

# 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 and Student Handbook* *2022 - 2023*

*Strengthening Character Cultivating Success*

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# Table of Contents

|   |           |
|---|-----------|
| <b>General Information</b>                            | <b>3</b>  |
| Mission, Vision, Core Beliefs, Philosophy, Objectives |           |
| Daily Schedule  |           |
| Arrival and Dismissal Procedures                      |           |
| Tardiness   |           |
| Attendance  |           |
| Student Health and Sickness                           |           |
| Emergency Procedures                                  |           |
| <b>Admissions</b>                                     | <b>12</b> |
| Age Requirements                                      |           |
| Tuition and Fees                                      |           |
| <b>Parents</b>  | <b>15</b> |
| Responsibilities                                      |           |
| Visitors  |           |
| Involvement and PTO                                   |           |
| Communication   |           |
| <b>Students</b>                                       | <b>18</b> |
| Conduct and Discipline                                |           |
| Dress Code  |           |
| Procedures (lunch, homework, PE, etc.)                |           |
| Technology Usage                                      |           |
| Miscellaneous   |           |
| <b>Academics</b>                                      | <b>26</b> |
| Curriculum  |           |
| Supplemental Reading Materials                        |           |
| Grading Scale   |           |
| Report Cards and Progress Reports                     |           |
| Awards  |           |
| Standardized Testing                                  |           |
| Academic Support                                      |           |
| Special Needs   |           |
| Preschool Specific Information                        |           |

# General Information

## MISSION

Social Circle Christian School exists to partner with 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, whether heterosexual or homosexual, or otherwise, is immoral and therefore sinful. (Genesis 2:18–25; Romans 1:18– 31; 1 Timothy 1:8–11)
- 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, 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)

## 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

|       |   |
|-------|---|
| 7:15  | Sunrise Club early drop off begins                                    |
| 7:45  | Students may enter the building<br>office open for parents/students   |
| 8:00  | School begins   |
| 8:02  | 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                                 |
| 11:30 | Lunch   |
| 12:00 | 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 8:02, the front doors will be locked so that our day can begin.

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 K2-2nd 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. Students in Kindergarten through 12<sup>th</sup> grade must proceed into the office to 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 12<sup>th</sup> Grade, 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 so that we can make a plan for student supervision.

## 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. 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. 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. 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 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 three days of the absence, his or her absence will be recorded as unexcused.



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. All work for subsequent unexcused partial or full days will result in a grade of zero. Teachers do not have to allow a student to make up work from an unexcused absence.

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.

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 3 consecutive unexcused or a total of 10 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. Some legal penalties and consequences for truancy include referral of parents/legal guardians to the Walton County and/or State Courts for consideration of 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 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, and space limitations.

## 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 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, 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.

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, families 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 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

## REQUIRED DOCUMENTATION

Each family must complete and submit the following documents at the time of registration: signed Financial Contract, 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. By September 1<sup>st</sup>, a signed Handbook Agreement Form is required to be on file for each family.

## 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 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 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.) 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 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 <sup>th</sup>                | \$375 |
| 6 <sup>th</sup> -8 <sup>th</sup>  | \$400 |
| 9 <sup>th</sup> -12 <sup>th</sup> | \$525 |

### Tuition

Tuition is broken down into ten monthly installments that are due the 1<sup>st</sup> of the month. If tuition is not paid by the 10<sup>th</sup> 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 10<sup>th</sup> 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                            | \$225 (Mon-Fri) | \$190 (M/W/F) | \$170 (T/Th) |
| K4                                 | \$325 (Mon-Fri) |               |              |
| K5 – 5 <sup>th</sup>               | \$480           |               |              |
| 6 <sup>th</sup> - 8 <sup>th</sup>  | \$500           |               |              |
| 9 <sup>th</sup> - 12 <sup>th</sup> | \$530           |               |              |

### 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 <sup>st</sup> student (highest grade)      | Full Price              |
| 2 <sup>nd</sup> student (next highest grade) | 20% off monthly tuition |
| 3 <sup>rd</sup> student (next highest grade) | 25% off monthly tuition |
| 4 <sup>th</sup> (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 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 *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

Parents and extended family 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 a Visitor's Badge so that the school is aware that you are in the building.

## 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, lunch room 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 ***MySchoolworx.com*** 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](http://www.scsaints.com)), occasional email, monthly Saints Scoop newsletter, classroom newsletters, and the school's Facebook page, and sometimes closed/private classroom groups (facebook, 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 via *MySchoolworx* message and website the first week of each month.

## Email

It's our desire to reduce the amount of email communication for your family by encouraging you to depend on *MySchoolworx* 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. 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 *MySchoolworx*.

# Students

## Conduct and Discipline

### 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 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 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.
  - 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 should always be respectful when touching another student.
  - 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.
  - 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.
  - 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, coats, 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.)
  - Displays of affection by members of the opposite sex is not allowed.  
(For example: hand-holding, kissing, hugging, sitting on laps, tickling, inappropriate touch, etc.)
  - Possessing a weapon is not allowed.  
(For example: firearms, blades, tasers, electronic immobilizers, mace, pepper-spray, any other chemical agents) \*\*\*immediate Suspension or Expulsion will be given
  - 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:

- 3 demerits= one lunch detention
- 5 demerits= two consecutive lunch detentions
- 10 demerits= 1 hour after-school detention/community service (served Thursdays 3-4pm).
- 15 demerits total= 1 ISS (full-day in-school suspension)
- 18 demerits total= 1 OSS (full-day out-of-school suspension)

After the end of each semester, all demerits are erased. 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 Tuesdays 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 4:00 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, 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. **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, 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.

K2 and K3 students are not required to wear school uniforms. See the “Parent Resources” tab on our school website for embroidery information. The dress code applies to all students K4 through 12<sup>th</sup> grade and will be enforced during regular school hours. 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.

### Guidelines for ALL Students:

- Jackets and sweaters that are permitted to be worn during the school day should be school colors and have no other logos or designs. (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 *3<sup>rd</sup> 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 “crocks” 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, rock-n-roll groups or 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.
- Appropriate and approved PE attire should be worn or brought to school on designated PE days. 5<sup>th</sup> grade and up will be permitted to change into and out of their clothes as necessary.
  - Tennis shoes worn with socks are required for participation.
  - Only approved athletic shorts, sweatpants, and shirts may be worn.

### **Guidelines for Young Ladies**

- Loose fitting khaki or navy pants, shorts, skirts, skorts, or jumpers with navy, yellow, or white polo style shirts **with the SCCS logo** are to be worn Monday- Thursday. Skirts and jumpers with the approved SCCS plaid may also be worn. (see our website or Lands End.com)
- White dress shirts with the SCCS logo are permitted.
- 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.
- ALL uniform and casual 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 6<sup>th</sup>-12<sup>th</sup> grades. Fake nails may be worn for these students, but the length should be kept short so that writing is not a problem.

### **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/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 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 (K5-12<sup>th</sup>) 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, nor should they ask a staff member to store their food for them. Microwaves are provided for limited student use during their scheduled lunch period.

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 (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.

### 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.

### 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 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

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 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 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 lobby stairwell. Items not claimed after thirty days will be donated.

## Academics

### Curriculum

The Abeka, BJU Press, and DeepRoots 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 12<sup>th</sup> 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. 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** 64-79

**F** 0-65

### How grades are configured (1<sup>st</sup> through 12<sup>th</sup> grades):

- Tests makes up 50% of the grade
- Quizzes make up 25% of the grade
- Classwork and Homework makes 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 chart below outlines the 2022-2023 schedule for each of the grading periods and when reports are issued to parents.

### 1<sup>st</sup> Semester (8/2/22 - 12/16/22)

- **1<sup>st</sup> Quarter Grading Period** (8/2/22 - 10/4/22)  
9/1 Progress Reports issued  
10/4- End of 1<sup>st</sup> Quarter  
10/18- Report Cards issued
- **2<sup>nd</sup> Quarter Grading Period** (10/5/22 - 12/16/22)  
11/9-Progress Reports issued  
12/16- End of 2<sup>nd</sup> Quarter  
1/5- Report Cards issued

### 2<sup>nd</sup> Semester (1/5/23 - 5/19/23)

- **3<sup>rd</sup> Quarter Grading Period** (1/5/23 - 3/13/23)  
2/4- Progress Reports issued  
3/13- End of 3<sup>rd</sup> Quarter  
3/21- Report Cards issued
- **4<sup>th</sup> Quarter Grading Period** (3/14/23 - 5/19/23)  
4/20- Progress Reports issued  
5/19- End of 4<sup>th</sup> Quarter/ Last day of school (Awards Day)  
5/19- FINAL Report Cards issued

## Awards

**Distinguished 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.

**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.

**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 a 5<sup>th</sup>, 8<sup>th</sup>, or 12<sup>th</sup> grade student who has maintained straight A's or meet a minimum Grade Point Average (GPA) of 4.0.

**American Citizenship Award** honors any student in elementary, middle, or high school who:

- 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
- Possesses strength of character and the courage to do what is right

**End of the Year Distinguished 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 official disciplinary action taken), not necessarily that they maintained those grades and behavior for all four quarters.

## Testing

Each spring Kindergarten through 12<sup>th</sup> 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 so 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 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.

## Preschool

Our program is not a licensed child care 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 and legally operating through Georgia Bright From the Start office.

Students enrolled in the K3 classes may start the year still working through potty training habits, but must be out of diapers and pull ups by the time they return to school from Fall Break. If there is a medical diagnosis that prevents this from happening, a doctor's note should be submitted to the Principal.

Biting and physical aggression is an unfortunate behavior and communication method common with toddlers. However, these actions can be harmful to other children and adults. This policy has been developed with both of these considerations. Our goal is to help identify the cause of the behavior and work to resolve the issues so that actions can be prevented for the future. If the behavior issues cannot be resolved, this policy will help give direction for protection of all individuals involved.

Our staff's priority is to keep the children in their care safe and cared for. Children who are involved in a situation where physical aggression or biting occurs will be separated, redirected, and taught to use different behavior when around others. Our staff does not use frightening or physically harmful techniques in their attempts to stop negative behavior.

When an injury does occur, appropriate first aid, incident report documentation, and parent notification (both parties) will follow shortly after. The child will be shadowed to help prevent any other incidents. Positive behavior modification will be used to encourage correct interaction. If a child inflicts physical harm to another child two or more times in a week, the child will be removed from the group and a conference will be held with the parents to discuss the child's behavior and steps that will be taken for the future. If the child continues harming others, they will be removed from the classroom and the Principal will discuss a more detailed plan with parents. Behavior modification is the goal, but as a last resort if there is little or no progress, parents may be asked to withdraw their student.