

Social Circle Christian School

At First Baptist Church



*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 & Student Handbook

2020 – 2021

| strengthening | character | cultivating | success

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General Information

MISSION

The mission of Social Circle Christian School at First Baptist Church is to educate and train students in a Christ-centered environment. Social Circle Christian School at First Baptist Church is an extension of the home and church and is established to provide the highest standards for intellectual and spiritual learning, and to equip students to become spiritually, academically, emotionally, socially and physically prepared to achieve all that God desires for them.

VISION

Social Circle Christian School believes it is our responsibility to equip each student to compete and excel academically, socially, physically, and spiritually.

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)

EDUCATIONAL PHILOSOPHY

As an important part of the evangelistic and discipleship ministry of First Baptist Church of Social Circle, 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. 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 Christ and others. (Col. 3:16-17) We believe that we are called to serve as partners with families aspiring to train students to have sound knowledge and employ critical thinking skills to evaluate life's circumstances from a 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.

DAILY SCHEDULE

7:45	Students may enter the building office open for parents/students
8:00	School begins
8:15	Front doors lock and students (K5 and up) marked late after this time
8:05	Morning Announcements
11:30	Dismissal for K2, K3, and K4 students
11:20	Lunch (K5-2 nd)
11:55	Lunch (7 th -11 th)
12:30	Lunch (3 rd -5 th)
3:00	Dismissal for K5- High School students
3:30	School Office Closes

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. Because there may be a back up in traffic due to health screenings in car line, students will not be marked late until 8:15.

In order to ensure the safety of your child, students will only be released to their regular ride 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. The principal is the only staff member who can approve such a change.

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. Please be attentive and refrain from being on a cell phone during this time. Cars 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 main parking lot, and the person picking up the child must go to the front office to pick up the student(s).

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. A parent or legal guardian must sign his/her child out 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. 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 professional who had the student under their care or if the student had to leave school due to sickness. Ten unexcused early dismissals 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 grade arriving after 8:00 A.M. will need to be walked into the office by a parent/guardian to obtain a late note. Students 6th grade or above need no accompaniment as they enter the building and proceed to the office. Because health screenings may delay carline, students will not be marked tardy until **after 8:15 A.M.**

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 hours of valuable instruction 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.

Ten unexcused days tardy will be counted as one unexcused day absent. When this occurs, parents will be informed by letter or email. A tardy is considered unexcused unless we are given a written excuse from the 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- 11:45 for preschool, 3:15 for all students) in picking up your student, if this happens please contact the office as soon as possible.

ATTENDANCE

(flexibility granted on an as needed or individual student basis due to COVID-19 complications)

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. Parents are legally responsible to send their children to school. Each day that students are absent from school, they miss hours of valuable instruction and opportunities for learning that they will not have again.

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 written from the parent or a medical professional is needed on the day of the student's return to school. Following an excused absence, students will be given the number of days absent plus one to make up missed work.

Please do everything possible to keep the school day uninterrupted by scheduling medical appointments during the after-school hours. 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 three days of the absence, his or her absence will be recorded as unexcused.

A parent/guardian may provide dated and detailed hand-written notes excusing an absence, however, after the 20th parent excuse, any additional absences should be supported by a note from a medical, mental health, or legal professional.

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.

After 10 unexcused absences or frequent days tardy, parents will have an informal conference with the Principal as a courtesy to discuss the importance of attendance and plan for moving forward. Once a student has reached 20 absences (**excused and unexcused**) in a semester, a collaborative intervention team conference will need to be conducted to determine if repeating the current grade will be necessary.

Please be aware that according to Georgia law and the State Board of Education rule, our school is still required to report student attendance data to the Georgia Department of Education. We are held to that standard as we determine which instructional model is most appropriate for our students whether it be traditional, virtual/distance/remote, or hybrid. 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 teachers, the SCCS Advisory Committee, 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, material, and space limitations.

After ten unexcused absences, the state requires the school to formally intervene by meeting with the parents to communicate the severity of the attendance issues and consequences that may follow. We want to do everything possible to keep these unexcused early dismissal, tardy, or absent days from escalating.

STUDENT HEALTH and INJURIES

A Student Emergency Information Form must be completed for each child. The information on this card helps the school contact the parents 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 administration instructions from the parent/guardian. No medications

will be stored in the office to be administered throughout the school year. 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, pink eye, or ANY other contagious ailment, they will be sent home and should be kept home until they 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. **Please see COVID-19 specific information in our SCCS COVID-19 Response Plan.*

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. Staff and faculty members are committed to maintaining an environment in which children are guarded from physical and sexual abuse. All adults who spend time with SCCS students undergo a thorough background check 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 report any suspicious cases of child abuse or neglect to the proper authorities. 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. 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, you will be notified 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.

NON-DISCRIMINATION POLICY

Social Circle Christian School at First Baptist Church 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, sex, nationality, or ethnic origin in administration of its educational policies, admissions policies, or other SCCS programs.

Admissions

REQUIRED DOCUMENTATION

Each family must complete and submit the following documents at the time of registration: signed Financial Contract, *signed COVID-19 Liability Form*, Media Release, signed Handbook Agreement Form (due August 17), completed Student Information Form, 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.

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 files. Except for school staff who have a specified reason for access, information in these files will 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 at First Baptist Church. 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.

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 you in cases of emergency.

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.) 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 begins experiencing marked difficulty. If the coursework becomes too burdensome for such a student, a conference will be held to include school Administration, teacher(s), and parents to discuss a plan for the next year to more appropriately meet the student's needs.

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.

Enrollment Fee

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 at First Baptist Church. Enrollment fees for each grade level are as follows:

K2-K3	\$225
K4	\$275
K5-5 th	\$375
6 th -8 th	\$400
9 th -12 th	\$525

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	\$205 (Mon-Fri)	\$185 (M/W/F)	\$165 (T/Th)
K4	\$310 (Mon-Fri)		
K5-8 th	\$460		
9 th -12 th	\$510		

Discounts and Incentives

Discounts are determined on a case by case basis. SCCS offers a multi-student discount for families that works as follows:

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

Families who recruit new families to SCCS are eligible to have a \$50 credit toward tuition if their referral leads to a new family enrolling their student(s). 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.

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 the agenda.

Withdraw

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 withdraw 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 *MySchoolWorx* 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

(*Changes in place due to COVID Response Plan)

Parents and extended family are welcome to come to school anytime but must 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 a Visitor's Badge so that the school is aware that you are in the building.

Involvement

(*Changes in place due to COVID Response Plan)

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, lunch room monitoring, picking up lunches from area restaurants, etc.

PTO

(*Changes in place due to COVID Response Plan)

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

The school's website (www.scsaints.com), occasional email, Saints Scoop, classroom newsletters, the SCCS school-wide Calendar, *MySchoolworx*, and the school's Facebook page should be relied on as the source of the most up-to-date information. Parents may choose to opt-out of our school-wide text message system if a written request is made to do so. This is meant to be a quick means to communicate information about events, scheduling changes, reminders, or emergencies.

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 sent home on the first Tuesday of each month.

Email

It's our desire to reduce the amount of email communication for your family by encouraging you to depend on the resources 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/Texting Teachers

Some teachers have generously made their personal cell phone numbers available to parents. Although it may be tempting, please refrain from texting or calling your child's teacher during the school day. 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. 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.

It is not ever appropriate for students to call or text faculty after school hours on their personal cell phones. If a student has a concern and needs to speak with their teacher, they may talk to them during an appropriate time during the school day, call the classroom phone or email, or have their parent talk with the teacher during after-school hours.

Students

Conduct and Discipline

(flexibility granted on an as needed or individual student basis due to COVID-19 complications)

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. 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 a guideline from the standards, he/she is issued a demerit.

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 refrain from speaking out of turn during class without raising their hand and receiving permission from their teacher. Any repeated outbursts or actions that distract the class will not be tolerated.
 - Sitting inappropriately on desks, tables, and in 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. Willful damage or destruction of school property will not be tolerated. Students and parents will be required to pay for damages.

- 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.
 - Students may never go into a teacher’s desk, files, cabinets, or personal possessions.
 - 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.
 - 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 in the school or on school property.
 - Students are not allowed to possess cell phones or other hand-held electronic devices.
 - Students should keep all books in desks or lockers; never on the floor or tops of lockers.
 - Student's locker should always be kept locked. Students may never go into another student’s desk, locker, or personal possessions. 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. Administration reserves the legal right to open and check any locker with/without the student's permission.
 - No selling, buying, or trading among students is allowed.
 - No clubs, organizations, or petitions may be formed without the permission of the administration.
 - No advertisements, business cards, or other outside written material may be passed out to other students without the prior authorization from the Principal.
 - Students must arrive in complete compliance to the uniform policy and must stay in uniform until they leave the school grounds. Clothing worn as "outside" garments must be removed for class. This includes jackets, flannel wear, scarves, hats, gloves, etc.

HONOR STANDARDS (Worth 3 or more demerits when broken)

- Respect for God
 - Disdain for God and Biblical values will not be tolerated.
(For example: putting down of someone’s stated spiritual commitments, ridiculing others’ expressions of worship through exaggeration or insincerity, taking God’s name in vain)
 - Lying is not allowed.
(For example: telling an untruth or not telling the whole truth, denying guilt when guilty, changing a grade, forging an adult’s signature)
 - Cheating is not allowed.
(For example: turning in work that was not entirely done by the one completing it, copying homework without the consent or approval of the teacher, using workbooks from a previous year with answers already written in, working with others on any assignment which is intended to be an independent effort, allowing one’s academic work to be used in place of another’s, 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, using a calculator when instructed not to use it, not telling your teacher that the score on your test is added wrong)

- Respect for Authority

- Defiance of authority will not be tolerated. (either overtly or passively)
(For example: Direct disobedience and defying a direct order from a teacher or staff member, griping, arguing or continuing a discussion when instructed to stop, any activity as prohibited by law, use of illegal substances)

- Respect for People

- Physical or verbal abuse will not be tolerated.
(For example: bullying or being habitually cruel in person, through text, or via the internet, fighting, aggressive through force- physical/verbal)
- Sexual immorality is not allowed.
(For example: pornography, vulgar or coarse language or humor, any sexually explicit use of technology, any form of sexual intimacy outside of marriage.)
- Open displays of affection by couples at school or school activities is not allowed.
(For example: hand-holding, kissing, hugging, sitting on laps, inappropriate touch)
- Possessing a weapon at school or school activity is not allowed.
(For example: firearms, blades, tasers, electronic immobilizers, mace, pepper-spray, any other chemical agents) ***immediate suspension or expulsion may follow.
- Writing or illustrations depicting violence, containing hateful/crude/vulgar language, unlawful or inappropriate actions will not be tolerated. ***suspension/expulsion may follow.
- Sexual Harassment will not be tolerated.
(For example: unwelcome sexual advances physically/verbally made toward another, use of vulgar language or innuendos, inappropriate touching, gender degrading comments)
- Racism will not be tolerated.
(For example: any verbal prejudice or discrimination based on race- jokes, belittling, dishonoring comments, exclusion or inclusion of people based on race, reverse racism)

- Respect for Property

- Careless use or damage to others' belongings will not be tolerated.
(For example: vandalism- the willful or accidental destruction or defacement of another's property due to foolish behavior, sitting on desks, improper sitting on chairs, throwing objects, placing others' books on the floor)
- Stealing is not allowed.
(For example: having the unauthorized possession of money or another's property, plagiarism- the act of using the ideas or words of another without crediting the source and/or the act of presenting someone else's words or ideas as your own, finding something and making little or no effort to locate the rightful owner, unauthorized removal of academic materials from a teacher)

CONSEQUENCES

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

- 5 demerits = two consecutive Lunch Detentions & at home writing assignment
- 15 demerits total = week long Lunch Detention & 2 hours of school community service (determined by the parents and Principal)
- 18 demerits total = 1 In-School Suspension & 2 hrs. service (determined by the parents and Principal)
- 21 demerits total = 1 Out-of-School Suspension & 4 hrs. of service (determined by the parents and Principal)

After the end of each nine weeks, all demerits are erased. This allows students to start each quarter 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 nine weeks, doing so can lead to a student's expulsion from Social Circle Christian School.

Week-long Lunch Detention

Lunch detentions will be served Monday through Friday during the normal lunch period in the lunchroom. During the detention, the student will eat their lunch, but cannot talk or socialize.

Suspension

Before a suspension is issued, the student's parents will be contacted by the Principal so they can meet with the teacher, discuss the negative behavior, evaluate the student's future at Social Circle Christian School, and set a date the Suspension will be served. 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, clubs, or even 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 Headmaster 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 will receive zeros 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 both the Principal and the Headmaster 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.

Although K2 and K3 students are encouraged to wear school uniforms, they are not required to do so. The dress code applies to all students K4 through 12th grade and will be enforced during regular school hours. Students in violation of the dress code must either correct the problem immediately or do their work in the front office until a parent can 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.

Guidelines for ALL Students:

- Jackets and sweaters that are permitted to be worn during the school day should be school colors. (solid white, khaki, yellow, navy, or grey)
- Shirts are required to be tucked in.
- All clothing should be neat in appearance- free of holes, tears, or frays.
- Students in *3rd Grade and above* are required to wear belts with pants and shorts.
- Tennis shoes, navy, black, grey or brown shoes, or solid brown or black boots should be worn on all uniform days.
- Sandals are allowed in the spring and summer months, but not flip flops or “crock” style shoes.
- No shaved designs, mohawks, or “other than natural” hair colors are permitted.
- 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.
- Students are not required to wear uniforms on Friday but may wear casual dress. All clothing should be tasteful, modest, and non-revealing. Clothing, backpacks, and lunchboxes should not have explicit, crude, or disrespectful language, lyrics, 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.

Guidelines for Young Ladies

- Loose-fitting khaki or navy pants, shorts, skirts, or skorts with navy, yellow, or white polo style shirts with the **SCCS logo** are to be worn Monday- Thursday.
- White dress shirts and uniform dresses (khaki, navy, or the SCCS specific plaid) with the SCCS logo are also permitted.
- Leggings and tights are only appropriate to be worn under a skirt or dress and should be navy, white, or grey when worn on uniform days.
- 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.
- ALL uniform and casual day shorts, skirts, skorts, and dresses should be “fingertip length.”
- 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.

Guidelines for Young Men

- Navy, yellow or white polo shirts with the **SCCS logo** and navy or khaki uniform shorts or pants are to be worn Monday-Thursday.
- Cargo style pants or shorts should never be worn.
- Pants 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 or jewelry (other than a ring or two) are allowed.
- Facial hair 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 his own lunch to school and eat it during their designated lunch time. Students do not have access to refrigerators and/or microwaves, nor should they ask a staff member to allow them to use them.

Another lunch option is ordering from daily designated restaurants during most days of the week. Families must use the pre-order form and pay by the posted due date in order to secure lunches for the month. We will give a 3-day grace period to send in the form or money, but after that time we will not make adjustments. Once payments are made, refunds can not 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 offer to transfer money not used from one month to the next will be made.

Lunchroom Rules:

- The lunchroom supervisor (teacher) 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 low until the supervisor finishes handing out all of the purchased 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.

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 from their teacher.

Students with a Driver’s License

Any high school students that drive themselves to school will be assigned a parking space. No one will be allowed to sit in or leave in the car with the high school student except family members. The student MUST have a written permission slip signed by the parent for all passengers. Juniors and Seniors are allowed to go out to their car if given permission to do so by an administrative staff.

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 uniforms 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 in order for a student to go off of school property.

Birthday Celebrations (*Changes in place due to COVID Response Plan)

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.

Technology Usage

Cell phones or hand-held electronic devices are NOT permitted in the classroom. Middle and high school students must have permission from their teacher to use a laptop, tablet, or Chromebook for taking notes or doing projects while at school. Any exceptions to this MUST be approved by the Principal. If a student arrives at school with an electronic device, it must be turned in to the school office and claimed at the end of the day.

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

Miscellaneous

Unnecessary personal items from home (toys) are discouraged, although they may be brought for "Show and Tell." Guns, knives, and other war 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, 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 in the front office. Items not claimed after thirty days will be donated.

Academics

Curriculum

The Abeka and BJU Press curriculum have been chosen because of its biblical worldview, rigorous yet appropriate learning standards, and research-based best practices used throughout its structure. 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.

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

D 60-69

F 0-59

How grades are configured:

Elementary (1st through 5th grades)

- Tests and quizzes make up 60% of the grade
- Classwork makes up 20% of the grade
- Homework makes up 20% of the grade

Upper School (7th through 12th)

- Tests makes up 50% of the grade
- Quizzes make up 25% of the grade
- Classwork makes up 15% of the grade
- Homework makes up 10% of the grade
- Projects or papers may count as a test or quiz grade at the digression 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 chart below outlines the 2020-2021 schedule for each of the grading periods and when reports are issued to parents.

1st Semester (8/3/20-12/18/20)

- 1st Quarter Grading Period (8/3/20 - 10/5/19)
9/1- Progress Reports issued
10/5- End of 1st Quarter
10/14- Report Cards issued
- 2nd Quarter Grading Period (10/6/20 - 12/18/20)
11/11-Progress Reports issued
12/18- End of 2nd Quarter
1/6- Report Cards issued

2nd Semester (1/5/21-5/21/21)

- 3rd Quarter Grading Period (1/5/21 - 3/11/21)
2/4- Progress Reports issued
3/11- End of 3rd Quarter
3/18- Report Cards issued
- 4th Quarter Grading Period (3/15/21- 5/21/21)
4/21- Progress Reports issued
5/21- Report Cards issued/ End of 4th Quarter/ Last day of school

Awards

Distinguished Honor Roll Award is given when a student has earned all A's in graded subjects and has not received a "NI" in conduct.

Honor Roll Award is given to students who have earned all A's and B's in graded subjects and has not received a "NI" in conduct.

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.

Perfect Attendance Award is given to students who have been present every day of the school year.

President's Award for Educational Excellence is awarded to elementary, middle, or high school students who have straight A's or meet a minimum Grade Point Average (GPA) of 4.0.

Testing

(*Changes may in place due to COVID Response Plan)

Each spring students 1st through 12th grade will be given the Stanford Achievement test 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. 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 been 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 team work between the 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.

Georgia Bright from the Start Preschool Exemption

Our program is not a licensed childcare facility and is not required to be licensed by the Georgia Department of Early Care and Learning. This program is exempt from state licensure requirements.