Social Circle Christian School

Train up a child in the way he should go,
and when he is old he will not depart from it.
Proverbs 22:6

Parent and Student Handbook

2026 - 2027

Strengthening Character Cultivating Success

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General Information

MISSION

Social Circle Christian School exists to partner with Christian families to equip the hearts and minds of students, so they are uniquely prepared to impact the world for Christ.

VISION

Social Circle Christian School aspires to educate future generations to grow in Christlike character and knowledge to become productive citizens in their community.

CORE BELIEFS

We believe…

- that the Bible is the infallible, inspired and authoritative Word of God and that it is, therefore, our final authority in matters of faith and practice. (2 Timothy 3:15 -16; 2 Peter 1:20-21; Luke 24:24)
- in the existence of the triune God: Father, Son and Holy Spirit, and in the creation of all that exists by a direct act of God. (Genesis 1:1-3; Matthew 28-19; John 4:24; John 10:30; John 17:3)
- in the deity of Jesus Christ:
    - His virgin birth (Isaiah 7:14; Matthew 1:23; Luke 1:35)
    - His sinless life (Hebrews 4:15; Hebrews 7:26)
    - His miracles (John 2:11; John 4:54)
    - His vicarious and atoning death (1 Cor. 15:3; Ephesians 1:7; Hebrews 2:9)
    - His physical resurrection (John 11:25; 1 Corinthians 15:4)
    - His ascension to the right hand of the Father (Mark 16:19)
    - His personal return in power and glory (Acts 1:11; Revelation 19:11)
- that salvation is by grace alone, through God's gift of eternal life, presented to all who, by faith, accept Jesus Christ as Lord and Savior and receive spiritual new birth by the Holy Spirit. (John 17:3; 2 Corinthians 5:17; Ephesians 2:1-22)
- in the resurrection of both the saved and the lost. We believe that Heaven exists as an eternal state of glory with God for the saved, and Hell exists as a place of eternal, conscious punishment for the lost. (Ephesians 5:5; 2 Peter 3:10; Revelation 20:15, and Revelation 21:27)
- in the spiritual unity of believers in our Lord Jesus Christ. (Romans 8:9; I Corinthians 12:12-13; Galatians 3:26-28)
- the Holy Spirit is sent by God, to empower all Christians to live Godly lives. (John 14:16; John 16:5-15; I Corinthians 6:19-20)
- We believe that God created the human race male and female, and that these two distinct, complementary genders together reflect the image and nature of God. We believe that God

wonderfully and immutably creates each person as either male or female at the time of conception, and that all conduct with the intent to adopt a gender other than the biological gender of one's birth is immoral and therefore sinful. We further believe that the rejection of one's biological sex is a rejection of the image of God within that person. Because of this belief, we will refer to all students and faculty with the pronouns associated with their biological gender. We will also require that all students and faculty abide by the dress code established for their biological gender. (Genesis 1:26–27; Deuteronomy 22:5)

- We believe that God has established marriage as a lifelong, exclusive relationship between one man and one woman only, and that all intimate sexual activity outside the marriage relationship (including cohabitation/living together) whether heterosexual or homosexual, or otherwise, is immoral and therefore sinful. (Genesis 2:18–25; Romans 1:18–31; 1 Timothy 1:8–11; Hebrews 13:4)
- We believe that any form of sexual immorality, including adultery, fornication, homosexual behavior, bisexual conduct, incest, and the use of pornography is sinful and offensive to God. (Matthew 15:18–20; 1 Corinthians 6:9–10)
- We believe that in order to preserve the function and integrity of Social Circle Christian School ~~at First Baptist Church as the local Body of Christ,~~ and to provide a biblical role model to the school's students, families, and community, it is imperative that all persons employed by Social Circle Christian School in any capacity, and those who serve as volunteers, agree to abide by the school's statements and policies on marriage, gender/biological sex, and sexuality. (Matthew 5:16; Philippians 2:14–16; 1 Thessalonians 5:22)
- We believe that God offers redemption and restoration to all who confess and forsake their sin, seeking His mercy and forgiveness through Jesus Christ. (Acts 3:19–21; Romans 10:9–10; 1 Corinthians 6:9– 11)
- We believe that every person should be afforded compassion, love, kindness, respect, and dignity. Hateful and harassing behavior or attitudes directed toward any individual are to be repudiated and are not in accord with Scripture or the philosophy of Social Circle Christian School. (1 Corinthians 13:1–8; John 13:34–35)

ACCREDITATION

The status of Fully Accredited (conferred in five-year increments) has been granted to Social Circle Christian School by the Georgia Association of Christian Schools as well as the National Council for Private School Accreditation, North American Christian School Accrediting Agency. Our GACS Accreditation ensures that the GA Board of Education recognizes that our students are entitled to the same benefits (credits, HOPE scholarship) as students from public schools.

EDUCATIONAL PHILOSOPHY

We at Social Circle Christian School believe that it is our responsibility to integrate biblical truth and principles into academics while challenging and equipping our students to lead godly and successful lives. As an important evangelistic and discipleship ministry partner of First Baptist Church of Social Circle, we seek to develop our students academically, socially, physically and spiritually through cultivating Christ-like character and a biblical worldview as they learn more about God, the world He created, and His purpose for their lives.

We believe that God is the provider of all wisdom and truth and when we diligently seek Him through His word, He promises to give hope and life. (Hebrews 11:3, Romans 15:4) Sharing the message of the Gospel of Christ is our focus, and helping students mature in an authentic relationship and knowledge of Him while growing intellectually is our duty as Christian educators. Our desire is to nurture a love for academic excellence in each student so they can develop their gifts out of love and service for Jesus Christ and others. (Col. 3:16-17) We believe that we are called to serve as partners with born again believers aspiring to train students to have sound knowledge and employ critical thinking skills to evaluate life's circumstances from a distinctly Christian viewpoint. (Prov. 22:6)

EDUCATIONAL OBJECTIVES

- Spiritual
    - From classes, school culture, and chapel our students will:
        - Understand that the Bible is God's Holy Word and that it provides a framework for living, learning, and impacting others in the world;
        - Develop the moral principles and truths from God's word and learn how to apply them to the work conducted in their daily lives;
        - Be challenged to strive for Godly wisdom and sound judgement in applying knowledge and experiences to life's circumstances;
        - Understand that they have been uniquely created in God's image designed to use and develop the gifts and abilities they were given to impact the world around them;
        - Participate in activities to grow in and exhibit Christian character.

- Academic/Intellectual
    - Through quality differentiated instruction our students will
        - Learn to collaborate with others to solve problems and find solutions;
        - Be challenged to apply research techniques as they explore and investigate how the world around them has formed, changed, and will continue to grow as people, events, and time impact it;
        - Employ critical thinking skills as they learn how to comprehend, apply knowledge, analyze, synthesize, and evaluate the world around them;
        - Partner with their family, teachers, and community to use a variety of techniques that support student mastery;

        - Participate in hands-on learning opportunities that will stimulate intellectual development and build connections to what they are learning, have learned, and will learn in the future;
        - Develop a variety of study skills that will help in retaining information.

- Cultural
    - Through a variety of school-wide, community, and cultural initiatives, our students will:
        - Be inspired to demonstrate kindness as they serve others when there is a need;
        - Learn how they can positively affect the world by contributing their energy, time, knowledge, and even finances to others;
        - Develop an understanding of good citizenship and its impact on our society;
        - Be encouraged to participate in decisions concerning society.

FAMILY COVENANT

There are several fundamental principles that should be agreed upon when two parties (parent and school) come together for the mutual benefit of a third party (the child). Social Circle Christian School is committed to providing a high-quality distinctly Christian education while upholding certain policies and standards set as the basis for how we operate for the benefit of everyone involved. We wish to partner with Christian families who want to be committed to the same principles. A commitment deepens the trust that the school and family have with each other to each understand the weight of responsibility for their actions in the upbringing of the child. SCCS asks that each family they partner with understand the following statements and commit to follow them.

1. Accept the Scriptural directive of Proverbs 22:6 which says, “Train up a child in the way he should go and when he is old, he will not depart from it.” Ensure that godly principles are being taught and reinforced in the home, and that the family is actively involved in a church where God’s Word is preached.

2. Understand the unique relationship between the home, the church, and the school. The Christian school is an extension of the home and the church in supporting and helping parents raise and train godly children.

3. Uphold and support high academic standards by encouraging and working with the student(s) on their study habits, homework, and assignments.

4. Work together with teachers and administration to discipline students in accordance with the guidelines established in the SCCS handbook. Seek to help students develop a biblical standard of conduct and grow in their ability to produce the peaceable fruit of righteousness (Hebrews 12:11).

5. Grant SCCS sole discretion to suspend or dismiss any student who does not adhere to the rules and standards in the handbook. In addition, understand that disciplinary or restorative action may be taken

if a student becomes involved in any activities outside of school that violate biblical principles or that might damage the reputation of Social Circle Christian School.

6. Commit to discreetly and respectfully bring all necessary complaints to the proper school personnel and work with them to resolve differences instead of involving another parent or third party (including students) should I have any questions or criticisms that need to be addressed.

7. Honor all financial obligations to Social Circle Christian School and adhere to the policies set forth in the handbook concerning the timeliness of payments and the accumulation of late fees. Failure to honor financial obligations could lead to dismissal.

CHAIN OF COMMAND

The ultimate authority and decision-making body is Social Circle Christian School's Board of Trustees. The authority of the school board resides in the following areas: 1) deciding on issues of hiring or dismissal, 2) setting school policy, 3) reviewing the yearly budget and monthly income statements, 4) development and execution of the long-range plan, and 4) advising on any issues as so called by the administrators. The primary responsibility of instituting and executing all operational policies for the school is given to the administrators. Therefore, the chain of command at Social Circle Christian School is as follows: SCCS Board of Trustees – Principal/Administrator– teachers, staff, & volunteers.

LEGAL STATUS

Social Circle Christian School operates as a registered 501(c)3 tax-exempt public charity. SCCS is a distinctly Christian private school that complies with all applicable federal, state, and local regulations.

DAILY SCHEDULE

7:45	Students may enter the building & office open for parents/students
8:00	School begins and front doors locked
8:05	Morning announcements
11:30	Dismissal for K2, K3, and K4 students
12:00	Elementary Lunch
12:40	Upper School Lunch
3:00	Dismissal for K5- high school students
3:30	School office closes
5:00	Kids Club pick-up

ARRIVAL AND DISMISSAL PROCEDURES

For the safety of our students, the only acceptable location to drop off or pick up a student is on the backside of the church under the brick portico. All students should be dropped off and picked up during carpool times. All students should arrive between 7:45 - 8:00 A.M. At promptly 8am, the front doors will be locked so that our day can begin. Parents will need to walk their students into the school to check them in after doors close.

In order to ensure the safety of your child, students will only be released to their regular ride or vehicle with their official car tag at the normal time for dismissal unless other arrangements have been made and the school office has been notified in writing of these changes. Emails and phone calls will not be acceptable forms of communication for this unless of course there is an emergency that is unexpected. Individuals who do not have the car tag will be expected to show their ID prior to the student being released to them.

Each family has been assigned a number at the time of enrollment that is to be used to make for a safe and smooth dismissal. When students and families come to our "Sneak Peek" prior to the start of school, they will receive two cards to use during the school year. Starting with the first day of school, each car must have the ORIGINAL car number card displayed on the front inside dashboard or rearview mirror. Numbers must be visible at all times during dismissal.

These procedures are in place for the safety of our students and efficiency of the carline. Please be attentive and refrain from being on a cell phone during this time. Vehicles that do not have the car number card prominently displayed will not be permitted to load under the portico. They will be directed to park in the gravel or main parking lot, and the person picking up the child must wait until the child can safely be taken to them. Sometimes, a student is late getting down in time to load into their car. When this happens, you will be asked to park in the gravel parking lot so they can safely get to the car outside of the car line.

EARLY DISMISSALS

When it becomes necessary for a student to be dismissed early from school, plans will need to be made in advance with the teacher to make up any work that will be missed unless of course it is an emergency. We respectfully ask that you please come prior to 2:30 if an early dismissal is necessary. The carline and end of school procedures get complicated after that time. A parent or legal guardian must sign his/her child out in our office and give a reason for the early dismissal. If someone other than the parent or legal guardian is to pick up a student, the parent must send a hand-written permission with the date and name of who will be picked up by whom. They should be prepared to show their ID. This procedure is in place for the protection of your child.

Just as students are expected to be on time for school, they are also expected to remain at school. *An early dismissal is considered excused when the school is given a written note from the parent*

(emergency or sickness) or professional who had the student under their care or if the student had to leave school. Ten unexcused early dismissals or tardies will be counted as one unexcused day absent. Any student who has more than five unexcused early dismissals for the year will not be eligible for a perfect attendance award at the end of the year.

TARDINESS

Any student K2 - 5th ~~8th~~ grade arriving after 8:00 A.M. will need to be walked up to the door by a parent to be admitted into the lobby area. Kindergarten – 12th Grade students ~~in Kindergarten through 12th grade~~ must proceed into the office to be checked in and obtain a tardy note in order to enter their classroom.

Please help your child be on time. Being punctual with time or work is a demonstration of good character and citizenship. When a student is tardy, they miss valuable minutes for organization and opportunities for learning that they will not have again. A student needs to unpack, put their belongings away, and prepare for their day before morning announcements and instruction begins. This time is critical to having an orderly and prepared start to the day. School-wide announcements/devotions/prayer begins promptly at 8:05.

For students in Kindergarten through 12th Grade, ten unexcused days tardy will be counted as one unexcused day absent. When this occurs, parents will be informed by email. *A tardy is considered unexcused unless we are given a written excuse from the parent (emergency or sickness) or professional who had the student under their care.* Any student who has more than five unexcused tardies for the year will not be eligible for a perfect attendance award at the end of the year.

We understand that there are going to be occasions that you may be late after the dismissal window ends (11:50 for preschool, 3:20 for all other students) in picking up your student, if this happens, please **contact the office as soon as possible** so that we can make an emergency plan for student supervision in Kids Club. Grace will be extended on the first occurrence, but each subsequent time, an after school drop-in fee of $10 will be charged to the student's account.

Because upper school students are on a bell schedule for their classes, they must be careful to quickly travel to the next class so they arrive in time before the bell rings. The upper school teachers work with the students to assign the best times to visit their lockers to drop off and pick up materials, but they should use that time wisely. If students need to use the restroom, they should go straight to their next class and obtain permission from their teacher so they are excused to make that trip in a timely manner. Teachers will take attendance in the first few minutes of class, and if a student is not present, they will be marked absent or tardy. Those accumulated absences and tardies are recorded as part of the school attendance record. Teachers will extend one grace tardy, but after that time, students may receive a demerit for arriving late to class without communication with the teacher.

ATTENDANCE

In accordance with the Georgia Compulsory School Attendance Law, our school has implemented policies to ensure that **K5 through High School students** attend school regularly (GADOE Rule 160-5-1-.10). Parents are legally responsible to send their children to school even when they are "not feeling it." Each day ~~that~~ students are absent from school, they miss hours of valuable instruction and opportunities for learning that they will not have again. Students must be present for at least four class hours of the school day to be considered "present."

When it becomes necessary for a student to miss school because of a professional appointment, illness, injury, or death of a family member a written excuse either from the parent or a medical professional is needed on the day of the student's return to school.

Please do everything possible to keep the school day uninterrupted by scheduling medical appointments during the after-school hours unless of course they cannot be scheduled during that time. The written excuse should include the date of the absence, a specific reason, and signature from the parent or professional who had the student in their care. **If a student fails to bring a valid written excuse to school within <u>three days</u> of the absence, his or her absence will be recorded as unexcused. After those three days, the record can only be changed if approved by the Principal or an excuse from a professional is provided.**

A parent/guardian may provide up to 10 hand-written notes excusing an absence (per semester), however, for any subsequent absence related to an illness to be excused it must be supported by a note from a medical, mental health, or legal professional. Beginning with the eleventh parent note, such excuses will be considered unexcused.

Absences are deemed excused (lawful) when a student must miss school due to:

- An illness that could endanger his/her health or the health of others;
- The severe illness or death of an immediate family member;
- An immediate family member's military deployment, court appearance, wedding, or birth;
- An In-school or out-of-school suspension that has been assigned by the Principal;
- Any other extreme hardship or scheduling dilemma that the Principal has deemed acceptable.

Families are allowed a maximum of three (3) personal excused absences during the school year for the purpose of family vacations. All requests for these or any additional days must be submitted in writing at least three days prior to the absence and approved by the Principal, otherwise, they are unexcused.

Please be aware that according to Georgia law and the State Board of Education rule, a child ages 6-16 years is considered truant when there are a total of 5 unexcused (unlawful) absences during the school calendar year (180 days). After five unexcused absences, the state requires the school to formally intervene by meeting with the parents to communicate the severity of the attendance issues and truancy consequences that may follow. This policy will be followed without exception. Some legal penalties and consequences for truancy include referral of parents/legal guardians to the Walton

County DEFACS for their intervention and possible prosecution. If a student has reached 15 absences (**excused and unexcused**) in a semester, a collaborative intervention team conference will need to be conducted to document an improvement plan and determine if repeating the current grade will be necessary. We want to do everything possible to keep these unexcused early dismissal, tardy, or absent days from escalating.

Our school is required to report student attendance data to the Georgia Department of Education. We are held to that standard. The GaDOE says, "Students are considered to be in attendance when participating in active instruction and/or educational services from a school." The Principal will work together with the SCCS Board of Trustees, teachers, and families to determine which appropriate learning path is to be decided for each student based on their individual needs. Social Circle Christian School will do its best to reasonably accommodate a family's needs, however that may not always be possible due to personnel, budget, time, and space limitations.

MAKE-UP WORK

Following an excused absence, students will be given the number of days absent to make up missed work. All work from unexcused absences will not be given extra time to be completed. Upper School students who miss part of the day due to late arrivals or early dismissals have the responsibility to get the assignments from the teacher(s) whose class they missed. Parents of elementary school students should contact the teacher regarding missed assignments on the student's behalf on the day they are absent so that work can be gathered. Those assignments are expected to be turned in when they are due. When families know students will be missing class, it is their responsibility to communicate with the teacher a day or two ahead of time and turn in the work PRIOR to their absence. *Teachers do not have to allow a student to make up work from an unexcused absence.*

Quizzes or tests to be made up should be arranged with the teacher for before, after school, or during specials or lunch time. Students must be prepared to complete those assessments within one or two days upon their return to school. *If a quiz, test, or project is pre-determined on the schedule, students should be prepared to take them even if they are absent the day(s) leading up to the assessment unless specific arrangements are made with the teacher prior to the assessment*.

STUDENT HEALTH AND INJURIES

Student emergency information must be completed for each child during the enrollment process so that the school can contact parents/guardians in the event of an emergency. This form will serve as written consent for our staff to administer first aid cream or Benadryl if necessary. It is critically important that in addition to this form, you also inform your child's teacher(s) of any special health problems or life-threatening conditions and a plan of action to use in the event of an emergency.

No medication other than cream or Benadryl will be dispensed to students unless it is sent to the school with specific dosing and permission granted with administration instructions from the parent/guardian. Students are not allowed to give themselves medication at school (unless they have been specifically directed to by a medical professional, i.e. EpiPen) and are not allowed to transport any medication to and from school. Medication must be given directly from the parent to office personnel.

If a student is feeling ill or in need of first aid, short-term care will be provided by the school staff to help the student until parent/guardian or emergency personnel is able to continue care. When a student needs medical assistance, they will be sent by their teacher to the front office to be evaluated. If your child has an accident that requires first aid, he/she will bring an Injury Report home explaining what happened and a copy will be kept in the student's file. If our office personnel indicated that he or she is too ill to remain at school, every effort will be made to contact you.

Students with infectious illnesses are not permitted to attend school. If students have a fever (100.4 degrees or more), green mucus coming from the nose, vomiting, diarrhea, strep throat, contagious rashes, untreated pink eye, or ANY other contagious ailment, they will be sent home and should be kept home until they have a doctor's note to return or are symptom free without medication for at least 24 hours. To prevent the spread of illness, we ask that if your student is sent home from school with any of the ailments listed above, please do not send them to school the following day.

In the event of a serious situation when no one can be reached who can assume responsibility for making decisions on behalf of the child, EMS will be called. The parent will be responsible for any cost incurred if transport is deemed necessary. There are several SCCS staff members who are certified to administer first aid, CPR, or operate an Automated External Defibrillator (AED) only when it is absolutely necessary to do so.

ASBESTOS AND LEAD NOTICE

Social Circle Christian School is in compliance with the U.S. Environmental Protection Agency, Asbestos Hazard Emergency Response Act (AHERA). Our school is required by law to report that our facilities are asbestos and free of lead-based materials.

CHILD ABUSE

In compliance with Georgia law, Social Circle Christian School has a child abuse policy in place to assist in protecting children served in our school. All staff and faculty members are committed to maintaining an environment in which children are guarded from physical and sexual abuse. All adults who regularly spend time with SCCS students undergo a thorough background check and training through Ministry Safe to ensure the safety of our students.

Abuse is defined as including any non-accidental injury, sexual batter, financial or sexual exploitation or injury to the intellectual or psychological capacity of a person by the parents or other persons responsible for the child's welfare. Georgia law requires that school employees document and report any suspicious cases of child abuse or neglect to the proper authorities (county DFACS and/or Social Circle PD) within 24 hours. If there is suspected abuse, the involved staff member and supervisor are obligated by law to act and cannot allow their feelings or relationships to interfere with proper reporting. These decisions are difficult but made in the best interest of the child. In matters of abuse or neglect, Georgia law does not recognize the privileged quality of communication between husband and wife or any professional person, including a counselor, teacher, or administrator. Georgia law does not require parental permission for authorities to interview the child involved.

EMERGENCY PROCEDURES

Our school has a written crisis management plan with protocol for how our staff will respond to major disasters or emergencies. The plan is reviewed on a yearly basis and adjustments are made and communicated as needed throughout the school year. Each classroom, bathroom, and other common areas have maps with routes to follow should it become necessary to evacuate the building. The last student out of the room is responsible for closing the door behind them. Students should leave their personal belongings in the building and go quickly and quietly to the designated areas, report to a teacher, and wait for the signal to re-enter the building. Teachers will direct students to re-enter the building in a quiet and orderly manner.

Both the upstairs and downstairs hallways are equipped with items that a staff member may need to use to respond to specific emergencies. Regularly scheduled drills are built into our schedule so that we are adequately prepared in our response as a school body. If an actual crisis event were to happen, parents would be contacted with the details and specific pick-up instructions.

CLOSING OR DELAYING SCHOOL

If it becomes necessary to delay or close school due to inclement weather or other emergency, we will utilize FACTS to notify families through email, text, or phone call if necessary. Please be sure to follow our Facebook page as that is another form of communication that may be used to get the word out quickly. If it is appropriate to do so, SCCS will also contact the following local stations: WSB Channel 2, FOX 5 and 11 Alive. Students will be released from school following the same daily dismissal procedures unless otherwise noted.

Admissions

NON-DISCRIMINATION POLICY

Social Circle Christian School hires staff and admits students of any race, color, nationality, 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, biological sex, nationality, or ethnic origin in administration of its educational policies, admissions policies, or other SCCS programs.

ADMISSIONS STANDARDS

Social Circle Christian School is an evangelistic and discipleship ministry partnered with First Baptist Church Social Circle and other churches who share the same core beliefs. We exist to assist Christian families in the education of their children in accordance with biblical principles. Our purpose is to serve families who desire a distinctively Christian education for their children, not just a private school education. Therefore, it is important that families affirm that the Bible is the inspired Word of God and that it is the authoritative and final standard for belief and conduct.

For any student to be considered for enrollment, parents/guardians must also be in complete agreement with our core beliefs, share their personal testimony as born-again Christians, and agree to support the guidelines and standards in our Parent-Student Handbook. However, if there are extenuating circumstances that prevent that from happening, a family may be considered for admission with only one parent/guardian being a born-again believer. The family should regularly attend a local Bible-believing church and family Bible reading and prayer should be a part of the normal home routine. The primary motive for enrollment must be for spiritual training in addition to the foundation that is already being taught at home and the local church. Partnered together with the family, the school can provide a Christ-centered education to equip the hearts and minds of students, so they are uniquely prepared to impact the world for Christ.

The course of study offered at Social Circle Christian School is designed to meet the needs of students who are average or above average aptitude and/or achievement, socially and emotionally well adjusted, receptive to correction and instruction, and eager to learn there. Our teachers are able to help some students who have mild learning difficulties by making reasonable adjustments to their instruction or classroom environment to aid in the success for the good of the group as a whole. We are not currently able or legally obligated to provide programs for students who require unique or specialized educational accommodations. Students under suspension or expulsion from another school or who have a history of behavioral problems are not eligible to enroll at Social Circle Christian School.

REQUIRED DOCUMENTATION

Each family must complete and submit the following documents at the time of registration through FACTS: signed Financial Contract, completed Application, copy of parent/guardian photo ID, copy of

student's Birth Certificate, up-to-date Immunization Record, any documents (report cards, testing results, etc.) from previous school(s), documentation regarding a medical diagnosis that would require an altered educational plan or medication to be carried by the student (Benadryl, EpiPen, etc.), or legal guardianship paperwork showing proof of custody if applicable. One month after a student is enrolled, a signed Handbook Agreement Form is required to be on file.

PERMANENT RECORDS AND PRIVACY

All students have a permanent record that is maintained in the front office. These records are kept strictly confidential and in locked, fireproof files. Except for school staff who have a specified reason for access, information in these files will only be released with written permission from the student's parents. Former student files are kept as a permanent record of the students' efforts and are property of Social Circle Christian School. When a student transfers to another school, students' records will be released once the requesting school asks for their transfer and all outstanding financial balances are paid. All student files will remain at First Baptist Church Social Circle for storage if SCCS ceases to operate, and there is a documented plan for proper storage and access to records.

CHANGE OF INFORMATION

For the safety of your child, it is necessary that we always have your current address and phone number(s). It is important that we can reach the correct contacts in emergency situations. Families should update their information in FACTS as soon as possible. Information regarding students personal or contact information will not be shared with others by school staff.

PLACEMENT OF STUDENTS

For entrance into any class a student must be of age by September 1st of current school year. (K2 students must be 2, etc.) Families with students first grade and above will interview with the Principal to discuss academic information only after available report cards and standardized testing results have been supplied. Any exception to this must be approved by the Principal and is subject to change. If a student was placed above their typical age grade level and experiences marked difficulty or coursework becomes too burdensome for a student, a conference will be held to include school Administration, teacher(s), and parents to discuss a plan to meet the student's needs more appropriately.

TUITION AND FEES

Social Circle Christian School strives to keep tuition and fees as affordable as possible for families. Prompt payments are essential to the effective operation and financial stability of our school. When a

family enrolls their student(s) at SCCS, it is assumed that they will continue to attend for the entire school year. Additionally, budget and staff allocations are decided based upon enrollment numbers. A Financial Contract will be signed to determine tuition, fees, and any applicable discounts for each family.

A non-refundable enrollment fee is required to secure a child's spot in the classroom. It is due at the time of registration and must be paid in full. This fee helps defray the costs of supplies, books, technology, and insurance. If you withdraw your student, these materials remain the property of Social Circle Christian School. Enrollment fees for each grade level are as follows:

K2-K3: $250 K4: $300 K5-5th: $400 6th-8th: $425 9th-12th: $550

**Each level increases by $25 on April 1st and then another $50 after July 1st

Each year, families are required to enroll with our FACTS Management System for all of our information, financial transactions, and communication. There is a one-time yearly $25 or $55 non-refundable fee required for each family when setting up the financial transaction system. FACTS allows us to give families multiple payment options including invoicing, frequency of payments, use of credit cards, automated bank payments from a checking or savings account, cash, or checks. The $25 fee is for one or two-time tuition payments, and the $55 is for anything more (ex: monthly invoicing or billing)

Tuition

Tuition is broken down into ten monthly installments that are due the 1st of the month. If tuition is not paid by the 10th of the month, a $25 late fee will be incurred. The late tuition payment and late fee for the month must be paid by the 10th of the next month or the student(s) will not be permitted to attend until the balance has been paid. If there is a financial hardship that prevents a family from making a tuition payment, the Principal will meet with the family to discuss and approve a payment plan. Tuition may also be paid quarterly and yearly, but at this time there is no financial incentive for doing so.

K2 & K3	$290 (Mon-Fri)	$242 (M/W/F)
K4	$424 (Mon-Fri)	
K5 – 5th	$629	
6th- 8th	$654	
9th- 12th	$690	

Discounts and Incentives

Discounts are determined on a case-by-case basis. SCCS offers a multi-student discount for parents/guardians that claim the students on their taxes as dependents. The structure is as follows:

1st student (highest grade)	Full Price
2nd student (next highest grade)	20% off monthly tuition
3rd student (next highest grade)	25% off monthly tuition
4th (or additional students)	50% off monthly tuition

Families who recruit new families to SCCS are eligible to have a $50 credit toward tuition if their referral leads to a new student being enrolled. The credit will be issued after the new family has paid all fees and tuitions *for at least one quarter of attendance*. There is no limit to the number of credits that may be earned for this purpose. A referral form must be filled out in order to be considered.

Fees

There is a $25 fee for all returned checks. There is a $5 fee for the replacement of a weekly folder and $10 for an agenda. Library books that are lost will be charged the cost to replace them with a new copy. Families with students who earn detention or suspension will be charged applicable fees (p. 21).

Withdrawal

In the event a student is not able to complete the school year, there will be a $100 withdrawal fee. Report cards and/or transcripts are released to the parent or other schools only when the student's account is paid up to date and all school property is returned in good condition. Upon withdrawal, families may return to claim their student's personal belongings in their locker or classroom by setting an appointment to do so after school hours.

Students who are withdrawn before fulfilling their financial obligation must submit a written notice. All paid fees and tuition paid to date will not be refunded, and parents are only responsible for the tuition payment through the end of the current month of enrollment. If the student attends one day of any month, the entire month's tuition is due. Any tuition paid for months after that time will be refunded in full. (For example, if a family informs the school in March that they are moving away but paid for the year up front, they will be refunded April and May's tuition, but will still owe the $100 withdraw fee per student.)

Parents

RESPONSIBILITIES

The faculty, staff, and administration at Social Circle Christian School are committed to work as a team with parents to train, mold, educate, and love the students they serve. They respectfully acknowledge that the responsibility for parenting remains with the parent. It is expected that parents show a professional demeanor and use respectful speech when they are referring to the faculty, staff, and administration in the presence of their children. Doing everything possible to speak and act in a positive way about the school in the presence of a child goes a long way in adding to the overall working relationship of those working together for the good of the student.

Parents must actively participate in their child's education and development. Specifically, they should:

- Pray for strength, safety, wisdom, and endurance for the staff and students daily.
- Look for ways to use their talents and abilities to help in making our school the best it can be.
- Be sure that their student works diligently on completing assignments, scheduling upcoming workload (projects/reports), and studying when outside of the school environment.
- Assist students in managing their time wisely in the timely submission and completion of all assignments. The daily planner is a tool that teachers use to communicate homework and upcoming dates for assignments due, most quizzes, and tests. If students are having difficulty using this tool effectively, parents should consult the teacher to discuss an alternate plan for success.
- Take responsibility for any clarifications, extra teaching, or tutoring that may be necessary for the student to master the material presented in the classroom. It may be necessary to have further discussion on matters of belief, morality, and values that arise after thinking through material presented through instruction or reading materials.
- Assist their child in organizing his/her thoughts concerning essays and/or developing a plan for completing a project or report. This may include gathering study, research, or physical materials needed from a store, public library, etc.
- Closely monitor their child's academic progress by conferencing with the teacher or utilizing the *FACTS Management system* software to access current grades and see the dates for upcoming quizzes, tests, or projects they need to prepare for.
- Assist their child by proofreading his/her written work to ensure it contains complete sentences, has correct spelling and grammar, and neat handwriting that can be easily understood by the reader.
- Be proactive in communicating with the teacher(s) when there is a problem regarding their child and their ability to participate successfully in the learning process. (academic, social, emotional, physical, etc.)
- Encourage their student to persevere as they experience difficulty growing in character, civic responsibility, and academic achievement.
- Respectfully reinforce the school procedures, rules, and consequences.
- Inspect their child's uniform before they leave the house to ensure they are dressed appropriately and following the guidelines in the dress code.

VISITORS

Parents, extended family, friends, and church leaders are welcome to come to school anytime but must be prepared to show a photo ID and communicate the reason for their visit. Prior approval from the teacher and/or administration is needed before a person is permitted to observe or participate in any classroom. To ensure the safety of our students, all visitors including parents and volunteers MUST check in to the office to sign-in and obtain and wear a visitor's sticker so that the school is aware that you are in the building. Guests are welcome on school property, but they are expected to be respectful in the way they conduct themselves and dress with modesty.

INVOLVEMENT

Research overwhelmingly shows that the more families are involved with the happenings and learning processes going on at a school, the better the student's academic achievement. It is for this reason that families are invited to participate in various school functions, classroom learning opportunities, fundraisers, field trips, conferences, and Parent-Teacher Organization (PTO) events. There are several volunteer opportunities available including: tutoring, copying, cutting, party planning, assisting in the classroom, cleaning, lunchroom monitoring, picking up lunches from area restaurants, etc.

PTO

Without the help of the SCCS PTO, many special things would not be possible at our school. This organization partners with the school to make SCCS an exciting place to learn. Through fundraising initiatives, they can provide materials and experiences that enrich the curriculum and make learning more hands-on and relevant. They also provide several valuable services to the school to add family fun, academic support, and teacher appreciation. Each family is encouraged to participate in some way with the PTO. Throughout the year, the school will sponsor PTO Meetings that may feature special events by administration, students, or speakers. These meetings may be used to inform parents on school concerns, explain various school activities, or communicate situations facing our school. Every family is encouraged to attend these meetings.

COMMUNICATION

SCCS uses the ***FACTS Management System*** as its **main source** of information and communication. All families should visit this site or app on a daily basis to stay abreast of what is taking place in the classroom and at school. Parents may choose to be part of a school-wide text message system. This is meant to be a quick means to communicate information about events, scheduling changes, reminders, or emergencies. Other forms of communication used are the school website (www.scsaints.com), occasional email, monthly Saints Scoop newsletter, classroom newsletters, and the school's Facebook and Instagram pages, and sometimes closed/private classroom groups (FB, remind, or class dojo).

Conferences
It is necessary for parents and teachers to work together closely in order to achieve maximum growth for the students. At the end of the first and third quarters there are designated parent-teacher conference afternoons built into the schedule to allow for some added time flexibility for teachers to meet with parents. All parents should meet with their student's teacher by the end of the first quarter. The third quarter conferences are only as needed for those students that are experiencing academic or disciplinary problems. Teachers are also available upon request to schedule conferences throughout the year as needed to share information about a child's progress. Out of respect for a teacher's before and after-school schedule, conferences will not take place without an appointment.

Parents should not discuss classroom or student specific issues while in a public setting (church, grocery store, field trip, etc.), or in the presence of other adults or students who could overhear the conversation. If it is necessary to speak with a faculty member about a pressing situation, please speak privately during a time that would not divide their attention from supervising their students.

Saints Scoop
A monthly newsletter is sent home through folders in an effort to keep parents informed of the happenings that month. It is published through *FACTS* and website the each month.

Email
It is our desire to reduce the amount of email communication for your family by encouraging you to depend on *FACTS* mentioned above for your information. Each staff member has an email that can be used for classroom communication; however it should not be used to send excuses for tardies or absences. All notes regarding transportation change or attendance issues should be handwritten and sent through the daily folder to the teacher.

Calling/Messaging Teachers
Please don't ask teachers for their personal cell phone numbers. If a teacher's number is known, **please refrain from texting or calling your child's teacher during the school day.** Staff have been asked to keep their personal cell phones away and silenced during the instructional day. Teachers have a professional obligation to devote their time and attention to your students while they are teaching and being interrupted with a text or phone call is distracting. Any communication regarding attendance, dismissal, sickness, etc. should be made through the main office. If you need to discuss classroom work, assignments, or behavior, please contact the teacher after school hours and they will do their best to reply to you within 24 hours.

It is not ever appropriate for students to call or text staff after school hours on their personal cell phones unless their parents are included on their own device in that correspondence. If a student has a concern and needs to speak with their teacher, they may talk to them during an appropriate times during the school day, email, or have their parent talk with the teacher during after-school hours. Although it may be convenient to text or call a teacher on their personal phone, we ask parents to respect the evening hours that teachers are with their families at home and refrain from using that form of communication. Please send a message through *FACTS.*

Students

CONDUCT, DISCIPLINE, AND CONSEQUENCES

Philosophy
The purpose of the discipline system at Social Circle Christian School is to create a healthy, supportive and stimulating learning environment in which students are encouraged to develop character qualities including responsibility, respect, self-control, diligence, and virtue. Attendance at Social Circle Christian School is not a right, but a privilege. Students are expected to take responsibility for their actions, use common sense, and abide by the school rules and policies at all times (when on school property or on a school-sponsored activity). If a student is unwilling to do such, he or she will be subject to dismissal.

Discipline is most effective when it is handled on an individual, case by case basis where learning to accept responsibility for actions and restoration is the goal. When needed, administration and staff will provide students with specific guidance from a biblical perspective in conflict resolution. Social Circle Christian School promotes student discipline by dividing standards of conduct into two categories: Behavioral and Honor. When a student violates the standards, he/she is issued demerits.

Conflict Resolution
Social Circle Christian School uses scriptural principles found in Matthew 18 as a guide to resolving conflict with others. When one person has trouble with another person or school policy, all efforts should be made to discuss and resolve the concerns with the involved individual privately and with a respectful demeanor. If the issue is not properly resolved, then the person with the concern should go directly to the correct line of authority for their aid in resolution.

Any disruptive or disrespectful discussion regarding school policy, personnel, or other community individuals should be done with those directly involved in the situation. Details regarding the dispute must not be aired out through school-wide communication, social media, or shared with other individuals who are not part of the solution. It is never acceptable for a parent or other adult (who is not a staff member or approved supervisory volunteer) to approach or contact a student regarding conflict with another student. Adults should direct their concerns to a teacher or administration for assistance.

Search and Seizure
Because Social Circle Christian School is a private entity operating on private property, administration may conduct a reasonable search of a student, locker, vehicle, and or belongings (without notice) when there is probable cause or reason to believe that a student has an item in his/her possession which may constitute a criminal offense under the laws of the state of Georgia, pose a threat to self or others, or in possession of other items prohibited by school policy. Administration reserves the right to conduct random checks for illegal, smoking, or vaping paraphernalia anywhere on the property without advanced notice or consent. Administration and teachers have the right and possess the authority to conduct student interviews ~~of students~~ in fact finding investigations of misconduct.

Cheating and Plagiarism
All assignments should be completed with integrity. It is unethical for students to deliberately cheat and plagiarize; therefore disciplinary consequences will follow including a zero given for the assignment. Plagiarism is when someone uses or steals another's words, information, or ideas (in part or whole) as if it were their own. This also includes the use of artificial intelligence technology. Students must always cite their sources when using work that they did not develop themselves in order to give credit to whom credit is due.

Cheating is the dishonest act of using, appearing to and/or attempting to use unapproved material, people, aids, devices, or methods to complete an assignment or assessment. It also includes assisting others in completing assignments or sharing information when a directive was given not to. Cheating includes, but is not limited to: unauthorized collaboration on an assignment, anyone completing an assignment that is not theirs, using technology or other sources to find answers to quiz or test questions, using workbooks from a previous year with answers already written in, having notes or textbooks visible during tests or quizzes, giving or receiving information about a test, quiz, or other assignment prior to starting the assignment, glancing at someone else's test or quiz or allowing someone to glance at your test or quiz during the administration of the test or quiz, and using a calculator when instructed not to use it.

Behavior Standards (Worth 1 demerit when broken)
It is the duty of all believers to honor others and those in authority by adhering to these institutional guidelines. SCCS strives to teach this concept to students to provide a productive, safe, and God-honoring learning environment.

- Classroom Expectations:
    - Students must be in their seats when class is scheduled to begin and may not leave the room without permission.
    - Students will be attentive during class. Heads should not be laid down on the desk unless permission is given to do so.
    - Students should come to class prepared (textbook, workbook, necessary tools, HW)
    - Students may not speak during class without raising their hand and receiving permission from their teacher. Any outbursts or actions that distract the class will not be tolerated.
    - Students should sit appropriately in seats. Sitting on desks, tables, and improperly on chairs can cause personal injury and property damage.
    - During Bible class, chapel, and prayer, an attitude of reverence must be maintained. Students should bring a Bible to every chapel and Bible class.
    - Students are not allowed to pass notes or throw objects in class.
    - Students are expected to do their part to keep the school property clean and orderly. Trash should be placed in proper containers and not left on the floors, desks, or grounds.
    - Elementary school students should use the restroom during designated break times and should refrain from going whenever the need arises. Middle and high school students must ask their teacher for permission to leave the room with a designated "hall pass."
    - Students should never be inside the classroom without a teacher present.

- School Community Expectations:
    - Students may not be in a hallway or out of class without a hall pass from their teacher.
    - Students may not run or yell in the hallways, stairwells, or building areas. When moving between classes, talking should be controlled.
    - Supply and maintenance closets and vehicles are off limits to students except when given specific authorization from administration, faculty, or staff.
    - Students are not permitted to use classroom or office phones without permission.
    - Students should always be respectful and appropriate when touching another student or their belongings. Students should keep their hands and body to themselves (this includes sitting/laying on another person's body, hugging, holding hands, etc.)
    - Students of the opposite sex may not be alone together anywhere in or outside the building. This includes but is not limited to stairwells, library, lunchroom, empty classrooms, supply closets, areas of the school out of public view, etc.
    - Students are not allowed to chew gum on school property.
    - Students should keep all books in desks or lockers; never on the floor.
    - Student's locker should always be kept locked. Nothing may be left on top or outside a student's locker. No open food or drink may be left inside a student's locker. A student's locker should be kept neat. Lockers may not be switched between students.
    - No selling, buying, or trading among students is allowed.
    - No clubs, organizations, or petitions may be formed without the permission of the administration.
    - Students must arrive in complete compliance to the uniform policy and must stay in uniform until they leave the school grounds or have specific permission from administration. Clothing worn as "outside" garments must be removed for class. This includes jackets, coats, scarves, hats, gloves, etc.

HONOR STANDARDS (Worth several demerits when broken)

- <u>Blatant Disrespect for God, Authority, People, and Property</u>
    - 20 Demerits: Out-of-School Suspension/ Expulsion
        - Violation of any local, state, or federal laws on or off school property
        - Engaging in smoking, vape, drinking alcohol, or using illegal drugs or abuse of prescription drugs on or off school property
        - Possession of a weapon (firearm, knives, or dangerous paraphernalia intended to harm others)
        - Terroristic threats of any kind on or off school property
        - Physical violence with malicious intent to harm another person
        - Participating in biblically immoral sexual activity on or off school property (pornography, sexually explicit use of technology, sexual intimacy outside of marriage)
    - 15 Demerits: In-School Suspension
        - Sexual harassment of another person (unwelcome sexual advances physically/verbally made toward another, use of vulgar language or innuendos, inappropriate touching)
        - Computer hacking of school property
        - Willfully hiding technology (phone/tablet, etc.) on school property
        - Intended Cheating/ Plagiarism
        - Verbal abuse (bullying, cruel through spoken words, texts, internet)

        - Disdain for God and biblical values (disrespectful of someone's stated spiritual convictions, ridiculing others' expressions of worship through exaggeration or insincerity)
        - Racism (any verbal prejudice or discrimination based on race- dishonoring comments, exclusion or inclusion of people based on race)
    - 10 Demerits: After-School Detention
        - Offensive language (profanity, crude jokes, sexual references, racist slang, taking God's name in vain)
        - Lying (telling an untruth or not telling the whole truth, denying guilt when guilty, forging an adult's signature)
        - Stealing
        - Willful destruction/defamation of property (required to pay for damages)
        - Displays of affection by members of the opposite sex (hand-holding, kissing, hugging, inappropriate touch, sitting on laps, tickling, etc.)
    - 5 Demerits: Two consecutive Lunch Detentions
        - Defiance of authority (direct disobedience, defying a direct order from a teacher or staff member, griping, arguing or continuing a discussion when instructed to stop)
        - In property without permission (another person's desk, locker, personal possessions, cabinets, drawers, etc)
        - Possess electronic devices after one-time grace. (see pg. 25)
    - 3 Demerits: One Lunch Detention
        - Horseplay (physically rough or rowdy; intentional hitting/kicking/throwing, but not malicious)
        - Inappropriate Jokes (degrading to others)

CONSEQUENCES

Students who choose to break the rules outlined above will incur the following incremental disciplinary actions:

- 3 demerits= one lunch detention
- 5 demerits= two consecutive lunch detentions
- 10 demerits= 1 hour after-school detention/community service (served Fridays 3:15-4:15pm).
- 15 demerits total= ISS (full-day in-school suspension- number of days TBD)
- 20 demerits total= OSS (full-day out-of-school suspension- number of days TBD)
- 50 demerits total= grounds for expulsion- intervention conference held

After the end of each semester, all demerits are erased for elementary students. This allows students to start with a "clean slate." However, any student who received fifteen or more demerits in a single grading period will be placed on Behavioral Probation for the following grading period in which they will not be allowed to participate in any field trips or extra-curricular activities. If a student receives fifteen or more demerits the subsequent semester, doing so can lead to a student's removal from Social Circle Christian School.

After-School Detention

Each time a student is given a detention, a detention notice will be sent home for parents to sign and return promptly the next school day. Notes about each detention will be recorded on the student's behavior record that is kept confidentially inside the permanent record. After-school detention is held on Fridays from 3:00-4:00 pm and **a financial penalty of $10 will be placed on the student's next**

tuition bill. During the detention, the student is not permitted to talk or socialize. Students will not be allowed to do homework, talk, play games, or sleep. The student may be given a writing assignment or task to perform by the detention monitor. Parents will need to make arrangements to pick up their child promptly at 4:15 pm.

Lunch Detention
Lunch detentions will be served Monday through Friday during the normal lunch period either in the lunchroom or in the office. During the detention, the student will eat their lunch, cannot talk or socialize, and perform cleaning tasks in the lunchroom.

Suspension
Before a suspension is issued, the student's parents will be contacted by the Principal so they can meet with the teacher(s), discuss the negative behavior, evaluate the student's future at Social Circle Christian School, and set a date the Suspension will be served. **A financial penalty of $50 will be placed on the student's next tuition bill.** Notes about each suspension will be recorded on the student's behavior record that is kept confidentially inside the permanent record. Students may not participate in any after-school activities or field trips when a suspension is served. In-school and out-of-school suspensions may also be issued without demerit escalation for Honor Standards violations in which the Principal and leadership team deem appropriate.

When an In-School Suspension takes place, the student will report to the school office by 7:55 am instead of their usual homeroom and remain there for the duration of the school day. All belongings including a lunch must be brought. The student will be required to complete all of their coursework including all quizzes and tests that are assigned for the day but an automatic 50% will be issued for all work done.

When an Out-of-school Suspension becomes necessary, the student will stay at home with a loss of credit on the day(s) suspended. The student will be required to complete all of their coursework including all quizzes and tests that are assigned for the day but will receive zeros for all work done. This consequence is considerably more serious than an In-School Suspension and requires the approval from the Principal and the leadership team for a student to be allowed to return to school.

Expulsion
Social Circle Christian School does not tolerate behavior in which a student shows little regard for the Christian testimony of the school, church, themselves, or other students. Every possible effort will be made to work with an erring student and their family and communicate the seriousness of actions that require such an extreme form of discipline. Students may be expelled from school for any of the following activities whether on or off the SCCS property: smoking, drinking, participating in illegal activities, sexual immorality, making threats of any kind, or bringing a weapon to school.

DRESS CODE

Students at Social Circle Christian School should not only take pride in how they present themselves but strive to honor God and the principles in His Word for how one ought to dress. When dressed appropriately and professionally, research has supported that students perform at a higher level academically and behaviorally. The way one dresses has a strong effect on attitude and productivity.

K2 and K3 students are not required to wear school uniforms. The dress code applies to all students K4 through 12th grade and will be enforced during regular school hours. See the "Parent Resources" tab on our school website for embroidery information. Parents of students in violation of the dress code will be asked to correct the problem immediately to bring whatever is necessary to ensure that the student is able to abide within the dress code. If a parent or student is in doubt about the clothing they choose to wear, they should discuss it with the Principal before deciding to wear it to school.

~~French Toast~~ S'cool Stuff (Loganville) is the school's official uniform provider. Families can access the online store on our website ~~and enter the following code: QS61AEK~~. Because the volume of processing orders is so great at the beginning of the school year, families have until September 1st to have logo's affixed to their student's clothing. When inside the school building, all students must have a school logo visible on the uniform they wear for the entire day. It cannot be covered by a jacket, sweater, etc. It is highly suggested that all clothing that could be removed at school should be labeled. Items that are labeled can be easier to return to the student.

Dress Guidelines for ALL Students:

- Daily Expectations
    - No shaved designs, mullets, mohawks, or "other than natural" hair colors are permitted (this includes highlights, hair extensions, or "tinsel").
    - Tops must be long enough to adequately cover the skirt/pants/shorts when the arms are raised. Skin is never to be seen between the top and skirt/pants/shorts.
    - All clothing should be tasteful, modest, and non-revealing. Clothing, backpacks, and lunchboxes should not have explicit, crude, disrespectful language, non-Christian music (bands/lyrics/artists) or graphics that could be considered "scary", crude, vulgar, or violent in nature.
    - Hats or hoods may never be worn inside the building or on school property, unless special permission is granted by administration. A sweater or jacket with a hood may be worn M-F, but the hood should never be on the head in the school building.
    - **Whenever shorts are worn, they may not be tight and must be at least "fingertip" length. Students should be aware of how they rise up when sitting down and adjust them lower as necessary.**

- Uniform Days
    - Outfits worn should display a logo that must remain visible throughout the day, so if a sweater/jacket is worn, it must have a logo embroidered if it covers the shirt logo.
    - See the approved uniform colors and designs for young men and women below.

- Jackets and sweaters *that are permitted to be worn in class* should be solid school colors with no other logo or design.
- Shirts are required to have a logo and be tucked in all around the waist.
- All clothing should be neat in appearance- free of holes or tears.
- Students in *3rd Grade and above* are required to wear belts with pants and shorts. Cargo style pants or shorts should never be worn.
- Shoes: Tennis shoes (any color), navy, black, grey or brown shoes, or *solid* brown or black boots should be worn on all uniform days. Sandals or are allowed in the spring and summer months with uniforms, but not flip flops or crocs.

- PE Uniform Expectations
  - Only approved athletic shorts, sweatpants, and shirts may be worn. (These can only be purchased on the S'cool Stuff website from this point forward). If a student does not have PE attire, they may wear their regular uniform.
  - PE attire should be worn or brought to school on designated PE days. Students 6th grade and up will be permitted a few minutes to change into and out of their clothes as necessary.
  - Tennis shoes worn with socks are required for participation.

- Free Dress Days (every Friday or with a special coupon)
  - Students are not required to wear uniforms on Friday but may wear casual dress that abides by the daily expectations and guidelines for young ladies and young men.
  - Footwear of any color and Crocs are acceptable for Fridays, but flip flops are never appropriate.

Guidelines for Young Ladies

- Loose fitting khaki or navy pants, shorts, skirts, skorts, or jumpers with navy, yellow, grey, or white polo style shirts are to be worn Monday- Thursday. White button-down blouses are also welcome. Skirts and jumpers with the approved SCCS plaid may also be worn. (see S'cool Stuff's website)
- ALL uniform and casual shorts, skirts, skorts, and dresses should be "fingertip length."
- Leggings and tights are only appropriate to be worn under a skirt or dress and should be approved school colors when worn on uniform days. **Leggings can be worn on Fridays only if they are worn under a "fingertip length" shirt, dress, or skirt.**
- The outline of an undergarment or the undergarment itself must never be seen through the clothing. No cleavage should ever show from the front or the side.
- Tank tops, spaghetti strap tops, and halter tops/dresses are not allowed.
- The ears are the only piercing that is allowed. Jewelry must be tasteful and not distracting to the student or others.
- Light and appropriate use of make-up is permitted only in 6th-12th grades. Fake nails may be worn for upper school students, but the length should be kept fingertip length short.
- If heels are worn to school, please be sure they are not a safety hazard. (please no more than 1 inch for elementary students and no more than 2 inches for middle and high school)

Guidelines for Young Men

- Loose fitting khaki or navy pants/shorts with navy, yellow, grey, or white polo style shirts are to be worn Monday- Thursday. White button-down dress shirts are also welcome. Neckties with the approved SCCS plaid may also be worn. (see French Toast's website)
- Pants/shorts must be worn at the waist and not be excessively baggy or tight.
- Hair should be off the ears and eyes and must be kept neat and off the back of the neck.
- No piercings of any kind or jewelry (other than rings) are allowed to be displayed.
- Facial hair is only permitted for High School students and must be neatly groomed.

PROCEDURES

Lunch

SCCS does not have a cafeteria equipped to provide lunches for the students. Each student (K5-12th) will be responsible to bring or pre-order his/her own lunch to school and eat it during their designated lunch time. Students do not have access to refrigerators, nor should they ask a staff member to store their food for them. Microwaves are a privilege and provided for limited student use during their scheduled lunch period. Food that takes longer than 1 minute to reheat are ~~not allowed~~ highly discouraged so that time can be shared with others who need to use the microwave as well. Students who bring lunch from home should have everything they need (forks, spoons, plates, cups, sauces, etc) to prepare and eat their food. The school having to frequently supply those items becomes a burden to the school budget, especially with the rising cost of supplies.

Another lunch option is pre-ordering from daily designated restaurants or caterers during most days of the week. Families must use the pre-order form through FACTS and pay by the posted due date in order to secure lunches for the month. No orders will be accepted once the window is closed. Once payments are made, refunds cannot be given if the family changes their mind about their order for the remaining part of the month. Refunds will not be given if a student is absent and does not receive their lunch. However, if a prolonged absence (over a week) must take place, the school will work with the family.

Lunchroom Rules:

- The lunchroom supervisor (or staff) is to be respected and obeyed at all times.
- Students are to eat their own lunches and not share any food or items brought from home.
- Students will enter quietly and keep their voices to a whisper until the supervisor finishes handing out all of the pre-ordered food.
- Students are to remain seated until dismissed to throw away trash and clean their area.
- Students who bring a lunch from home are responsible to bring their own plates, cutlery, cups, condiments, etc. These things will not be provided by the school.

Teachers will do their best to check with students in the morning to see if everyone has a lunch secured for the day. If a student forgot their lunch or were mistaken about ordering, a call will be made

so that a lunch can be brought to school for them. It is always okay for parents or their trusted designee to drop off their food, but it is never acceptable to send a food delivery service to the school.

Homework

The Bible commands us to do things "decently and in order," and homework is no exception. Parents should make sure that students are doing their homework neatly and completely. Students who fail to complete a homework assignment on time will receive a consequence. 2rd-5th grade students will have a 15 point deduction for the first two days and Upper School students will receive a 25 point deduction for the first two days. A zero will be given for homework not turned in after those two days. Frequent failure to complete and return homework assignments may result in demerits issued at the teacher's discretion. Students will be given two grace opportunities per semester to turn their homework in the next day without penalty as long as a parent/guardian note is given to the teacher the day the assignment is due.

Physical Education

Sometimes, after an illness or injury, a student may need to be excused from PE or recess. In such a situation, a detailed note should be sent from the parent to the teacher. If a serious condition or injury would exceed three days in a row, a note from a physician is required.

Students with a Drivers License

Any high school students that drive themselves to school and has the need to park their vehicle will be assigned a parking space. Upperclassman are permitted to sit in their vehicle during free time but must check in with the office before doing so. Upperclassman may also have signed parental permission to leave school property for their lunch time. No one will be allowed to leave in the car with the high school student unless there is a written permission slip signed by the parents for all passengers.

Field Trips

The Principal must approve all field trips or special events. SCCS teachers and staff will always accompany the class on field trips. Parents may participate depending on the trip and the size of the class. Siblings will not be permitted to attend the field trip unless prior authorization has been granted by the Principal. Students must wear a uniform, school spirit, or field trip shirt even if it occurs on a Friday. Transportation for students will be provided in First Baptist Church Social Circle vehicles. A permission slip will go home with details and possible cost involved. These slips must be signed and returned for a student to go off school property.

Birthday Celebrations

Students are welcome to wear free dress clothing on the day they celebrate their birthday. Parents are welcome to send in a treat to share with their child's class. Teachers will decide if treats will be served either during snack time or toward the end of lunch. Please keep in mind that it is difficult for our staff to cut and plate cakes that you may want to send; cupcakes, cookies, brownies are much more ideal so that the birthday student can simply pass them out to their classmates. Please refrain from sending tablecloths, candles, drinks, or goody bags.

Invitations for private parties may not be distributed in the classroom unless all students in the classroom are receiving invitations. If a student wishes to invite just a few classmates or friends in other classes invitations should be mailed or distributed outside of school.

MISCELLANEOUS

Unnecessary personal items from home (toys) are discouraged, although they may be brought for "Show and Tell." This includes fidget toys, unless specifically approved by a teacher. Guns, knives, and other ~~war~~ "weaponry" toys are never allowed. **All needed personal items (jacket, book bags, sweater, lunch box, etc.) should be clearly marked with the student's name**. For students in K2-~~K5~~ 1st Grade, please provide a change of clothes in your student's book bag every day, as accidents may occur. At the end of the day or any time items are found out of place, they will be placed in the Lost and Found bin in the front lobby stairwell. Items not claimed after thirty days will be donated.

Although it is thoughtful to send a delivery to the school for a student (food, flowers, gifts, etc.), it is not an acceptable practice because of the logistical and security problems it creates. If items must be dropped off for a student (lunch, clothing, books, etc.) they should be placed in the drop off box located outside the front doors. Please buzz or call the office to let us know they have been left. Items that are not needed for school use (ex: luggage) should be transferred from family to family without school staff having to be involved. We cannot assume responsibility or responsible for damages for belongings (including instruments) being left on school property. Students who bring an instrument to school may keep it in the lobby of the school, but it must go back home at the end of the day.

TECHNOLOGY

Students are not permitted to have cell phones, cameras, smart accessories, laptops, or hand-held electronic devices in their possession, backpacks, or lockers during the school day. Middle and high school students must have written permission from their teacher or administration to use a device for taking notes or doing projects while at school. Access to the internet will not be allowed. Any exceptions to this MUST be approved by the Principal. If a student arrives at school with any of the above devices, they must be turned in to the school office and claimed at the end of the school day.

Any unauthorized technology usage (calling, texting, taking pictures, voice or video recording, etc.) ~~during the school day~~ will result in an immediate in-school suspension with coordinating financial penalty. Although legally speaking, Georgia is a one-party consent state, any undisclosed recording(s) made by students or adults on school property are strictly prohibited and may lead to dismissal of that family from Social Circle Christian School. If an adult wishes to record their conversation with another, they should respectfully ask to do so.

Acceptable Use Policy for Students

I understand that the use of technology is a privilege, not a right, and inappropriate use will result in a cancellation of those privileges and may also include disciplinary action.

To Be Responsible I will…

- ✓ only use the internet when there is a teacher or other adult present, or when I have permission.
- ✓ use electronic devices, the internet, and the network for class assignments as directed by my teacher
- ✓ use only my own accounts, logins and passwords
- ✓ follow international copyright laws

To Be Respectful I will…

- ✓ communicate online in a respectful manner
- ✓ be careful to treat the equipment with care
- ✓ respect the work and privacy of others

To Be Safe I will…

- ✓ keep my password and login information private
- ✓ tell an adult if I read something on the internet that makes me feel uncomfortable
- ✓ tell an adult if I receive a rude or offensive message
- ✓ refrain from sharing my personal information including address or phone number on the internet

Acceptable Use of Artificial Intelligence (AI) technology policy

Social Circle Christian School recognizes that AI is becoming an increasingly common tool in education, the workplace, and everyday life.

Our goal is to help students understand how to use emerging technologies responsibly, ethically, and in a manner consistent with biblical principles of honesty, integrity, stewardship, and personal responsibility.

AI tools may be used as educational resources when specifically permitted by a teacher. However, AI should support student learning—not replace the student's thinking, effort, creativity, or responsibility for his or her own work. If a teacher has not specifically stated that AI may be used for an assignment, students should assume that AI-generated work is not permitted and ask the teacher before using it.

Students are expected to:

- Use AI honestly and responsibly by completing assignments with their own understanding, effort, and original thought unless otherwise directed.
- Be able to explain, defend, demonstrate the work they submit, or properly acknowledge AI assistance when required by the teacher.
- Protect their own privacy and the privacy of others when using AI tools.

Unless specifically authorized by a teacher, students may not use AI to:

- Complete an assignment, essay, discussion post, project, or assessment in place of doing the work themselves.
- Generate answers to homework or classwork and submit those answers as their own.
- Write or substantially rewrite an assignment that is intended to measure the student's own writing or understanding.
- Complete quizzes, tests, exams, or other assessments.
- Circumvent an assignment's purpose or learning objective.
- Submit generated material as original student work.
- Use AI to engage in cheating, plagiarism, deception, or other forms of academic dishonesty.

Academics

CURRICULUM

The Abeka, BJU Press, and DeepRoots Bible curriculum have been chosen because of their biblical worldview, rigorous yet appropriate learning standards, and research-based best practices used throughout the program. It is a structured, intellectually stimulating, developmentally appropriate, and rigorous curriculum. These characteristics help students be adequately prepared for college or a professional life. A Christian perspective is integrated purposefully into every subject and biblical principles are appropriately used to emphasize or illustrate concepts.

Since children have differing abilities, interests, and strengths in the academic disciplines, it is our goal to be continually striving to incorporate a variety of strategies not only designed to build and strengthen knowledge but also to develop critical thinking and study skills. STEM (Science, Technology, Engineering, Math) projects are integrated into the curriculum to give students added opportunity to add a unique creativity and ingenuity to the learning process. Educational goals and objectives are used to drive instruction and designed to support individual student needs for each grade and subject area and instill in them the desire to become lifelong learners.

Reading, vocabulary, spelling, phonics, language, penmanship, history and geography, science, health, math, Bible, computer skills, art, and music are the subjects taught in K5 through 12th grade. In addition to the subjects previously listed, middle and high school students are also taught literature, government, chemistry, algebra I and II, precalculus, geometry, and electives such as foreign languages and consumer sciences.

SUPPLEMENTAL READING MATERIALS

Students will be exposed to a variety of genres from ancient history to present times in addition to the texts that correlate with the curriculum. Before presented to students, secular and Christian texts are evaluated for their academic soundness and their appropriateness in relationship to our conservative Christian values. If there is a question regarding a book being used in school, adults may submit a review request form so that their thoughts regarding that material can be communicated and school leadership can determine if that book will remain in circulation. All reading material brought into school must support the honor and behavioral standards in this handbook so the language and content is appropriate for our students.

GRADING SCALE

The grading system is alphabetic and non-weighted (based on a 4.0). The following scale shows how the letter grades correspond to numerical grades. Grades will be issued four times a year on a report card. Grades recorded on report cards are final and will not be altered in any way.

A 90-100 **B** 80-89 **C** 70-79 **F** 0-69

How grades are configured (1st through 12th grades):

- Tests make up 50% of the grade
- Quizzes make up 25% of the grade
- Classwork and Homework make up 25% of the grade
- Projects or papers may count as a test or quiz grade at the discretion of the teacher

GRADING PERIODS AND REPORTS

Each quarter is 45 days excluding breaks and holidays. Two quarter grading periods make up one semester. The ~~2025-2026~~ school year calendar contains the grading periods and when reports are issued to parents. The calendar can be accessed on our website by clicking on the parent resources tab.

AWARDS

Quarterly

- **All-A's Honor Roll Award** is given when a student has earned all A's in graded subjects and has not received a "Unsatisfactory" in conduct or more than 10 demerits.
- **A-B Honor Roll Award** is given to students who have earned all A's and B's in graded subjects and has not received a "Unsatisfactory" in conduct or more than 10 demerits.

Semester

- **Principal's Merit Award** is given to students who have earned all A's, B's and no more than two C's, but have brought up at least two of their subject area grades from one letter grade to the one above.

End of the Year

- **Perfect Attendance Award** is given to students who have been present every day of the school year.
- **End of the Year All-A's and A-B Honor Roll** is awarded to students whose final grades were all A's or A's & B's with good conduct (no after-school detention or suspensions served), not necessarily that they maintained those grades and behavior for all four quarters.
- **President's Award for Educational Excellence** is awarded to a 5th, 8th, or 12th grade student who has maintained straight A's or meet a minimum Grade Point Average (GPA) of 4.0.
- **Spiritual Conviction Award (one of our most distinguished awards)** is given to recognize students with an outstanding testimony to others- knowing, communicating, and living the Gospel.
- **American Citizenship Award** is given to recognize students who possess strength of character, are school or community leaders, promote citizenship, or other similar characteristics of leadership. (Participates in school and/or community service, shows a positive attitude toward classmates, school, and the community, displays an understanding and appreciation of civic responsibility, and has courage to do what is right)

TESTING

Each spring Kindergarten through 12th grade students will be given the Iowa Test of Basic Skills (ITBS) standardized achievement assessment which is used as an evaluation tool for each student's academic progress and gives valuable input to the effectiveness of our school-wide program when compared to state and national norms. In addition to this, the CogAT (Cognitive Abilities Test) is also administered every other year to measure reasoning skills. When used together, these two assessments provide a better understanding of a student's gifts and abilities. Results will be shared with parents after our school receives record of them. It is critical that students are present and on time for the entire week of testing since there is only one day allotted for make-up administration due to emergencies.

ACADEMIC RESOURCES

Our teachers regularly monitor student progress and offer assistance as needed. This may be in the form of individualized attention given during the school day or a help class offered during the after-school hours for one or more students to work with the teacher to review, clarify, or extend what was learned. Teachers will communicate those opportunities as appropriate. If parents express the need for individualized tutoring or additional help, they may request it from the teacher.

SPECIAL NEEDS

Any child with special needs is welcome to be part of the Social Circle Christian School family. The small student-teacher ratio gives students with physical, cognitive, emotional, and social limitations more support in achieving academic success. Although we are not legally obligated to follow specific documents (such as an IEP or 504), our teachers are more than willing to adjust their instruction or classroom environment to aid in that success. It is highly suggested that parents share such documents with the teacher so they can aid in the consistency of certain strategies that we may be able to make available as well. Quarterly conferences including the parents, teacher(s), and Principal will be held to evaluate the student's progress and discuss whether the environment at SCCS is appropriately meeting their student's needs.

Social Circle City Schools work very closely with our school to provide Speech and Language Pathology services for students who have already been identified as needing such intervention. They are also our professional source for referring struggling students who may need evaluation for special education services. The Individuals with Disabilities Education Act (IDEA) requires local public school districts to "identify, locate, and evaluate every child who may have a disability requiring special education services." We believe that early intervention, loving support, and teamwork between he home and school are key to helping all students achieve success. Before a referral is made, it is an expectation that it is done so after parents, the teacher(s), and Principal reach a consensus to do so.

HIGH SCHOOL

Social Circle Christian School is committed to providing students with a comprehensive, Christ-centered high school education that prepares them for continued education, career opportunities, and responsible Christian citizenship. The following information specifies policies and procedures regarding the successful completion of the 9th through 12th grade years in order to prepare students for the post high school future.

Absences

Attendance is taken in each class period. A student must be present in the class for at least 30 minutes to receive credit for the period unless a valid excuse is presented to the teacher. If a student is absent for more than four periods a day, that equals one full day. A student accumulating five or more unexcused absences in a designated semester course will be subject to the withholding of passing final grade(s) pending a review of the absences by school leadership. Regardless of the number of excused absences a student may have, school leadership reserves the right to withhold credit in a class where the student has missed 12 or more hours of instruction during the semester.

Electives

High school electives are courses offered beyond the required core curriculum and are designed to provide students with opportunities to develop practical skills and broaden their educational experience. Elective courses may include fine arts, computer and technology courses, practical life skills, career exploration, physical education, foreign language, and other approved areas of study.

In addition to the credits required by the Georgia Department of Education (GaDOE), Social Circle Christian School has established additional course requirements that students must successfully complete in order to satisfy the school's graduation requirements. The following courses are required: Bible (4 credits), Public Speaking (.5 credit), and Computer Processing Skills (.5 credit).

Requirements for Graduation

To qualify for a high school diploma from Social Circle Christian School, students must satisfy all graduation requirements established by the school, including required coursework, credit requirements, and other applicable academic expectations. Completion of 23 credits alone does not guarantee eligibility for graduation.

- **Credits:** Students must successfully earn a minimum of **23 course credits in Grades 9–12** in order to qualify for a Social Circle Christian School high school diploma. It is the responsibility of each student and his or her parent or guardian to monitor academic progress and ensure that all required courses are successfully completed. Students who fail a required course must make arrangements, as approved by the administration, to satisfy the missing credit before graduation.

  Credits earned at another accredited school or approved educational program may be considered for transfer credit toward graduation. Transfer credits must be reviewed and approved by the administration and must meet Social Circle Christian School's academic and

curricular standards. The school reserves the right to determine how transferred coursework will be recorded on the student's transcript and applied toward graduation requirements.

- **Courses:** Students must successfully complete all courses specifically designated as graduation requirements by Social Circle Christian School. These requirements are in addition to any applicable requirements established by the Georgia Department of Education.
- **GPA Calculation:** All high school courses attempted for credit are included in the computation of a student's grade point average (GPA), subject to the school's grading policies. Courses repeated for credit may be subject to specific GPA and transcript procedures established by the administration.
- **Review:** Before each semester, planning will be done through the use of an individualized Graduation Worksheet that contains information related to specific courses completed or to be completed. Students and their parents will meet with their high school leadership team to review and sign that document to ensure accuracy, accountability, and thorough communication. The academic records will be combined into a prepared transcript for each student to be reviewed at the completion of each school year and prior to the graduation eligibility time period. Students and parents will be notified of any deficiencies identified during this review.
- **Final Authority:** Social Circle Christian School reserves the right to establish, interpret, and amend graduation requirements as necessary to maintain the academic standards and mission of the school. The administration has final authority in determining whether a student has fulfilled all requirements for a Social Circle Christian School diploma.
- **Dual Enrollment**
  Dual enrollment can provide qualified high school students with the opportunity to earn college credit while completing their high school education at Social Circle Christian School. Students interested in participating must meet the eligibility requirements of the applicable Georgia dual enrollment program and the requirements established by Truett McConnel University, University of Toccoa Falls, and SCCS.

  To participate in an SCCS-approved dual enrollment program, a student must:
  - Be in good academic standing with a minimum **3.0 cumulative high school GPA**.
  - Demonstrate the maturity and ability to manage the additional academic workload successfully.
  - Receive **prior approval from the administration** for all courses.
  - Demonstrate responsible behavior and remain in good disciplinary standing.
  - Sign a Dual Enrollment contract agreeing to the school’s policies and procedures.

  Approved dual enrollment courses may satisfy both college and high school credit requirements. Dual enrollment courses are considered part of the student's high school academic record and will be calculated into the high school GPA using the standard 4.0 scale. Students and parents should understand that college-level coursework carries increased academic rigor and that lower grades may negatively affect the student's high school GPA.

The administration must approve all dual enrollment courses before enrollment. Students should not assume that a college course will receive high school credit until it has been formally approved by Social Circle Christian School, the university partner, and appropriately documented through the Georgia Futures system.

Social Circle Christian School reserves the right to limit, suspend, or revoke a student's participation in an SCCS-approved dual enrollment program for academic, disciplinary, or other school-related reasons.

- The graduation requirements for Social Circle Christian School are as follows:

    - **English- 4 credits** (With a major concentration in composition, grammar, and literature)
    - **Mathematics- 4 credits**
        - Algebra I
        - Geometry
        - Algebra II
        - Consumer Mathematics/Statistics
    - **Social Studies- 3 credits**
        - World History
        - U.S. History
        - American Government (½ credit)
        - Economics (½ credit)
    - **Science- 4 credits** (the fourth can be used as a Science elective)
        - Biology
        - Chemistry
        - Physical Science
        - Anatomy, Astronomy, Physics
    - **Bible- 4 credits** (counted as electives)
        - One credit for each year enrolled at SCCS.
        - Transfer students may count transferred non-Bible electives.
    - **Foreign Language- 2 credits**
        - Spanish I
        - Spanish II
    - **Health and Physical Education- 1 credit**
    - **Computer or Fine Arts- 1 credit**