



# PARENT-STUDENT GUIDE

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## **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

## **MISSION**

With the Bible as our foundation, we are committed to teaching children academically, socially, and spiritually in order to “present every man perfect in Christ Jesus” (Col. 1:28).

This mission is consistent with the edification mandate God gave the church and the home, and thereby provides the raison d’etre 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.

In addition to educating the child in spiritual and academic areas as noted above, SCS also strives to teach patriotism, respect for our flag, and gratitude for all our military personnel, past and present. Therefore, each class begins the day with reciting the *Pledge of Allegiance* to the American flag. The bell to begin school signals each homeroom class to stand and recite the pledge. Students who are tardy to school are not to enter the classroom during the recitation. By beginning promptly at the bell to start school, we desire to teach the importance of punctuality and the value of time. Prayer immediately follows the *Pledge of Allegiance* for each class at SCS.

## **ACADEMICS**

At Sumter Christian School, we believe that the goals of education are to develop students academically, and socially, and spiritually. Through our daily academic schedule we see the teacher as the primary instructor and source of authority within the classroom and the student as the on-task learner of objective content and concepts. All of our courses are designed to encourage deep mental processing, student engagement with the class material, critical thinking, and spiritual growth.

### **Preschool**

Using Abeka curriculum, our preschool focuses on teaching essential academic skills and character traits within a structured and caring environment in order to prepare children for kindergarten and elementary school.

### **Elementary**

During the formative years of kindergarten and elementary, students develop knowledge across core subject areas, putting in place the building blocks for academic success. At Sumter Christian School, our goal is to teach the mind and reach the heart of each of our students so that they can experience the true joy of learning and develop Christ-like character in a traditional classroom. Using primarily Abeka curriculum, each grade has daily classes in Bible, phonics/language, math, cursive writing, spelling, science/health, and history. Our daily Bible lessons are reinforced in our weekly chapel services.

### **Middle School/Secondary**

SCS endeavors to equip our secondary students with a biblical worldview and solid academics using Abeka and BJU Press curriculum so that they can critically think about the world around them as they transition from one stage of life to the next. With the beginning of adolescence, students need the nurture and admonition that SCS offers. Academically, students are challenged and prepared for high school by taking courses that are rigorous yet presented so the average student can succeed. Our high school classes are geared academically to meet the needs and challenges facing students as they prepare for college. We offer college preparatory (CP) and honors (H) classes, as well as dual enrollment for qualifying seniors. For students who need remedial help or struggle with learning differences, SCS offers help in the Target Learning Center.

## **Gradebook**

### **Categories**

- In 3<sup>rd</sup> grade and under, all assessments are worth the same percentage (100%) and will be labeled “All Categories.”
- In 4<sup>th</sup> and 5<sup>th</sup> grade, assessments will be designated “tests” and “quizzes,” with each valued at 50% each.
- In middle school and high school, the following requirements are a minimum:
  - Tests must be a minimum of 50%.
  - Homework may be no more than 10%.

### **Grading Codes**

- All teachers will use “M” for missing assignments and “E” for excused assignments.

### **Assessments**

- Each quarter teachers should have a minimum of ten quiz grades and three test grades. Project test grades may take the place of a traditional test grade.
- Teachers will drop the lowest quiz grade each quarter.
- If homework is graded, a minimum of nine assignments must be recorded quarterly.

## **ACADEMIC INTEGRITY**

God calls His people to lives of integrity (Prov. 11:3, Eph. 4:24, Phil. 2:15). The essence of school learning is based upon the fundamental principles of honesty and independent study in the fulfillment of all coursework. Students at SCS must honor these principles without exception.

Any student who cheats in any way, gains an unfair advantage in coursework, submits work which is not his own, plagiarizes, falsifies academic records or grades, or who commits other acts of academic dishonesty will receive academic penalty appropriate to the level and type of dishonesty and may be subject to suspension or dismissal. Definitions of terms related to academic integrity and details regarding the process for handling academic dishonesty are listed below.

### **Cheating:**

- Using unauthorized information or receiving unapproved help on any quiz, test, or examination.
- Changing answers on an assessment after it has been submitted.
- Using teacher manuals or solution keys for homework assignments or projects without the teacher's permission.

### **Facilitating Cheating:**

- Intentionally giving another student unauthorized information concerning any quiz, test, or examination material.

### **Plagiarism:**

- Presenting another's intellectual property (e.g., ideas, words, computer code, creative or musical work) as one's own.
- Having someone else (student, professional, or contract) complete work in any form, and presenting that work as one's own.
- Using a copyrighted work without the express permission of both the teacher and the copyright holder.
- Using a copyrighted work with minor changes to make the work distinct yet recognizably reproduced.

### **Patchwork Plagiarism:**

- Combining paraphrases and/or exact words from multiple sources and presenting the material as one's own without providing the necessary citations.
- Using a source's original sentence structure and substituting synonyms for key words, regardless of whether a citation is used.

### **Self-Plagiarism**

- Presenting all or part of one's writing, research, or creative work from another course or term as original work.

### **Sloppy Scholarship**

- Missing a citation although there are proper signals (quotation marks and possibly an introduction) in the body of the paper.
- Missing a citation for a summary or paraphrase although there is a clear indication that information belongs to another.
- Missing quotation marks for quoted material although a citation is present.

### **Unapproved Collaboration**

- Sharing answers for homework assignments, projects, or take-home tests or receiving assistance from third-party applications or websites without the teacher's permission.
- Using writing assistance or editors that exceeds the permitted collaboration guidelines as defined by the teacher.

### **Academic Misconduct**

- Stealing a copy of a quiz, test, or examination before it is administered.
- Falsifying academic records or grades.
- Bribing someone to gain an academic advantage.
- Lying when confronted with an allegation of academic dishonesty.
- Using any method to purposely subvert plagiarism detection software.

## **Academic Integrity and Artificial Intelligence (AI)**

Academic Integrity, in the context of AI use, means using AI tools ethically, responsibly, and as intended – to support your learning, not to bypass it. It implies producing work that is primarily your own, and appropriately acknowledging assistance received from AI. Students are not allowed to use AI while on campus for any reason at any time.

### **Guidelines for AI Use**

- Supplemental Aid: AI can be used as a tool for assistance in brainstorming ideas, understanding complex texts, or improving grammar and syntax. However, the bulk of the thinking, analysis, and composition should be your own.
- Reference and Citation: If significant insights or phrases are borrowed from AI, these should be properly cited, much as you would cite a human source.
- Clarification, Not Substitution: Use AI for clarifying doubts or seeking explanations, not as a shortcut to avoid reading, analysis, and comprehension.
- Learning, Not Completing: Use AI as a tool for learning, not just for task completion. Your primary goal should be

understanding and skill development, not simply finishing an assignment.

- Tutoring, Not Completing: Use AI to ask questions as you would your English teacher. Just as your English teacher would not provide "what are the answers," neither should AI.

### **Violations of Policy**

- Unattributed Use: Copying significant portions of AI-generated content without appropriate citation.
- Over-reliance: Leaning on AI to do most of the work, particularly the critical thinking or creative aspects of assignments.
- Substitution: Using AI to bypass necessary steps in assignments, such as reading or analysis.

Please remember, the main purpose of education is to learn and grow, and while AI can be a helpful tool in that process, it cannot replace your active engagement and efforts. Let's use AI responsibly, respecting the principles of academic integrity.

Chart of Acceptable Academic Use off Campus

<b><u>Acceptable Uses</u></b>	<b><u>Unacceptable Use</u></b>
Rewriting a reading passage at a simpler reading level.	Asking things like "What are the main points of the reading passage?"
Asking for clarification on a confusing concept or passage.	Requesting direct answers to specific questions or assignments without any effort to read or understand the material.
Seeking suggestions for additional resources or references related to the topic.	Asking for a summary or paraphrasing of the reading passage instead of reading it.
Requesting help with understanding complex vocabulary or sentence structures.	Asking for a complete essay or paper on the topic without doing the necessary research or writing.
Asking for guidance on how to analyze or approach a literary work.	Asking for the main points or key ideas of the reading passage without making any personal effort to comprehend it.
Seeking examples or explanations to enhance understanding of literary devices or techniques.	Requesting direct quotes or citations from the reading passage to use as evidence without independently identifying them.
Asking for suggestions on how you analyzed and interpreted a specific literary passage or poem.	Requesting a complete essay or analysis of a literary work without any personal analysis or effort.
Seeking guidance on how to structure an essay or formulate a thesis statement based on the reading material.	Requesting AI to write the entire essay or provide a ready-made thesis statement.
Asking for help in understanding the historical or cultural context of the literary work.	Requesting direct answers to discussion questions or assignments without reflecting on the material.
Requesting examples of effective writing techniques found in the reading passage.	Asking AI to generate fictional examples or provide content to plagiarize.
Seeking guidance on how to properly cite and reference sources used in an essay or project.	Asking for a pre-written bibliography or list of sources without conducting personal research.
Asking for suggestions on how to analyze character development or themes in a novel.	Requesting a detailed plot summary or book review without reading the book.
Seeking help in understanding the author's writing style and its impact on the overall meaning of the text.	Asking for direct answers to multiple-choice questions or quizzes without attempting to answer them independently.
Asking for recommendations on related books or literary works to further explore the topic.	Requesting direct answers to essay prompts or assignments without constructing an original response.

## **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 (AACS). Sumter Bible Church is a non-denominational church, but its teachings and practices are similar to independent Baptist churches.

## **ADMISSIONS**

On December 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 January 1, all remaining spaces are made available to the public. The admissions procedure for new students includes the following parental responsibilities:

1. Submit an online application through the school's information system (found on the homepage of [sumterchristian.org](http://sumterchristian.org));
2. Arrange testing for grade placement for grades 1-12 (preschool and kindergarten students are placed according to age); acceptable entrance testing 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.

## **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 fourth and fifth grade take beginning band as part of the curriculum for all students. Beginning band requires no previous music lessons or classes. Students in grades 6-12 have the option of continuing band. Students in grades 9-12 who take Concert Band as an elective earn one credit for each year. Please refer to the *Band Handbook* for a full explanation of our band program.



## **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 charged for lost or damaged books beyond the normal wear and tear.

## **COMMUNICATION**

Sumter Christian School's primary means of communication with parents is email. Parents may call the school office any time during business hours, 7:30 AM to 4:00 PM, at 803-773-1902. Parent Alert, through FACTS Family Portal, is also used for time sensitive information regarding school closure, event cancellations, etc. Parents must request Parent Alert. Parents may read all pertinent announcements on the Family Portal and have access to the school calendar through our website, [sumterchristian.org](http://sumterchristian.org), or on the Family Portal. Sumter Christian School utilizes both Facebook and Instagram for the purpose of promoting the school and communicating with parents and prospective families.

## **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 twelfth 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 in 8<sup>th</sup> grade and under. 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 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 7:00 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, 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 through Parent Alert, email, and through social media.

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 - Preschool students nap from 12:30 until 2:15. A cot is provided for them.

**DIPLOMA REQUIREMENTS**Credit Requirements by type of diploma

<u>(S.C. minimum is 24.)</u>	<u>Honors Diploma</u>	<u>College Prep Diploma</u>	<u>General Diploma</u>
Bible	4	4	4
English	4	4	4
Social Studies	4	4	3
Science	4	4	3
Mathematics	4	4	4
Physical Education	1	1	1
Electives	5	5	4
Keyboarding	1	1	1
Foreign Language	2	2	0
TOTAL	29	29	24

One credit of Bible is required each year a student is enrolled at SCS. No specific number of Bible credits is required for graduation, but the needed number of credits for the diploma being issued must be accumulated. One credit for physical education may be earned in 8<sup>th</sup> grade, though additional physical education classes may be scheduled and required in high school.

Honors Course Specifics

This series of requirements does not permit students to complete high school graduation requirements in less than four years, nor does it allow for an early dismissal schedule, unless the purpose of an early dismissal is to attend college classes in an approved Advanced Placement class. An eclectic approach to curriculum choices from 10<sup>th</sup> grade through 12<sup>th</sup> grade allows the teacher to stretch honors students intellectually in the classroom. The 9<sup>th</sup> grade curriculum is the same as it is for college preparatory students. The purpose of this program is to prepare students to compete and win academic scholarship money and to attend the Christian or secular college of their choice.

The courses within the four major academic disciplines (English, Social Studies, Math and Science) will be awarded honors credit. In order for a student to be awarded an honors diploma he must have earned at least 9 of the possible 12 credits available from 10<sup>th</sup> grade through 12<sup>th</sup> grade and finished with a GPA of 4.0 or higher. In order to be selected for an honors class, a student must have at least a 90 overall average in the year prior.

College Preparatory Course Specifics

This series of requirements does not permit students to complete high school graduation requirements in less than four years, nor does it allow for an early dismissal schedule. The standard curriculum is used to teach college preparatory classes. The purpose of this program is to prepare students to attend Christian or secular colleges and universities or for military service.

General Course Specifics

This series of requirements permits a student to complete high school graduation requirements at a pace that allows for accommodation or adjustment in order to meet the needs of those who otherwise find academic work frustrating. The course load also allows students to leave school early in order to take vocational-technical classes at local trade schools or to go to work in an apprentice program. A mixture of curriculum materials that fits the individual needs of the student is used to target specific needs. The specific courses that each student takes may be varied. The number of courses within each discipline is listed above.

General Information

Summer school is not offered at Sumter Christian School in the traditional sense. One-on-one instruction given by an SCS faculty member and approved by the principal may be an option. The parent will pay a pre-determined fee for this service. A certificate of completion may be issued to a student who is unable to complete the general course requirements for graduation. A certificate will be issued in lieu of a diploma only after both the administration and the parents of the student agree that it would not be appropriate for the student to continue to pursue a general diploma. A senior in either the college preparatory or general program who lacks only one credit may participate in commencement exercises but does not receive a diploma until the deficiency is satisfied. Transcripts reflect deficiencies. Other requirements for graduation, in addition to receiving credit for the courses listed above, are as follows: take either the SAT or the ACT before commencement (general diploma candidates may be exempt from this) and attend the Senior Trip.

## **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 chastenest...” (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 the direction toward Christlikeness. Discipline with those objectives should be a joint effort of parents, students, teachers, and administration.

Discipline through the fifth grade includes verbal reprimands, seating changes, loss of privileges, writing sentences, calls to parents, suspension, and in extreme cases, expulsion. Discipline in Sumter Christian School is directed against rebellion and disobedience, not childishness or forgetfulness.

In grades six 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 6-12. 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.

If a student accumulates 25 demerits, he will serve a 2-hour Saturday detention (10:00-12:00). If a student accumulates 50, 75, 100, or 125 demerits, he will serve a 4-hour Saturday detention (8:00 - 12:00) for each increment of 25 demerits. Students who attend Saturday sessions will be assigned work projects to do. There is a \$20 fee for each detention. Accumulation of 150 demerits in the year will result in expulsion. The administration may issue a suspension from school in lieu of the Saturday detention in certain situations. 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 may issue demerits for minor offenses. Teachers may increase the number of demerits for a given offense if the violation is repeated. Each school day at 5 PM an automatic email is sent to the parents reporting that demerits were issued that day. Middle school students will have some of their demerits (those marked with an \* below) cut in half after the first semester.

Talking*: 1	Irreverent slang: 5 or more
Disrupting class*: 1	Displaying negative attitude: 5
Late to class*: 1	Running in buildings: 5 or more
Littering*: 1	Disobedience: 10
Failure to follow instructions*: 1 or more	Chewing gum: 10
Dress code violation*: 1 or more	Griping: 10
Eating or drinking in hall or class: 5	Leaving room without permission: 10
Disorderly conduct: 5 or more	Use of cell phone, smart watch, etc.: 5 - accidental disturbance of class 25, 50 - using in class (plus confiscation for 3 days, 1 month, and 1 year, respectively)

Major offenses

While minor offenses are institutional in nature, major offenses transgress biblical standards. Only the administration may issue demerits for major offenses; of course, teachers may make such a recommendation if they observe student behavior of which the administration is not aware. Students must get a parent to sign demerits for major offenses, and the administration will call a parent if it is not returned the next day.

Abusing property: 25 or more + repair	Careless driving in parking lots: 25 or more
Cheating/Plagiarism: 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	Stealing/vandalism: 75 or more + apology + restitution
Fighting: 25 or more	Smoking, vaping: 150
Lewd or immoral activity: 25 or more	Drinking: 150
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	Pornography: 150
Harassment of other students: 25	Fornication: 150

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.

Miscellaneous

Chewing gum is not allowed. Radios, DVD players, CD players, iPods, MP3 players, etc. are not allowed at school. 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.

## **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.

## **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 preschool 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 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 neat and cut in a traditional manner (off the ears, eyebrows, and collar). Faddish hairstyles are not accepted. 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 any "business casual" solid-color or patterned collared shirts. Only the top button may be unbuttoned. Shirts must be modest in fit, and undergarments cannot be visible. Slacks or knee-length shorts must be navy, black, brown, gray, or khaki and made of "khaki material" (not denim, stretch, etc.). Slacks or shorts must be the traditional fit (worn on the waist, not on the hips). Skirts and dresses must be to the top of the knee whether the girl is in a sitting or standing position. Skirts must be navy, black, or khaki. Dresses must be any "business casual" solid-color or patterned collared dress with sleeves. "Beach shoes," flip-flops, and Crocs 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. For girls in grades K-5<sup>th</sup> grade, socks are required. Shirts and pants should be loose fitting. Any visible body piercing jewelry should be small and discreet so that it does not distract from the uniform-appearance goal of the general dress code. Piercings in the eyebrows, lips, and tongue are not allowed.

**Boys:** Boys in grades K-12 wear any "business casual" solid-color or patterned collared shirts. Shirts must be tucked in, and only the top button may be unbuttoned. All shorts and pants must have belt loops, and belts must be worn. Slacks or knee-length shorts must be navy, black, brown, gray, or khaki and made of "khaki material" (not denim, stretch, etc.). Baggy pants or shorts and other sloppy attire are not permitted. Hair must be neat and cut in a traditional manner (off the ears, eyebrows, and collar). Faddish hairstyles are not accepted. Visible body piercings are not allowed. "Beach shoes," flip-flops, Crocs, and sandals are not acceptable. Facial hair must be neatly trimmed. Socks are required for boys.

**DRESS CODE Continued****Outerwear**

Almost all outerwear is allowed. This policy includes long-sleeve t-shirts, pullovers, sweatshirts, and jackets. Jackets with objectionable writing or pictures (anti-SCS Christian philosophy) will not be allowed. Outerwear bearing advertisements for alcoholic beverages, drugs, drug related slogans, sexual innuendos, and anything else deemed inappropriate by the administration will not be allowed. Camouflage, gothic apparel, or any clothing promoting other K-12 schools is not allowed.

**Miscellaneous**

Hair color for all students must be natural. Unnatural colors are not permitted. Visible tattoos (temporary or permanent) are not allowed. 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.

Students may wear jeans that do not have holes or a ragged appearance on Fridays (or the last day of the week for shortened weeks) if they wear visible spirit wear (t-shirts, hoodies, etc.). The spirit wear must be clearly visible throughout the day.

**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 (all grades). 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. Grade K3-3<sup>rd</sup> grade may have two trips if one is local. 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. Children who are not enrolled in Sumter Christian School are not allowed to accompany the class. Small fees are collected from each student for all field trips to help offset the costs of vehicles and drivers.

**FINANCIAL POLICY**

Sumter Christian School contracts with FACTS Tuition Management for accounts receivable. The FACTS website is <https://online.factsmgt.com/signin/4H9WV> (a link to this site is on the school's website). New parents should set up their accounts immediately after enrolling a child. Returning parents will see your matriculation fee on your statement once you have submitted the reservation request form. Several payment dates are available for monthly plans. There is an annual fee per family (charged by FACTS on the first payment made). The fee is reduced for the annual or semester plan, and the school will pay the fee for either of these two plans (and continue to give the 3% discount for the annual plan).

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. Seniors whose accounts are not paid in full by the date of graduation will not be permitted to march in the commencement program. Parents receive a 3% discount if they choose to pay the annual tuition before the first day of school. Matriculation and registration fees are non-refundable and non-transferable. 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. 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**

No grading is done in preschool, but teachers send home papers that are done in class and keep parents informed of the progress of the students. In kindergarten through fifth grade, grading consists of letter grades for academic subjects. Es, Ss, and Us are given for music, art, handwriting, or physical education.

The SC State Board of Education unanimously voted on April 12, 2016 to adopt a new 10-point grading scale for all public high schools. We have adopted this scale for K-12. That scale is as follows:

A 90-100      B 80-89      C 70-79      D 60-69      F 0-59

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 Family Portal, they should make an appointment with the teacher to discuss it.

**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 "As" 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 / SOCIAL MEDIA**

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. Students may not take pictures or videos at school of students or staff without prior permission from those being filmed.

## **LOCKERS**

Students in grades six 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 juice. Soft drinks are available to middle and 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 and charges are posted weekly to the Family Portal. 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. Students eat lunch in their homeroom classes.

## **MAKE-UP WORK**

In order to provide the total assessment view of a student's academic progress, a student missing classroom instruction should be given the opportunity to make up the missing assigned work. This will ensure instructional continuity and place importance upon consistent attendance and daily study. Students shall be permitted to make up assignments and tests following any absence.

Makeup Work Guidelines: Makeup work is available to all students...

- Students in grades 6-12 are responsible for asking teachers for the makeup work upon returning to school. Teachers may remind them occasionally. Teachers in grades K-5 will schedule times for their students to do their make-up work.
- When students are absent, an "M" for missing will be recorded by the teacher until the student completes his/her makeup assignments.
- The "M" is averaged as a zero in the teacher's electronic gradebook, and the teacher updates the electronic gradebook after the student submits makeup assignments.
- A student should not, on the day of returning to school, be required to take a quiz or test that was announced during his/her absence.
- Makeup work, including tests, may be an alternate version to assess what the student has learned.
- Missed take-home assignments, excluding homework, must be turned in within three days of the due date of the assignment or the zero remains. Extra consideration will be given to students who are absent during the last week of the grading period.
- A student that is absent for an extended time with a physician's note will be given twice as many days as they were absent to make up all necessary work.
- Extenuating circumstances are at the discretion of the administration.



**MAKE-UP WORK continued**

The following guidelines apply to Middle School and High School (grades 6-12):

**Homework:** Homework is required to be done when assigned and turned in the next school day. TLC students have 5 days to make up any missing homework.

**Tests and Quizzes:** If a student, upon arriving on campus, is no more than ten minutes tardy for a test or quiz, they will not be given additional time to complete the assessment. If a student, upon arriving on campus, is more than ten minutes tardy for a test or a quiz they must take the assessment later that same day, or the student must forfeit the assessment and receive a zero for it. If a student has an excused absence the day prior to a test or quiz, he is not required to take the test when it is administered to the rest of the class. The student may use that time to study for the test. The student should be prepared to take the test the next day, though they may take two calendar days to make up the test. For instance, a math test is scheduled for Tuesday. Miss Student is absent on Monday. She is not required to take the test on Tuesday, but may take the test on either Wednesday or Thursday. If a student is absent the day of a test, they may take two days to make up the test. For instance, a history test is scheduled for Tuesday. Mr. Student is absent on Tuesday. He may take the test either Wednesday or Thursday. If a test is scheduled for a Friday, a student has until Tuesday of the following week to make up the test. If a student is absent for two or more days prior to a test, the teacher may grant an extension to the student with the approval of the administration. If a test is not made up within the time constraints, a "0" will be assigned.

**Projects:** Any work that is given at least a week ahead of the due date must be turned in on the due date. If a student is present on the day the project is due, the project must be turned in. If a student is absent on the day the project is due, it must be turned in upon the student's return to school. A project turned in one day late loses 10 points. Every day, up to ten days, incurs an additional 10 points off.

**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. Students are discouraged from listening to worldly music while on designated school trips off campus.

**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.

As a ministry of Sumter Bible Church, we believe that God wonderfully and immutably creates each person as male or female. These two distinct, complementary genders together reflect the image and nature of God, and the rejection of one's biological gender is a rejection of the image of God within that person (Genesis 1:26-27). We further believe in the biblical definition of marriage, the union of one male and one female. We believe that any sexual activity outside the Biblical definition of heterosexual marriage is sinful; therefore, we reserve the right to admit, retain, or dismiss students, faculty, staff, volunteers, etc. on the basis of sexual orientation or sexual identity.

**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 shortly after report cards are issued (normally October and March). These meetings usually consist of a general session followed by classroom visits. Special programs such as the Fine Arts Festival and the induction ceremony for the American Christian Honor Society are designed for the PTF meetings.

**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 kindergarten through 3<sup>rd</sup> 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 unless they enroll in the Target Learning Center. On rare occasions students may need to be retained and enroll in Target Learning Center.

Students in grades 4–8 who earn an “F” in math, reading, or grammar, two “Fs,” or one “F” and three “Ds” as final averages for the year in the basic academic subjects will not be promoted to the next grade unless they enroll in the Target Learning Center. On rare occasions students may need to be retained and enroll in Target Learning Center.

High school students (9–12) must pass each course as a separate unit of study, and they 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

Three levels of high school diplomas are available at Sumter Christian School. The Honors and College Prep diplomas require 29 credits each, and the General Diploma requires 24. See the principal for details of each diploma. Students who do not pass a course may be required to take a summer enrichment course on campus (Elementary and Middle School) or a VirtualSC Credit Recovery course online.

**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.

## **SCHOLARSHIP**

Sumter Christian School is committed to high standards of scholarship. The admissions procedure seeks to ensure 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 4.0 GPA during their freshman year are eligible for induction into the American Christian Honor Society. The valedictorian and salutatorian are the two students from the Honor Society who have the highest GPAs. They must be "honors graduates" with GPAs of 4.0 or higher. A student must attend Sumter Christian School at least two consecutive high school years to be eligible for valedictorian or salutatorian. Class rank is determined by the GPA. Students must take CP or honors classes to be considered for 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 childcare charge for students (12<sup>th</sup> grade and below) arriving before 7:45 a.m. and/or remaining after 12:00 (preschool) or 3:00 (K–12). Students are not to return to campus after having left for the day. Students in grades twelfth and below who have not left by 3:25 will be sent to After Care and billed accordingly.

## **SCHOOL HOURS**

Preschool	8:05 – 12:00
K5 – 1 <sup>st</sup> grade	8:05 – 2:45
2 <sup>nd</sup> – 3 <sup>rd</sup> grades	8:05 – 2:55
4 <sup>th</sup> – 5 <sup>th</sup> grades	8:05 – 3:05
6 <sup>th</sup> – 12 <sup>th</sup> 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 \$1100 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 Spring Carnival 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.

**STUDENT LIKENESS**

Students' names, photographs, and/or videos may appear in promotional papers, magazines, social media, etc. This may be done to recognize and commend individual students, special groups, classes; or it may be done to promote and advertise Sumter Christian School.

**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 traditional summer school for high school students; instead, we utilize VirtualSC to assist high school students in gaining 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 entrance testing that we give to all new students entering grades 1-12. After this testing, to be eligible for consideration in the TLC, a student's score must be as follows: below 35<sup>th</sup> percentile on the math procedures section, or below the 35<sup>th</sup> percentile on the reading comprehension section, or more than half a grade below their expected grade equivalence. In addition to entrance testing, an eligible student may submit a previously documented Individual Education Plan (IEP) for consideration.

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

After all necessary testing is complete, administration, with the aid of the TLC Director, will determine if the student should be admitted as a full-time TLC student.

### **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 administration, and these procedures will quickly remove those who are obvious distractions or hindrances to the other students in the group.

### **Scheduling**

Based on test results and IEPs received, students enrolled in TLC will either remain in one of our Special Education Rooms for the majority of their classes or remain in mainstream classes and be pulled out for a few select classes throughout the day. The administration will develop a schedule that works best for the overall program, and mainstream elementary classroom teachers will adjust their daily routines to fit the schedule for the TLC. Mainstream TLC students 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 8 to 1 during any given hour of instruction, but effort will be given to keep the ratio 5 to 1, especially for lower elementary grades, all math, and language arts.

### **Staff**

The TLC will consist primarily of the lead teacher/director, who has at least a bachelor's degree in special education and 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 of the TLC.

### **Academic Requirements in non-TLC Classes**

Students who are taking any TLC class are graded in all their classes on the SC ten-point grading scale, which has 60 as the lowest passing grade. If a student struggles academically but has no Individual Education Plan (IEP) or a Targeted Intervention Plan (TIP) he is eligible for one of our daily TLC resource help classes.

TLC is designed to help students with their learning differences in the areas of language arts and math. In order to devote as much time as possible to both language arts and math, mainstream teachers will provide the necessary accommodations and modifications within their classes to help the students gain a general understanding of the material. (See TLC Accommodations and Modifications for more details)

TLC students in grades 1-12 who make below a 60 (D-) on any written test or quiz in any of their classes are allowed to take the test or quiz home to correct the mistakes for half credit on all corrections or enough to gain a score not to exceed 60. Students must return the corrected work to the teacher within three school days to have the grade adjusted.

### **Resource/TLC Help Class**

For a student to be eligible to be placed in the Resource/TLC Help class he must have a public school I.E.P. or a 504 Student Plan and score lower than the 35th percentile on a standardized achievement test in either Math or English, or below the 35th percentile on a cognitive test. Students in the Resource/TLC Help Class may receive accommodations or modifications outlined in the SCS policy manual. See the annual Financial Information sheet for the cost information.

## **TARGET LEARNING CENTER continued**

### **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. See the annual Financial Information Sheet for current amounts.

### **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 administrator 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 math and/or language arts through the twelfth grade. When a student needs to take classes in TLC, he will still join the mainstream classes for non-TLC classes and non-academic activities.

Generally, a high school student who takes math or language arts 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.

## **TECHNOLOGY**

### **School Equipment**

Sumter Christian School has a commitment to provide programs for students to develop awareness, and a degree of proficiency, in the understanding and use of technology. Our goal is to integrate technology into all aspects of a student's experience at SCS so that he/she can become a life-long learner and user of these resources. Our technological equipment is located in the classrooms and in other specialized areas of the campus. There has been a major investment of funds in order to provide our students with the appropriate technological resources for their education. As an overriding principle, we require those using school technologies to exercise godly discernment and judgment, be willing to follow stated procedures, and show consideration to both the equipment and others in its usage. It is to be understood that there will be serious consequences for any inappropriate use, deliberate damage, or failure to follow directions in handling the equipment, including hardware, software, printers, scanners, cameras, etc. Willful destruction of school property is considered vandalism and will be dealt with in accordance with the SCS Discipline Code. In addition to appropriate discipline, restitution will be required for repairs or replacement of damaged equipment. Persons who willfully or maliciously damage or violate the privilege of using the school's technology may be prohibited from using it in the future.

### **Student Equipment**

Personal equipment from home may be brought to school, but it must be used only with permission from the administration or the teacher if it is during a particular class. Students must be aware that different teachers will have different levels of policy, depending mostly on the needs of each course. Some courses may require personal equipment to be used, and some teachers may allow no technology at all during a particular class. Devices used in the classroom may only be used to serve class needs. Unacceptable use includes but is not limited to the following: answering or making phone calls, texting, messaging, checking or sending emails, logging in to social websites, surfing the Internet, reading an EBook, playing games, or anything else not related to the class. Teachers have the authority to ban any and all electronic devices that they feel are distracting the class from learning. Students are not to use headphones of any sort while at school (before school, lunch, after school). That includes wired and wireless (ex: AirPods) headphones. The only exception would be during class, under the teacher's direction, when a specific assignment has been given where technology is needed.

## **TECHNOLOGY continued**

### **Content Filtering**

SCS provides access to the Internet for educational purposes. Unfortunately, the Internet also provides access to content that is objectionable, offensive, and even harmful to students. SCS intends to protect students from objectionable content using whatever means available. Students and parents should be aware of the following:

- The SCS network is protected from intrusion using a firewall which is managed and monitored 24 hours a day. In the event of firewall failure, access to the Internet will be disabled by disconnecting classroom clients from the SCS network.
- In addition to blocking objectionable, offensive, and harmful content for all users, SCS also blocks student access to some content that may not fall under these categories.
- SCS will resort to any means necessary in order to protect students from objectionable content.
- SCS cannot guarantee that all objectionable, offensive, or harmful content is filtered.
- Students in grades K - 5 are not permitted to use the Internet unless directly supervised by a SCS faculty member or substitute teacher

### **TELEPHONES**

#### **School Phones**

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.

#### **Student Cell Phones**

Each classroom for grades 6-12 has a container at the front of the room for students to leave their cell phones, smart watches, etc. as they enter the classrooms. Students may leave their phones in their lockers if they prefer. This prevents distractions and interruptions, enhancing the desired academic setting in the classroom. Students must go to the office to make phone calls during school hours, but they may use their phones for texting, emailing, etc. during lunch. Earbuds and headsets are not allowed on campus from 6:30 AM until 6:00 PM unless they are being used in class for academic purposes with the teacher's permission.

### **TESTING**

Sumter Christian School utilizes the Iowa Assessment (achievement) and the CogAT (ability) tests to measure students' abilities and progress in the spring of each year. 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, which is 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 from administration in advance. Students may not have visitors at lunch on days that the public schools are not in session. All visitors must check-in to the office upon arriving on campus.

### **WEATHER CLOSINGS**

Schedule alterations occasioned by bad weather are usually made in conformity to the decisions of the local public schools. They are announced through SIS Parent Alert, email, and social media.

**WEAPONS**

Weapons and imitation weapons are not permitted on school property without express permission from the Sumter Bible Church Board of Elders and Deacons. This includes, but not limited to firearms, knives, explosives, etc. South Carolina Code of Laws 59-63-235 requires the expulsion of students who bring firearms to school for at least one year. The SCS school committee can modify the expulsion requirement upon a parent or guardian's appeal.

**WITHDRAWAL**

Parents must come to the office to complete a withdrawal form and pay a withdrawal fee if withdrawing during the school year (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.

**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).