

Social Circle Christian School



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

Preschool Handbook

2025 - 2026

Strengthening Character Cultivating Success

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General Information

Mission

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

Vision

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

Core Beliefs

We believe...

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

- We believe that God created the human race male and female, and that these two distinct, complementary genders together reflect the image and nature of God. We believe that God wonderfully and immutably creates each person as either male or female at the time of conception, and that all conduct with the intent to adopt a gender other than the biological gender of one's birth is immoral and therefore sinful. We further believe that the rejection of one's biological sex is a rejection of the image of God within that person. Because of this belief, we will refer to all students and faculty with the pronouns associated with their biological gender. We will also require that all students and faculty abide by the dress code established for their biological gender. (Genesis 1:26–27; Deuteronomy 22:5)
- We believe that God has established marriage as a lifelong, exclusive relationship between one man and one woman only, and that all intimate sexual activity outside the marriage relationship, 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 as the local Body of Christ, and to provide a biblical role model to the school's students, families, and community, it is imperative that all persons employed by Social Circle Christian School in any capacity, and those who serve as volunteers, agree to abide by the school's statements and policies on marriage, gender/biological sex, and sexuality. (Matthew 5:16; Philippians 2:14–16; 1 Thessalonians 5:22)
- We believe that God offers redemption and restoration to all who confess and forsake their sin, seeking His mercy and forgiveness through Jesus Christ. (Acts 3:19–21; Romans 10:9–10; 1 Corinthians 6:9– 11)
- We believe that every person should be afforded compassion, love, kindness, respect, and dignity. Hateful and harassing behavior or attitudes directed toward any individual are to be repudiated and are not in accord with Scripture or the philosophy of Social Circle Christian School. (1 Corinthians 13:1–8; John 13:34–35)

Educational Philosophy

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

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

Educational Objectives

- Spiritual
 - From classes, school culture, and chapel our students will:
 - Understand that the Bible is God's Holy Word and that it provides a framework for living, learning, and impacting others in the world;
 - Develop the moral principles and truths from God's word and learn how to apply them to the work conducted in their daily lives;
 - Be challenged to strive for Godly wisdom and sound judgement in applying knowledge and experiences to life's circumstances;
 - Understand that they have been uniquely created in God's image designed to use and develop the gifts and abilities they were given to impact the world around them;
 - Participate in activities to grow in and exhibit Christian character.
- Academic/Intellectual
 - Through quality differentiated instruction our students will
 - Learn to collaborate with others to solve problems and find solutions;
 - Be challenged to apply research techniques as they explore and investigate how the world around them has formed, changed, and will continue to grow as people, events, and time impact it;
 - Employ critical thinking skills as they learn how to comprehend, apply knowledge, analyze, synthesize, and evaluate the world around them;

- Partner with their family, teachers, and community to use a variety of techniques that support student mastery;
 - Participate in hands-on learning opportunities that will stimulate intellectual development and build connections to what they are learning, have learned, and will learn in the future;
 - Develop a variety of study skills that will help in retaining information.
- Cultural
 - Through a variety of school-wide, community, and cultural initiatives, our students will:
 - Be inspired to demonstrate kindness as they serve others when there is a need;
 - Learn how they can positively affect the world by contributing their energy, time, knowledge, and even finances to others;
 - Develop an understanding of good citizenship and its impact on our society;
 - Be encouraged to participate in decisions concerning society.

FAMILY COVENANT

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

1. Accept the Scriptural directive of Proverbs 22:6 which says, "Train up a child in the way he should go and when he is old, he will not depart from it." Ensure that godly principles are being taught and reinforced in the home, and that the family is actively involved in a church where God's Word is preached.
2. Understand the unique relationship between the home, the church, and the school. The Christian school is an extension of the home and the church in supporting and helping parents raise and train godly children.
3. Uphold and support high academic standards by encouraging and working with the student(s) on their study habits, homework, and assignments.
4. Work together with teachers and administration to discipline students in accordance with the guidelines established in the SCCS handbook. Seek to help students develop a biblical standard of conduct and grow in their ability to produce the peaceable fruit of righteousness (Hebrews 12:11).
5. Grant SCCS sole discretion to suspend or dismiss any student who does not adhere to the rules and standards in the handbook. In addition, understand that disciplinary or restorative action may be taken if a student becomes involved in any activities outside of school that violate biblical principles or that might damage the reputation of Social Circle Christian School.
6. Commit to discreetly and respectfully bring all necessary complaints to the proper school personnel and work with them to resolve differences instead of involving another parent or third party (including students) should I have any questions or criticisms that need to be addressed.
7. Honor all financial obligations to Social Circle Christian School and adhere to the policies set forth in the handbook concerning the timeliness of payments and the accumulation of late fees. Failure to honor financial obligations could lead to dismissal.
8. Agree to uphold, support, and as a family practice the stated core values of Social Circle Christian School founded on and dedicated to the principles of God's Word.

CHAIN OF COMMAND

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

DAILY SCHEDULE

7:15	Sunrise Club early drop off begins (4yrs and up)
7:45	Students may enter the building & office open for parents/students
8:00	School begins and front doors locked
8:05	Morning announcements
11:30	Dismissal for K2, K3, and K4 students
11:30-3:00	Kindercare extended day program (ages 4-5)
3:00- 5:00	Kids Club afterschool program (ages 4- 12)

**Sunrise Club, Kindercare, and Kids Club all have a contract and fee

GA BRIGHT FROM THE START EXEMPTION STATEMENT

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 and legally operating through Georgia Bright from the Start office.

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 of preschool aged students are not legally mandated to send their children to school. However, each day that students are absent from school, they miss hours of valuable instruction and opportunities for learning that they will not have again. If a preschool student misses a day at school, that day cannot be made up on another attendance day.

ARRIVAL AND DISMISSAL PROCEDURES

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

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

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

These procedures are in place for the safety of our students and efficiency of the carline. Please be attentive and refrain from being on a cell phone during this time. Vehicles that do not have the car number card prominently displayed will 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) once carline is finished.

Preschool teachers and staff will load students into golf carts or vehicles with car seats or boosters. Please understand that our staff members are not permitted to load children into vehicles without those required safety seats, so if they do not see one in the vehicle, the child cannot be released. Drivers will be directed to continue driving through the portico to the parking lot where they can properly fasten seat belts before leaving the property.

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, a parent or legal guardian must sign his/her child out in our office and give a reason for the early dismissal. If someone other than the parent or legal guardian is to pick up a student, the parent must send a hand-written permission with the date and name of who will be picked up by whom. They should be prepared to show their ID. This procedure is in place for the protection of your child.

TARDINESS

Any student 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. Late arrivals cause a disruption to the beginning of day classroom routines. 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.

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

STUDENT HEALTH AND INJURIES

A Student Emergency Information Form must be completed for each child through FACTS at the time of enrollment each school year. The information provided 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 students have a life-threatening allergy or medical situation (asthma, diabetes, etc.), then a care plan must be filled out by the parents with the help of their doctor so that the correct plan of action can be taken in the case of an emergency at school.

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

Students with infectious illnesses are not permitted to attend school. If students have a fever (100.4 degrees or more), green mucus coming from the nose, vomiting, diarrhea, strep throat, contagious rashes, untreated pink eye, or ANY other contagious ailment, they will be sent home and should be

kept home until they have a doctor's note to return or are symptom free without medication for at least 24 hours. To prevent the spread of illness, we ask that if your student is sent home from school with any of the ailments listed above, please do not send them to school the following day.

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

ASBESTOS AND LEAD NOTICE

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

CHILD ABUSE

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

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

EMERGENCY PROCEDURES

Our school has a written crisis management plan with protocol for how our staff will respond to major disasters or emergencies. The plan is reviewed on a yearly basis and adjustments are made and communicated as needed. Each classroom, bathroom, and other common areas have maps with routes

to follow should it become necessary to evacuate the building. The last student out of the room is responsible for closing the door behind them. Students should leave their personal belongings in the building and go quickly and quietly to the designated areas, report to a teacher, and wait for the signal to re-enter the building. Teachers will direct students to re-enter the building in a quiet and orderly manner.

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

CLOSING OR DELAYING SCHOOL

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

Admissions

Non- Discrimination Policy

Social Circle Christian School 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 Standards

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

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

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

Required Documentation

Each family must complete and submit the following documents at the time of registration through FACTS: signed Financial Contract, completed Application, copy of parent/guardian photo ID, copy of student's Birth Certificate, up-to-date Immunization Record, any documents (report cards, testing results, etc.) from previous school(s), documentation regarding a medical diagnosis that would require an altered educational plan or medication to be carried by the student (Benadryl, EpiPen, etc.), or legal guardianship paperwork showing proof of custody if applicable. By September 1st, 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 the correct contacts in emergency situations. Families should update their information in FACTS as soon as possible.

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

Tuition and Fees

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

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

A non-refundable enrollment fee is required to secure a child’s spot in the classroom. It is due at the time of registration and must be paid in full. This fee helps defray the costs of supplies, books, technology, and insurance. The fees are listed below but increase by \$50 for each category after July 1st. If you withdraw your student, these materials remain the property of Social Circle Christian School. Enrollment fees for each grade level are as follows:

K2-K3: \$275 K4: \$325 K5-5th: \$425 6th-8th: \$450 9th-12th: \$575

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

Tuition

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

K2 & K3 \$264 (Mon-Fri) \$220 (M/W/F) \$198 (T/Th)
K4 \$385 (Mon-Fri)

Discounts and Incentives

Discounts are determined on a case-by-case basis. SCCS offers a multi-student discount for families. This discount is offered to parents who claim children as dependents on their taxes, not just living in the same residence or property. It works as follows:

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

Families who recruit new families to SCCS are eligible to have a \$50 credit toward tuition if their referral leads to a new student being enrolled. The credit will be issued after the new family has paid

all fees and tuitions *for at least one quarter of attendance*. There is no limit to the number of credits that may be earned for this purpose. A referral form must be filled out in order to be considered.

Fees

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

Withdrawal

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

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

Parents

Responsibilities

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

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

- Pray for strength, safety, wisdom, and endurance for the staff and students daily.
- Look for ways to use their talents and abilities to help in making our school the best it can be.
- Be sure that their student works diligently on completing assignments, scheduling upcoming workload (projects/reports), and studying when outside of the school environment.
- 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.
- Be proactive in communicating with the teacher(s) when there is a problem regarding their child and their ability to participate successfully in the learning process. (academic, social, emotional, physical, etc.)
- Encourage their student to persevere as they experience difficulty growing in character, civic responsibility, and academic achievement.
- Respectfully reinforce the school procedures, rules, and consequences.
- Inspect their child's uniform before they leave the house to ensure they are dressed appropriately and following the guidelines in the dress code.

Visitors

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

Involvement

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

PTO

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

Communication

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

Email

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

Calling/Messaging Teachers

Please do not 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. If a teacher does allow text to be an acceptable method of communication, parents must always be part of the conversation with the student. Although it may be convenient to text or call a teacher on their personal phone, we ask parents to respect the evening hours that teachers are with their families at home and refrain from using that form of communication. Please send a message through *FACTS*.

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. Parents are expected to take responsibility for the shaping of their student's actions, use common sense, and abide by the school rules and policies at all times (when on school property or on a school-sponsored activity). If a student is unwilling to do such, he or she will be subject to dismissal.

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

Physical Aggression

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 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.

Conflict Resolution Between Adults

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

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

Search and Seizure

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

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. K2 and K3 students are not required to wear school uniforms.

Guidelines for ALL Students in K2/K3 and Fridays for K4

- All clothing should be neat in appearance- free of holes, tears, or frays.
- Pajamas or costumes are not ever appropriate unless specific permission has been given.
- Sandals are allowed in the spring and summer months, but not flip flops.
- No shaved designs, mohawks, mullets, or “other than natural” hair colors are permitted (this includes highlights, hair paint, hair extensions or “tinsel”).

- 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.
- All clothing should be tasteful, modest, and non-revealing.
- Clothing, backpacks, and lunchboxes should not have explicit, crude, disrespectful language, non-Christian music (bands/lyrics/artists) or graphics that could be considered “scary”, crude, vulgar, or violent in nature.
- 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.
- **Specific to BOYS**
 - Pants/shorts must be worn at the waist and not be excessively baggy or tight.
 - Hair should be off the ears and eyes and must be kept neat and off the back of the neck.
 - No piercings of any kind or jewelry (other than rings) are allowed.
- **Specific to GIRLS**
 - Leggings and tights are only appropriate if they are worn under a “fingertip length” shirt, dress, or skirt.
 - It is HIGHLY suggested that girls have shorts or pants on when wearing a skirt so that they can keep private areas properly covered.
 - Tank tops, spaghetti strap tops, and halter tops/dresses are not allowed.
 - No make-up or fake nails are permitted
 - Shoes with heels should not be worn.
 - The ears are the only piercing that is allowed. Jewelry must be tasteful and not distracting to the student or others.

Students in K4 must wear approved school uniforms Monday-Thursday. Parents of students in violation of the dress code will be asked to correct the problem immediately by bringing whatever is necessary to ensure that the student is able to abide within the dress code or giving permission for them to wear an item from the extra clothes closet. If a parent or student is in doubt about the clothing they choose to wear, they should discuss it with the teacher or principal before deciding to wear it to school.

French Toast is one of our school’s uniform providers. Families can access their websites and enter the following code: QS61AEK. Another uniform provider new to us this year will be S’cool Stuff in Loganville. Their online store will be available to families and continue throughout the school year. Because the volume of processing orders is so great at the beginning of the school year, **families have until September 1st to have logo’s affixed to their student’s clothing.** When inside the school building, all students must have a school logo visible on the uniform they wear for the entire day. It cannot be covered by a jacket, sweater, etc. **It is highly suggested that all clothing that could be removed at school should be labeled.** The cost of uniforms and accessories can be costly. Items that are labeled can be easier to return to the student.

Uniform Guidelines (K4)

- Jackets and sweaters that are permitted to be worn during the school day should be school colors with no other logo or design and are required to have the school logo embroidered on them. (solid white, khaki, yellow, navy, or grey)
- Shirts
 - White, yellow, grey, or light blue polo shirts should be worn with a school logo.
 - Long-sleeve, polo, or dress shirts worn under garments such as a vest or sweater do not need a logo, but should be solid white, yellow, or light blue.
- Bottoms
 - Loose fitting khaki or navy slacks or finger-tip length shorts may be worn. (not cargo style)
 - Girls are permitted to wear **finger-tip length** jumpers, skorts, or skirts that are khaki, navy, dark gray, or the approved plaid (see the French Toast website). During cooler months, solid color navy or gray leggings may be worn under these.
- Tennis shoes (any color), navy, black, grey or brown shoes, or *solid* brown or black boots should be worn on all uniform days.

Procedures

Lunch

SCCS does not have a cafeteria equipped to provide lunches for the students. Parents of students who stay for Kindercare will be responsible to send or pre-order his/her own lunch to school and eat it during their designated lunch time. Students do not have access to refrigerators, nor should they ask a staff member to store their food for them.

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

Field Trips

Because of safety concerns with transporting young students, our preschool does not schedule field trips away from the city of Social Circle. There are in-house field trips that are made available to preschool students and their families several times a year. Some in-house field trips will be free, and others do have a cost. Parents are asked to send the payment in for the field trip by the due date for their child to participate. If the fee cannot be paid because of the financial burden it places on the family, then the school should be notified so that arrangements can be made on their behalf.

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 distributed outside of school.

Bathroom Habits

Students enrolled in the K2 classes should be working through potty training habits, but students enrolled in K3 must be out of diapers and pull ups by the first day of school. If there is a medical diagnosis that prevents this from happening, a doctor's note should be submitted to the Principal so that a plan can be discussed.

A change of clothes should always be in your student's book bag every day, as accidents may occur. Be sure that the clothes match the season and replace what has been used. 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.

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.**

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

Technology

Students are not permitted to have cell phones, cameras, smart accessories, laptops, or hand-held electronic devices in their possession or lockers during the school day. If a student arrives at school with any of the above devices, they must be turned in to the school office and claimed at the end of the school day. Although legally speaking, Georgia is a one-party consent state, any undisclosed recording(s) made by students or adults on school property are strictly prohibited and may lead to dismissal of that family from Social Circle Christian School. If an adult wishes to record their conversation with another, they should respectfully ask to do so.

Academics

Curriculum

Our preschool uses a combination of the “Abeka” and “ABC Jesus Loves Me” curricula. They have been chosen because of their developmentally appropriate strategies for integrating biblical worldview, rigorous yet appropriate learning standards, and research-based best practices used. These characteristics help students be adequately prepared for college or a professional life. A Christian perspective that compliments our school’s core beliefs 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. Throughout the year, preschool students will be uniquely strengthened in the areas of reading, vocabulary, phonics, language, handwriting, social studies, science, health, math, Bible, art, and music. 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.

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 not go against the school’s core beliefs.

Benchmark Assessments

Each fall, winter, and spring, preschool teachers will take time with each student to conduct an assessment to document academic progress and gives valuable input to overall development. Results will be shared with parents in September, February, and May so that they are aware of their child’s social, emotional, cognitive, and physical strengths and weaknesses.

Special Needs

Children with special needs are welcome to be part of the Social Circle Christian School family if it is determined to be an appropriate fit for the child and classroom. The smaller student-teacher ratio gives students with physical, cognitive, emotional, and social limitations more support in achieving academic success. Although we are not equipped to provide specialized teaching or individualized attention to needs, we welcome other professionals such as therapists or shadows that would help meet the needs of a student in the classroom environment.

Although we are not legally obligated to follow specific documents (such as an IEP or 504), our teachers are more than willing to make reasonable adjustments in their instruction or classroom environment to aid in that success. It is highly suggested that parents share such documents with the teacher so they can aid in the consistency of certain strategies that we may be able to make available as well. Quarterly conferences including the parents, teacher(s), and Principal will be held to evaluate the student's progress and discuss whether the environment at SCCS is appropriately meeting their student's needs.

Social Circle City Schools work very closely with our school to provide Speech and Language Pathology services for students who have already been identified as needing such intervention. They are also our professional source for referring struggling students who may need evaluation for special education services. The Individuals with Disabilities Education Act (IDEA) requires local public school districts to "identify, locate, and evaluate every child who may have a disability requiring special education services." We believe that early intervention, loving support, and teamwork between 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.