

Sumter Christian School



PARENT-STUDENT GUIDE

*420 South Pike West
Sumter, South Carolina 29150
(803) 773-1902*

www.sumterchristian.org

TABLE OF CONTENTS

Welcome	1	Music.....	9
Purpose.....	2	Parent-Teacher Conferences	9
Accreditation and Affiliations.....	2	Parent-Teacher Fellowship	9
Admissions.....	2	Parking Lots	9
Athletics	2	Promotion.....	10
Attendance	3	Scholarship.....	10
Attitude	3	School Buildings and Grounds	10
Band	3	School Hours.....	10
Books	3	School Office	10
Conduct Grades.....	3	Senior Trip	11
Day Care	3-4	Sickness and Injury	11
Discipline and Conduct.....	4-6	Student Drivers	11
Dress Code	6-7	Study Tips	11
Early Arrival at School	7	Summer School.....	11
Field Trips.....	7	Suspension and Expulsion	11
Financial Policy	7	Target Learning Center	12
Grades	8	Telephones	13
Holidays	8	Testing.....	13
Homework.....	8	Visitors.....	13
Honor Roll	8	Weather Closings	13
Internet	8	Withdrawal.....	13
Lockers.....	8	Doctrinal Position	14
Lost and Found	9	Right to Search.....	14
Lunch Program.....	9	Non-discriminatory Statement.....	14
Medication	9	Summary Statement	14

WELCOME

Dear Parents and Students,

We welcome you to Sumter Christian School. Our school began in 1974 and was founded by the members of Sumter Bible Church, which provides all the buildings for the school. The church operates the school through a School Committee that meets monthly. The School Committee consists of faithful members of Sumter Bible Church and is responsible for setting all policy for school functions. The administrator reports all activity of the School Committee to the Official Board of Elders and Deacons of Sumter Bible Church, which also meets monthly. This Board must approve all policy set by the Committee before any additions or changes made by the School Committee become effective. The principal implements these policies in the daily operation of Sumter Christian School.

This handbook is not intended to be all-inclusive of our school's policies and practices, but it is designed to be a help to you. Please feel free to consult us about any questions you may have.

Ron Davis
Pastor, Sumter Bible Church
Administrator, Sumter Christian School

PURPOSE

The purpose of Sumter Christian School is in accordance with Colossians 1:28 ("teaching... that we may present every man perfect in Christ Jesus"). This purpose is consistent with the edification mandate God gave the church and the home, and thereby provides the "reason for being" for the Christian School. This institution proposes to educate the whole child for Christ and insists that every phase of the program contribute to attaining that goal. Physical education and interscholastic athletics develop the student's physical dimension; banquets, etc., refine his social graces; Bible classes, chapel, and, in a practical sense, every activity, address his spiritual needs; an outstanding faculty and a carefully constructed curriculum work in concert to provide superior academic training. This, we believe, accurately reflects the total growth of the Lord Jesus (Luke 2:52) and is the genius and essence of truly Christian education.

Attending Sumter Christian School is an honor and a privilege, one which may be forfeited by any student who does not abide by its standards and regulations. SCS may request the withdrawal of any student who, in the judgment of the administration, does not meld into the spirit of the school, regardless of whether or not he conforms to its specific rules and regulations. While we recognize our responsibility to help each student realize his God-given potential, our purpose is not to rehabilitate children but to train Christian youth to serve Christ.

ACCREDITATION AND AFFILIATIONS

Sumter Christian School is a member of the South Carolina Association of Christian Schools (SCACS). Our teachers are certified by SCACS, and our school is accredited by that organization. The school is also a member of the American Association of Christian Schools (AACCS). Sumter Bible Church is a non-denominational church, but its teachings and practices are similar to independent Baptist churches.

ADMISSIONS

On February 1, spaces for the following year are made available to currently enrolled students. A matriculation fee is required for each child in the family. On March 1, all remaining spaces are made available to the public. The admissions procedure for new students includes the following parental responsibilities:

1. Submit an application, signing the agreement pledge on the back page;
2. Arrange testing for grade placement for grades 1-12 (preschool and kindergarten students are placed according to age); acceptable achievement and ability scores must be attained;
3. Provide transcripts, birth certificate, and a South Carolina Certificate of Immunization;
4. Pay the matriculation and registration entrance fees (non-refundable and non-transferable).
5. Attend a student/parent/principal interview (grades 9-12 only);

It is understood that attendance at Sumter Christian School is a privilege and not a right. Any student who does not conform to the rules and standards of the school may forfeit this privilege. SCS may request the withdrawal of students who, in the opinion of the administration, do not fit into the spirit of the institution, regardless of whether or not they conform to specific rules and regulations. SCS does not admit students who have been expelled from other schools.

ATHLETICS

Students must be in grades 6-12 in order to participate in the interscholastic sports program. Please refer to the *Handbook for Christian Athletes* for a full explanation of our athletics program.

ATTENDANCE

A student must be present for 170 of the 180 regularly scheduled school days to receive credit for the year's work (85 of 90 days for one-semester high school courses). Excused absences are granted for illness (with doctor's excuse), medical appointments, death in the immediate family, and bona fide religious activities approved in advance. Four tardies in a nine-weeks' grading period result in a one-day suspension. Work may be made up. Parents have the option of choosing a \$20 fine in lieu of a suspension for tardies if they prefer. High school students are counted absent or present for each class, not for the day. High school students receive demerits for being late to classes after first period. Demerits are increased for excessive tardiness. The number of demerits is determined by the number of minutes late. Students who leave school early must have a parent or guardian sign them out in the office. Students who drive must receive permission from the administration before they sign out to leave early. High school students must bring written excuses from a parent or guardian for each class missed upon return to school, or they are issued demerits.

ATTITUDE

Gripping and bitterness are tools of destruction and are not tolerated. Constructive suggestions are appreciated and should be made to a teacher or the administration.

BAND

Students in grades 4-8 take band as part of the curriculum for all students. Beginning band is for students in the fourth grade and requires no previous music lessons or classes. Students in grades 9-12 may take Concert Band as a high school elective. Please see the *Band Handbook* for a complete description of the band program and policies.

BOOKS

An annual book fee is charged to cover the expenses of all workbooks the students use and keep when the school year has ended. Included in this fee is also a small amount that allows us to update the textbooks periodically and offer the most current curriculum possible. Students are required to keep book covers on all textbooks and are charged for lost or damaged books beyond the normal wear and tear.

CONDUCT GRADES

Progress Reports, which are unofficial grade reports, are placed online by the teacher and updated weekly. Parents may request a printed copy from the teacher. Teachers will often contact parents regarding unacceptable grades or conduct. If parents do not understand information on the progress report, they should make an appointment with the teacher to discuss it.

DAY CARE

The Day Care ministry of Sumter Bible Church is provided as a convenience to the parents of SCS students and is administered by the staff of Sumter Christian School.

Early Arrival - Required for all students who arrive before 7:45 a.m. Students may report directly to the classroom after 7:45.

Late Stay - Available for preschool students who do not leave at noon and for students in kindergarten through eighth grade who do not leave at 3:10. A time for doing homework is set aside for those in grades 4 through 8, except on Fridays.

Summer - Available for students from K3 - 8th grade. A full program of activities is scheduled, built on a day camp format. Several field trips are planned. Snacks are served in the morning and afternoon. (Parents may pack snacks or purchase them from the school.) Girls may wear slacks, culottes, or shorts of modest length and fit; tank tops are not acceptable. Boys may wear jeans, slacks, or shorts of modest length and fit; tank tops are not acceptable. All children must wear shoes and socks, even with sandals, in order to protect their feet on the playground.

Hours - The Day Care is open from 6:30 a.m. until 6:00 p.m. Monday through Friday during school days and 6:45 a.m. until 6:00 p.m. during the summer and school holidays. Parents who fail to pick up their children by closing time are charged \$5.00 per quarter hour or portion thereof, so that we may compensate the worker overtime for staying late.

Closings - The Day Care operates year round, closing only on New Year's Eve, New Year's Day, MLK Birthday, President's Day, Good Friday, Memorial Day, July 4, Open House, Labor Day, Annual Teachers' Convention, Thanksgiving (Wednesday, Thursday and Friday), Christmas Eve, and Christmas Day. Variations from this schedule are announced well in advance in the monthly calendar posted on our website. Weather closings are announced over WMHK-FM (89.7), TV Channel 10, www.wistv.com, and our website (www.sumterchristian.org).

Charges - Charges are calculated by multiplying hours of care provided by a flat hourly rate and are computed on a quarter-hour basis. Some parents prefer to pay weekly; a total of weekly charges is available the following Tuesday. Accounts are posted online weekly, or parents may call the office to get their balance. If the account becomes 30 days in arrears, use of Day Care service is forfeited.

Dress - On school days the dress code outlined in this Parent-Student Guide applies. Dress for summer Day Care is noted above.

Lunches - Children may bring money for hot sandwiches, snacks, and drinks; or they may bring their own lunches. Preschool and kindergarten students need to bring a snack for the morning; if they stay past 12:00, they need to have lunch. Students who stay past 3:30 need an afternoon snack.

Naps - K3 and K4 students nap from 12:30 until 2:15. A cot is provided for them.

DISCIPLINE AND CONDUCT

Discipline in the Christian school is often misunderstood. Christian schools are often accused of being "too strict," of not showing love, or of not being compassionate. Consider what the Scripture says: "Blessed is the man whom thou chasteneth..." (Psalm 94:12). Discipline, when faithfully and lovingly administered, will produce several desirable results. One result is that of building respect for authority figures (Hebrews 12:9). Another result is that of producing Christlikeness (Hebrews 12:10,11). The believer is challenged in I Peter 4:1 and Philippians 2:5 to have the mind of the Lord Jesus Christ. The mind of Christ, or the thinking of Christ, was that of denying Himself to obey the Father and serve others. When a believer denies himself to follow established guidelines and maintains a positive faith attitude, that individual is moving in a direction toward Christlikeness. Discipline with those objectives should be a joint effort of parents, students, teachers, and administration.

Discipline through the eighth grade includes verbal reprimands, seating changes, loss of privileges, writing sentences, calls to parents, corporal punishment, suspension, and in extreme cases, expulsion. Discipline in Sumter Christian School is directed against rebellion and disobedience, not childishness or forgetfulness. Parents are sent official notice prior to their child being paddled. This gives the parent opportunity to respond by note, phone call, or visit. Official notice is also sent home with the child on the day the child is paddled.

In grades nine through twelve, discipline is administered by means of the Demerit System, which is explained below and in detail the first day of school.

Demerit System

The Demerit System is a major tool for teaching discipline in grades 9-12. Its purpose is to provide objective, pre-determined punishments for both major and minor offenses. It also measures student conduct for eligibility in inter-scholastic athletics and in the Honor Society. A letter is sent home to parents each time a student accumulates 10 demerits, since Detention Hall is required for each 10 demerits received. If a student accumulates 50 demerits, he will receive a one-day Saturday in-school suspension from 8:00 a.m. until noon and pay a \$25 fee. If a student accumulates 100 demerits, the student will attend one Saturday in-school suspension from 8:00 a.m. until noon and pay a \$50 fee. Students who attend Saturday sessions will be assigned work projects to do. Demerits become part of the permanent records at the end of the year and appear on transcripts. Three suspensions in a school year result in expulsion. Accumulating 150 demerits in the year, regardless of the number of suspensions, also results in expulsion. A student who has been expelled from Sumter Christian School is not eligible for readmission without approval of the School Committee. Parents may appeal in writing to the School Committee.

Minor offenses

Any teacher or staff member may issue demerits for minor offenses. Teachers may increase the number of demerits for a given offense if the violation is repeated. The demerit report must be signed by a parent.

Talking: 1	Irreverent slang: 5 or more
Disrupting class: 1	Displaying negative attitude: 5
Uncovered book: 1	Running in buildings: 5 or more
Late to class: 1	Possession of music devices: 5
Littering: 1	Disobedience: 10
Dress code violation: 5 or more	Chewing gum: 10
No written excuse for absence: 2	Griping: 10
Eating or drinking in hall or class: 5	Leaving room without permission: 10
Disorderly conduct: 5 or more	Use of cell phone without authorization: see section on "Telephones"
Failure to follow instructions: 1 or more	

Major offenses

While minor offenses are institutional in nature, major offenses transgress Bible standards. Only the principal and the administrator may issue demerits for major offenses; of course, teachers may make such a recommendation if they observe student behavior of which the principal and administrator are not aware. Students must get a parent to sign demerits for major offenses and are not readmitted to school without the signed slip.

Abusing property: 25 or more + repair	Careless driving in parking lots: 25 or more
Cheating: 25 or more + 0 for the work	Profanity: 50 or more + apology
Cutting class: 25 per class	Possession of knives, etc.: 75 or more
Disrespect or defiance: 25 or more + apology	Smoking: 150
Fighting: 25 or more	Stealing/vandalism: 75 or more + apology + restitution
Lewd or immoral activity: 25 or more	Drinking: 150 (non-alcoholic look-a-likes included)
Physical contact: 25 or more	Possession of firearms: 150
Discussion of inappropriate topics: 25 or more	Drug use or possession: 150
Lying: 25 or more + apology	Fornication: 150
Harassment of other students: 25	

Because of the moral nature of major offenses, demerits may be issued if the infraction occurs off campus, on the weekends, or during the summer. The school does not intend to set standards for student behavior on these occasions, but it does intend to maintain high standards regarding the kind of person who is invited to make up the student body. Other offenses than those listed may be punished by demerits, suspension, or dismissal.

Detention Hall

Detention Hall is for students in grades 9-12 and is staffed by a high school teacher. Students are required to stay for Detention Hall after each accumulation of 10 demerits. At 50 and 100 demerits, the detention is in addition to the suspension. Detention Hall is normally held on a Wednesday from 3:15-4:30. Students assigned to Detention Hall must stay for the entire time. Early dismissals are not allowed. Detention Hall may be assigned on other days and times as deemed necessary by the administration. Athletes will miss practices or games.

Talking is not allowed. Students are to remain seated and are not permitted to leave the room (except for emergencies allowed by the teacher in charge). Food and drinks are not allowed. Students will be required to accomplish written assignments. They may do homework after the writing assignment is completed, but they may not leave early.

A list will be posted in advance indicating which students are to stay for Detention Hall the next Wednesday. Any student who fails to show up for detention will receive 10 demerits. A student who is absent on the day of detention will be required to attend the following Wednesday. Any student who is tardy to Detention Hall will receive two demerits for each minute late, up to five minutes. More than five minutes late constitutes an absence. Demerits issued during Detention Hall will be double the amount usually issued.

Miscellaneous

Chewing gum is not allowed. Radios, DVD players, CD players, iPods, MP3 players, etc. are not allowed at school or on the school's vehicles. Other electronic devices may be prohibited as technology advances, and notices will be given. These items, or any other items that distract learning, will be confiscated and may be retrieved in the office only by a parent.

DRESS CODE

The guiding principles for student dress are modesty, neatness, and appropriateness. The Dress Code is based on the Biblical requirements of modesty and separation from worldliness and is in harmony with the practical standards of Sumter Bible Church. Faculty and students should dress so as to present a neat, conservative appearance and not to call attention to the body. The administration makes final decisions regarding immodesty, worldliness, or excessive faddishness. Students arrive and leave dressed in accordance with the Code, unless their last period is physical education. Students must dress according to the Code any time they are on campus during school hours, whether they are attending class or are present for other reasons. This standard applies to PTF meetings, Awards Chapel, Open House, Commencement, etc.

Preschool

Girls: Girls in K3-K4 may wear skirts, dresses, slacks, jeans, or mid-thigh length shorts or skorts. Dresses and skirts, including any slits, should be to the top of the knee, whether the girl is in a sitting or standing position. Socks or hose are required, and make-up is not allowed. "Beach shoes," flip-flops, and sandals are not acceptable.

Boys: Boys may wear long pants, jeans, mid-thigh length shorts, polo shirts, or tee shirts. Socks are required. Hair must be cut off the ears, eyebrows, and collar. Faddish hairstyles are not accepted (Mohawks, shaved sections, large afros, cornrows, etc.). Earrings (or pierced ears) are not acceptable. "Beach shoes," flip-flops, and sandals are not acceptable.

Grades K - 12

Girls: Girls in grades K-12 wear solid-color traditional polo shirts or solid color oxford, button-down collar shirts (any color). Traditional polo shirts are slip-over shirts with two or three buttons and a collar. Only the top button may be unbuttoned. Slacks must be navy, black, or khaki and have inset pockets (no cargo-style pants or patch-style pockets) and be made of "khaki material" (not corduroy, denim, stretch, etc.). Slacks or shorts must be the traditional fit (worn on the waist, not on the hips). Skirts must be to the bottom of the knee (whether the girl is in a sitting or standing position) and must be navy, black, or khaki. Knee-length shorts are allowed if they are purchased from a supplier approved by the school (so all shorts will be uniform in fit and length) and must be navy, black, or khaki. "Beach shoes" and "flip-flops" are not acceptable. Sandals are permissible, but generally, those with a strap between the toes or no strap across the heel will be considered flip-flops or beach shoes and not be allowed. All outerwear must be solid color (no denim) with no writing and no hoods. SCS "spirit wear" sweatshirts (with or without hoods) and lettermen jackets are allowed. For girls in grades K-5, socks or hose are required. Shirts and pants should be loose fitting.

Boys: Boys in grades K-12 wear solid-color traditional polo shirts or solid color oxford, button-down collar shirts (any color). Traditional polo shirts are slip-over shirts with two or three buttons and a collar. Shirts must be tucked in, and only the top button may be unbuttoned. Slacks must be navy, black, or khaki and have inset pockets (no cargo-style pants or patch-style pockets) and be made of “khaki material” (not corduroy, denim, stretch, etc.). Knee-length shorts are allowed if they are purchased from a supplier approved by the school (so all shorts will be uniform in fit and length) and must be navy, black, or khaki. Belts must be worn if the pants have loops. Baggy pants or shorts and other sloppy attire are not permitted. Hair must be cut off the ears, eyebrows, and collar. Faddish hairstyles are not accepted (Mohawks, shaved sections, large afros, cornrows, etc.). Earrings (or pierced ears) are not acceptable. “Beach shoes,” flip-flops, and sandals are not acceptable. Boys must be clean-shaven, and sideburns may not extend below the bottom of the earlobe. All outerwear must be solid color (no denim) with no writing and no hoods. SCS “spirit wear” sweatshirts (with or without hoods) and lettermen jackets are allowed. Socks are required for boys.

Miscellaneous

Hair color for all students must be natural. Unnatural colors are not permitted. Body piercing and visible tattoos (temporary or permanent) are not allowed. Girls may wear small earrings that do not distract from the uniform-appearance goal of the general dress code. Some emblems are inappropriate and are not allowed on clothing, notebooks, lunch boxes, book bags, etc. Hats or caps are not to be worn in the buildings. Clothing that advertises other local schools (public or private) is not acceptable attire for our students while on campus at any time or away from school on school sponsored activities.

EARLY ARRIVAL AT SCHOOL

Students who arrive prior to 7:45 a.m. must report to the designated areas for early morning Day Care, and parents are billed the normal hourly fee for Day Care. The school opens at 6:30 for those who need this service. Please see the *Day Care* section of this handbook for a full explanation of before-school and after-school services.

FIELD TRIPS

Field trips are taken at various times during the year for students through eighth grade. Each class is limited to one field trip per year. The students are expected to maintain the same level of discipline during these events as they are in the classroom, but sometimes exceptions to the dress standards are necessary. Any such variations are clearly announced in advance along with the other information regarding the trip or event. Parents or other adults who go as chaperones are required to follow the same standards of dress and conduct as the teachers. Small fees are collected from each student for all field trips to help offset the costs of vehicles and drivers.

FINANCIAL POLICY

All tuition payments are due on the first of the month. After the tenth, payments are considered late and a late fee is assessed. Students whose accounts are thirty days in arrears may not attend class. All records and report cards are withheld until tuition costs, library fines, Day Care, lunch charges, and all other school fees are paid in full. A service fee is charged for returned checks, and personal checks are not accepted after two returned checks. Parents receive a 3% discount if they choose to pay the annual tuition before the first day of school. Matriculation and registration fees are nonrefundable and nontransferable. Students may not attend the first day of school unless the account is current. Students who enroll after the school year has begun pay a prorated amount for tuition, based on a 180-day year. All other costs and fees must be paid at the full amount. Any payment made after May 10 for past due charges must be paid by money order, cashier’s check, cash, VISA, MasterCard, or Discover. Please refer to the annual financial sheet provided in the information packet and on the school’s website for specific charges, discounts, penalties, refunds, detailed policies, etc.

GRADES

K3 and K4 grades consist of E (Excellent), S (Satisfactory), and U (Unsatisfactory). Students in K5 through fifth grade are graded by the traditional scale of A, B, C, D, F. Middle school and high school students receive a numerical grade. The letter/number equivalents are listed below.

A+ 99–100	B+ 91–92	C+ 83–84	D+ 75–76	F 0–69
A 96–98	B 88–90	C 80–82	D 72–74	
A– 93–95	B– 85–87	C– 77–79	D– 70–71	

HOLIDAYS

There is a very wide range of convictions regarding if and how Christians should celebrate holidays such as Thanksgiving, Christmas, New Year's, Easter, Halloween, St. Patrick's Day, Valentine's Day, etc. SCS seeks to maintain a conservative stance to uphold our own convictions and to avoid offending others. If parental sensitivities are inadvertently violated in these areas, a simple call to the teacher will be sufficient to ensure provision of a suitable alternative activity.

HOMEWORK

Research indicates that meaningful homework enhances achievement. Parents should oversee this necessary element of academic training and offer encouragement and limited help. Since parents are not expected to teach the daily lessons at home, they should inform the teacher if their child seems unable to do the homework on his own. Since teachers often allot class time to begin and finish part of the homework assignment, parents should contact the teacher if the amount of time spent doing homework seems unreasonable. Students in kindergarten through twelfth grade have their assignments and grades posted securely online. Parents and students may get access to this information. Some teachers may still require agendas to help the students plan and organize their assignments.

HONOR ROLL

Each nine-weeks grading period, students are recognized for special academic achievements. The Principal's List is for students who earn all "A's" in a given quarter. The Honor Roll is for students who earn an "A average" or "B average." The requirements are as follows:

"All A" Principal's List an "A" in each subject

"A Average" Honor Roll: an "A" average with no "D's" or "F's"

"B Average" Honor Roll: a "B" average for all subjects with no "D's" or "F's"

Handwriting, music, band, art, chorus, physical education, teacher's aide, and other non-academic courses are not included in the average, but a failing grade may disqualify a student from receiving recognition.

INTERNET

Students who post inappropriate information or pictures on the worldwide web (websites, blogs, etc.) or send inappropriate emails will be subject to disciplinary action, as determined by the administration and/or school board. This includes, but is not limited to, any electronic information that may damage the reputation of Sumter Christian School, any of its faculty or staff, or the student and his family.

LOCKERS

Students in grades nine through twelve are assigned lockers each year. It is the responsibility of the students to keep their lockers neat, clean, and orderly at all times. No pictures, stickers, etc. may be placed on the outside of the lockers. Appropriate, removable pictures, etc. may be placed inside. The administration determines what is appropriate. Drink containers, once they have been opened, are not allowed to be stored in the lockers, even if they have resealable lids. Lockers are the property of Sumter Christian School and may be inspected or searched with or without prior notice. We recommend that students put locks on the lockers for security and protection. Students who choose to put locks on the lockers are required to give a key or combination to the administration.

LOST AND FOUND

Lost or misplaced clothes, lunch boxes, etc. are placed in a designated area. Periodically we place all lost and found items in the main foyer for a week. Any items remaining after that week has ended are given to charitable organizations. Watches, glasses, and other valuables are kept in the office. Students are cautioned not to bring large amounts of money or valuables to school. The school cannot be responsible for items lost or stolen.

LUNCH PROGRAM

Hot sandwiches are available for purchase, as is a full line of machine-vended snacks and dairy items, including carton drinks and ice cream. Soft drinks are available to high school students only. A price list is distributed at Open House and is posted on our website. Parents may send money for these items on a daily basis or pay in advance to the office and have each day's lunch deducted from the credited amount. We offer a charge system for those who forget their lunch or money but request that parents pay in advance. Lunches and snacks may not be charged during the month of May. Many students prefer to bring all or part of a lunch from home. Preschool and kindergarten children need to buy or bring a morning snack. Preschool and lower elementary students eat lunch in their homeroom classes. All others eat in the gym (in shifts).

MEDICATION

Sumter Christian School will dispense prescription medication in the original packaging to students only with parental permission and written instructions for dosage. Only the office personnel may dispense medication, and records are kept in the office. Non-prescription medicines are not stored or dispensed at the school. Students may not keep medication with them during the school day without prior permission from the administration.

MUSIC

The Bible teaches that music is a vital part of the Spirit-filled Christian's life (Eph. 5:19). We, therefore, teach music theory and appreciation as part of the curriculum and encourage students to give careful attention to this important dimension of Christian service. Students are also taught to avoid songs which, by their words and/or music, promote worldly attitudes and behaviors.

PARENT-TEACHER CONFERENCES

Teachers are expected to arrange conferences with parents during the year. If necessary, parents may take the initiative and call the office to make an appointment with the teacher at school. Sumter Bible Church members who have children in the school are requested to handle conferences likewise. This safeguards the teacher's personal life and keeps church meetings from becoming occasions for conducting business.

PARENT-TEACHER FELLOWSHIP

The PTF meets at Open House and on the night grade reports are issued (normally November, January, and March). These meetings usually consist of a general session followed by classroom visits. Special programs such as the Spelling Bee, the Fine Arts Festival, and the induction ceremony for the American Christian Honor Society are designed for each PTF meeting.

PARKING LOTS

Parents are urged to enter and exit according to posted signs, since doing otherwise is extremely dangerous. If it is necessary for parents to enter the buildings, cars must be parked in marked spaces in order to keep moving traffic lanes open. The lanes in front of the playground area are not parking spaces and should be used only when the driver remains in the car. These safety regulations should be observed even if it is quite early or late in the day when there are few cars in the lots.

PROMOTION

Students in K5–3rd grade who earn an “F” in math or reading, or a “D” in both, as a final grade for the year, will not be promoted to the next grade.

Students in grades 4–8 who earn an “F” in math, reading, or grammar, two “F’s,” or one “F” and three “D’s” as final averages for the year in the basic academic subjects will not be promoted to the next grade.

High school students (9–12) must pass each course as a separate unit of study. Diploma requirements include 4 units of English, 4 of social studies, 4 of math, 4 of science, 1 of physical education, 4 of Bible, 1 of keyboarding, 2 in foreign language, 1 in computer applications, and 4 electives, for a total of 29 units. Students in grades 9–12 are placed in proper class levels according to the following scale of earned credits:

Freshman (ninth grade)	0.00 – 6.00 credits
Sophomore (tenth grade)	6.50 – 12.00 credits
Junior (eleventh grade)	12.50 – 18.00 credits
Senior (twelfth grade)	18.50 or more credits

SCHOLARSHIP

Sumter Christian School is committed to high standards of scholarship. The admissions procedure seeks to insure that all students who are allowed to enroll are capable of doing satisfactory work. The administration recognizes outstanding scholarship by posting an Honor Roll (all A's, A Average, and B Average) at the end of each quarter and by presenting Honor Roll certificates at the Awards Chapel at the end of the year. Students who maintain a 90 average during their freshman year are eligible for induction into the American Christian Honor Society. The two senior members with the highest averages are the Valedictorian and Salutatorian, respectively. Students must take honors classes in math and science their senior year to remain in the Honor Society. A separate constitution for this society is in the office and describes in detail the requirements for entering and remaining in the society.

SCHOOL BUILDINGS AND GROUNDS

The buildings are opened at 6:30 a.m. and are closed at 6:00 p.m. Monday through Friday during the school year. There is a regular Day Care charge for students (K3–8) arriving before 7:45 a.m. and/or remaining after 12:00 (K3–K4) or 3:00 (K5–8). Students are not to return to campus after having left for the day. Students in grades eight and below who have not left by 3:25 will be sent to Day Care and billed accordingly. Students in grades 9-12 must go to a designated area after 3:25, but there is no charge for staying.

SCHOOL HOURS

K3 & K4	8:05 – 12:00
K5 – 1 st grade	8:05 – 2:45
2 nd – 3 rd grades	8:05 – 2:55
4 th – 5 th grades	8:05 – 3:05
6 th – 12 th grades	8:05 – 3:10

Parents are asked to pick up their children promptly at the time of their dismissal. Parents should plan to arrive at the time the oldest child is dismissed. This will help the traffic flow more smoothly and will prevent the parent from having to wait for an extended time.

SCHOOL OFFICE

The office opens at 7:30 a.m. and closes at 4:00 p.m. on school days. Special hours are announced for holidays and for the summer. The office staff handles payments, appointments for conferences, and many other matters during these hours. All visitors must check in at the office. Visitors are asked to avoid wearing immodest attire when entering the facilities of Sumter Bible Church.

SENIOR TRIP

The annual senior trip is regarded as a significant educational and spiritual experience. Educationally, the trip provides exposure to other places that reinforce material studied in class. Spiritually, the trip uses the exposure to large cities to show the students the emptiness of choosing a path of sin and gives the student opportunity to witness and grow spiritually through nightly devotions. Socially, the trip builds class unity and develops relationships and memories that will last a lifetime. All seniors must attend the senior trip in order to fulfill the requirements for graduation. The cost of the trip (approximately \$700 per student, depending on the size of the class) is the responsibility of each parent and student. Therefore, SCS offers projects to help the student fund the trip. The annual Fall Festival usually provides at least one-third of the cost. If, for reason of emergency due to death or critical illness or injury, a student cannot attend the senior trip, group earnings will be divided evenly among the remaining students. Individual earnings will be forfeited.

SICKNESS AND INJURY

Parents should not send sick children to school since diseases spread very rapidly in classrooms. The school maintains an emergency file for each student and will call, in order, the persons listed there in case of illness or injury. Members of the staff use good, conservative judgment so that parents may be assured they need to take action when a call is received. In order to return to school after sickness, students must have 24 hours without fever, vomiting, or diarrhea.

STUDENT DRIVERS

Duly licensed student drivers may park their cars in spaces reserved for them. Reckless driving is not tolerated and results in loss of privilege to park on campus. Students are not to return to their cars during the day without explicit permission from the office. Loitering in the parking lot is prohibited before and after school, as well as during school hours.

STUDY TIPS

Good grades in school do not come to most students without hard work. In order for a student to excel in his studies, he must apply himself. The following list is a guideline that parents can use to help their children maximize their potential:

1. Take your notebook, pen, pencil, and other necessary materials to class daily.
2. Actively participate in the classroom by listening well and by taking part in discussions.
3. Ask questions when a lesson or instruction is not understood or if you have a problem.
4. Plan your work, and schedule time for homework each day.
5. Strive to do your best, not just get by.
6. Do not allow what others are doing (or are not doing) to affect you negatively.

SUMMER SCHOOL

SCS does not offer summer school for students to gain credits for courses that they have not successfully completed.

SUSPENSION AND EXPULSION

Suspension is used to penalize four tardies in a quarter, to discipline an elementary or middle school student for severe conduct problems, and to indicate the danger of expulsion to high school students who accumulate 50 or 100 demerits. The ultimate disciplinary action is expulsion. It is used to remove students whose refusal to behave in an acceptable manner may be a detrimental influence on other children. Expelled students are not readmitted to Sumter Christian School without approval of the School Committee. Parents may appeal in writing to the School Committee.

TARGET LEARNING CENTER

Admission

Initially, students will be given the Stanford Achievement Test (SAT) and the Otis Lennon Ability Test (OLSAT) that we give to all new students entering grades 1-12. Eligibility for consideration in the TLC will be determined by the student's scores as they compare to national percentiles.

If the administration deems it necessary, further testing (e.g. Woodcock Johnson, etc.) may be needed to determine exact placement in the Target Learning Center for any of the academic areas.

Discipline

The TLC is not designed to reform or discipline students who have behavior issues. Because of the nature of the TLC, students who are disruptive will not be allowed to continue in this program so we can devote our time and attention to those who demonstrate a need and a desire for it. Procedures for discipline are instituted by the director and approved by the principal, and these procedures will quickly remove those who are obvious distractions or hindrances to the other students in the group.

Scheduling

The administration will develop a schedule that works best for the overall program, and classroom teachers adjust their daily routines to fit the schedule for the TLC. Students who attend TLC will leave their regular classroom during the regular time of that subject so they do not miss other areas of instruction. Scheduling conflicts will be resolved by the administration.

Class size

The student-teacher ratio will be limited to 6 to 1 during any given hour of instruction, but effort will be given to keep the ratio 3 to 1, especially for lower elementary grades, all math, and language arts.

Staff

The TLC will consist primarily of the lead teacher/director, who reports directly to the principal of Sumter Christian School. Other faculty, volunteers, and teacher aides will be provided as needed and will report to the director.

Cost

The cost for the TLC is in addition to all the tuition, registration, and other fees applicable to all students. The amount is set annually by the School Committee for Sumter Christian School, and the amount for 2011-12 is \$990 annually per course (about \$5.50 per hour calculated over the 180 days of school).

Promotion and Graduation

If the director's evaluation of a student indicates that the student is ready to be removed from the TLC program and returned to the mainstream classroom, he/she will meet with the principal and the two of them will make this decision together.

A student may stay within the TLC framework throughout the remainder of his school years, either taking specific classes or taking an entire course load. When a student needs to take his entire core course load through TLC, he will still join the standard class for non-academic activities.

Generally, a student who takes the entire course load (or a majority of his course work) through the Target Learning Center should expect to graduate with a general diploma (rather than the College Prep or Honors Diploma that we offer). It can usually be earned within a traditional four-year high school format.

TELEPHONES

The school phones are for school and church business and may not be used by students. Office staff will call in case of emergencies. Students are not allowed to be called out of class to come to the phone, but office staff will relay messages when necessary.

Students must obtain authorization from the faculty or staff prior to using cell phones or beepers during school hours, and they may only be used in the office. If a student's cell phone is seen or heard outside the office during school hours, the following penalty will apply: first offense - confiscation for three school days, second offense - confiscation for one month, third offense - confiscation for one calendar year. When the device is confiscated, it will remain in the office until a parent comes to get it. High school students will also receive demerits in addition to having the phone confiscated (10, 25, and 50 respectively).

TESTING

Sumter Christian School utilizes the Stanford Achievement Test and the Otis Lennon School Ability Test to measure students' abilities and progress. The administration and faculty use results of the tests to help work more effectively with each student and to make continual improvements to the curriculum. Sophomores and juniors are required to take the PSAT. Both tests are usually given in October during school hours. All students must take either the SAT or the ACT to fulfill requirements for graduation. Information concerning the times, places, and costs of these examinations is available in the office and usually posted outside the office.

VISITORS

Parents may make an appointment to visit the school and specific classrooms after the first quarter. They should come to the office and be escorted to the room so that they may be properly introduced to the teacher and the class. Visitors must dress in business casual attire. Parents are urged to be out of the buildings when the 8:05 bell rings so that teachers may begin their classes promptly. Students may not bring visitors unless they are prospective students and have received permission in advance. Students may not have visitors at lunch on days that the public schools are not in session. For proper identification, visitors should wear a name tag received from the office.

WEATHER CLOSINGS

Schedule alterations occasioned by bad weather are usually made in conformity to the decisions of the local public schools. They are announced on radio station WMHK (89.7), TV 10, www.wistv.com, and our website (www.sumterchristian.org).

WITHDRAWAL

Parents must come to the office to complete a withdrawal form and pay a withdrawal fee (equivalent to the matriculation fee) in order to transfer a student from school. Approval is contingent upon paying any outstanding fees and returning all items which are school property. Transcripts are not released until the withdrawal procedure is completed and approved by the principal. Tuition is prorated on a 180-day schedule for students who withdraw after the first day of school. Matriculation and registration fees are nonrefundable and nontransferable.

DOCTRINAL POSITION

SCS is honored to have students from many area churches in the student body. Although Sumter Bible Church with its many ministries is not denominationally affiliated, we do embrace a baptistic position, fully delineated in the church's Constitution. Parents may be assured that other Biblically defensible positions are not presented in a poor light, nor is there any desire to use the classroom to proselytize students for Sumter Bible Church. The majority of time spent in Bible instruction is devoted to emphasizing Christ-like character, prayer, Bible study, witnessing, giving, and fellowship, based on chapter-by-chapter exposition, doctrinal, and biographical instruction.

Parents who accept the teachings of the Roman Catholic Church, the Church of Jesus Christ of Latter Day Saints, the Jehovah's Witnesses, Christian Science, the Seventh Day Adventists, or certain oriental religions, seldom choose to enroll their children in Sumter Christian School. The school's emphasis on the cardinal doctrines of Scripture would produce severe conflicts in the child's mind regarding the absolute nature of truth and would create a potential source of friction between parents and school staff.

RIGHT TO SEARCH

Sumter Christian School reserves the right to search the person, property, lockers, or automobiles of any student on campus or attending a school-sponsored event at any time there is reason to believe that the student may be concealing illegal or potentially dangerous objects, instruments, stolen goods, chemicals, drugs, or other substances. The school also reserves the right to confiscate any of these items it believes may be illegal or potentially dangerous. This right is reserved to protect the student body at large and will be employed with discretion.

NON-DISCRIMINATORY STATEMENT

Sumter Christian School admits students of any race, color, national or ethnic origin, to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. The school does not discriminate on the basis of race, color, national or ethnic origin, in the administration of its educational policies and programs.

SUMMARY STATEMENT

This Parent-Student Guide does not intend to be exhaustive. It does propose to convey a clear impression of the kind of school Sumter Christian School desires to be. The administration is more than willing to clarify any uncertainties parents or students may have regarding school policies and regulations. If parents, teachers, and pastors have set the same goals the Scriptures embody, God will richly bless all concerned as we work in harmony to "present every man perfect in Christ Jesus" (Colossians 1:28).