

# **COBB COUNTY CHRISTIAN SCHOOL**



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***HOME OF THE  
CRUSADERS***

**PARENT / STUDENT  
HANDBOOK  
2007-2008**

# **COBB COUNTY CHRISTIAN SCHOOL**

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MARIETTA, GEORGIA 30060  
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FOUNDED IN 1971 AS A MINISTRY OF THE OPEN BIBLE TABERNACLE, INC.  
EUGENE HOLDER, Th. D.  
Senior Pastor / Founder

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Cobb Christian Elementary (1<sup>st</sup> – 5<sup>th</sup>)  
Cobb Christian Middle (6<sup>th</sup> – 8<sup>th</sup>)  
Cobb Christian High (9<sup>th</sup> – 12<sup>th</sup>)

This manual for Cobb County Christian is a general guide for the policies and procedures as set by the administration and the Church Board. The handbook can be added to, amended, or corrected at any time.

### **Purpose and Ministry of Cobb County Christian**

Cobb County Christian is a ministry of the Open Bible Tabernacle; a nonprofit educational institution dedicated to the advancement of the gospel of our Lord Jesus Christ. The school is non-denominational and non-discriminatory and is open to all regardless of race, sex, national origin or church affiliation.

The primary objective and purpose of Cobb County Christian is to train the student in the knowledge of God and the Christian way of life. Our goal is to put a plus factor into education: “A SOUND EDUCATION WITH A CHRISTIAN FOUNDATION.” We believe a Christian education is an investment in the educational, moral, and spiritual well being of a child. It is a solemn realization that, under God, the parents and the faculty are molding lives and character and that we are personally responsible for each student receiving a good foundation for the life that lies ahead.

The Open Bible Tabernacle in its ministry and vision to spread the knowledge of the Lord Jesus Christ had provided a place for Christian young people to receive a sound, traditional education in a Christian environment. The Christian environment, standards, and training are based upon Biblical principles. This is what sets Cobb County Christian apart from an ordinary private school. A student and parent seeking to enter Cobb County Christian should apply because of these reasons if they wish to have a profitable term

Cobb County Christian encourages Christian young people to grow in grace so as to be able to hear God’s call upon their lives.

### **Philosophy**

#### **A STATEMENT OF CHRISTIAN EDUCATION PHILOSOPHY BY A DECEASED MEMBER OF THE BOARD OF ADVISORS .....PAUL E. BELLHEIMER**

The Bible says: “The fear of the Lord is the beginning of wisdom.” Proverbs 9:10

If the fear and knowledge of God is crowded out of a system of education, how can it educate? If emphasis upon the knowledge of God and His Word is almost totally eliminated from a so-called educational program, can that program impart wisdom? And, if an evolutionary philosophy is substituted for Biblical cosmology, the end result is folly, the antithesis of wisdom.

During the early period of American History, education was Christian in character. The first schools and colleges were sponsored and supported by the church. Those who laid the foundations of public education in our country looked to the school as teachers of religion. Since the turn of the century, influenced by the humanistic philosophy of Karl Marx, and later John Dewey, education has become more and more secularized. And now, by decision of the Supreme Court, religious teaching has been outlawed in all tax supported schools. As a result, the Bible, which contains the sub-total of all wisdom, has been almost completely banished from public schools.

Many teachers in our public educational system today are the products of a left wing, liberal socialistic philosophy. They have been influenced by their radical and Communistic oriented professors who have infiltrated our colleges and universities, including our teacher training institutions. The so-called progressive educational policies have spawned an entire generation of diminished minds who have lost all reverence for God and the Bible, and consequently, for law and order. As a result, we are now in the midst of a revolution of violence and crime which threatens the very foundations of our government and the end is not yet.

The Freudian philosophy of permissiveness which has swept our nation is reflected in our public schools. Out of this permissiveness has grown a generation of hooligans providing fertile soil for drug pushers which, according to reliable reports, are active not only in high schools, but also in the junior high schools. Schools have been the victims of an inspired conspiracy to debunk our American history, traditions, and heroes, by deleting from our textbooks all reverence for America's heritage of political, economic, and religious freedom.

The Christian people of this community have the opportunity of helping to reverse this trend by joining together in the support of Christian schools.

Adequate facilities are available and a competent staff of Christian teachers is assembled. This is your opportunity to assist this worthy project in your own area.

Paul E. Bellheimer  
Author of: "Destined for the Throne"  
And "Don't Waste Your Sorrows"

### **Our Biblical Position**

We believe in:

The Bible as the literal, infallible and inspired Word of God;  
The creation of man by the direct act of God;  
The incarnation and virgin birth of Jesus Christ;  
His identification as the Son of God;  
His vicarious atonement for the sins of men by shedding His blood on the Cross;  
His power to save men from sin;  
The new birth through the regeneration by the Holy Spirit;  
The gift of eternal life by the grace of God.

### **Patriotism**

Patriotism is an inner feeling that is difficult to define; for each of us it has a different meaning and each of us meets it with a different emotional reaction.....a feeling of pride, gaiety, a lump in the throat and a tear in the eye, a swelling of the chest and a quickened breath, a fierce desire to battle for that which we believe, and even the dedication of one's life to a cause. Where and when these feelings begin, we do not know, but we feel that the school should play an important part in developing patriotism in all its aspects.

Excerpt from "Planned Patriotism"

### **Parental Support**

Cobb County Christian, in its ministry of Christian education, must be considered an extension of the Christian home itself. This is a fundamental understanding that all parents must have. The Christian school does not replace the training of the home; it supplements it. The Christian school is a means of assisting the parents in the Christian upbringing of their children.

Many parents have placed their children in Christian schools because they were taught values in the public schools that were contrary to the values taught at home. These parents recognized that fact that the school should support the teaching at home. When the public schools did not do so, they placed their children in a Christian school that offered this support.

It is just as important for parents to stand by and support the Christian school. If the faculty of the school has lost the support and backing of the parents, the school has no foundation on which to educate their children.

**THE CHRISTIAN SCHOOL IS MERELY AN EXTENSION OF THE CHRISTIAN HOME AND WHENEVER THE SUPPORT OF THE HOME IS NOT BEHIND THE SCHOOL, THE CHRISTIAN SCHOOL LOSES ITS PURPOSE AS FAR AS THAT PARTICULAR FAMILY**

**IS CONCERNED.** The foundation of Christian education is the support and backing of the parents. If the parents undermine the school's efforts, nothing will be accomplished except fruitless frustration.

It is absolutely essential for the parents and school faculty to work together, cooperate and support one another at all times. We are partners together working for the future of the children. The students must perceive the parents, teachers, and staff as a team united, working for their good. If they see division, confusion will result. Please prayerfully keep this in consideration throughout the year.

## FINANCIAL INFORMATION FOR 2007-2008

### Application Fee

one-time fee per family-----\$25.00 (non-refundable & non-transferable)

### Registration Fee

Kindergarten (K3-K5) \$150.00

1<sup>st</sup> through 12<sup>th</sup> \$200.00

\*Maximum registration fee per family-----\$300.00

\*Matriculation fees are due at time of registering your child.

\*Matriculation fees are non-refundable and non-transferable.

### Basic Tuition / Payment Plans

<u>Grade</u>	<u>Yearly</u>	<u>9 months</u>	<u>10 month</u>
K3-K4	\$2,450.00	\$272.22	\$245.00
K5	\$3,400.00	\$377.78	\$340.00
1 <sup>st</sup> –12 <sup>th</sup>	\$4,050.00	\$450.00	\$405.00

\*All fees subject to change without notice.

### Tuition Policies

1. Tuition payments are due by the first (1<sup>st</sup>) of each month and are past due after the fifth (5<sup>th</sup>).
2. If not paid by the 5<sup>th</sup>, a \$25.00 late fee will be added.
3. **Keeping tuition current is required for keeping children in school. If your account is 30 days past due or more your child will not be allowed to attend school until payment has been made in full (includes late payment fees).**
4. The student will not be permitted to attend school if any tuition is owed from the previous year.
5. Yearly tuition paid in full by August 1<sup>st</sup> will receive a 10% discount on your yearly tuition or you may choose one of the payment plans listed above.
6. Final payment must be paid in cash, money order or cashiers check!
7. Tuition must be current by May 1<sup>st</sup> in order for the child to attend during that month or to participate in the graduation exercises and to receive his/her final report card and certificates.
8. The monthly fee is the yearly tuition divided into equal installments. There is no additional cost to take advantage of the payment plan options.
9. Discounts are allowed for more than one child per family. First child pays 100% of the tuition, second child will receive a 15% discount, third child will receive a 20% discount, fourth and all other children 25% discount per child.
10. Should a student transfer to another school, all fees and tuition due to CCCS must be paid in cash, money order or cashiers check prior to the release of the students' transcripts. Amount of tuition due is subject to the Adjustment Fee Policy.

11. Should the student transfer during the school year, the amount of tuition due may be adjusted to reflect the 10 month fee rate multiplied by the number of months the student attended CCCS less the payments received.
12. For all the students (K3-12<sup>th</sup>) the tuition amount is non-refundable and non-transferable should the student cancel for any reason. We are endeavoring to keep low tuition rates for the benefit of each family. **THE SCHOOL RECIEVES NO FEDERAL ASSISTANCE. YOU SUPPORT ALL TEACHER PAYCHECKS, BILLS, AND MAINTENANCE.**

**\*\*\*Make checks payable to: Cobb County Christian School or C.C.C.S.\*\*\***

**Payments may be mailed to 545 Lorene Drive, Marietta, GA 30060, or payments may be made in the school office, or online at [openbibleministry.org](http://openbibleministry.org).**

### **Adjustment Fee**

An adjustment fee of the equivalent to one month's tuition will be assessed should the student withdraw from CCCS without a thirty (30) day written notification to the school office of their intent to withdraw from the school.

### **Diplomas**

CCCS will hold all diplomas, report cards and all transcripts for students who have any outstanding balances. Payments for diplomas and transcripts are subject to the tuition policies previously stated.

### **Speech and Language Screening**

The school offers a complete speech and language screening in cooperation with Greater Atlanta Speech and Language Clinic. This service is optional and a screening fee is paid directly to the Greater Atlanta Speech and Language Clinic.

### **Extra Fees**

Detention Hall-----	\$5.00 each ½ hour served
SAT -----	\$35.00
Copies-----	\$ .10 cents each
Lost and Found-----	\$ .25 cents each item
Report Card Replacement-----	\$5.00
Pencils, Rulers, Erasers-----	\$ .25 cents each item
Loose leaf paper-----	\$ .10 cents a piece

### **Book Usage Fees (Non-Refundable)**

Book usage fees are non-refundable and must be paid by August 1<sup>st</sup> with your first tuition payment in order for us to order and receive books before the first day of school begins.

K-3-----	\$120.00
K-4-----	\$130.00
K-5-----	\$150.00
1 <sup>st</sup> – 12 <sup>th</sup> -----	\$250.00

- 3<sup>rd</sup> –12<sup>th</sup> Grades will be on the PACE system. The 9<sup>th</sup> –12<sup>th</sup> will be able to order extra credit Paces if needed. The price of each pace will differ depending on their choice elective.
- If the student fails a test and needs to repeat the pace failed there will be a charge of that one pace to be reordered.

### **Late Pick Up Fee**

A charge of \$1.00 per minute will be added to accounts for students picked up after 6:30 PM from the After School Care; after 12:30 for K-3 and K-4; and after 3:30 for K-5 through 12<sup>th</sup> grade.

### **Admissions**

Cobb County Christian School admits students of any race, color, creed, national or ethnic origin to all the rights, privileges, programs and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, creed, national or ethnic origin in administration of its educational policies, admissions policies, scholarship and loan programs, athletic or other school administered programs.

A student is admitted to the school on the basis of former records and/or entrance placement tests. Each student's record is reviewed each year, and they will be admitted on the basis of specific criterion for admission.

Cobb County Christian reserves the right to suspend from the school any student or family whom it deems to be out of harmony with the standards, policies, values and objectives of the school. **It is a PRIVILEGE NOT A RIGHT – TO ATTEND COBB COUNTY CHRISTIAN SCHOOL.**

### **Entry Age (State Law Requirements)**

Georgia law requires that students attend a public or private school or home study program from their seventh through 16<sup>th</sup> birthdays. In order for a student to enroll in K-3 they have to be 3 before September 1<sup>st</sup> and they have to be completely potty trained in order to enroll. The requirement to attend K-4 is that they have to be 4 before September 1<sup>st</sup>. Any child starting Kindergarten has to be 5 before September 1<sup>st</sup>.

We do adhere to the State entrance requirements. Remember: It is a State Law, and if you feel that it must be changed, you need to contact your State Legislative Representative.

### **Registration**

Students may register in the school office upon notification of application acceptance. Please be sure all necessary forms are properly filled out and returned to the office as soon as possible.

### **High School Admissions**

1. Must transfer a 2.0 GPA (based on a 4.0 scale)
2. Two (2) Personal Recommendation Forms submitted (One must be a Pastor or Youth Minister of church student is currently attending).
3. Code of Honor Pledge signed.
4. Submit to an interview by the Director.
5. Standard Achievement Test taken within the previous six months with grade equivalency of no more than one (1) grade level below placement request (or pay \$35.00 to administer a test if not available).
6. Parent Agreement forms completed.
7. All application forms completed.

Cobb County Christian School will accept credits from most schools on probationary basis both secular and Christian after evaluating for compatibility with our curriculum. After evaluation, transfer of equalized credit will be accepted. The option of accepting credits rests with the receiving school.

### **Elementary School Admissions**

- Admissions are determined on an individual basis by the school Director. All students enrolling are accepted on a probationary basis.

- An interview with the teacher may be required.
- All application forms completed.
- Parent Agreement Form signed.
- An entrance test may be required depending on previous school records.

### **High School Graduation Requirements**

All classes will be given on (1) full unit credit, except for teacher and office aide. The student is responsible for registering for courses (see pages 9 & 10), where they are so designated. This program provides a scholarly course of study for students desiring a selective academic program. The curriculum of 24 ½ units, with an emphasis in science, mathematics and foreign language, will support the student's application to virtually any college or university. It is intended to encourage and recognize excellence in scholarship. **STUDENTS PREPARING FOR COLLEGE ENTRANCE SHOULD CAREFULLY CONSULT WITH THE COUNSELOR TO BE SURE THE SUBJECTS NEEDED FOR COLLEGE ENTRANCE IS SATISFIED.**

### **Textbooks**

At Cobb County Christian School, a *Abeka Book* curriculum program is used for K-3 through 2<sup>nd</sup> grades, and School of Tomorrow (paces) for 3<sup>rd</sup> through 12<sup>th</sup> grades. This is a Christian perspective system of study. All books will be supplied on the first day of classes. Book fees are required to be paid by August 1<sup>st</sup>, but no later than Orientation Day. Students must furnish their own Bible and supplies, including notebooks, pencils, pens, etc.

### **Quarter Hours To Units**

Many students transferring in from public high schools that are based on the quarter hour system have a difficult time estimating the number of units they would have under our unit system. The general rule of thumb conversion is: 15 quarter hours = 1 Unit

### **Grading System:**

<b>A</b>	<b>90 – 100</b>
<b>B</b>	<b>80 – 89</b>
<b>C</b>	<b>74 – 79</b>
<b>D</b>	<b>70 – 73</b>
<b>F</b>	<b>Below 70</b>

### **Personal Growth And Development:**

<b>E</b>	<b>Excellent</b>
<b>S</b>	<b>Satisfactory</b>
<b>N</b>	<b>Needs Improvement</b>
<b>U</b>	<b>Unsatisfactory</b>

### **Reporting and Report Cards**

Our reporting system consists of a report card sent home every nine weeks. This provides a permanent cumulative record of the student's progress or lack of progress. The student's ability, attitude, and application are taken into consideration in grading. Report cards must be returned within one week. A fee of \$5.00 is charged to replace lost report cards. Final report cards can be picked-up in June. A teacher and/or parent may request additional reporting as deemed necessary.

### **Bible Class**

All students are required to complete some aspect of Bible study during school hours. A knowledge of the Bible is one of the greatest educational assets any man can have in addition to the

moral and spiritual values resulting from the study. Character development is the most important work of a school. No other course offered in the school affords such great opportunities for laying the foundation for a good and sound character.

### **Study Hall**

Requirements for free time:

1. All daily homework completed.
2. All make-up work completed. (Test and written)
3. Passing average in all subjects.

### **Make-Up Work**

A student who has missed any classes or homework for a legitimate absence has one day, per day he is absent, with a maximum of two weeks to completely make up the work. Any work not made up in the grace period will be averaged out with a zero. The initiative and responsibility for the make-up work belongs to the parents and the students involved.

### **Homework**

Believing that homework is an integral part of the school program, each teacher is at liberty to give homework to aid the students to advance in their studies. Therefore, each student is required to complete his/her homework assignments on time. Homework is given for several reasons.

1. For Drill: We believe that most students require solid drilling to master material essential to their educational process.
2. For Practice: Following classroom explanation, illustration and drill on new work. Homework is given so that the material will be mastered.
3. For Remedial Activity: As instruction progresses, various weak points in a student's grasp of a subject become evident. Homework following instruction is given to overcome such difficulties.
4. For Special Projects: Book reports, compositions, special research assignments and projects are some of the activities that are frequently the subject of homework attention.

We do request parent's full cooperation in seeing that the assignments are completed. Repeated delinquent homework could result in a student's failure.

### **Library**

Cobb County Christian is uniquely privileged to be able to house quite a fine library. Through this facility, we are able to offer the student what he/she needs for reading, research, helps, and audio visual equipment. If we do not have what the student needs, then we are able, through other agencies, to obtain what the student needs. We encourage the students to take full advantage of this facility.

### **Study Habits**

Place: Students should have a specific place to study, which should include a comfortable table and chair, and a well lit area and should be used only for study. There should be no radios, stereos, TV's or anything that would cause distraction. It should be a place where the student can be alone.

Time: They should have a specific time set up every day. Parents should help their child to budget their time wisely.

Method: The homework time should be looked upon as is a doctor's appointment and should be kept every day without fail.

For Memory Work: The best method is to sound out material. This makes it three times easier to memorize work than going over it first and then verbalizing it until it is memorized. This method is four times more effective than silent mind memorization only.

### **SAT/ACT**

Cobb County Christian High is registered with the College Board Admissions Testing Program. Our school code is 112-008. SAT/ACT college entrance exams can be given for any of our students planning to go to college. In addition, the PSAT/ACT test is administered every year to sophomores and Juniors for a minimal fee.

### **Early Dismissal For Seniors Who Work**

Seniors, though allowed to leave early if going directly to work, must attend classes the entire senior year. If graduation requirements are met, then secondary, vocational or college courses may begin.

### **FOUR YEARS OF HIGH SCHOOL ARE REQUIRED REGARDLESS OF UNITS ACCUMULATED.**

### **Lost And Found**

Articles lost should be reported to the school office. Articles found should be taken to the school office. There is a .25 recovery fee for each item picked up by owners.

### **Lunch Program**

The K-5 – 12<sup>th</sup> grade has a sack lunch program where the children are expected to bring their lunch each day. **We have microwaves available for heating any food items with times of 2 ½ minutes or less.** We also have soft drink machines for the 6<sup>th</sup> – 12<sup>th</sup> grades only.

Please give your child a wholesome variety of food in their lunch box, providing the necessary diet for growth. We will seek to uphold and teach the proper manners during the lunch period.

### **Official School Policy (Student Traveling)**

Students traveling with the school group and under the school's supervision on ANY school activity MUST return with the school group to the school. They may ONLY be released from the school group DIRECTLY to their OWN parents, unless previous arrangements are made. This has become necessary because of the school's legal responsibility and liability.

Parents must understand the school cannot and will not be responsible or liable (because of not being on school property) for any student unless they travel with the school group and under the school's supervision. If they travel to the activity on their own, the school will NOT be responsible for the students.

### **Special Note To Parents**

It is best for the parent to leave the child/children with the teacher on the first full day of school. When the parent remains in the classroom, it makes the period of adjustment more difficult for both child and teacher. It is also to the child's advantage for parents not to wait on the school grounds with the children before the opening of school each morning. Parents are also asked not to bring the children to their rooms in the morning or wait for their children before school is dismissed.

### **School Visits**

Parents are welcome to visit the school. When visiting a classroom for any reason, please come to the office first. **DO NOT GO DIRECTLY TO THE CLASSROOM.** Lunches, homework, books, etc., may be left in the office to be delivered to the student.

Please have your child arrive no earlier than 7:45 a.m. Students should be picked up by 3:30 p.m. There will be no supervision outside the building after 3:30 p.m.

### **Rights and Responsibilities Of Students**

All students are entitled to enjoy the basic rights of citizenship recognized by law for persons of their age and maturity. This school shall foster a climate of mutual respect for others. The School's rules of conduct and discipline are established to achieve and maintain order in the school. Students who violate school rules shall be subject to disciplinary measures designed to correct the misconduct and to promote adherence by all students to their responsibilities. Student responsibilities for achieving a positive learning environment at school and school related activities will include but are not limited to:

1. Attending all classes, daily and on time, except when ill or in emergencies.
2. Being prepared with materials and assignments
3. Strive to prepare the child emotionally and socially to be receptive to learning and discipline.
4. Ensure their child's compliance with school attendance requirements and promptly report and explain absences and tardiness to the school.
5. Encourage and lead the child in proper study habits at home.
6. Participate in parent-teacher meetings to discuss their child's progress and welfare
7. Participate in school related organizations
8. Be sure child is appropriately dressed at school and school related activities
9. Discuss report cards with the child.

### **Attendance**

Absence: In order for your child to gain the most in school, they must be regular in attendance. Please do not ask to have them excused for reasons other than sickness or dire emergency. Any absence not necessary must be unexcused. Excessive unexcused absences may result in dismissal from school. No refunds on tuition are made for absences. WE MUST HAVE A WRITTEN EXCUSE ON THE DAY YOUR CHILD RETURNS AFTER AN ABSENCE.

Grades K5 through 6<sup>th</sup>: 24 or more absences during a year will constitute an automatic failure for that year.

Grades 7<sup>th</sup> through 12<sup>th</sup>: 12 or more absences per class, per semester, will constitute an automatic failure for that semester.

Please DO NOT ask for your children to be excused for hair cuts, glasses, driver's license, or for anything less than an actual emergency. Please make all necessary doctor appointments before or after school hours. A teacher's workload increases substantially for each student who misses a class.

### **Tardiness**

Tardiness to school or class will be excused on the grounds of emergency, illness, or unforeseen circumstances (for the purpose of deciding the attendance awards). When students come in late, it disrupts the class, the teacher, and it often interrupts the morning class devotion, daily

lessons, roll call, lunch orders, and anything else that may be taking place. We ask that parents be diligent about students arriving by 8:25 a.m. If students arrive between 8:30 – 8:45, they should go directly to class and teachers will determine if it is an excused or unexcused tardy. Students arriving after 8:45 must first report to the office to receive an “Admit to Class” form. Parents must verify reason for lateness, preferably in writing if a student arrives without a parent present.

### **Grades 3 – 12**

- The second unexcused tardy of the same week will give the student detention hall.
- The third unexcused tardy in the same week will bring forth a one (1) day suspension.

### **Students Who Become Ill**

Children who become ill (vomiting, high fever, etc.) are required to stay home. Should the child become ill after arriving at school or if running a fever of 100 degrees or more they will not be permitted to stay at school. Arrangements will be required to pick them up. They must have had no fever for 12 hours before returning to school.

### **Medication**

Before medication is dispensed to any child, the parent is required to fill out the necessary form in the school office which will give the name of child, date, name of medication, prescription number, and dosage. If special arrangements must be made for medication to be dispensed at any time, the parent must speak with the Director for approval. Medicine must be in its original container with your child’s name on it. The school office is to be updated daily.

Please do not send cough drops, aspirin or Tylenol with your child(ren) to be kept on their possession during the day. The school cannot regulate the dosages and cannot be responsible should an overdose be taken. ALL MEDICATIONS MUST BE BROUGHT TO THE SCHOOL OFFICE ALONG WITH PROPERLY COMPLETED MEDICATION FORMS.

### **School Immunization Law**

The School Immunization Law states that each student entering kindergarten through twelfth grades for the 2007-2008 school year is required to have a Certificate of Immunization either from a licensed physician from this state or from an appropriate official of a local board of health on a form provided by the Department of Human Resources (Form 3032 or 3231). This law applies to both public and private school. Exemptions will be made for medical or religious reasons only.

This certificate should be in the student’s file before school begins. Students who do not comply with this law will not be permitted to return to their classes.

As of the 1994-95 school year, an additional dose of MMR vaccine will be required for entrance into grade 6 in any Georgia school. The School Certificate of Immunization (Form 3032 or 3231) or the MMR Vaccine Certificate Form (Form 3189) must be presented to school officials.

Beginning with the 1997-98 school year, completion of the Hepatitis B series will be required for all children born after January 1, 1992 to enter school or day care.

### **Chapel**

Chapel Services are compulsory. The purpose of our school is to provide education in a Christian framework and atmosphere, and we believe this can only be done if students are diligent to attend each service. Therefore, an unexcused Chapel absence will be amassed as one unexcused absence for the entire day. The only grounds for excused tardiness and absences are as per page 12. (See Tardiness)

### **Insurance**

No insurance claims will be paid if the injury is not reported to the office or to a staff member before leaving the school’s supervision.

All students who drive to school must have proof of automobile insurance coverage at all times.

### **Uniform Clothing**

Market price as determined by Uniform Depot (Kennesaw at 770-373-9967) or Buckhead Uniform Company (Roswell Road & 285 at 404-303-8600). They have on file all requirements for each grade at Cobb County Christian School.

### **Dress and Appearance**

The intent of a mandatory standardized mix-and-match dress code at CCCS is to place emphasis on the character development of the student rather than on external appearance. “Young men, in the same way be submissive to those who are older. All of you clothe yourselves with humility toward one another because God opposes the proud but gives grace to the humble.”

I Peter 5: 5

In order to reinforce this philosophy, parents will be asked to bring the proper clothing if their child is not dressed accordingly. “Obey your leaders..... They keep watch over you as men who must give an account. Obey them so that their work will be a joy, not a burden, for that would be no advantage to you.” Hebrews 13:17

Character traits developed: obedience, respect, cooperation, self-discipline, humility.

### **While In Class**

#### **Male Students**

1. Socks must be worn.
2. No excessive jewelry. Ear jewelry is not allowed.
3. Hair is not to extend past the top of the collar, top part of the ears, or below the eyebrows. “Fads” or peculiar haircuts are not permissible. No unnatural hair color.
4. Loose fitting clothing is required (but no sagging pants or shorts). No tight or form fitting clothes are permitted.
5. Belts for shorts and slacks must be worn.
6. Shirts must be tucked in.
7. Shoes that are appropriate. No sandals, boots, etc.

#### **Female Students**

1. No excessive makeup or jewelry.
2. “Fads” or peculiar haircuts are not permissible. No unnatural hair color.
3. High-heeled shoes are not recommended (they are unsafe).
4. Belts for shorts and slacks must be worn.
5. Shirts must be tucked in.
6. Shoes that are appropriate. No sandals, boots, etc.

**Chapel** - Regular mandatory standardized dress code applies.

### **Discipline**

We believe that discipline is necessary for the welfare of the individual as well as the entire school. Teachers are given the latitude to enforce classroom regulations in the manner which they feel is in accordance with Christian principles and discipline as set forth in the Scriptures. This may

indicate that parents need to take action at home so that the teacher's time is not consumed with behavioral problems, but with academic instruction. If, at any time, behavior of the student indicates an uncooperative spirit, they may be required to transfer.

It is a PRIVILEGE – NOT A RIGHT – TO ATTEND COBB COUNTY CHRISTIAN SCHOOL. Cobb County Christian reserves the right to suspend from the school any person whom it deems to be out of harmony with the standards, policies, values, and objectives of the school.

### **Standard of Conduct**

#### **Integrity Starts in the Classroom**

Christian students are required by society and God to show a level of integrity that is beyond reproach. There are two reasons why a Standard of Conduct is needed:

- There should be a sense of satisfaction that you have done what is Biblically correct;
- There should be a recognition that people around you see and know that you are Christian in all you say and do.

**Lying:** Lying is making an assertion which intentionally deceives or misleads. This deceitful assertion may be oral, written, or clearly communicated by a gesture. Responsibility for truth goes beyond what is said or written. It includes what is understood and perceived by others.

**Stealing:** Stealing is defined as intentionally depriving someone else of property or service without permission.

**Cheating:** Cheating is defined as attempting or aiding in the attempt to receive undeserved credit or to give an unfair advantage. The essence of cheating is the act of deceiving an instructor that a specific piece of work is your own, when in fact, it is not. The submitting of work which is not documented, indicates that it is entirely the work of the student.

**Conduct:** At all times and in all situations the student will conduct himself in a Christ-like manner. This applies to both classroom and personal situations. At all times the student must reflect the values a Christian would hold at home, work, recreation, and in the classroom.

CCCS holds that the Bible is the infallible, divine Word of God and that salvation by faith in Christ is the initial step in the Christian life. There is adequate Biblical basis for the idea of spiritual growth into the image of Christ (Romans 8:29), which is the work of the Holy Spirit (II Corinthians 3:18).

This growth begins with the initial act of saving faith and continues throughout life. The Holy Spirit makes the Christian conscious of the Biblical demands for a holy life which fulfills both God's moral law and high law of love (Matthew 22:37-39, Romans 13:8-14, Galatians 5:14). The result is a life consecrated unto God and separated from the world.

We must, therefore, provide an environment conducive to the spiritual growth and development of young people who are not yet mature Christians.

A standard of conduct based on the following Biblical imperatives is necessary to provide such an environment. All of the activities of the Christian must be subordinated to the glory of God who indwells us (I Corinthians 8:9, 12 & 13; 10:32). The Christian will endeavor to avoid practices which cause the loss of sensitivity to the spiritual needs of the world and loss of the Christian's physical, mental or spiritual well-being. (I Corinthians 9:27)

A sense of the need for spiritual growth in the light of these principles has led us to adopt the following standards which it is believed are conducive to the environment that will best promote the spiritual welfare of the student. The school, therefore, requests each student, whether at home, school, or elsewhere.....

- To refrain from swearing, indecent language, use of tobacco, drinking alcoholic beverages, the abuse of drugs, gambling, dancing and involvement (spending time or money) in hard,

heavy metal, acid rock music or any music of this type or any music that promotes indecency, immorality, or rebellion.

- Students must abstain from R or X-rated movies/games, whether by theater, cable or video cassette.
- Maintain high standards of courtesy, kindness, morality, and honesty.
- Dress appropriately and modestly.
- No body piercing other than girl's ear lobes.
- Show kindness and helpfulness to young children and always respect those in authority.
- Students must never INCITE NOR HELP ANOTHER TO VIOLATE the Code of Honor or the Standards of Conduct.
- Students must encourage adherence to the Code of Honor and the Standards of Conduct by their example.
- Students will have respect for themselves and their dates and will instinctively avoid excessive public displays of affection which to onlookers often appears cheap and unbecoming.
- Parents of students whose relationships with each other (boy/girl) may include extensive togetherness and other noticeable activities that may lead faculty to believe there is an inclination toward the desire to date, may be required to submit a letter of approval indicating to the Director that they are aware of their student's behavior in this regard.
- All students, 7<sup>th</sup> through 12<sup>th</sup>, must sign the Code of Honor pledge the first week of school.
- The selection of the restrictions mentioned in the statement may appear arbitrary to some, but while not condemning others who differ, we believe that the restrictions named are types of conduct which are detrimental to the standards established as its objective.
- Students are expected to abide by these standards throughout their enrollment whether at home, school, or elsewhere. Students found to be out of harmony with the Cobb County Christian ideas of work and life may be invited to withdraw whenever the general welfare demands it, even though there may be no special breach of conduct.

In this atmosphere of definite and positive Christian standards of conduct, good scholastic planning, and intimate personal interest between faculty and student, there is a fine opportunity for development of strong Christian character.

### **Standards of Conduct in Regard To Cheating**

No student may use a graded test or any graded work to study by for makeup work unless they have WRITTEN permission from the teacher of that class. Otherwise, both the party receiving the answers and the party giving the answers will each receive three (3) days suspension.

The passing of answers or the obtaining of answers other than from memory or the prescribed method of study, or the doing of any homework, test work, or class work for another student will mean an automatic suspension of:

- First Offense – three (3) days
- Second Offense – two (2) weeks
- Third Offense – two (2) months

### **DO NOT EXPECT AN EXCEPTION!!!!**

No time, place or circumstance permits a student to feel that the Honor Code and Standards of Conduct do not apply. It is your way of life. It is considered to be abnormal for any student to feel restricted or imposed upon by it.

### **School Ground Rules**

- No disrespect of teachers will be allowed. Any grievance against a teacher should be discussed with the Principal and with no one else. In case of personal conflicts between a student and teacher, it is the student's responsibility to get along with the teacher.
- Students must be on time, prepared for class; no skipping of classes or activities, no breaking of schedules without permission. Skipping of classes has a penalty of one (1) day suspension for each offense.
- Fighting will not be tolerated. No horseplay, hitting, pushing or playing in classrooms, hallways, playground, restrooms or on any part of the school facilities. Proper decorum will be expected at all times.
- Vandalism of personal or school property is not tolerated.
- Students are expected to stay near the student body during recess or free time.
- No physical contact between boy and girl at any time.
- Quiet will be maintained in the lunchroom as well as the proper handling of food and trash. Food or drinks are not allowed outside of the lunchroom.
- No chewing gum allowed
- No radios, tape recorders / players, CD players, toys, games, or magazines or novels allowed except those furnished for educational purposes. No electronics unless approved by office.
- **No pagers or cellular phones are permitted.**
- Students are not allowed in the parking lot without permission. All automobiles are off limits during school hours. There can be no driving off school grounds without permission. Speeding, reckless or improper driving will result in revoking the privilege to drive. Proof of automobile insurance must be available at all times.
- Once a student has arrived for the day, they cannot leave the school grounds for any reason. If a student leaves before 3:15, they must be on their way home or to a school activity and, in all cases, they must be accompanied by a staff member or parent unless prior arrangements are made. This is a suspension offense and a withdrawal may be required.

**First Day Of Classes.....Monday, August 13,2007**

**TIME SCHEDULE**

<b>K3 &amp; K4</b>	<b>8:30 a.m. – 12:00 p.m.</b>
<b>K5 (Full Day)</b>	<b>8:30 a.m. – 3:15 p.m.</b>
<b>1<sup>st</sup> through 12<sup>th</sup></b>	<b>8:30 a.m. – 3:15 p.m.</b>

**Children should not be dropped off prior to 7:45 a.m.**

**\*\*Children must be picked up on time. Any student not picked up by 12:30 (K-3 through K-5 half day) and 3:30 (K-5 through 12<sup>th</sup> full day) there will be a charge of \$1.00 per minute.**

**\*\*A charge of \$1.00 per minute will be charged for any student not picked up by 6:30 p.m. in the After School Care Program.**

## August

Monday-Thursday, Aug. 6<sup>th</sup> - Aug. 9<sup>th</sup> Teacher Pre-planning  
Friday, August 10<sup>th</sup> - 9: 00am-12: 00pm “Sneak-A-Peek”  
Monday, August 13<sup>th</sup> - First Day of School

## September

\*Monday, September 3<sup>rd</sup> - Labor Day  
Wednesday, September 12<sup>th</sup>- Midterm Reports issued (1st- 12<sup>th</sup> grades)

## October

Friday, October 12<sup>th</sup>- End of 1<sup>st</sup> 9 Week Grading Period  
\*Monday, October 15<sup>th</sup> - Teacher Workday/ Student Holiday  
Tuesday, October 16<sup>th</sup> - Report Cards Issued

## November

Wednesday, November 14<sup>th</sup> - Midterm Reports Issued  
Friday, November 16<sup>th</sup> - Parent/Student Thanksgiving Lunch, (Half Day)  
\*Monday-Friday, November 19<sup>th</sup>-23<sup>rd</sup> - Thanksgiving Holidays

## December

Friday, December 14<sup>th</sup> - (Half Day)  
\*Monday, December 17<sup>th</sup> - Monday, December 31<sup>st</sup>- Christmas Holidays

## January

\*Tuesday, January 1<sup>st</sup> – New Year’s Day Holiday  
Wednesday, January 2<sup>nd</sup> - Return to School  
Friday, January 11<sup>th</sup> -2<sup>nd</sup>- 9 Week Grading Period/ End of 1<sup>st</sup> Semester  
Tuesday, January 15<sup>th</sup>- Report Card Issued  
\*Monday, January 21<sup>st</sup> - Martin Luther King, Jr. Holiday  
+Thursday-Friday, January 24<sup>th</sup> – 25<sup>th</sup> – ACSI Teachers Conference/ Student Holidays

## February

Wednesday, February 13<sup>th</sup> – Midterm Reports  
\*Monday, February 18<sup>th</sup>-President’s Day Holiday  
+Wednesday- Friday, February 28<sup>th</sup> – 29<sup>th</sup> - Science Fair (3<sup>rd</sup>- 12<sup>th</sup> grades)

## March

Friday, March 14<sup>th</sup>- 3<sup>rd</sup> 9 Week Grading Period  
Tuesday, March 18<sup>th</sup>- Report Card Issued  
\*Friday, March 21<sup>st</sup> – Monday, March 24<sup>th</sup> - Good Friday/ Student Holiday  
Tuesday, March 25<sup>th</sup> – Return to School

## April

\*Monday- Friday, April 7<sup>th</sup> – April 11<sup>th</sup> - Spring Break

## May

+ Friday, May 2<sup>nd</sup> – Pre-K- 2<sup>nd</sup> Field Day  
+Friday, May 9<sup>th</sup>– 3<sup>rd</sup> – 12<sup>th</sup> Field Day  
+ Tuesday, May 20<sup>th</sup> – Kindergarten Graduation  
+Thursday, May 22<sup>nd</sup> – 12<sup>th</sup> Grade Graduation  
Friday, May 23<sup>rd</sup> – Last Day of School/ Half Day

**\*Denotes Student Holiday – NO CLASS**

**+Subject to Change**

**Inclement Weather:** CCCS will follow the same inclement weather closings as Cobb County Public Schools.