middle of the kneecap whichever is longer.
- Bike shorts or leggings must be worn under dresses, jumpers, and skirts for modesty

**Accessories:** See general guidelines above

## Dressy Uniform (Chapel Days and Dressy Field Trips)

- Top: Button down white blouse, from any vendor, any length sleeve:
  - White is the only color acceptable for girls on Chapel and dressy field trips.
  - Shirt must be tucked in the entire day, regardless of style.
  - Shirt may not have any brand logos (i.e. Ralph Lauren Polo, Lacoste, etc....)
- Bottoms: Pleated or flat front skirt in navy plaid from Specified Vendors section of this code.
  - Skirt length must be no shorter than the top of the kneecap.
  - Bike shorts or leggings, in navy or white, must be worn under skirts for modesty, if not wearing tights.
- Shoes: Closed-toe and closed heel black, beige, brown, or navy non-athletic shoes, booties, and ballet flats are allowed.
  - Navy or white tights, leggings, or knee socks are required.
  - Socks are optional with ballet flats.
  - Chapel shoes must be worn after chapel until PE or recess, at which time a change of shoes is permitted. Students will NOT be required to change back into chapel shoes after PE/recess
- Outwear: Navy button up sweater/cardigan, navy fleece, navy hoodless sweatshirt, or a navy sweater/cardigan

## Casual Friday

### ***Tops:***

- Polo shirt (tucked in) with logo in black, red, evergreen, navy, light blue, yellow, or white
- ECCS t-shirt (tucked in)
- Solid white, navy, or black long sleeve shirts or turtlenecks may be worn under polo or Friday shirts

### ***Bottoms:***

- Khaki or navy pants, capris, shorts, skort, or skirt from uniform line of any vendor
  - Skirt, skort, and shorts length must be fingertip length OR 5 inches above the middle of the kneecap whichever is longer.
- Denim jeans, shorts, skorts, or skirts without holes or tears, from any vendor.
  - No excessive fraying, embroidery or decorations. Minimal fringe on the hem of jeans or shorts is permitted, but the fringe does not constitute part of the length of the shorts, skirt, or skort.
- Bike shorts or leggings must be worn under skirts for modesty and may not be worn as pants alone.
- Belts must be worn with bottoms that have belt loops.

## Middle School Boys Specific

### Regular Uniform (Mon-Thurs)

***Tops:*** See general guidelines above

### ***Bottoms:***

- Khaki or navy pants or shorts from uniform line of any vendor
- Cargo pants/shorts are not allowed.
- Pants/Shorts must have belt loops and a belt must be worn
- Shorts length must be fingertip length OR 5 inches above the middle of the kneecap whichever is longer.
- May not be tight fitting

***Accessories:*** See general guidelines above

## **Dressy Uniform (Chapel Days and Dressy Field Trips)**

- Top: Oxford shirt IN LIGHT BLUE from any vendor, short or long sleeve.
  - Light blue is the only color acceptable on Chapel and dressy field trips.
  - Shirt must be tucked in the entire day.
  - Shirt may not have any brand logos (i.e. Ralph Lauren Polo, Lacoste, etc....)
- Bottoms: Khaki pants, flat front or pleated with belt loops (no cargo pants)
  - Coordinating black, brown, or navy belt
- Shoes: Closed-toe and closed heel black, beige, brown, or navy non-athletic shoes
  - Socks in blue, black or khaki
  - Chapel shoes must be worn after chapel until PE or recess, at which time a change of shoes is permitted. Students will NOT be required to change back into chapel shoes after PE/recess.
- Outerwear: Students may wear the navy fleece, navy hoodless sweatshirt, or a navy sweater/sweater vest on dressy field trips.

## **Casual Friday**

### ***Tops:***

- Polo shirt (tucked in) with logo in black/red/evergreen/navy/light blue/yellow/black/white
- ECCS t-shirt (tucked in)
- Solid white, navy, or black long sleeve shirts or turtlenecks may be worn under polo or Friday shirts

### ***Bottoms:***

- Khaki or navy pants or shorts from uniform line of any vendor
  - Must have belt loops and belt must be worn
  - Shorts length must be fingertip length OR 5 inches above the middle of the kneecap whichever is longer.
- Denim jeans or shorts from any vendor.
  - Must have belt loops and belt must be worn
  - Shorts length must be fingertip length OR 5 inches above the middle of the kneecap whichever is longer.
  - No holes or tears. No excessive fraying, embroidery or decorations. Minimal fringe on the hem of jeans or shorts is permitted, but the fringe does not constitute part of the length of the shorts.

## **Out of Uniform**

Out-of-uniform days are noted on the school calendar. On such days, students are expected to dress according to the modesty code.

- All clothing must be neat, well fitting, and well maintained.
- All clothing must be modest, not too tight or too revealing.
- Jeans must be in accordance with the policy specified in the Casual Friday section of the code, as applicable by age and gender.
- If belt loops are present, a belt must be worn.
- Boys' and Girls' bottoms must meet the required length (see modesty guidelines above).
- Athletic shorts are acceptable as long as they meet the required length (see modesty guidelines above).
- No bike shorts, leggings, or other tight-fitting bottoms may be worn without shorts, dresses, or a skirt on top of them.
- T-shirts are acceptable, but any clothing with suggestive, distasteful or distracting words, slogans, or images are unacceptable. No sleeveless t-shirts are allowed.

- Modest sleeveless shirts/dresses are allowed for girls. No tank tops are allowed.
- Hats may **not** be worn inside the building.
- Open toed shoes are acceptable for out-of-uniform days, as long as it is not a PE day.
- No Crocs or similar slip-on shoes allowed at any time.

## Violations

- In middle school, any dress code violation is considered a level 1 infraction (see addendum).
- 6-8 Students who have a dress code violation:
  - Must wear dressy uniform on Friday of that week.
  - Three violations of the same dress code element will result in the loss of that dress code element. For example, three violations of skirt length element results in no longer being able to wear skirts.
  - Generally, one day counts as one violation unless deliberate and continual patterns of violation behavior are shown.
- If a violation is related to modesty:
  - Middle School - students will be sent to the office to be checked; Parents will then be contacted to bring a change of clothes. Repeated violations will result in the loss of that dress code element. If possible, the student may be loaned an appropriate item, depending on availability\*. (\*It is not the school's intent/obligation to keep an inventory of every size/gender of clothing for this purpose. The school has a limited inventory, of which the priority is to provide items for emergency accidents only. If a student is loaned an article of clothing, they must return the item, clean and in its original condition, or replace it with the same.)

## Approved/Specified Vendors

**LANDS' END** 1-800-469-2222 Preferred school # 9000-8556-4

**UNIFORM SOURCE** 2141 N Cobb Parkway, Kennesaw 770-569-1200

[www.uniform-source.com](http://www.uniform-source.com) School code ECC222

**FRENCH TOAST** - for Chapel uniforms only in "blue gold" [www.frenchtoast.com](http://www.frenchtoast.com)

**SCHOOL UNIFORMS BY TOMMY HILFIGER** – for Chapel uniform only in "classic navy plaid"  
[www.globalschoolwear.com](http://www.globalschoolwear.com)



# ADDENDUM

## 2025-2026 ECCS

### EXTRA-CURRICULAR PROGRAM POLICIES

**Mission:** To assist in training and enriching children as whole persons created in the image of God through the use of athletic, artistic, dramatic (or other) gifts through after school programming.

#### A. Purpose/Philosophy

1. As God has gifted students with various gifts and skills, we wish to provide limited opportunities for students to express these gifts and skills in a supportive, encouraging and discipleship-focused environment.
2. As in the covenant school, students desiring to participate in these after school offering are best trained and coached by godly, mature adults who can help equip them in the young, impressionable years. This process is enhanced by fellow classmates/ teammates who share rather than resist the same biblical approach to these activities and respect for authority. (Prov. 3:14, 20)
3. As all gifts and skills need an outlet for expression, proper artistic participation and/or athletic competition is the venue for our student athletics. As Eric Liddell, Olympic champion and Christian missionary, stated: "When I run, I feel His pleasure." Participation in these activities with the purpose of glorifying God leads to respect and positive relationship with peers and/or competitors (I Cor.9:24, 25)
4. By exemplifying a Christ-like approach to these activities, teachers/coaches/directors and students have the opportunity for outreach to others both in the example they set, the relationships they form, and the words they say. Plus, they are being grounded in godly principles and habits in these activities/ sports that will prepare them for being salt and light in other environments where others may not embrace Christ or biblical principles. (Matt. 5:16)

#### B. Administration

1. All extra-curricular programs at ECCS are under the supervision of the School Administration.
2. All Extra-curricular policies and the administration of those policies are governed by School Administration under the authority of the SMT.
3. While some costs of Extra-curricular programs can be supplemented by the school annual fund (or other targeted fundraisers), participation fees are required to meet the total costs of these programs. These participation fees are non-refundable. Registration forms indicating parent permission and liability waiver are also required for those interested in participating in any ECCS extra-curricular activities.
4. Extra-curricular programs that are currently offered are:
  - Boys' Basketball
  - Co-ed Cross Country
  - Girls' Volleyball
  - Girls' Cheer
  - Co-ed Drama Club
  - Co-ed Code Club
5. Each activity may require participants to purchase some type of equipment/supplies (e.g. basketball shoes, socks, etc...). The school will provide any other necessary equipment (e.g. uniforms, balls, scorebook, score clock, props) as well as practice facilities, referees, coaches and necessary supervision.
6. Students who do not return school owned equipment (including uniforms) from any extra-curricular activity will be placed on probation (unable to participate in other extracurricular activities) until that equipment is returned or paid for at a rate to be determined by School Administration (please note that this rate will normally be significantly higher than the original cost due to administrative costs, set-up costs, shipping costs, etc.).

### C. Participation Guidelines/Standards

1. Extra-curricular programming at ECCS is not to substitute for the healthy exercise of students through physical education or appropriate other training in the activity being offered, but rather is established as extra-curricular opportunity for students that are adequately prepared/ gifted for these activities. Therefore, all students may not qualify, as some activities may hold tryouts to determine who is eligible to participate (this will be avoided whenever possible).
2. Competition can be overemphasized in our culture at the expense of teamwork and cooperation. Therefore, we believe that middle school age students are better suited for regular competitive athletics and other programs than their younger elementary school companions. Middle school at ECCS is currently defined as grades 6-8. While extra-curricular programs are primarily available to middle school students, 5th graders (and 4<sup>th</sup> graders for Cross Country) may at times also be included as eligible to participate on our middle school teams if there is a need to add players/participants to fill out a team/roster. In addition, priority may be given to 7th and 8th graders to participate where spaces on a team/roster are limited.
3. In extra-curricular programs with enough interest and when scheduling allows, JV teams/rosters may be fielded. JV teams/rosters will normally consist of 5th and 6th grade students.
4. Punctual and regular attendance is necessary to have the privilege to participate in extra-curricular programs. ECCS attendance policies are as follows:
  - Students with a pattern of tardies or unexcused absences at school or extra-curricular practices may be suspended from participation until that pattern is corrected.
  - Students who have an unexcused absence may not participate in extra-curricular activities on that day.
  - Students who have an excused absence (depending on the circumstances) may or may not participate in extra-curricular activities on that day.
  - Students who are sick or who leave school (and do not return) due to sickness may not participate in extra-curricular activities without a doctor's note.
  - Students who vomit, run a fever of 100 degrees or higher, or have diarrhea should not participate in extra-curricular activities until they have been free of these symptoms for 24 hours or have a doctor's note allowing participation.
  - Students who miss practices leading up to a game/event for any reason may be held out of extra-curricular activities at the teacher's/coach's/director's discretion.
5. Since the academic and character growth and nurture of students must be considered as the primary assist of the school to parents, those students whose progress in these areas is impeded by extra-curricular activities may be denied participation.
  - Any student with lower than a C average in any subject or an incomplete grade in any subject not due to excused absences may be suspended from participation until that grade is raised and/or work is completed.
  - Any student with NI conduct ratings, who is under disciplinary probation, or who is exhibiting a pattern of inappropriate behavior at school or during extra-curricular activities may be suspended from participation until the Head of School (in consultation with the teachers and/or coaches) determines appropriate improvement has been made.
  - An exception to a student being suspended due to inadequate grades or behavior is the development of an improvement plan that puts in place modifications or accommodations that are approved by the Teacher, Head of School and Coach/Director. With this signed agreement in place, the student may continue participation in athletics on a probationary basis. If the terms of the probation are broken, the student will then be suspended from athletic participation until grades or behavior is documented to have changed.
  - Any student who violates the extra-curricular program code of conduct (see below) may be suspended from participation until the Coach/Director (in consultation with the Head or School) determines appropriate improvement has been made.

- Any student who is suspended from school for any purpose during the extra-curricular season may be dismissed from participating in an extra-curricular program for up to the rest of the season.
  - After a conversation with the coach/director, parents are at liberty to remove their child from athletic participation if they feel that such participation is impairing their academic or relational progress.
6. Playing/participation time: Students who are eligible to play/participate, are subject to a coach's/director's decision about how much playing time/ what role they are offered. Part of the coach's/director's job is to both a) develop players/participants to improve their ability/skill as well as to b) utilize differently skilled players/participants in different roles in order to help the team compete/perform well. As coaches/directors strive to fulfill these sometimes competing priorities, coaches/directors, parents, and students commit to abide by the following guidelines:
- Coaches/directors will strive to provide meaningful participation opportunities for eligible students in any given event though this cannot be guaranteed (please note that playing time/performance opportunities cannot always be guaranteed).
  - Coaches/directors are not expected to provide equal playing/participation time for each member on their team though they are expected to do their best to provide opportunities for meaningful playing/participation experiences in competitive situations during the season. Just as a play director will have leading and supporting roles in a play based on skill and ability, a coach will utilize players in different roles as he or she believes will best suit the game situation. A certain amount of playing/ participation time is not a guarantee for any student.
  - Parents are asked to support a coach's/director's decision and encourage their son or daughter to respectfully approach his or her coach/director regarding any playing/participation time questions/concerns they may have.
  - If, after approaching their coach/director, a student remains unclear about a coach's/director's decision or needs further help or support regarding his or her level of participation on the team, parents are encouraged to approach a coach/director for clarification. Parents should not approach a coach/director about playing time/participation decisions in the time right before or after a game/event. It is preferable that parents contact a coach/director another time to schedule a mutually convenient time to talk further if needed.
  - If a player or parent believes they are in conflict with a coach/director and unable to resolve the matter on their own after following Matt 18 guidelines, the Head of School should be contacted.

#### **D. Coaching, Directing, and Mentoring**

1. The hiring and development of godly Christian coaches/directors in all extra-curricular activities is an important priority of the school, not only for physical training but the spiritual training of their students.
2. Extra-curricular coaches/directors are recruited and hired by the appropriate Parent Teams, staff and Head of School (with approval from the SMT if they are not a parent) who strive to appropriately train and equip coaches/directors for their duties.
3. The priority for consideration of candidates to hire as extra-curricular program coaches/directors will be qualified ECCS parents or staff members. Anyone considered to be a coach/director who is not an ECCS parent or staff member, must be approved by the SMT and undergo a criminal background check.
4. Anyone hired to coach/direct an ECCS extra-curricular program team will be paid a small stipend as compensation for their service to the school.
5. The ultimate desire of our coaches/directors is for their students to grow in biblical disciplines, the fruit of the Spirit, and in applying their gifts and skills for the purpose of doing their best in and, hopefully, winning contests/ performing well. Lessons that apply in all of life can be learned in extra-curricular activities.
6. Assistant coaches/directors may be recruited as needed by the head coaches/directors with approval from the Parent Team, staff member, and Head of School. Assistant coaches/directors will be other ECCS parents or staff members unless otherwise approved. They will serve under the direction of the head coach/director and are normally asked to serve as volunteers without monetary compensation.

## **EXTRA-CURRICULAR PROGRAM CODE OF CONDUCT**

Because parents, coaches/directors and participants are representatives of Christ and of ECCS, the following code of conduct is expected:

1. Treat spectators, teammates, coaches/directors, officials and opponents with respect.
2. Avoid profanity and unkind words.
3. Exercise self-control at all times, accepting and abiding by the decisions of coaches/directors, administration or referees as authorities ordained by God.
4. Respect the officials' judgment and interpretations of the rules. Make every effort to never argue, berate or make gestures indicating a dislike for a decision.
5. Accept both victory and defeat with dignity and humility, never being boastful or bitter.
6. Congratulate the opponents in a sincere manner following either victory or defeat.
7. Seriously accept the responsibility and privilege of representing God and ECCS through your extra-curricular program participation.
8. Exemplify good sportsmanship/attitude in your words and deeds before, during, and after a competition, an event, and any practices.
9. Always seek to improve, play/do your best, and fill the role asked of you – always considering the team above personal interests.
10. In the case of a conflict, follow the Matthew 18 guidelines established in the school handbook.

Students who participate in extra-curricular programs are expected to conduct themselves in a manner, which reflects the high standards and ideals of their team, ECCS, and their faith in God. High personal standards of conduct are expected at all times so that teams and individuals can attain maximum achievement and set positive role models for other students and members of the community. Violations of this code of conduct (or any other behaviors which are unbecoming of an ECCS student, coach/director or parent) may lead to disciplinary action up to and including suspension or removal from participation in the extra-curricular program the team coach/director in consultation with the Head of School. Each team coach/director will be responsible for determining and communicating the general training and behavioral standards of his or her team, based upon the disciplinary guidelines of ECCS.

## **DISCIPLINE POLICY**

Students are expected to strive for “The Middle School SWEEP” both in and outside of the classroom. When a student is not able to maintain one or more of the SWEEP expectations, they will incur an infraction. An infraction is a way for teachers to account for a student not meeting expectations, so the student can have a chance to learn from and discuss the missed expectation.

When a student receives an infraction, they will be given an infraction notice and parents will be notified as soon as possible. When a student receives an infraction, they will be required to attend the after-school infraction meeting with Mrs. Herring (or her designee). This short meeting is a chance for the student to discuss the infraction with Mrs. Herring (or her designee), and for any consequences to be assigned. Infraction meetings happen daily at the end of carpool. If necessary a parent may be asked to attend the meeting, but generally the infraction meeting is between Mrs. Herring (or her designee) and the student. A parent or carpool driver must pick up the student from the school office after the infraction meeting by 3:10. If the student has an extracurricular activity, they will be late but should be picked up as normal. Should a student not attend the meeting, by choice or neglect, an in-person student-parent conference will be assigned (for the following day) along with an additional infraction as appropriate. After three level 1 infractions in a quarter, an in-person student-parent conference will result to determine further consequences / interventions.

Infractions are established in a leveled system to allow for escalation of discipline as needed. The levels are outlined in the chart below. In general, level 1 infractions occur after one warning. Level 2 infractions typically require immediate attention by administration. All infractions are recorded in FACTS.

### **Level 1 Infractions:**

#### **Classroom / Campus / Specials Infractions:**

#### **Possible Consequences / Interventions:**

<ul style="list-style-type: none"> <li>➤ Doesn't Show Respect to Others (Peers, Teachers, Guests)</li> <li>➤ Doesn't Exhibit Self-Control and / or Responsibility</li> <li>➤ Doesn't Express a Christlike Attitude</li> <li>➤ Doesn't Participate in Building a God-Honoring Community</li> </ul>	<ul style="list-style-type: none"> <li>➤ Restorative meeting / contact with impacted party</li> <li>➤ Practice session of respectful behavior</li> <li>➤ Parent conference (in person or phone)</li> <li>➤ Detention (Silent or Work-Based)</li> <li>➤ Logical Consequence</li> </ul>
<ul style="list-style-type: none"> <li>➤ Doesn't <b>W</b>ork Diligently and / or Honestly</li> </ul>	<ul style="list-style-type: none"> <li>➤ Conference with impacted teacher(s) to determine ramifications</li> <li>➤ Parent conference (in-person only)</li> <li>➤ Re-do assignment (credit at teacher discretion)</li> </ul>

#### **Level 1 Infraction Examples:**

➤ Violating dress code	➤ Interrupting the teacher (after warning)
➤ Talking out of turn (after warning)	➤ Excessive tardies to class (3+)
➤ Being off task during class (after warning)	➤ Disobeying class rules (after warning)
➤ Distracting classmates (after warning)	➤ Not putting forth appropriate effort
➤ Violating technology policy	➤ Disrespect to teacher/classmates

### **Level 2 Infractions:**

Level 2 infractions can occur from excessive Level 1 infractions (three or more) or from the examples outlined below.

Level 2 infractions result in one or more of the following consequences / interventions as deemed appropriate by the Middle School Coordinator and the Head of School based on collected incident information:

- Office Referral: The student is sent to the office, where they meet with a member of administration and parents are contacted as soon as possible. The student may or may not remain on campus.
- Detention: Student attends a teacher-supervised session typically during the lunch / recess time block.
- Team Intervention: The student and parent(s) attend a middle school team meeting where a specific intervention plan is designed and structured for implementation. A 2-week follow-up conference is required.
- PSS (Parent-Shadow Suspension): A parent will be required to supervise the student in assigned classes as well as attend a parent/student conference with the teacher and/or administration.
- ISS (In-School Suspension): Student will attend the assigned school day(s) in the office, dressed in Chapel uniform where they will have non-credit work to complete for classes. Students may also have on-campus chores / service projects as part of ISS.

- Probation: The student is given a probationary period to determine continued eligibility for attendance.
- Loss of Privileges: This can include loss of student events, trips, ceremonies or other activities not part of the standard curriculum.
- OSS (Out of school suspension): Student will be required to complete non-credit work for class. Parents are required to administer and sign-off on an OSS plan.
- Expulsion: The student is removed as a student of the school per SMT approval.
- Logical Consequences: Based on the nature of the infraction (eg. Zero on plagiarized assignment)

#### Level 2 Infraction Examples:

➤ 3 or more Level 1 Infractions in a quarter	➤ Blatant disrespect, refusal of authority
➤ Foul language	➤ Inappropriate behavior
➤ Theft / Vandalism	➤ Bullying
➤ Violence / Physical Altercation	➤ Academic dishonesty
➤ Weapon possession / creation	➤ Drug possession / use
➤ Unauthorized leaving campus	➤ Any illegal behaviors

#### Other relevant Disciplinary Information/definitions

##### Bullying Policy

Our bullying policy is outlined in the ECCS Parent Handbook and, any confirmed incidents of bullying will be handled according to our discipline policy (see addendum).

##### Dress Code Violations

Please refer to the Middle School Uniform Code for dress code information. In general, middle school students who have a dress code violation must wear dressy uniform on the following Friday and a level 1 meeting and infraction is recorded. Three violations of the same dress code element will result in a level 2 infraction and the loss of that dress code element. For example, three violations of skirt length element results in no longer being able to wear skirts. Note that generally one day counts as one violation unless deliberate and continual patterns of violation behavior are shown.

##### Probation

Please refer to the “school probation” section from the ECCS Parent Handbook section titled “Addressing disciplinary actions referred to the Head of School” for detailed information. The consequence for recurring behaviors may result in probation from school and / or class trips.