

Secondary Handbook

Old Suwanee Christian School
A ministry of Old Suwanee Baptist Church
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Revised June 2011

SECONDARY HANDBOOK
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Introduction

"Thy Word is a lamp unto my feet, and a light unto my path." Psalm 119:105

We welcome all of our parents and students who are entering Old Suwanee Christian School for the first time or returning for another term. Since 1984, Old Suwanee has sought to give children a godly education. There are many worldviews taught in society that are contrary to Christian faith and practice. Old Suwanee will support and follow a biblical worldview and endeavor to build the same in the hearts and minds of the students.

The student-parent handbook is a tool to coordinate the efforts of Old Suwanee and the parents in the responsibilities of training the children.

History

Old Suwanee Baptist Church has been a faithful ministry for God in our community since 1828. Faithfully teaching the Word of God and ministering to the family has always been an important part of the church.

In 1984, the Lord placed the need of a Christian School in our community on the heart of our former pastor, McHoyt Moore. The members of the church decided unanimously to begin classes that fall. The Lord directed Mr. Tim Campbell to come as the first principal to make preparations for classes to begin.

By the third week of August 1984, all preparations were complete and the first students began a godly education at OSCS. The school began with 23 students in K-4 to the 3rd grade. In 1986, a new education building was completed for offices and classrooms.

In August 2000, a new gymnasium, which included space for classroom expansion, was completed.

In March 2005, Pastor Moore retired and the church called Tim Campbell to be the new pastor. Under his direction, the school will continue to provide a godly education from a biblical Christian worldview.

In December 2008, the classroom expansion project was completed and dedicated to Pastor Moore. The McHoyt Moore Educational Facility includes the gym, nine classrooms, a science lab, an office area, and a library.

The Lord has blessed OSCS beyond our dreams. Today students come daily to learn to become tomorrow's Christian leaders.

Statement of Faith

1. We believe in the verbal inspiration of the Bible, equally in all parts and without error in its origin.
2. We believe in the triune God, eternally existent Father, Son, and Holy Spirit, who created man by a direct, immediate act.
3. We believe in the pre-existence, incarnation, virgin birth, sinless life, miracles, substitutionary death, bodily resurrection, ascension to Heaven, and the premillennial return of the Lord Jesus Christ.
4. We believe in the fall of man, the need of salvation by grace alone through repentance and faith, and the resurrection of all to everlasting life or everlasting damnation.
5. We believe in the spiritual relationship of all believers in the Lord Jesus Christ, living a life that is Christ-like, separated from the world, and witnessing of His saving grace.
6. Old Suwanee Baptist Church and Christian School holds and teaches that the King James Version (Authorized Version) is the inspired Word of God for English-speaking people.

All our Bible teaching will be in keeping with the doctrinal position of the church. Students must use the King James Version of the Bible. Before students are accepted for admission, parents will need to sign the following agreement:

I/We agree to allow my/our children to attend Old Suwanee Christian School knowing that my/our child/children will be taught according to the doctrinal position and philosophy of Old Suwanee Baptist Church. This will include the teaching of Bible facts, Church History, Church Doctrine, Faith and Practice, and Interpretation of the Bible. Old Suwanee Christian School teaches every subject including Bible and Religion according to Independent Baptist Faith and Practice. I/We know that my/our child/children may be taught doctrinal topics and issues that will be contrary to my/our church beliefs, faith, and practice.

Religions that may find conflicting doctrine are the following: Catholic, Anglican, Moslem, Hindu, Hari Krishna, Buddhist, Moonies, Mormon, Seventh Day Adventists, Jehovah's Witness, Moravians, Amish, Jewish, Modern Day Charismatic Churches, and other denominations and religions not named above.

Old Suwanee Christian School has informed me about its teaching position before enrollment and I/we understand fully their intent. I/We also understand that Old Suwanee Christian School is a private church school and I/we nor my/our child/children will not be able to teach our doctrinal position at Old Suwanee Christian School. In case there is a disagreement, I/we know that my only recourse is to withdraw my child/children. I/We know that there will be no refund of any fees, tuition, or other monies paid to the school. I/We will hold harmless of any liability or responsibility, legally or otherwise, Old Suwanee Baptist Church and Christian School, its teachers, staff, administration, and other employees. If legal proceedings occur, I/we will be held liable for all court and legal cost to Old Suwanee Baptist Church, Old Suwanee Christian School and/or its staff.

I have read the above Statement of Faith and know that this is a synopsis of the Doctrine of Old Suwanee Baptist Church. I understand that other issues or doctrines not listed above

may be taught.

Mission Statement

Old Suwanee Christian School is an integral part and ministry of the Old Suwanee Baptist Church, an independent Baptist Church that exists and operates as a New Testament church by the teachings of the Bible. The overall ministry of the church is to reach unbelievers with the Gospel of Jesus Christ, and to teach others the Word of God so that they may grow in the grace and knowledge of our Lord Jesus Christ, and be equipped for His service. Matthew 28:19-20, Deuteronomy 6:6-7, Proverbs 22:6

The mission of Old Suwanee Christian School is to support the mission of the church and provide a school where parents may fulfill the biblical mandate found in Ephesians 6:4 to train their children in the nurture and admonition of the Lord. The school provides an excellent school program to develop students' God-given potential to be prepared to worship and serve God with their lives according to His eternal will and purpose. Romans 8

As Christ is the cornerstone of the church, His Word is the cornerstone and foundation of the education and ministry of this school. Our goal is to give each student a high-quality education from a biblical Christian worldview.

Accreditation

The administrative and instructional staff of OSCS meets high standards of qualification for performance of their work. OSCS requires its teachers to be college-trained professionals. All students take annual achievement tests. Our goal is for our student body to perform above the national average. Students who have applied themselves and whose parents have cooperated with school policy should be able to move easily into other Christian, private, or public schools in any location in the nation, as long as the admission requirements are met. Any school or college has the right to accept or reject credits.

OSCS is a member of the Georgia Association of Christian Schools and the American Association of Christian Schools. We are accredited by the Georgia Private School Accreditation Council (GAPSAC). OSCS does not accept state license, accreditation, or certification that would allow the government control over our church ministry.

Statement of Non-Discrimination

OSCS admits students of any race, color, or national and 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, or national and ethnic origin in administration of its educational policies, admissions policies, scholarship and loan programs, or athletic and other school-administered programs.

Admissions Policy

Parents are provided with an application for enrollment. This application must be

submitted with appropriate fees, recommendations, and records to begin the admission procedure.

1. Policies

- a. Admission to OSCS is a privilege granted to any students seeking the education and philosophy of Old Suwanee Christian School. This school accepts each student on a trial basis. No student will be allowed to continue whose actions or attitudes do not conform to the school's policies. OSCS must have full cooperation from both parents and students in policies of education and discipline. Each parent should understand that all of our rules, regulations, and standards are designed to achieve decency and order according to God's Word in the education of students.
- b. The OSCS academic program is designed for average and above average students. Students unable to maintain average scores in their lessons may be asked to withdraw. Please understand our provisions are not presently available for emotionally or mentally handicapped children or children with intense learning disabilities.
- c. In order to be placed in the grade applied for, a student's records should verify the satisfactory completion of the previous grade level.
- d. IT IS MANDATORY that parents agree and submit to and cooperate with the discipline and overall program of this school as outlined in detail in the topic "Conduct and Discipline."
- e. Students entering the seventh grade and up will need to present a letter of recommendation every year from the pastor of their church. This letter must be on file in the school office before final acceptance is made for initial enrollment or re-enrollment.
- f. Records of academic and behavioral progress must be received from the previous school before students will be fully accepted for admission.
- g. Students who have been suspended or expelled from another school will not be considered for admission.
- h. Students who practice any form of the occult or who are involved in any activity or listen to music that is not conducive to Christian growth will not be admitted.
- i. Any parent with different objectives from these is likely to be dissatisfied with the program of OSCS.

2. Required items

The following items must be submitted at the time of enrollment:

- a. Copy of last report card, achievement test scores, and discipline records (1st-12th)
- b. Certificate of Immunization on State form #3231 (State requirement for all grade levels)
- c. Ear, Eye, and Dental on State form #3300 (State requirement for Kindergarten 5 year - 12th grade)
- d. Birth Certificate
- e. Second Chickenpox vaccination or proof of immunity (required for students entering

Kindergarten 5 year & 6th grade)

- f. Payment of non-refundable processing fee
- g. Pastoral Reference Letter (Grades 7-12 only)
- h. Completed enrollment forms provided in the enrollment packet
- i. Interview with the administration

3. Procedures

Once the parent has submitted all the necessary paperwork, an interview is scheduled with the administration. After the interview, the school will inform the parent by phone or letter within three days if the student is granted admission. If the student is denied admission, the parent will be notified by mail and all personal records submitted for enrollment will be returned.

Withdrawals

Withdrawal forms are available in the office. Records will not be forwarded to another school until a withdrawal form has been completed, all books returned, and all fees paid in full.

Financial Policies

A Fee Schedule and Enrollment Contract are available from the school office.

Academic Policies

1. Bible is the foundational subject at OSCS. In order to be considered for re-enrollment the following year, a student must have passing grades in Bible.
2. The curriculum of OSCS is based on the premise that all truth comes from God and that any teaching of man that is contrary to the clear teaching of the Word of God must be rejected and refuted. All subjects are taught from a Biblical perspective. We use primarily Christian school curriculum published by A Beka Book in Pensacola, Florida, and Bob Jones Press in Greenville, South Carolina.
3. Students must complete our prescribed course of study to complete a grade level. Seniors must have earned enough credits to meet the state requirements for graduation.
4. OSCS places importance upon parents being continually advised of their children's academic progress. Report cards will be issued every nine weeks. Questions concerning a student's grades should be discussed with the teacher at a scheduled appointment. It is essential that parents review every report card, and sign and return it to school.
5. GRADING PROCEDURES

Grades are determined by a point system. The total accumulation of quizzes, tests, exams, projects, and daily grade points make up the grade. Grades are figured by the total point accumulated divided by the total points available for that quarter. Daily grades are determined as follows: each student receives two points per day, one point given for class

attendance, one point given for class preparedness.

6. GRADING SCALE

A	90-100	Excellent
B	80-89	Good
C	74-79	Average
D	70-73	Below Average
F	Below 70	Failure

7. HONOR ROLL

Students may qualify for one of three academic honor rolls each quarter. An award is given at the end of the school year to students who maintain honor roll each quarter. Students must maintain good conduct in order to qualify for honor roll.

- a. Students who receive straight "A's" in all subjects will qualify for Principal's Honor Roll.
- b. Students with an overall "A" average in academic subjects will qualify for "A" Honor Roll.
- c. Students with an overall "B" average in academic subjects will qualify for "B" Honor Roll.
- d. Any student with a "D" or "F" in any subject will not qualify for honor roll.

Students transferring in will be considered for the yearly honor roll awards only after a review of their records and inquiry of their previous school. These decisions are the right of the school and at the discretion of the administrator.

8. GRADUATION REQUIREMENTS

Students in grades 9-12 must earn Carnegie units that accumulate for graduation. A unit consists of 150 clock hours of instruction. Our classes are 50 minutes per day for 180 days. Summer units must consist of 120 clock hours. Students will be given 1/2 unit for each semester passed. Students who fail a semester will have to complete that semester course again with a passing grade to earn credit. The proper number of units must be earned in each subject prescribed in the Georgia Graduation Requirements. A copy of these requirements may be obtained from our office. It is important for all students to note that they are accumulating units for every course that they take and that all subjects must be passed to graduate. Upon entering ninth grade, students will begin to prepare for college or vocational training.

Transfer students may be tested for credits. Credits less than 1/2 unit cannot be transferred. Students will be placed in courses available at OSCS. Schedules are planned according to graduation credits needed.

Former graduates of OSCS have been accepted into private and public colleges based on their school transcripts and SAT scores. Please note that any college may choose to decline acceptance of any student or may opt to test a student for admittance. Therefore, OSCS does not guarantee that every college will accept every student.

In order to graduate from OSCS, a student must accumulate a minimum of 23 Carnegie units. A unit is awarded to courses that are based on a minimum of 150 clock-hours of instruction provided during the regular school year. A ½ credit is awarded for 75 class-hours of instruction provided during the regular school year. A student must also successfully complete the required number of courses as outlined by OSCS. A student must complete a minimum number of hours from the following categories:

	Diploma
English	4
Mathematics	4
Science	4
History	3
Health/Physical Education	1
Bible (or # of years at OSCS)	4
Foreign Language/Fine Arts	3
TOTAL UNITS (MINIMUM)	23

A student must have completed the required courses prior to graduation in order to march. If a student fails to complete the required units, that student will not be allowed to march during graduation.

9. VALEDICTORIAN AND SALUTATORIAN REQUIREMENTS

Valedictorian

Must have the highest GPA in the senior class

Must have a cumulative 3.75 GPA from the 9-12 grade

Must have attended OSCS from 10 through 12

Must complete the requirements for a college preparation diploma

May not accumulate more than 25 demerits during the senior year.

In case of a tie, the student that has taken the highest number of core classes will be valedictorian. If the students are still tied, the student with the highest numeric average over all four years will be valedictorian.

Salutarian

Must have the second highest GPA in the senior class

Must have a cumulative 3.75 GPA from the 9-12 grades

Must have attended OSCS from 10 through 12

Must complete the requirements for a college preparation diploma

May not accumulate more than 25 demerits during the senior year

Honor graduates

Must maintain a minimum of a cumulative 3.00 GPA and a cumulative average of 90 in all classes during grades 9-12.

Must not accumulate 25 or more demerits during the current school year

10. GRADE POINT AVERAGE - GPA

Students in grades 9-12 accumulate grade points for every course completed. These grade points are averaged at the end of each school term and at graduation to produce a grade point average to be recorded on the student transcript.

Grade points are assigned as follows:

"A" = 4 grade points

"B" = 3 grade points

"C" = 2 grade points

"D" = 1 grade point

"F" = 0 grade points

11. STANDARDIZED TESTING

Each year, every student must complete a standardized test of achievement. Juniors must take the PSAT administered by the school in October. The supervisor will review the test results with the student. The student will receive a copy of the results, and the results will be included in their permanent record. Seniors must take the SAT or ACT, and the scores will be included in their permanent record. All scores are available to parents for review.

12. HOMEWORK

Homework is an important part of a student's achievement in his studies. The following are reasons that homework is a necessity:

- a. A student masters his material by repetitious study.
- b. Homework reinforces classroom teaching.
- c. The student's work may include special assignments such as book reports, compositions, etc. as grade level demands.
- d. Homework is an opportunity for parents to be involved in the education of their children.

Homework must be completed and ready to be turned in at the teacher's designated time. A student failing to bring homework on the day it is due will lose a daily grade point. The student will still need to make up the missed work as well as any extra work assigned. Once students return to school after excused absence(s), they will have two days to make up any missed work before losing any points.

Every student will be issued an assignment book. Assignments in class on Mondays and will be available on the parent website. In order to encourage church attendance, no homework will be given on Wednesday nights, and major tests will not be scheduled on Thursdays, except when approved by administration.

13. RETENTION AND DISMISSAL

- a. If a student in grades 7-8 fails two academic courses for the year, that student will be retained in the current grade level.
- b. If a student fails a class for the semester in grades 9-12, the student will have to

repeat the class.

c. If a student is unwilling or unable to do the required work to complete a course of study, the course will have to be repeated.

d. Remedial work may be done if approved by an administrator.

e. If a student is failing 2 or more classes at any 3-week grade report, he/she will be placed on academic probation until the end of the quarter. At the end of the probation, an administrator will review the student's progress to determine if the student may continue in the school program.

f. Any student receiving 50 or more demerits or that is placed on disciplinary probation will be reviewed by the administrator, to determine if the student may continue in the school program.

14. TEXTBOOK/EQUIPMENT

Students should take proper care of all textbooks and library books. Parents must pay for lost or damaged books. Parents will also be held responsible for any student damage to media equipment or school property.

15. STUDENT COUNCIL

Students in grades 9-12 may run for a student office. The qualifications are listed below:

a. Must have attended OSCS for at least one semester and must currently be a full-time student at OSCS

b. Must attend church faithfully

c. Must have the approval of the teaching faculty

d. Must be selected and elected by the student body

e. Must maintain a 2.5 GPA and an 80 average in all classes

f. May not have more than 25 demerits

g. Must have a desire to reach others for Christ

Conduct and Discipline

OSCS requires high standards of conduct and discipline. The following statements of conduct and discipline must be adhered to in order to attend this school. The purpose for OSCS is not reform, but education and training, to develop a positive life that honors the Lord.

Old Suwanee Christian School is actively involved in training the students to be Christian leaders. Students who are not interested in living an exemplary life will not be happy at school. All of the activities at school and all of the school functions will be designed to develop the right attitude and testimony in the students.

Every young person should exhibit progress in their spiritual lives as they attend school each year. To be a true success, they should learn to live by the principles and values of the Word of God. Our program is purposed to build Christian lives. A student who has not received Christ as his Savior will not enjoy or progress at OSCS. Any student who, on or off campus, uses tobacco

products, alcoholic beverages, or non-prescription drugs, or engages in immoral activity according to our church and school standards such as premarital sex, premarital pregnancy, abortion, homosexual activity, gambling, etc. will not be accepted or allowed to attend this school. Students who are involved in pornography, crime, child abuse, rock and roll, country, or other media that suggests immoral living may not be allowed to attend.

All discipline at OSGS is designed to show the child his sinful will, to lead the child to trust Jesus Christ, and to become a self-disciplined person who wants to do God's will. Christian love is at the heart of all discipline. Discipline in our school, as in the home, is not meant to be punitive, but rather a means of correction. When scripturally applied, the end results will build character and self-discipline in your child.

In order to teach effectively, the teacher must maintain an environment conducive to learning. When a student misbehaves, the teacher will take steps to correct the problem. Our success in maintaining a disciplined school is determined by good discipline at home. When the teacher contacts the student's parents, we expect parents to take the necessary steps to correct their child.

1. DEMERIT SYSTEM

To keep good consistent behavior records and make the students feel more responsible for good behavior, we will be using the demerit system. The demerits are not meant to be punishment but only a means of record keeping. It is very simple and easy for the students to understand.

It is our desire to have an environment in which the students can learn and mature. This is only attained by solid discipline that becomes a part of the student's life. At the secondary level, responsible and mature behavior is expected. The key to good control at school is good discipline at home. The school's duty is to assist the home with educating the students. This is not a reform school for troubled youths; therefore, delinquent behavior will not be tolerated. Either a print or email notification may be sent regarding to address concerns or potential issues, to document recurring problem, or to notify parents of detentions.

Students should return the report, signed by their parent, to the teacher the following day. Students that fail to return the disciplinary report may not be allowed to attend class until a parent is notified and will receive an additional detention that will be given by the supervisor.

Students are encouraged to appeal to the teacher before demerits are assigned, as it will be hard to remove them after the fact. The discipline supervisor may give more demerits for repeat offenses.

Demerits will be assigned at the discretion of the supervisor.

Demerits are assigned only when a student serves a detention assigned by faculty or receives a disciplinary letter from the supervisor. Demerits will be given according to a scale weighted for offenses. Records of offenses and demerits will be accumulated. After 50 demerits, the student will be suspended for one day and placed on probation. After 75 demerits, the student will be suspended for 3 days, and the student and parents will be called in for consultation. The student will also be campused. Campusing means that the student will be restricted to class activities and may not participate in any sports or extracurricular activities. Campused students will not be eligible for awards or honor roll. At 100 demerits, the student will be expelled. The administration reserves the right to suspend or expel any student who does not cooperate with the staff and school policy and program.

2. APPEALS:

Appeals must follow the following procedure:

- a. The appeal must first be made to the teacher who gave the detention. A respectful attitude should be maintained in the appeal. The teacher may withdraw the detention before it is submitted to the supervisor.
- b. After the demerits have been issued, appeals must be made to the discipline committee.
- c. The discipline committee is composed of the secondary supervisor and faculty. Appeals will be scheduled by the supervisor.
- d. The student must face the appeal alone and in writing. It is best that thought be put into the presentation with assurance of action regarding a change in behavior. This should also be spiritual in content. The importance of humility and respect cannot be stressed enough. Demerits are given after repeated instruction and warning. A student who achieves a high number of demerits has done so because of a disregard for school policy and the authority of the teacher. It is highly possible to go through a year without getting demerits.
- e. The discipline committee will review the appeal and write a formal review of its findings to the parents and student. A copy will be filed with the student record.
- f. A student may be dismissed from the school program at 100 demerits. All appeals should be made prior to the accumulation of excessive demerits.

3. DEMERIT VALUES

<u>Types of offenses</u>	<u>Demerits</u>
Activities considered immoral by OSCS*	100
Stealing	100
Acts of rebellion	50-100
Leaving campus without permission	25-100
Leaving campus with unauthorized persons	25-100
Possession or use of non-prescription drugs, tobacco, alcohol, pornography, etc.*	25-100
Possession of dangerous unauthorized weapons at any school event or activity**	25-100
Threats to a teacher or another student	25-100
Vandalism	25-100
Cheating	25-75
Homework	25
Quiz	25

Test	50
Exam	75
Disrespect	25-75
Fighting	25-75
Unnecessary physical contact with opposite sex such as kissing, hugging, petting, etc.	25-75
Satanic acts or items	50
Alluding to unacceptable practices	25-50
Alcohol use	25-50
Drug use	25-50
Immoral acts	50
Lying	25-50
Missing class without permission	25
Bringing unacceptable materials or objects to school (music, magazines, pictures, pagers iPods, etc.) Objects will be confiscated	10-50
Inappropriate phone calls to other students	10-50
Profanity/Inappropriate language	10-50
Disobedience	10-25
Chewing gum	5-25
Disrespect for school policies	5-25
Eating in educational building or sanctuary	5-25
Entering other students' lockers	5-25
Dress or appearance code violation	5-25
Horseplay	5-25
Failure to take home and/or return correspondence signed	5-25
Not following proper procedures	5-25
Disrupting class	5-25
Improper conduct	5-25
Unexcused tardies and absences	5-25
Disorderly locker	5

* These offenses usually require expulsion.

**The object will be confiscated and will not be returned. Those with guns, explosives, or drugs will be expelled and turned over to law enforcement officials immediately.

4. SUSPENSION AND EXPULSION

All staff members are required to deal with students in a loving, Christ-like manner; and our slogan is "We love kids." We believe discipline is essential to education. Uncalled for anger, belittlement, or abuse is not our mode of discipline.

Ordinarily, disciplinary action will be confined to school hours; but for some situations, suspension from school and its related activities has proven more effective. Students may be required to stay after school for corrective activity.

The following could result in immediate suspension or expulsion on the first offense:

- a. Cheating
- b. Rebellion or disrespect for the teacher
- c. Bringing unauthorized or dangerous objects
- d. Possession of or partaking of non-prescribed drugs or alcohol
- e. Profanity
- f. Lying
- g. Defacing or destroying property
- h. Fighting

One to three days suspension may be used depending upon the nature of the offense. School buildings, grounds, and school functions are off limits to students under suspension. They will receive a grade of "0" for all academic work and will not be able to make up any quizzes or class work that occurred on the day of suspension. Students must make up missed tests on the day that they return from the suspension. Suspended students, when returning, must be prepared for that day's class work, including any homework, quizzes, or tests. Students who are suspended will be placed on disciplinary probation for observational review at the end of each following grading period until the end of the school term. The student and classmates must be impressed with the seriousness of the offense and understand that similar conduct will result in expulsion.

Parents who properly discipline their children at home will have few problems at school.

Bullying Policy

Bullying is prohibited at OSCS. Bullying is defined as an act that occurs on school property, on school vehicles, or at school related functions or activities, or by use of data or software that is accessed through a computer, computer system, computer network, or other electronic technology of a OSCS, that is:

1. Any willful attempt or threat to inflict injury on another person, when accompanied by an apparent present ability to do so;
2. Any intentional display of force such as would give the victim reason to fear or expect immediate bodily harm;

3. Any intentional written, verbal, or physical act, which a reasonable person would perceive as being intended to threaten, harass, or intimidate.

Any student perceived to have committed an act of bullying will be fully investigated by the school. If a student is found to have committed a bullying act, the school will discipline in accordance with school policies. All parties involved will be notified by the school.

On the third bullying offense in a school year, the student and the parent(s) be required to meet with a discipline committee.

Dress Code

(while at school and school-sponsored events)

Due to the permissive attitude of many Christians, we state our position on dress clearly. Our visible testimony is evidence of our inward testimony. Men look on the outward appearance; God looks on our hearts. We want to maintain a positive testimony for others to see.

Modesty and neatness are the key words. Students will refrain from extremes in style. Clothing with slogans, advertising, large logos, or pictures may not be worn. Articles of clothing which show disrespect for our flag or country are unacceptable.

UNIFORMS:

Students must wear uniforms according to the uniform guidelines provided at enrollment. Uniforms must be purchased at Buckhead Uniforms (www.buckheaduniforms.com). Uniforms that are faded or damaged may not be worn. Uniforms are to be worn to all school functions and activities (including sporting events) unless the administration directs otherwise.

On chapel days, students must wear the proper uniform attire for chapel.

PE UNIFORMS:

Only items purchased at the uniform store can be worn to PE class.

Boys' PE: Shorts or jams may not be worn. Uniforms must be purchased through the uniform store.

Girls' PE: Culottes of the proper length and cut will be required for all sports activities for girls. Culottes and PE T-shirts must be purchased at the uniform store.

SPORTS:

Only items purchased at the uniform store or by the athletic department may be worn to practice and games.

OUTER WEAR:

The school dress policy applies to winter jackets and coats. Approved uniform jackets and fleeces may be worn in class. Winter coats are not to be worn in the classroom. They may be kept in the student's locker. Trench coats or similar large and long coats may not be worn. Shirrtails may not be worn out under jackets, sweaters, sweatshirts, etc.

HAIR:

Unnatural hair coloring is not allowed; any other type of hair coloring needs to be approved by the administration.

Boys' hair must be kept neat and closely trimmed. Hair may not touch the top of the ears, collar, or eyebrows and must have a reasonable degree of taper and thinning completely around. No excessive hair spray or gel shall be used. New trendy hairstyles are not acceptable. Mustaches and beards are not acceptable for students.

Ladies' hairstyles must not be similar to boys in length and cut.

SOCKS AND SHOES:

All students must wear approved shoes. Requirements can be located on the school uniform handout. Boys must wear socks and approved shoes at all times. All girls must wear hose, ankle crew socks, or knee socks and dress shoes.

JEWELRY:

Boys may not wear necklaces, bracelets, earrings, etc. For girls, all jewelry must be conservative and dressy in style. Girls wearing earrings may wear only one in the lobe of each ear.

OTHER:

Body piercing and tattoos are not acceptable.

ADDITIONAL GUIDELINES:

In cases where uniform dress is not required, the following dress policies must be observed:

For special events, school uniform attire will be worn. There may be times that the young men will be required to wear a dress coat, shirt, and tie and the young ladies will be required to wear acceptable dresses.

Large designs of any kind, whether they are text or symbol, are not acceptable (e.g., Nike or Reebok symbols). Small logos on the front pocket area in about a 2-inch area are acceptable.

Leather or leather-like pants, shirts, dresses, blouses, or skirts will not be acceptable. Leather jackets may be worn as long as they are acceptable in style and appearance.

Clothing must not be sloppy or too tight.

All students should dress as Christian leaders.

YOUNG MEN:

Shirts: Students must wear button-down shirts or pullover shirts. All but the top button on shirts must be kept secure. All shirts, no matter what style, must have a collar and must button and be tucked in properly at all times.

Pants: Dress slacks must be worn for class. Dress slacks cannot have tool loops, leg pockets, side stripes, or cut legs. Baggy, cargo style pants are not acceptable. Pants must be worn properly at the waist with a belt. Unless school officials authorize a change, fatigue type outfits, bib overalls, blue jeans, denim, and sweat pants are not permitted.

YOUNG LADIES:

Dresses, Blouses, Skirts: Young ladies must wear skirts and blouses or modest full cut dresses. Blouses and dresses must have sleeves. Low cuts in front or back are not acceptable. Dress length (including slits or openings) must be below the knee in a seated or standing position. Skirts, blouses, and dresses that are too tight are not permitted. Blouses that are too short and reveal the midriff are not allowed. Unless school officials authorize a change, no shorts, pants, culottes, denim skirts, denim jumpers, or any type of tight or revealing clothing may be worn to class or school activities.

Dress Policy for Visitors

Parents and friends visiting the school are requested to dress according to these standards.

Ladies need to wear modest skirts and blouses or dresses. These must have sleeves. Clothing that is low cut in front or back, or too tight, is not acceptable. (Denim material is acceptable for adults.)

Men need to wear long pants. Please, no shorts or tank tops. (Denim material is acceptable for adults.)

Parents who are not dressed in keeping with our policies are asked not to enter the buildings except in emergency situations.

OSCS reserves the right to determine if dress codes are adhered to properly. OSCS will make the final decision on acceptable clothing. The image of OSCS is determined to a large degree by the appearance of our students. We expect students and parents to cooperate with these rules even though you may not totally agree with them. Policies are essential for the operation of the school.

School Hours

By 8:15 a.m. students must be in homeroom to begin the day. Students arriving before 8:00 a.m. must go directly to the fellowship building. Students arriving before 8:00 a.m. will be charged for early stay. For secondary students, the school day will end at 3:10 p.m. Students staying past 3:20 p.m. will be sent to late stay. There is a charge for early and late stay.

Early and Late Stay

Early stay and late stay are available for students in 5-year-old kindergarten through the twelfth grade. There is an additional charge for this service. Information may be obtained from the office. Students must bring their own snacks. There will be a scheduled time for students to do homework. No late stay is provided on days when school is dismissed early.

Attendance

The State of Georgia requires that students in grades 1-12 attend school for 180 days of instruction. Any student who accumulates more than 5 unexcused absences in a school calendar year may be considered truant and subject to civil laws as outlined by the State of Georgia. OSCS considers an absence to be the following:

1. Excused Absence-A written note must be submitted within three days after the student's return to school.
 - a. Personal sickness
 - b. Dental, medical, optical appointments
 - c. Death in family
 - d. Conditions rendering attendance impossible or hazardous to student health or safety.
2. Excused Tardy – Events that are physically out of your control such as an accident, road closed due to an accident, power outage, etc...
3. Unexcused Absence-An absence will be considered unexcused if a valid excuse (for those indicated as excused absences) is not received within three days after the student's return to school.
4. Unexcused Tardy – Events that include over-sleeping, heavy traffic, errand for parents or student, delayed at train crossings, etc...
5. Unexcused Absences and Tardies Discipline Procedures
 - a. After the fifth and subsequent absence or tardy in a quarter, elementary students will receive a lunch or recess detention for each offense and/or administrative action. Secondary students will receive a detention and demerits for each offense and/or administrative action.
 - b. After the eighth and subsequent absence or tardy, the student will receive a one-day suspension. Secondary students will also receive demerits and may be referred to a discipline committee.
 - c. A secondary student (that has either his driver's license or permit) that accumulates 10 unexcused absences within two consecutive quarters will be reported to the school board of the county in which you reside.
6. Students who miss more than 15 days of school per semester will be placed on probation and referred to a discipline committee and may not be promoted. A student that misses more than 30 days per school year may lose credit for all courses taken during that school year and may not be promoted.
7. Students who miss more than one and one-half hours of the school day will be counted absent.
8. Students checking out early are responsible to get their assignments for the classes missed.
9. Students failing to attend a scheduled class field trip will be counted absent.
10. OSCS families are allowed 5 total days per school year for family travel as excused absences as long as they are pre-approved and there are not excessive absences accumulated in the student's record. You may pick up a pre-approval form in the office. Pre-approvals must be submitted at least 24 hours in advance. The administration has the right to grant or not grant a request.
11. Students failing to attend a scheduled class field trip will be counted absent. Parents should submit a written excuse.
12. Excused Tardy – Events that are physically out of your control such as an accident, road closed due to an accident, power outage, etc.
13. Unexcused Tardy – events that include over-sleeping, heavy traffic, errand for parents or student, delayed at train crossing, etc.

- a. Secondary students will receive detention and demerits after the fifth unexcused tardy.
- b. After the eighth and subsequent unexcused tardy, the student will receive a one-day suspension and demerits.

Arrival and Departure

When arriving and departing, everyone must cooperate with the current traffic flow plan. The flow plans are designed to save time and lives. This is available at the office. Please be alert for the children's safety. Only drop off or pick up students in the designated area. If you need to wait for a student, please pull into an unnumbered parking space on the blacktop. After school, students are not allowed back into the building without permission from authorized personnel.

Please note that students must have a designated pickup person. A pickup list form must be completed and on file in the office for each student. Please include all possible persons on the form that may at some time pick up your child/children. Any changes or additions must be made in writing at the office.

Transportation

OSCS does not provide bus transportation to and from school.

Student Drivers

All students driving to school must obtain a driving permit form to park at school. This must be signed, notarized, and submitted prior to being authorized to drive to school. Students whose cars do not have a school permit in the proper location may have their car towed at the student's expense.

Library Use

Students of Old Suwanee Christian School may use our school library at times designated by the teachers. Students must take care of all books that are borrowed from the library of Old Suwanee Baptist Church and Christian School. All rules will be followed and books will be returned on time. Fees for lost or damaged books must be paid promptly.

Computers

Students are only allowed to use the school computers and Internet for class assignments under faculty supervision. Parents must sign a computer use policy agreement. Students are expected to abide by all the school's guidelines when using the computers.

Locker Use

Locker use is a privilege. As a student of Old Suwanee Christian School, you agree to fully obey the following policies in order to use the locker.

The lockers are the property of Old Suwanee Christian School. Use will be governed by the administration.

Students may have to share lockers.

Lockers will be inspected for neatness and compliance with rules.

Only school materials such as books, lunch box, coat, etc... are allowed in the lockers. Students in elementary grades are to use the lockers only for lunch boxes, jackets, and book bags.

Materials harmful to the structure of the locker are not allowed.

Using tape or glue to attach items to lockers, inside or out, cannot be allowed. (This is harmful to the finish.)

Although all of the faculty and staff respect the property of individual students, we do reserve the right to inspect any locker at any time.

Students are not to enter other students' lockers at any time for any reason.

Valuables are not to be stored in lockers. Old Suwanee Christian School is not responsible for loss.

Locks will not be used unless authorized by the administration.

Items against school policy found in the lockers will be confiscated. These may or may not be returned at the principal's discretion.

Students will maintain clean and neat lockers at all times. Abuse will result in loss of privilege and charge for damages.

The Old Suwanee Christian School administration will make new policies, as it deems necessary.

Telephone Calls

Please do not call students during school hours. If an emergency arises, messages for students may be left at the office. Students may not use the phone without special permission. Students making calls will be charged \$.25 per call.

Cell Phones

Students may have a cell phone, but it may not be in the classroom and must be turned off and must not be out at any time during the school day. Students may not use the cell phone or receive calls or text messages while on school grounds without the permission of school staff. This includes during and after school activities. Any student receiving a phone call or text

message or making a phone call or text message will receive disciplinary action.

School Office

On regular school days, the school office will be open from 8:00 a.m. to 3:50 p.m. On early dismissal days, the school office will close 30 minutes after school is dismissed.

Parent-Teacher Fellowship (PTF)

The PTF consists of all parents and teachers of the school and is under the direction of the school administrator. Notice of PTF meetings will be sent out periodically with ample planning time for attendance. All parents are urged to attend.

Parent-Teacher Conferences

We encourage parent-teacher conferences in order to maintain good communication. To request an appointment, you may send a note to the teacher or call the school office. We ask parents to respect the privacy of teachers and staff members by making inquiries during regular school hours. Please do not call the pastor or school personnel at home unless it is a real emergency.

Conflict Resolution

Any problems or concerns about the school ministry should be addressed to the proper person according to biblical principles found in Matthew 18:15. Concerns in the classroom should first be addressed to the classroom teacher. If further help is needed, you may contact the school supervisor. We understand the responsibility that God has given us in this ministry to work with families, and we will apply biblical guidelines to correct problems. We are always glad to help with any concerns you may have.

Student Council

High school students may participate in student council if they meet the following qualifications:

1. Students must have a nomination application approved.
2. Students must have and maintain a 2.5 GPA (80%) average in all subjects.
3. Students must have a good discipline record (i.e., no more than 25 demerits).
4. Students must attend church regularly and have an exemplary testimony.
5. Only juniors and seniors may be elected to the President or Vice-President positions.
6. Students must be willing to be available after hours if necessary.

School and Classroom Visitation

Parents of OSCS students are welcome at the school, and at any time should feel free to make an

appointment to visit the school and classrooms. All visitors should sign in and obtain a visitor's pass at the school office. Before leaving, they should sign out and turn in the visitor's pass. We do not allow strangers to be in the school buildings unless they are escorted.

A visit should be limited to 20 minutes unless prior arrangements have been made and approved for a longer visit. The visitor should observe quietly in the back of the classroom so as not to disturb the class or daily procedures.

Non-parent/student visitors must have permission from the principal to visit the school classes.

Field Trips

Class field trips are scheduled periodically during the year. Cost information and permission forms will be sent home with the students in advance. Parents are welcome to attend, but must abide by school dress policies. Students in other grades are not excused from class to attend field trips of siblings. Students who do not attend class field trips are counted absent.

School Colors

The school colors are blue, white, and gold. Blue represents heaven; white represents purity through the blood of Christ; and gold represents the glory of God.

School Verse

2 Timothy 2:15 "Study to shew thyself approved unto God, a workman that needeth not to be ashamed, rightly dividing the word of truth."

School Mascot

The Conqueror

School Closings and Early Dismissals

On days that require the closing or early dismissal of school (weather conditions, environmental emergencies, hazardous spills, public safety concerns, etc.), bulletins will be announced on WSB AM 750, Channel 2 WSBTV, and Channel 11 TV. In most cases our school will follow Gwinnett County emergency actions. When severe changes are occurring during the school day, parents are urged to keep in touch with the school and may call 770-945-5451 for a recorded message about school closing or visit the school website, www.oldsuwaneebaptist.org.

Emergencies

In an emergency situation, the administration will inform the staff and parents of the situation and procedures to follow. To prevent confusion, any students departing campus must check out and give details of where they are going. If a student is taken to the hospital, the office personnel will make sure to know the names of each victim and to which hospital each is taken. If parents or guardians cannot be reached, a staff member will be assigned to accompany the ambulance to

each hospital to which victims are taken. The administration will notify immediate family members of the incident and where the students have been hospitalized.

Sickness/Injury

Students who are contagious or feverish are not permitted to attend classes. Parents will receive a call from the school office when a student becomes ill at school and will be expected to pick up the student immediately.

If a student is injured at school and requires medical attention, the parent will be notified. If a situation is life threatening, 911 will be called.

OSCS does not maintain treatment facilities and does not have a medically trained staff. For the safety of your child, Old Suwanee Christian School **will not** administer **any medication** to any student without **complete written instructions** from a parent/guardian, and/or any medication which is not properly labeled. You will need to send in any medication that is permissible to give your child, including Tylenol, Advil, Ibuprofen, etc., with your child's name on the container. Put the medication, along with a Permission to Administer Medication form, available from the school office, inside a Ziploc bag with the child's full name and grade on the outside of the bag. We will keep the medication you send in, along with this permission form, in the office for use throughout the year. At the end of the year, all medication will be disposed of.

Communicable Disease Statement

While it is not the desire of Old Suwanee Christian School to discriminate against any student, we are faced with the challenge of providing a safe haven for those students entrusted to our care by their loving parents. Our purpose is to protect our students from exposure to mortal illnesses.

We recognize also that Old Suwanee Christian School with its limited finances is not equipped to physically care for the needs of very ill students or any student with a serious continuing or chronic communicable disease.

Therefore, because we are moved with deep sympathy for the sick child and the well child, it will be the policy of Old Suwanee Christian School to deny admission to or to require dismissal from the school of a child with a serious or continuing communicable disease. (If the school has a Home Study Program, this may be considered as a possibility for retaining the student under our supervision.) The concern is twofold: it is that the other students do not become infected and that the ill student does not become infected with other diseases transmitted by fellow students or others within the school family.

Children enrolled at Old Suwanee Christian School or who seek to enroll at Old Suwanee Christian School, who are diagnosed to be carrying any serious and continuing communicable or potentially lethal disease, shall be denied admission or dismissed from the school. They will not be permitted to enroll or re-enroll in regular Old Suwanee Christian School classes until they have been medically diagnosed as no longer carrying the communicable disease.

The policy is to apply to diseases such as, but not limited to, and including Syphilis, Gonorrhea, Acquired Immunodeficiency Syndrome (AIDS), etc. Students who test positive for antibodies of HIV (Human Immunodeficiency Virus) or who are infected with ARC (AIDS related Complex) are included in this policy.

It is the responsibility of the parent or guardian of a student to inform the school of the student's infection by any serious and continuing communicable disease upon enrollment (of a new student) or at the time of diagnosis (for a current student).

In adopting this policy, Old Suwanee Christian School recognizes that the state of medical knowledge about AIDS and other serious communicable diseases is rapidly changing. The school will, therefore, update the policy statement in light of significant new information on such diseases.

Parent Agreement

This student/parent manual has been prayerfully designed with the primary purpose of producing adequately trained and educated Christian boys and girls. Parents, we earnestly seek your cooperation and prayers in our sincere task of educating your child in this Christian school.

Old Suwanee Baptist Church and Christian School reserves the right to add to or amend any policy in this handbook. Every parent must sign the following handbook agreement to certify that cooperation with school policy will be maintained.

I understand that Old Suwanee Christian School's ultimate purpose is to lead children to the understanding and acceptance of Jesus Christ as their personal Savior and to train them to serve Him according to the Bible.

I/We have read the above and sign in agreement to these policies. I/We hereby agree to abide by the standards and policies of Old Suwanee Christian School. I/We will pay all tuition and fees as so stated in the financial policy of Old Suwanee Christian School. I/We will bring any questions or criticism directly to the school administration. It is understood that students or parents who criticize Old Suwanee Baptist Church and Christian School will not be allowed to continue in school.

Signatures are required on the Enrollment Contract.