



Sumiton Christian School



2017-2018
Student Handbook







Sumiton Christian School Student Handbook

155 Hosanna Drive
Sumiton, Alabama 35148
Phone: (205) 648-6643
Fax: (205) 648-0047 • (205) 648-9893
www.sumitonchristianschool.org

“Quality Education with a Christian Emphasis”

**Accredited By
Southern Association of Colleges and Schools
Alabama Independent School Association**

Sumiton Christian School provides equal opportunities in education for all students without regard to race, color, national or ethnic origin.

**THIS DOCUMENT HAS BEEN REVISED
FOR THE 2017-2018 SCHOOL YEAR
AND SUPERSEDES ALL PREVIOUS EDITIONS.**

SCHOOL BOARD MEMBERS

Pastor Victor Massey, President
Glenda O. Dodd, Chairperson
Reita Noe, Secretary
Becky Dixon
Ben Godwin
Jolei Higgins
Jim Langley
Brandon Myers
Abbie Roy
Adam Russell
Eddie Cummings, Church Liaison

“They shall mount up with wings as eagles.”

Isaiah 40:31

School Goal:

“No Soul Left Behind”

School Colors:

Cardinal and Gold

School Mascot:

Eagles

Sumiton Christian Alma Mater

*SCS we give thee praise!
Praise to thee in word and song.
That your light shall always be
Yet a beacon clear and strong.
Keep her safe O Father Holy.
So that all who enter in
Will all soar on wings of eagles.
And will never be the same again.
So we lift our voice in song
Giving praise where it belongs.
All our hearts shall always be
Cradled SCS in thee.*

Lyrics by Jane Holmes, 2004

Music by Joseph Hayden

TABLE OF CONTENTS

| | |
|--|----|
| MISSION STATEMENT..... | 1 |
| PHILOSOPHY..... | 1 |
| OBJECTIVES..... | 2 |
| ACCREDITATION..... | 2 |
| ADMISSION POLICY..... | 2 |
| SCHOOL AGE..... | 4 |
| NON-DISCRIMINATORY POLICY..... | 4 |
| CLOSED CAMPUS..... | 4 |
| FINANCIAL POLICY..... | 4 |
| RELEASE OF RECORDS..... | 4 |
| FEES, TUITION SCHEDULE AND REGISTRATION..... | 4 |
| KINDERGARTEN..... | 4 |
| GRADES 1-12..... | 5 |
| TUITION..... | 5 |
| AFTER-SCHOOL CARE..... | 5 |
| SUMITON CHRISTIAN CODE OF STUDENT CONDUCT..... | 5 |
| ATTENDANCE..... | 6 |
| ABSENCES..... | 6 |
| TARDIES..... | 7 |
| CHECKOUTS..... | 7 |
| MAKE-UP WORK..... | 8 |
| RETENTION..... | 8 |
| EXTRA-CURRICULAR ACTIVITIES..... | 8 |
| DRUGS, ALCOHOL, AND TOBACCO..... | 9 |
| MEDICATION POLICY..... | 9 |
| WRITTEN COMMUNICATIONS..... | 9 |
| DISCIPLINE..... | 9 |
| SCHOOL RULES..... | 10 |

| | |
|---|----|
| VIOLATIONS OF THE DISCIPLINE POLICY/OFFICE REFERRALS..... | 10 |
| DISCIPLINARY ACTION..... | 15 |
| FIELD TRIPS..... | 15 |
| ACADEMIC STANDARDS AND GRADING..... | 16 |
| ACADEMIC PROBATION..... | 16 |
| STANDARDIZED TESTING PROGRAMS..... | 16 |
| HOMEWORK..... | 17 |
| SEMESTER EXAMS..... | 17 |
| GRADUATION REQUIREMENTS..... | 18 |
| DUAL ENROLLMENT..... | 19 |
| SUMITON CHRISTIAN SCHOOL – DUAL ENROLLMENT CONTRACT..... | 21 |
| ATHLETIC EXTRA-CURRICULAR GUIDELINES..... | 23 |
| FACTS ABOUT CONCUSSIONS..... | 24 |
| POLICY ON QUITTING A SPORT/EXTRA-CURRICULAR..... | 25 |
| PARENT/TEACHER CONFERENCES..... | 25 |
| ARRIVAL AND DISMISSAL..... | 25 |
| STUDENT DRIVERS..... | 26 |
| GUIDELINES OF DRESS AND GROOMING..... | 26 |
| UNIFORMS..... | 27 |
| UNIFORM GUIDELINES..... | 27 |
| TEXTBOOKS..... | 28 |
| ACADEMIC HONORS AWARDS PROGRAM..... | 28 |
| HONOR ROLL..... | 28 |
| INCLEMENT WEATHER..... | 28 |
| LUNCHES..... | 28 |
| CONCESSIONS..... | 28 |
| TELEPHONE USAGE..... | 28 |
| ACCEPTABLE USE OF INTERNET POLICY..... | 29 |
| SOCIAL MEDIA POLICY..... | 31 |

MISSION STATEMENT

The mission of Sumiton Christian School (SCS) is to provide a quality Christian education taught by qualified and caring professionals with the goals of developing the whole child spiritually, academically, socially, and physically, and instilling in all our students obedience to God's Word, respect for those in authority, and a high level of patriotism.

PHILOSOPHY

Sumiton Christian School exists as a vital ministry of the East Walker Education and Development, Incorporated in assisting parents to fulfill Ephesians 6:4 which admonishes them to bring their children up in the nurture and admonition of the Lord.

The purpose is to equip our students with the spiritual, academic and social training to fulfill God's purpose for their lives, and to instill in them the quality of Christ-like behavior while dealing with life's situations.

An education at SCS is based upon God's Word as the foundation for all learning, and through this realization, students will gain knowledge through a Christ-centered education to guide them into a Christ-centered life (II Tim. 3:16-17).

SCS stands for excellence and believes God requires our best, not only spiritually, but mentally and physically as well (Eccles. 9:10). In all academic areas, teachers shall motivate students to strive for excellence which is a necessary characteristic for our students to meet the demands of life.

To accomplish this mission, the school emphasizes:

1. Leading our students into a personal relationship with the Lord Jesus Christ and equipping those students with the spiritual training necessary to fulfill God's purpose in their lives. (John 14:6)
2. Instilling in each student qualities of Christ-like behavior while dealing with life's situations. (2 Tim. 3:16-17)
3. Inspiring the student to study further on his own motivating him to continue to live for Christ today so he may live with Him for eternity. (2 Tim. 2:15)
4. Recognizing the value of each student and helping to develop his self esteem. (Ps. 139-140)
5. Guiding students in priority goal setting and developing the skills necessary to reach those goals. (Phil. 3:14)
6. Preparing each student for the demands of a challenging future as a college student, as an employee, as a citizen, and as a family member. (Prov. 22:6)
7. Instilling in each student the desire for academic excellence and enhancing this desire, so that the student becomes a lifelong learner. (Prov. 1:5)
8. Encouraging the student to be motivated not by material success, but by love of God and his neighbor. (1 Tim. 6:6; Rom. 12-10)



OBJECTIVES

1. To provide daily instruction in God's Word through Bible classes, prayer, weekly chapel services for elementary and secondary students, and scripture memorization.
2. To employ certified teachers and administrators, and capable staff, who exemplify Christ in their daily walk and provide the proper Christian role model for the students.
3. To develop and to maintain a curriculum that provides excellence in academic preparation for success in today's society from a Biblical perspective.
4. To provide a variety of academic, artistic and athletic extra-curricular activities to allow the maximum number of students to participate.
5. To strive for long term progress through constant evaluation and implementation of strategic planning.
6. To provide an atmosphere conducive to learning where students feel safe, valued and where respect is fostered for both teachers and students.

ACCREDITATION

Sumiton Christian School is accredited through the Alabama Independent School Association (AISA) and the Southern Association of Colleges and Schools (SACS).

ADMISSION POLICY

The admission policy at Sumiton Christian School requires parents to complete an application form and submit it to the school office along with the following documentation where applicable:

- Immunization form
- Release form signed
- Copy of Social Security Card
- Copy of Birth Certificate
- Copy of last report card and/or transcript
- Emergency/Medical Information/Permission Form

The application must be reviewed by the principal and an appointment must be scheduled for the parent and the child for a preliminary interview with the principal. Students may not attend school until all documentation is received and on file in the school office.

Sumiton Christian School is a Christ-centered school and expects its students to live by Christian standards. We reserve the right to refuse acceptance of a student who has been expelled from another school, who has demonstrated a history of discipline problems, or who is incapable of reasonably absorbing the curriculum.



Upon acceptance, parents will be required to sign the Sumiton Christian School Parental Agreement and pay the registration fee. The rules and standards from the Parental Agreement form are listed below:

1. We understand that attendance at SCS is a privilege and not a right.
2. We understand that if our present year account is not current we may apply for admission, but our application will not be approved until our account is clear.
3. We understand that all fees and tuition paid are non-refundable.
4. We agree that the spiritual development of our child involves home, church and school and will endeavor to be involved in each of these areas.
5. We agree with and will support the purpose, policies and procedures of the school.
6. We understand and will encourage the importance of our child developing and maintaining a proper respect and response to God-given authorities.
7. We understand and will encourage the importance of our child developing and maintaining honor and respect for the rights and property of others.
8. We understand and will encourage the importance of our child developing and maintaining a desire to actively pursue his God-given potential in all areas.
9. We understand the vital need for prayer and agree to faithfully pray for the administration, faculty, parents and student body of SCS.
10. We agree to uphold and support the high academic standards of the school by giving encouragement in the completion of homework and assignments.
11. We agree to uphold the dress code of SCS and ensure that our child follows the dress code without need of warnings or write-ups from the staff of SCS.
12. We understand that our child (grades 6-12) will also agree to several student commitments.

Student Commitments (grades 6-12)

1. A willingness to pursue a relationship with Christ (Ephesians 4:14-16; I Peter 2:2).
2. A desire to be committed to a pure lifestyle – mentally (thought life) and physically (abstaining from drugs, tobacco, alcohol, sex) (I Thessalonians 4:3-5; II Timothy 2:22).
3. A commitment to demonstrate proper respect and response to God-given authorities (parents, faculty, administration, etc.) (Colossians 3:30; Romans 13:1).
4. A commitment to honor and respect the rights and property of others (Philippians 2:3-4; I Peter 4:8-9).
5. A commitment to actively pursue my God-given potential in the areas of academic, extra-curricular activities, etc. (Colossians 3:23-24).



SCHOOL AGE

All students desiring to start kindergarten must be five years old before October 1 of the school year in which they are to be enrolled. Students desiring to start first grade must be six years old by October 1 of the school year in which they are to be enrolled.

NON-DISCRIMINATORY POLICY

Sumiton Christian School admits students of any race, color, national and ethnic origin to all the rights, privileges, programs and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, national and ethnic origin in administration of its educational policies, admissions policies, and tuition assistance programs, athletic and other school-administered programs.

CLOSED CAMPUS

Sumiton Christian School is a closed campus. All visitors must report to the main office upon arrival. No visitors are allowed in or around the school during normal school hours of 7:00 AM to 4:00 PM without permission from the Administrator.

FINANCIAL POLICY

Sumiton Christian School is totally dependent upon tuition and fees for the operation of the school. Because we want to keep our good testimony by paying our bills on time, we ask that all tuition payments and fees be paid promptly at the time they are due. All accounts must be current in order for students to participate in extra-curricular activities and take semester exams. Students will not receive report cards unless account is current.

Make all tuition payments payable to the school. The payment is due at the first of each month. A grace period is allowed. A charge of \$75.00 will be added for tuition received after the 10th of the month. Returned checks made payable to Sumiton Christian School, SCS Campus Store, or Sumiton Christian Youth Athletics will also be charged a fee of \$50.00.

RELEASE OF RECORDS

Sumiton Christian School shall not release report cards or send transcripts until all accounts are paid in full. School records will be released in a timely manner after requested.

FEES, TUITION SCHEDULE AND REGISTRATION

A registration fee is required for all students entering SCS. According to board policy, registration fees and pre-paid tuition are non-refundable.

KINDERGARTEN

Total registration fee is \$150.00. A partial payment of \$75.00 will hold a child's place in a class. The final \$75.00 must be paid by August 1.



GRADES 1-12

Total registration fee is \$200.00. A partial payment of \$100.00 will hold a child's place in a class. The final \$100.00 must be paid by August 1.

TUITION

Tuition may be paid monthly, semi-annually, or annually. All accounts are due on the 1st of the month and late after the 10th of the month. The school offers a twelve-month payment plan with payments beginning June 1 and ending May 1 of each year. If tuition and/or fees are past due, a late fee of \$75.00 will be assessed. If tuition and fees have not been collected within a sixty-day period, and appropriate measures have been exhausted, a notice of dismissal will be issued to the parent.

Board policy dictates that tuition and fees are subject to change from year to year based on the educational cost index.

AFTER-SCHOOL CARE

After-school care is available from 3:15 PM to 6:00 PM daily for an additional cost of \$7.00 per child after 3:30 PM.

SUMITON CHRISTIAN CODE OF STUDENT CONDUCT

Instruction should occur in an environment that is conducive to learning. Effective instruction requires good order and discipline, which may be described as the absence of distractions, friction and disturbances which interfere with the effective functioning of the student, class and school. SCS hopes to nurture a friendly – yet businesslike – atmosphere in which students and school personnel work cooperatively toward mutually recognized and accepted goals. Ultimately, the goal in student discipline is to modify undesirable behavior while maintaining a school environment which provides maximum learning opportunities for all students.

As students progress in our school, it is reasonable to assume that an increase in age and maturity will result in the students assuming greater responsibility for their own actions; however, the procedures identified in this document shall apply to all students in grades K-12.

Sumiton Christian students and their property are subject to all the rules and regulations of the school during the school day, during school-sponsored activities, while on or in school property and facilities, while being transported on the church bus, and at times and places, including but not limited to, school-sponsored events, field trips, athletic functions and other school-related activities. All regulations and prohibitions also apply to automobiles and other property brought onto school property. In addition to the foregoing, application of this Code of Student Conduct may be extended to the immediate vicinity of the school and during after-school hours when and where student conduct could have a detrimental effect on the health, safety and welfare of other students and the school or where the conduct could otherwise disrupt the educational process.

The Code of Student Conduct may be applied to students involved in off-campus conduct or activity which threatens to interfere with the provision of instructional or educational services, to disrupt the school environment or which otherwise adversely implicates the school's legitimate educational or



administrative interests. The administration may take all necessary action to ensure that its facilities are safe and secure and that this Code of Student Conduct is enforced. Such action may include the inspection and search of property brought onto school facilities. Any person who refuses may be denied admission and required to leave the premises immediately. It shall be the policy of the school to permit law enforcement agencies to make periodic visits to Sumiton Christian School for the purpose of detecting the presence of illegal drugs. Such visits shall be unannounced except to the Administrator of the school. The administration will also utilize a narcotic detection dog to deter individuals from bringing illegal narcotics onto school property. The dog will be utilized to conduct routine random searches on school property, including, but not limited to, school lockers, school classrooms and school parking areas. Anything on or in school property is subject to inspection by the administration to enforce this Code of Student Conduct and to effectuate its purposes, subject only to any restrictions which may be imposed by federal, state or local law.

ATTENDANCE

According to Alabama State Law, any student enrolled in grades 1-12 who accumulates more than 20 absences (excused or unexcused) during the year, is subject to retention the succeeding year. All absences are considered unexcused until an excuse in the form of a note, email, or fax is presented to the office. In order for it to be excused, it must be presented within five days of the absence. Attendance records will be kept according to Alabama State Law. **Perfect attendance is defined as no absences, tardies, or unexcused check-outs during the school year.** Students with perfect attendance will be recognized at the end of the year.

ABSENCES

1. Sickness – A parent’s written excuse for 1-2 days absence (not to exceed 20 absences during the school year). A doctor’s excuse is required for 3 or more consecutive days.
2. Doctor/Dentist/Orthodontist
3. Death/Funeral of immediate family
4. Driver’s license/permit – Students are excused to take exams for license or permit.
5. SCS Sporting events – SCS student spectators must sign in at the event in order for it to be excused.
6. School/church related organizational activities/events verified by the sponsor.
7. Approved by the administration

All other absences will be considered unexcused.

To assist the office staff from having to call, parents of high school students (grades 9-12) are asked to call the office at 205-648-6643 ext.101 and leave a message if their child is going to be absent. If we do not receive a call, the office staff may call the parent/guardian to confirm the absence.



TARDIES

It is important that each student be on time for school each day. All students tardy to school must report to the office for a tardy slip. Students in grades K-8 should be signed in by the parent in the front office if tardy. Excessive tardiness will result in disciplinary action. To assist the office staff from having to call, parents of high school students (grades 9-12) are asked to call the office at 205-648-6643 ext.101 and leave a message if their child is going to be tardy to school. If we do not receive a call, the office staff may call the parent/guardian to confirm the tardy. Teachers should not allow a student to enter class without a tardy slip.

Tardies will be considered excused for the following reasons:

1. Sickness – Students must provide the office with a written note in order for it to be excused.
2. Doctor/Dentist/Orthodontist appointment
3. Death/Funeral of immediate family
4. Driver's license/permit – Students are excused to take exams for license or permit.
5. SCS Sporting events – Students must sign in and out at the event in order for it to be excused.
6. School/church related organizational activities/events verified by the sponsor.
7. Car trouble
8. Approved by the administration

All other tardies will be considered unexcused.

CHECKOUTS

We know that occasionally a student will need to checkout from school. It is important that each student remains at school for the full day. In order to have an excused checkout, a written note, call, fax, or email from the parent/guardian will be required explaining the reason for the checkout. To assist the office staff from having to call, parents of high school students (grades 9-12) are asked to call the office at 205-648-6643 ext.101 and leave a message if their child is going to checkout. All students checking out must sign out in the office indicating time, date, and reason of checkout. Teachers are responsible for checking INOW to see if students in their class have checked out or absent. If a student is missing and it is not noted in INOW, the office must be notified immediately. Excessive unexcused checkouts will result in disciplinary action.

Checkouts will be considered excused for the following reasons:

1. Sickness
2. Doctor/Dentist/Orthodontist appointment
3. Death/Funeral of immediate family



4. Driver's license/permit – Students are excused to take exams for license or permit.
5. SCS Sporting events – Students must sign in at the event in order for it to be excused.
6. School/church related organizational activities/events verified by the sponsor.
7. Approved by the administration

All other checkouts will be considered unexcused. Students with an unexcused checkout will not be allowed to return to campus on the day of the unexcused checkout. Examples of unexcused checkouts include haircuts, lunch off campus, nail appointments, errands, personal, etc. Students should receive zeros for all work missed due to an unexcused checkout.

MAKE-UP WORK

Assignments missed due to an excused absence must be completed. Students will be given two days to complete make-up work for each day of excused absences. Work not completed within the designated time may result in zeros. Students should not be allowed to make-up work for unexcused absences, tardies, or checkouts.

Students who are absent the day before a scheduled exam will not be required to take the exam, but may do so if they so choose. Students not taking the scheduled exam will have one day to make-up the exam. Make-up exams may be different from the original exam.

Students participating in sports events or extra-curricular activities should get their assignments from their teachers prior to leaving campus. Students will be given two days to complete make-up work if participating in sporting events or extra-curricular activities where they are representing SCS.

RETENTION

If a student in grades 1-8 fails two or more major subjects (Bible, English, reading, math, science and social studies), he will be required to repeat the year. Students who fail a course in grades 9-12 will not receive credit for that course and will be expected to retake it if needed for graduation. Summer school may be an option for students in grades 5-12. Seniors lacking credits will not graduate or be allowed to participate in the commencement exercises.

EXTRA-CURRICULAR ACTIVITIES

Extra-curricular activities are organized and supervised activities conducted under the auspices of the local school or an element thereof who primarily involve students in other than a classroom situation and for which no credit separate from an approved course shall be given toward graduation. By way of example, extra-curricular activities may include, but are not limited to, athletics, school clubs and associations, some academic and scholastic teams, musical activities, theatrical activities, student government, student publications and other activities.

Participation in extra-curricular activities is a privilege for students and is not a right. Student participation in extra-curricular activities may be restricted. All accounts must be current in order for



students to participate in extra-curricular activities and take semester exams. Students will not receive report cards unless account is current.

DRUGS, ALCOHOL, AND TOBACCO

Total abstinence – including use, possession or selling of tobacco, alcoholic beverages, and non-prescribed drugs – is expected of all students at all times, twenty-four hours per day, seven days per week. (I Cor. 6:19-20; I Cor. 8:9) Violation of this policy will be considered a major offense as outlined in the Student Handbook.

MEDICATION POLICY

Sumiton Christian School is a drug-free environment. All prescribed and non-prescribed medication must be checked in to the office. All medication must be accompanied by a note from the parent authorizing the office staff to assist with medication. All prescription drugs must be labeled according to state law.

WRITTEN COMMUNICATIONS

Sumiton Christian School administration and its teachers may notify parents, guardians and students of information through written communications. Although the school may elect to use various methods of providing those communications to parents and guardians, it is the ultimate responsibility of each student to notify his or her parent or guardian of all written communications provided to him or her by the school. A failure to do so may result in disciplinary action against the student.

DISCIPLINE

We expect all students who choose to attend Sumiton Christian School to exemplify Christ-like behavior and to comply with Biblical Standards. (I Peter 2:13-15) All students must honor and respect God the Father, Jesus Christ, the Holy Spirit, and God's Holy Word. (Matthew 22:37-38) Students must follow all guidelines and regulations established within each classroom. Disruptive behavior is not permissible. (Hebrews 10:25)

Discipline is necessary for the welfare of the student as well as the entire school. It is impossible for learning to take place in a classroom unless control and good order are maintained. SCS expects full cooperation from both students and parents. Any parent or student suggestion or complaint is expected to be taken through the proper chain of authority in a respectful manner. Sumiton Christian School has a commitment to its school families to maintain its standards and requirements for all students. Because attendance at Sumiton Christian School is a privilege and not a right, the privilege may be forfeited by any student who does not conform to the standards and regulations of the school. The school may request withdrawal of any student at any time who, in the opinion of the school administration and School Board, does not fit into the spirit and intent of the ministry of the Sumiton Church of God, regardless of whether or not the student conforms to the specific rules and regulations of the school. This guideline is shared with a spirit of love. There is, at Sumiton Christian School, a great sense of commitment and love for the students and families we serve, however, an additional commitment to the total school family and to the Lord Jesus Christ is also present. Strict and proper discipline is a chief



concern of parents who send their children to SCS. Our school staff takes seriously its responsibility to discipline students in accordance with Biblical standards. The administration will reserve the right to make the final decision in any situation which requires disciplinary action.

Some inappropriate behaviors are best handled by classroom personnel without resorting to the more formal procedures contained within this Code of Student Conduct. Accordingly, each classroom teacher may deal with general classroom disruption by taking in-class disciplinary action, by making oral or written contact with the child's parent or guardian when feasible, and by scheduling conferences with parents, guardians and other school staff. If the action taken by the teacher is ineffective or the disruption is, in the teacher's judgment, sufficiently severe, the student may be referred to the administration for minor offenses.

SCHOOL RULES

1. Respect God, others, their property, and yourself.
2. Be on time.
3. Be prepared.
4. Follow school policies.

VIOLATIONS OF THE DISCIPLINE POLICY/OFFICE REFERRALS

When a student is referred to the principal or designee, the principal will then have the discretion to determine the nature and classification of the offense committed by the student. Each student will be allowed to provide an explanation – to admit or refute any charges – prior to any final disciplinary action taken. For any offense for which an in-school parental conference is required, it is the parent's or guardian's responsibility to make arrangements for the conference within twenty-four (24) hours of being notified of the problem. No student will be allowed to return to school until the parent or guardian conference is held. Only the parent having primary physical custody, or the parent listed on the birth certificate, or the court appointed legal guardian will be allowed to attend the conference. Violations of the Sumiton Christian School's Student Code of Conduct are generally grouped into three classes – Write-ups/Minor Offenses (Class I), Office Referral/Intermediate Offenses (Class II), and Dismissal/Expulsion/Major Offenses (Class III). The disciplinary procedures for each class may be different, depending on the recommended action which is to be taken.

Any charges involving alcohol, drugs, weapons, aggressive behavior, or a suspected crime may result in intervention by law enforcement authorities. Any items of a dangerous or illegal nature may be confiscated and turned over to law enforcement authorities immediately.



**WRITE-UPS
CLASS I
MINOR OFFENSES**

- 1.00** FAILURE TO BRING MATERIALS TO CLASS INCLUDING HOMEWORK/DAILY ASSIGNMENTS/TEXTBOOKS/SUPPLIES
- 1.01** EXCESSIVE DISTRACTION OF OTHER STUDENTS/NOT ON TASK
Any conduct and/or behavior which is disruptive to the orderly educational process in the classroom, or any similar grouping for instruction, which cannot be corrected by appropriate classroom management.
- 1.02** HORSEPLAY/SHOVING/RUNNING
- 1.03** INAPPROPRIATE PUBLIC DISPLAY OF AFFECTION INCLUDING HUGGING/KISSING/HOLDING HANDS
- 1.04** INCIDENTAL USE OF PROFANE OR OBSCENE LANGUAGE
- 1.05** VIOLATION OF DRESS CODE
- 1.06** UNEXCUSED TARDY TO CLASS (Classroom teacher)
- 1.07** UNEXCUSED TARDIES/CHECKOUTS TO AND FROM SCHOOL (Administration)
An unexcused tardy/checkout occurs when a student is late to or checks out early from school. Students are allowed three unexcused tardies/checkouts before they receive a write-up. Incremental increases of three unexcused tardies/checkouts will result in movement to the next offense level of disciplinary action.
- 1.08** CONTINUED FAILURE TO COMPLY WITH TEACHER'S INSTRUCTIONS/NOT FOLLOWING INSTRUCTIONS/DISOBEDIENT
- 1.09** ANY OTHER VIOLATION WHICH THE ADMINISTRATION MAY REASONABLY DEEM FALLS IN THIS CATEGORY

**WRITE-UPS
CLASS I
DISCIPLINARY ACTION**

- Three Write-ups:** Principal/student conference, parental contact, seven hours of detention.
- Four Write-ups:** Principal/student conference, parental contact, fourteen hours of detention.
- Five Write-ups:** An in-school parental conference may be required, out of school suspension for one day.
- Six Write-ups:** Same as a Class II Office Referral.

*NOTE: DETENTION TIME MAY BE SCHEDULED BY THE ADMINISTRATION AND MAY INCLUDE HOURS BEFORE, DURING OR AFTER SCHOOL OR ON SATURDAY. STUDENTS LATE TO DETENTION WILL RECEIVE ADDITIONAL HOURS OR OUT OF SCHOOL SUSPENSION.



**OFFICE REFERRAL
CLASS II
INTERMEDIATE OFFENSES**

2.00 CHEATING/PLAGIARISM

In addition to any disciplinary action appropriate to this offense, cheating or plagiarism may result in a grade of zero.

2.01 UNAUTHORIZED COMPUTER ACCESS

2.02 DEFIANCE OF AUTHORITY/DISRESPECT

Willful disobedience of a direct order, refusal to comply with directions, or verbal or non-verbal conduct and/or behavior that is rude or discourteous to a school board employee or other adult in the school who is there in an official capacity, such as a substitute teacher.

2.03 DISORDERLY CONDUCT

Any act which substantially disrupts the orderly conduct of the school learning environment or a school function or poses a threat to the health, safety and/or welfare of students, staff or others, including, but not limited to, making unreasonable noises, disrupting any lawful assembly or meeting, obstructing vehicular/pedestrian traffic, or inciting confusion among students and/or parents.

2.04 UNAUTHORIZED ELECTRONIC DEVICES

Use of electronic devices without permission from the teacher is prohibited during school hours (7:50-3:00). Students in grades K-8 may not use until dismissed for after-school care. The principal or designee may review messages, images, or information on any electronic communication device that is used in an unauthorized manner during the school day. Circumstances arising from the unauthorized use of wireless communication may result in a Class III offense. Teacher discretion will determine which electronic devices are allowed in their classroom for **instructional purposes only**.

2.05 FALSE INFORMATION

Making false accusations or giving intentionally false information to a school board employee or any other adult at the school in an official capacity such as the substitute teacher, including, but not limited to, providing false verbal accusations or information, forgery of school notes, tardy slips, excuses, report cards, field trip forms or any other material required by the school.

2.06 FIGHTING (Automatic suspension up to three days)

2.07 HARASSMENT/INTIMIDATION/BULLYING (This includes all internet social sites used for communication.)

2.08 UNAUTHORIZED ABSENCE

Unauthorized absence is any unexcused absence as determined by the local school administrator. Included in this category is skipping, cutting class, and leaving school grounds without permission.

2.09 GAMBLING



- 2.10** VANDALISM – Restitution will be required and may be considered a Class III offense depending upon the severity.
- 2.11** PROFANITY (Written, verbal, gestures)
This includes all school pictures, school publications, internet sites that students may use for communication. Restitution may be required if reprinting is deemed necessary,
- 2.12** ANY OTHER MINOR VIOLATION WHICH THE ADMINISTRATION MAY REASONABLY DEEM FALLS IN THIS CATEGORY

**OFFICE REFERRAL
CLASS II
DISCIPLINARY ACTION**

| | | |
|-------------------------|-------------|---|
| First Referral: | Grades K-5 | An in-school parental conference may be required. Seven hours of detention. |
| | Grades 6-12 | An in-school parental conference may be required. Fourteen hours of detention. |
| Second Referral: | Grades K-5 | An in-school parental conference may be required. Fourteen hours of detention. |
| | Grades 6-12 | An in-school parental conference may be required. Twenty-one hours of detention. |
| Third Referral: | Grades K-5 | Required in-school parental conference Suspension for one day. |
| | Grades 6-12 | Required in-school parental conference Suspension for two days. |
| Fourth Referral: | Grades K-5 | Required in-school parental conference Suspension for two days. |
| | Grades 6-12 | Required in-school parental conference Suspension for four days. |
| Fifth Referral: | Grades K-12 | Same as Class III offense |

INTERVENTION AND/OR PROSECUTION BY LAW ENFORCEMENT AUTHORITIES WILL BE SOUGHT WHERE NECESSARY OR APPROPRIATE.

*NOTE: DETENTION TIME MAY BE SCHEDULED BY THE ADMINISTRATION AND MAY INCLUDE HOURS BEFORE, DURING OR AFTER SCHOOL OR ON SATURDAY. STUDENTS LATE TO DETENTION WILL RECEIVE ADDITIONAL HOURS OR OUT OF SCHOOL SUSPENSION.



**DISMISSAL/EXPULSION
CLASS III
MAJOR OFFENSES**

- 3.00** EXCESSIVE ABSENCES
- 3.01** POSSESSION, SELLING, AND/OR USE OF DRUGS, ALCOHOL, OR TOBACCO INCLUDING E-CIGARETTES
- 3.02** SEXUAL MISCONDUCT ON CAMPUS OR SCHOOL SANCTIONED EVENT
- 3.03** PREGNANCY/PARENTHOOD
- 3.04** ILLICIT/UNLAWFUL BEHAVIOR
- 3.05** THREATS TO HARM OR ENDANGER OTHERS
- 3.06** POSSESSION OF WEAPONS ON SCHOOL PROPERTY OR SCHOOL SANCTIONED EVENTS
- 3.07** ROBBERY/THEFT
- 3.08** OTHER OFFENSES DETERMINED BY THE SCHOOL ADMINISTRATION WHICH SUBSTANTIALLY DISRUPTS THE ORDERLY CONDUCT OF A SCHOOL FUNCTION; WHICH SUBSTANTIALLY DISRUPTS THE ORDERLY LEARNING ENVIRONMENT, POSES A THREAT TO THE HEALTH, SAFETY AND/OR WELFARE OF STUDENTS, STAFF, OR OTHERS; OR BEHAVIOR THAT DOES NOT ALIGN WITH THE MISSION, PHILOSOPHY, AND OBJECTIVES OF THE SCHOOL.

**CLASS III
DISCIPLINARY ACTION**

GRADES K-12 Commission of a Class III offense by any student may be punishable by expulsion. The punishment will be determined by the School Board of Directors in conjunction with the administration. Intervention and/or prosecution by law enforcement authorities will be sought where necessary or appropriate.

GRADUATING SENIORS WHO ARE UNDER SUSPENSION AT THE TIME OF GRADUATION MAY BE DENIED PARTICIPATION IN THE COMMENCEMENT EXERCISES.



DISCIPLINARY ACTION

This Code of Student Conduct prescribes that certain disciplinary action may be taken in response to student behavior. The following descriptions should provide general explanations of some of the ways discipline may be applied. However, the following is not exhaustive, and will not limit the discretion of the school administration regarding disciplinary alternatives.

Required In-School Parental Conference: A required in-school parental conference is a meeting at the school with the principal or his/her designee, parent(s) or guardian, and student to resolve the disciplinary problem. After notification of the problem, it is the parent(s)' or guardian(s)' responsibility to make arrangements for the conference within twenty-four (24) hours.

Detention: Assignment to a designated room on a school campus, during or outside the regular school day for a specified period of time which may include hours before, during or after school or on Saturday. A failure to comply with school detention procedures will result in additional disciplinary action. Students will complete additional and all required assignments during detention.

Suspension: Suspension is a temporary removal of a student from his or her regular program and from the school. Students suspended will receive zeros for all work during the suspension. When suspended, a student is prohibited from entering Sumiton Christian and from attending or participating in school activities (for example, athletic events, cheerleading, plays, concerts, practices, etc.) even if the activity is held off school grounds. Violation of this rule will result in additional charges of trespassing against the student. Graduating seniors who are under suspension at the time of graduation may be denied participation in the commencement exercises.

Expulsion: Expulsion is the removal of a student from Sumiton Christian School, Sumiton Christian campus, and all Sumiton Christian school activities and functions.

Driving Privileges: The driving of vehicles to school by students is considered a privilege. Driving privileges may be revoked at the discretion of the administration.

FIELD TRIPS

At Sumiton Christian School, we feel that field trips are an essential part of the learning experience. Sumiton Christian School discipline procedures apply to all extra-curricular activities of the school including field trips. Any student who does not comply with Sumiton Christian School discipline procedures as stated will be subject to disciplinary action, which may include loss of privilege to participate. Any student who does not attend the planned activity will receive an unexcused absence unless previous arrangements have been approved by the sponsoring teacher of the field trip. Board policy dictates that non-class members or younger siblings will not be allowed to participate in field trips. For safety reasons, transportation will be on the bus when available. If the bus is used, all students must ride the bus to the destination. Uniforms are standard dress for field trips unless prior arrangements are approved by the administration.



ACADEMIC STANDARDS AND GRADING

Progress reports will be sent home the fourth week of each nine-week grading period. Report cards will be sent home at the end of every nine-week grading period. The report card must be signed by the parent/guardian and returned to the homeroom teacher for all students in grades K-5. Students in grades 6-12 will sign that they have received a copy of their progress report and report card to take home to their parent/guardian. Students whose accounts are not cleared will not receive report cards.

Student grades will be based on the following scale:

A = 90-100

B = 80-89

C = 70-79

D = 60-69

F = Below 60

ACADEMIC PROBATION

Students in grades 6-12 shall be placed on academic probation if they receive 2 D's – 1 F, or 1 D and 2 F's at the end of the semester. If grades do not improve at the end of the next semester, students may be subject to dismissal. Students completing the fifth grade and entering the secondary department will be subject to this same rule. The intention of this policy is not to eliminate dedicated students, but to improve what we are trying to accomplish in the classroom and to encourage students who are not benefitting from our program to seek a program where they will be better motivated. It is our desire that this policy will encourage all of our students to put forth their best efforts in the classroom.

STANDARDIZED TESTING PROGRAMS

National Standardized Assessment – Administered to grades two through eighth during the spring of the year.

PSAT 10 – (American College Test, a college entrance test) – Administered to all tenth grade students during the fall of the tenth grade year.

P.S.A.T./N.M.S.Q.T. – Preliminary Scholastic Aptitude Test – Administered by the school counselor in October to selected juniors as an introduction to the SAT college entrance exam. It also serves as the National Merit Scholarship Qualifying test through which students compete for National Merit Scholarship.

A.C.T./S.A.T. – American College Test and Scholastic Aptitude Test – College entrance tests are generally taken during the spring of the junior year and again in the fall of the senior year. Registration is online at www.act.org. The test is administered on the campus of local colleges. These tests are required by most colleges and are a must for NCAA eligibility and scholarship consideration. Each student is required to take the A.C.T. twice prior to graduation.



HOMEWORK

Homework is a part of the curriculum at Sumiton Christian School for several reasons. First, parents are made more aware of the work done by the student. Second, parents will be aware of the strengths and weaknesses of the student in his/her various subject areas. Third, homework serves as a valuable tool for reinforcement and repetition of the skills learned in the classroom.

Homework also provides opportunities for the students to learn self-discipline through independent study. Project assignments are announced well in advance in order to teach time management skills.

SEMESTER EXAMS

Exams for grades 6-12 are designed to review the semester's work, provide the student with a broad picture of the course and teach students to handle comprehensive exams. Exams count 1/5 of the final grade, with each nine weeks grade counting 1/5. In order to exempt an exam, a student must meet one of the following criteria:

- Overall "A" average
- "B" average with no more than 3 excused absences or excused tardies/checkouts for the semester.
- ACT score of 25 or higher and a 70 average in the subject area

No more than two exams per term may be exempted by a student unless awarded by the administration.



GRADUATION REQUIREMENTS

Twenty-five (25) credits are required for graduation from Sumiton Christian for students pursuing the Academic Diploma. Twenty-six (26) credits are required for graduation for the Advanced Diploma. Honors Diploma requires 27 credits. If students pass all required and elective courses taken, they will exceed the required number of credits for graduation.

| Academic Diploma (25 credits) | Advanced Diploma (26 credits) | Honors Diploma (27 credits) |
|---|---|--|
| English 9 1 credit | English 9 1 credit | English 9 1 credit |
| English 10 1 credit | English 10 1 credit | English 10 1 credit |
| English 11 1 credit | English 11 1 credit | English 11 1 credit |
| English 12 1 credit | English 12 1 credit | English 12 1 credit |
| Algebra I 1 credit | Algebra I 1 credit | Algebra I 1 credit |
| Algebra II 1 credit | Algebra II 1 credit | Algebra II 1 credit |
| Geometry 1 credit | Geometry 1 credit | Geometry 1 credit |
| Algebraic Connections or Consumer Math 1 credit | Pre-Calculus 1 credit | Pre-Calculus 1 credit |
| | World History 1 credit | Calculus 1 credit |
| World History 1 credit | US History I 1 credit | World History 1 credit |
| US History I 1 credit | US History II 1 credit | US History I 1 credit |
| US History II 1 credit | Government/Economics .. 1 credit | US History II 1 credit |
| Government/Economics .. 1 credit | | Government/Economics .. 1 credit |
| | Physical Science 1 credit | Physical Science 1 credit |
| Physical Science 1 credit | Biology 1 credit | Biology 1 credit |
| Biology 1 credit | Chemistry 1 credit | Chemistry 1 credit |
| Chemistry 1 credit | Anatomy 1 credit | Anatomy 1 credit |
| Anatomy 1 credit | | Anatomy 1 credit |
| | Spanish I 1 credit | Spanish I 1 credit |
| Life PE or Athletic PE or Band 1 credit | Spanish II 1 credit | Spanish II 1 credit |
| Health5 credit | | |
| | Psychology 1 credit | Psychology/Sociology 1 credit |
| Additional Electives 7.5 credits | Life PE or Athletic PE or Band 1 credit | Life PE or Athletic PE or Band 1 credit |
| | Health5 credit | Health5 credit |
| Must take ACT twice before graduation | Additional Electives 5.5 credits | Additional Electives 5.5 credits |
| | Must take ACT twice before graduation | Must take ACT twice before graduation |
| | Must maintain all A's, B's, or C's on the semester grade in each individual course. | Must take all Honors' and Advanced Placement Courses available. |
| | | Must maintain all A's or B's on the semester grade in each individual course. |
| | | Must have 75 hours of community service with a minimum of half being off campus. |



DUAL ENROLLMENT

Sumiton Christian School has an active dual enrollment contract with Bevill State Community College (BSCC). This allows eligible students the opportunity to earn both high school and college credit simultaneously.

Students and parents who are considering the option of dual enrollment or accelerated credit should proceed with caution. Students who successfully complete dual enrollment courses will receive credit toward their college degree. Students should understand, however, that dual enrollment courses are college courses and the amount of work necessary to succeeding dual enrollment courses may be much greater than in high school courses. In addition, dual enrollment courses become a part of a student's permanent college transcript (and in the high school transcript) and are calculated into the student's permanent college transcript and are calculated into the student's permanent college GPA. It is important to do well in these courses to realize all benefits of dual enrollment.

What is Dual Enrollment/Dual Credit?

Eligible 11th and 12th grade high school students may enroll in a course which provides both college credit and high school credit for the same course. Serious consideration and counseling should be provided for 11th grade students to ensure they have the social maturity for college level work.

Eligibility requirements for Dual Enrollment

Eligible high school students may enroll in college classes concurrently with high school classes, either on the College campus or at the high school, and receive both high school and college credit. There must be on file at Bevill State Community College a formal written agreement between the student's local school board and Bevill State Community College before approval for Dual Credit/Dual Enrollment admission is granted. To be eligible the student must meet the following requirements:

1. The student must be in grade 11 or 12 or have an exception granted by the participating postsecondary institution upon the recommendation of the student's principal and superintendent and in accordance with Alabama Administrative Code 290-8-9.17 regarding gifted and talented students.
2. The student must have a 2.5 average, as defined by local board of education policy, in completed high school courses.
3. The student must have written approval of the SCS principal and counselor. Student access to Dual Credit/Dual Enrollment is dependent upon both academic readiness and social maturity. Approval from the SCS counselor and principal indicates that the student has demonstrated both.
4. The student must meet admission requirements established by the College.
5. Students who are enrolled in grades 11 or 12 may be deemed eligible to participate in Dual Credit/Dual Enrollment in occupational/technical courses pending demonstrated ability to benefit as documented by successful completion of placement test or other assessments approved by the Department of Alabama Community College System
6. The student must take placement test and place in eligible courses.



How does a Dual Enrollment class meet high school requirements?

Students must complete three semester credit hours at the postsecondary level equal one credit (Carnegie unit) at the high school level in the same or related subject. (There are specific requirements regarding English credits.) Each participating local education school has the final authority on equivalencies. The current Bevill State Community College and Sumiton Christian School Dual Enrollment Contract is attached.

Eligibility Requirements for Accelerated High School Student

Eligible high school students may enroll in college classes concurrently with high school classes and receive college credit. Bevill State Community College admissions, course placement, and course sequencing are applicable in addition to eligibility requirements listed below. A student is eligible for early admission upon meeting the following criteria:

1. The student has successfully completed the 11th grade.
2. The student provides a certification from the local principal and/or designee certifying that the student has a minimum cumulative 2.5 average and recommending the student be admitted under this policy.
3. The student may enroll only in postsecondary courses for which high school prerequisites have been completed (e.g., a student may not take English Composition until all required high school English courses have been completed). The student must take placement test and place in eligible courses.
4. The student must meet admission requirements established by the College.

Dual Enrollment or Accelerated High School Credit at SCS

The Accelerated High School Program allows a high school student to enroll in a college class for college credit only. Accelerated High School students may receive elective high school credit for college courses if approved by the SCS administration. Dual Enrollment means a high school student is enrolled in a college course that will be used for both high school credit and college credit.

SCS students may participate in the Accelerated High School Credit Program at Bevill through the completion of BSCC approved application and approval of SCS principal and counselor. Forms may be obtained from the SCS office.

Dual Enrollment or Accelerated High School Credit Enrollment

Students wishing to participate in Dual Enrollment or Accelerated Credit Classes at BSCC should start in the Administration office at Sumiton Christian School to obtain enrollment forms and permissions needed to participate in the program.



Sumiton Christian School – Dual Enrollment Contract

We the undersigned understand and agree to the following conditions for having the privilege to participate in Dual Enrollment between Sumiton Christian School and Bevill State.

- Students must be on the Honors Diploma Track and maintain all A's and B's in all subjects.
- Students must be a senior or junior.
- Students must be recommended by a teacher or member of the administration.
- Students must have excellent attendance and conduct.
- Students are only approved to take English during school hours at Bevill State.
- Students who enroll at Bevill during their junior year must take four English classes at Bevill to meet the graduation requirements for Sumiton Christian School.
- Students who enroll at Bevill during their senior year must take two English classes at Bevill to meet the graduation requirements for Sumiton Christian School.
- Students who begin taking English at Bevill are expected to take all of their English courses at Bevill required for graduation for Sumiton Christian School.
- Students must return to school immediately if classes at Bevill are canceled.
- Students should not leave school if they know classes are canceled.
- Students must sign out before they leave and sign in when they return.
- Students must not leave the city limits of Sumiton when traveling to and from Bevill.
- Students must return immediately to school when dismissed from Bevill.
- Students must complete all coursework required by Bevill by the end of the term. Failure to complete the coursework will result in the grade of an "F" for the class.
- Students must submit to the counselor a copy of their registration form each semester.

We understand that non-compliance with all of the above statements will result in an immediate loss of privilege for participating in Dual Enrollment as a student of Sumiton Christian School.

Student's Signature: _____ Date: _____

Parent's Signature: _____ Date: _____

cut



ATHLETIC EXTRA-CURRICULAR GUIDELINES

All sports-related extra-curricular activities must, and will be, coordinated through the SCS Athletic Director. We will offer as many of these opportunities as enrollment will allow. The following guidelines for academic eligibility are in accordance with the AHSAA (Alabama High School Athletic Association), and will be observed for team sports, cheerleaders, and any other activities occurring aside from normal curricular activities.

1. All students must have written parental consent.
2. A 10th, 11th, or 12th grader must have passed a minimum of 6 units of work (including all 4 core courses), with a composite numerical average of 70 for those 6 units during the preceding 2 semesters of attendance. All 4 core courses must be included in the 6 passed and averaged. One unit of Physical Education may be counted per year. A maximum of 2 units may be earned in an accredited summer school. All 8th and 9th graders must have passed 5 subjects with a composite numerical average of 70 for those 5 subjects during the preceding 2 semesters of attendance (including all 4 core courses).
3. All other questions regarding a student's eligibility for athletics should be directed to the Athletic Director.
4. Students must at all times exhibit Christ-like, sportsman-like behavior. The objective will always be to exemplify and glorify Christ. Failure to do so will result in a conference with the coach and principal and possible suspension for a length of time which will be determined during the conference.
5. All students who have agreed to participate in sports activities are expected to complete the entire schedule including playoff appearances unless dismissed from the team. (See Policy on Quitting a Sport)
6. Participation in all practices and scheduled games is required unless a valid written parental excuse is presented to the coach and permission granted by the coach.
7. Any expenses incurred while participating in extra-curricular activities must be absorbed by the parents.
8. As with all other school activities, the administration reserves the right to make the final decision in any questionable situation or circumstance.
9. If students are absent or if they have an unexcused check in or check out the day of a game, they will not be allowed to participate unless previous arrangements have been made with the coach and administration.
10. Any athlete receiving a fine from the Alabama High School Athletic Association (AHSAA) will be responsible for paying the amount of the fine to Sumiton Christian School as reimbursement for the action taken by the AHSAA. Payment must be made within ten days after receiving notification of the fine from the AHSAA.



FACTS ABOUT CONCUSSIONS

A concussion is a brain injury that:

- Is caused by a bump, blow, or jolt to the head or body.
- Can change the way your brain normally works.
- Can occur during practices or games in any sport or recreational activity.
- Can happen even if you haven't been knocked out.
- Can be serious even if you've just been "dinged" or "had your bell rung".

All concussions are serious. A concussion can affect your ability to do schoolwork and other activities (such as playing video games, working on a computer, studying, driving, or exercising). Most people with a concussion get better, but it is important to give your brain time to heal.

What are the symptoms of a concussion?

You can't see a concussion, but you might notice one or more of the symptoms listed below or that you "don't feel right" soon after, a few days after, or even weeks after the injury. Symptoms may include the following:

- Headache or "pressure" in head
- Nausea or vomiting
- Balance problems or dizziness
- Double or blurry vision
- Bothered by light or noise
- Feeling sluggish, hazy, foggy, or groggy
- Difficulty paying attention
- Memory problems
- Confusion

If you think you have a concussion, tell your parents, teacher, or coach immediately. Never ignore a bump or blow to the head even if you think you feel fine. A doctor or other health care professional can tell if you have a concussion and when it is okay for you to return to your normal daily activities. If you have a concussion, your brain needs time to heal. While your brain is healing, you are much more likely to have another concussion. Repeat concussions can increase the time it takes for you to recover and may cause more damage to your brain. It is important to rest until your doctor says you are okay and are symptom-free. You can help prevent concussions by using proper sports equipment, following your coach's rules for safety and the rules of the sport, and by practicing good sportsmanship at all times. (U. S. Department of Health and Human Services/ Centers for Disease Control and Prevention)



POLICY ON QUITTING A SPORT/EXTRA-CURRICULAR

Student athletes who choose to quit a sport will not be allowed to participate in another sport until the sport they quit has completed its season. This includes all play-off appearances. Students choosing to quit a sport will be required to meet with the Athletic Director and the head coach of the sport they have chosen to quit. The parents and the administration will be notified of this action by the Athletic Director.

Students who choose to quit an extra-curricular activity will not be allowed to participate in another activity until they have met with the sponsor and administration. Parents will be notified of this action by the sponsor.

PARENT/TEACHER CONFERENCES

There must be consistency and congruency between school and family. An imbalance in any realm may prevent a child from fulfilling the call of God upon his life and from developing into a responsible adult. Therefore, clear, continuous communication is an absolute necessity. Since we are an extension of one another while we are working together to accomplish and develop God's best in each child's life, parent-teacher conferences will be scheduled upon request by parent, teacher, or used as needed. Teachers will be available during their planning period or immediately before and/or after school for parent conferences. These conferences must be scheduled with the individual teacher or through the school office. We request that younger children not be brought to these meetings, in order that attention can be given to the school-aged child.

ARRIVAL AND DISMISSAL

Morning Arrival

The school doors will be opened at 7:00 for those students who must arrive early. Normal arrival time should be between 7:30-7:55. Students in grades K-8 will be seated in the Media Center until dismissed. Students in grades 9-12 will report to the cafeteria in the high school and remain until 7:50 a.m. All students will be supervised by staff. Students will be allowed to go to the classroom at 7:50 a.m. The tardy bell rings at 8:00 a.m. Students who are late must report to the office for a tardy pass.

Afternoon Dismissal

Students shall be dismissed promptly when the bell rings. Teachers will load students in front of the buildings. Parents must remain in line with traffic in order for safe loading of students. Students not picked up by 3:15 will go to after-school care. High school students will be dismissed when the bell rings to go to their cars.

Traffic Instructions

All traffic should enter the campus by the school sign or in front of the high school. Traffic may exit by going up the hill by the Life Center or the high school parking lot. In the morning and afternoon, all students are to be let out and picked up at the main entrance of each building. No parent is to park in the parking lot, thus forcing the children to cross the traffic path. In the morning or afternoon, if



business is to be conducted with the school office, parents must pick up their children in the manner prescribed above, and then park in the parking lot. In the afternoon, unless the traffic chart is observed, the teacher cannot release the student to be picked up. All entrances and exits must remain clear in the event of an emergency. Please do not block driveways or park near dumpsters at any time.

STUDENT DRIVERS

Students driving to school must exhibit extreme caution when driving in the parking lot due to the presence of other people and vehicles. Students are expected to obey the 5 MPH speed limit, park in designated areas only and obey established traffic patterns. All students' vehicles must be registered in the school office with a copy of their driver's license, copy of their insurance card, and tag number. All cars parking in the student parking area must have a current parking sticker on the inside mirror of their car. Students must park in the high school parking lot area upon arrival at school and leave the vehicle immediately until the end of the student's academic day. Students must not return to their vehicles during the school day for any reason without permission. Neither are they permitted to drive off campus during the day without permission. **Remember, driving to school is a special privilege that will be suspended if abused or may result in assigned parking on campus. Legislative ACT 94-820 states that a student's drivers' license will be revoked by the Alabama State Department of Public Safety if they are absent ten consecutive days or fifteen cumulative days in one semester. This Act requires the school to notify the Department of Public Safety should any student be in violation of this Act.**

GUIDELINES OF DRESS AND GROOMING

1. Hats, caps, sweat bands, bandanas, visors, and sunglasses must be removed and placed in the locker or designated area and remain there during the school day.
2. Hair must be clean, well-groomed and the color must be a natural tone for all students. Males students must be above the eyebrows, above ears, should not touch the collar of a uniform shirt, and approved by the administration. Hair cannot impair vision. Male students should schedule regular appointments so that hair length is always in compliance. Students will receive write-ups for hair being too long. Boys may not have rat-tails or pony tails.
3. Ear jewelry may be worn by females only. Nose jewelry is not to be worn by boys or girls while they are in school. Jewelry (studs, pins, etc.) may not be worn in any visible pierced areas of the body, including, but not limited to, the tongue.
4. Students are to wear clothing in the manner for which it is designed. No clothing shall be worn inside out; suspenders/braces shall be fastened and belts buckled. Pants must be worn at the waist. Clothing must be the appropriate size to ensure proper fitting.
5. Students must wear proper undergarments.
6. Shoes appropriate to the school setting, with student safety the primary concern, must be worn at all times. House shoes are not considered appropriate for the school setting.
7. Book bags/back packs and athletic bags must be placed in the locker or designated area and remain there during the school day.



UNIFORMS

Sumiton Christian School students in grades K5-12 wear school uniforms Monday-Thursday. School uniforms are defined as follows:

School Uniform Shirt – maroon, navy, or green collared shirt with the school crest; must be tucked in at the waist except for those designed to be worn on the outside

School Uniform Sweatshirt – maroon, navy, or green sweatshirt with the school crest

School Pants – plain navy or khaki knee shorts and plain navy or khaki pants without cargo pockets; plain navy or khaki capris for girls only; Dickie brand is preferred for all uniform pants. Navy or green shorts are available for elementary girls only.

School Uniform Dresses – navy, maroon, or green dress with the school crest for elementary girls only

School Uniform Outerwear – navy, maroon, or green jacket/coat with the school crest which may be worn during the school day with a uniform shirt on under the jacket/coat on Monday-Thursday

Sumiton Christian Athletic Attire – attire purchased by a team or club that may be worn as outerwear with a uniform shirt on under the attire for Monday-Thursday

Sumiton Christian School T-Shirt, Sweatshirt, Hoody – Any type of Sumiton Christian School t-shirt, sweatshirt, or hoody purchased from the SCS Campus Store for a team, club, or class such as senior class, homecoming, Penny Drop, Beta Club, etc.;

Or t-shirts, sweatshirt, or hoody purchased at an event where students were representing SCS for a school event. Either type may be worn on Fridays only.

UNIFORM GUIDELINES

1. Uniforms must be in good condition.
2. Uniforms must be appropriately sized. Shirts should be long enough to be tucked in to pants.
3. Uniforms are optional for students in preschool only.
4. Belts must be worn daily by all boys in grades K5-12.
5. Clothing worn for free dress days or picture days must be appropriate for school attire.
6. Prom dresses should be modest and cover all mid-rib areas without any skin being exposed.
7. Students participating in AISA events must adhere to the AISA Student Appearance Policy.
8. Skinny jeans are not allowed.



TEXTBOOKS

Children are responsible for their textbooks and should damage or loss occur, they or their parents are accountable.

ACADEMIC HONORS AWARDS PROGRAM

At the conclusion of the academic year, a special program will be held for the purpose of honoring students who have excelled in academic endeavors during the year.

HONOR ROLL

Honor roll recognition is awarded for students making all A's and B's at the end of each grading period in all subjects including conduct for elementary students.

INCLEMENT WEATHER

In case of inclement weather, school shall be closed. Notification of the closing of the school shall be provided to local television and radio stations. Parents will also receive a telephone message, text, and/or email if school is to be dismissed early due to inclement weather.

LUNCHESES

Hot lunches are served daily. Menus will be published for each month and will be distributed to every student by homeroom teachers for grades K3-8th grade at the first of each month. Menus will also be available in the school office and lunchroom for students in grades 9-12. The Alabama State Department of Health regulations prohibit food from outside vendors from being brought into the lunchroom. The only exception to this rule is food packed in a lunch box or sack.

CONCESSIONS

Students in grades K-12 will have a snack break each day. Students may bring snacks or purchase them at the school. The prices of snacks vary per item.

TELEPHONE USAGE

The school phone is reserved for official school business. Students are not permitted to use the telephone except in case of emergency. Parents, please assist us by calling the front office if you need to speak with your child.



ACCEPTABLE USE OF INTERNET POLICY

Internet access is available to students and teachers in our school. The access is being offered as a collaborative project involving your student's school and an Online Service Provider. Our goal is to promote educational excellence by facilitating resource sharing, innovation, and communication.

Our connection provides access to the Internet. The Internet is an "electronic highway" connecting millions of computers all over the world, and millions of individual users. Our students may use it in the classroom to communicate with fellow students all over the planet.

TERMS AND CONDITIONS:

Security:

With access to computers and people all over the world also comes the availability of material that may no be considered of educational value in the context of the school setting. We have taken available yet limited precautions, including the use of Cyber Patrol software, to restrict access to controversial or potentially inappropriate materials. The faculty or administration of Sumiton Christian School will not be held responsible or liable for any inappropriate material that any student obtains on the Internet.

Acceptable Use:

Internet access is coordinated through a complex association of government agencies and regional and state networks. The smooth operation of the network relies upon the proper conduct of the end users, who must adhere to strict guidelines. These guidelines are provided here so that you are aware of the responsibilities you are about to acquire. Use of other organization's networks or computing resources must comply with the rules appropriate for that network. Transmission of any material in violation of any U. S. or state regulation is prohibited. This includes, but is not limited to: copyrighted material, threatening or obscene material, or material protected by trade secret. Use for commercial activities by for-profit institutions is generally not acceptable.

Use for product advertisement or political lobbying is also prohibited. Illegal activities are strictly prohibited.



Privileges and Netiquette:

The use of our Internet connection is a privilege, not a right, and inappropriate use will result in a cancellation of those privileges. Each student who uses the Internet will be informed about use of the network, called netiquette. These rules include (but are not limited to) the following:

1. Be polite. Do not write or send abusive messages to others.
2. Use appropriate language. Do not swear, use vulgarities or any other inappropriate language.
3. Do not reveal your personal address or names and phone numbers of students or colleagues.
4. Note that electronic mail (e-mail) is not guaranteed to be private. People who operate the system do have access to all mail. Messages relating to or in support of illegal activities may be reported to authorities.
5. Do not use the network in such a way that you would disrupt the use of the network by other users (e.g. downloading huge files during prime time; sending mass e-mail messages).
6. All communications and information accessible via the network should be assumed to be private property.

Based upon the acceptable use guidelines in this document, the administration will deem what is inappropriate use and their decision is final. The administration may decide to deny, revoke, or suspend specific user privileges and in some cases, may take further action is necessary.

Exception and Terms and Conditions:

All terms and conditions as stated in this document are applicable to Sumiton Christian School. These terms and conditions reflect the entire agreement of the parties. These terms and conditions shall be governed and interpreted in accordance with the laws of the State of Alabama, United States of America.



SOCIAL MEDIA POLICY

As an organization with a commitment to quality of education and the safety of our students, as well as the preservation of our outstanding reputation as a school, the standards for appropriate online communication at Sumiton Christian School are necessarily high. While we respect the right of students, employees, and members of our community to utilize the variety of social media options available, we must insist that the following standards be met by our students, parents, faculty, and all members of the SCS family at all times, as well as other users who participate in SCS-sponsored sites.

Comments to SCS-sponsored sites, such as its Website via blogs, online forums, etc., or social media sites, are welcome and encouraged. To promote respectful discussion within this forum, we respect that you be courteous and productive and avoid comments that are profane, obscene, sexually explicit, inappropriate, inflammatory or otherwise objectionable. SCS reserves the right to review all comments before they are posted.

SCS further reserves the right to reject or remove comments for any reason, including but not limited to our belief that the comments violate this Comment Policy, to determine in its sole discretion which submissions meet its qualifications for posting, and to remove comments for any reason, including but not limited to our belief that the comments violate this Policy. Any submissions that fail to follow this Policy in any way or are otherwise irrelevant and will be removed.

In posting material on SCS-sponsored sites, you agree **NOT** to:

- Post material that SCS determines is threatening, harassing, illegal, obscene, defamatory, slanderous, or hostile towards any individual or entity.
- Post phone numbers, email addresses or other confidential information of students, faculty, or any other person other than yourself. If you choose to post your own contact information for any reason, please be aware that the information will be available to the public and is, therefore, subject to misuse.
- Post material that infringes on the rights of SCS or any individual or entity, including privacy, intellectual property or publication rights.
- Post material that promotes or advertises a commercial product or solicits business or membership or financial or other support in any business, group or other organization except those who are officially sponsored by SCS, except in designated areas specifically marked for this purpose.
- Post chain letters, post the same comment multiple times, or otherwise distribute “spam” via the SCS-sponsored site.
- Allow any other individual or entity to use your identification for posting or viewing comments.
- Post comments under multiple names or using another person’s name.

SCS reserves the right to do any of the following:

- Ban future posts from people who repeatedly violate this Policy. We may affect such bans by refusing posts from specific email addresses or IP addresses, or through other means as necessary.
- Remove or edit comments at any time, whether or not they violate this Policy.



User agrees to indemnify and hold harmless Sumiton Christian School, its affiliates, directors, employees, successors and assigns against any damages, losses, judgments, causes of action, costs or expenses (including reasonable attorney's fees and costs) arising out of any claim by a third party relating to any material user has posted on SCS-sponsored sites.

By posting a comment or material of any kind on a SCS-sponsored site, the user hereby agrees to the Policy set forth above.

Student Use of Social Media

First and foremost, students are encouraged to always exercise the utmost caution when participating in any form of social media or online communications, both within the SCS community and beyond.

Students who participate in online interactions must remember that their posts reflect on the entire Sumiton Christian community and, as such, are subject to the same behavioral standards set forth in the SCS Student Handbook.

In addition to the regulations found in the Student Handbook, students are expected to abide by the following:

- Students may not use social media sites to publish disparaging or harassing remarks about SCS community members, athletic or academic contest rivals, etc.
- Students who choose to post editorial content to websites or other forms of online media must ensure that their submission does not reflect poorly upon the school.

Failure to abide by this Policy, as with other policies at SCS, may result in disciplinary action as described in the Student Handbook, or as determined by the Administrator.



Please complete the information below and return it to your child's homeroom teacher. Keep the accompanying information for future reference.

Date: _____

Grade/Section: _____ Homeroom Teacher: _____

NOTICE OF RECEIPT

Name of Student (Please Print)

The above named student and the parent/guardian(s) listed below

Name of Parent/Guardian(s)

do hereby acknowledge by our signatures that we have received, read, and agree to abide by the Sumiton Christian School Handbook. We understand that these policies apply to all students at school-related activities and events. We understand and will abide by the stated Terms and Conditions for SCS Internet Use. We understand that this access is designed for educational purposes and SCS has taken available precautions to eliminate controversial material. However, we also recognize it is impossible for SCS to restrict access to all controversial materials and I will not hold them responsible for materials acquired on the network. Further, I accept full responsibility for supervision if and when my child's use is not in a school setting. I hereby give permission for my child to access the Internet at SCS. We further understand that violation of the regulations is unethical and may constitute a criminal offense. Should any violation occur, privileges may be revoked, school disciplinary action may be taken and/or appropriate legal action.

We also agree that pictures taken of students at school events and functions may be used in advertisements to promote Sumiton Christian School.

We also understand and agree that Sumiton Christian School may contact us via phone, text or email for communication purposes via Schoolcast.

(Signature) _____
Student Date

(Signature) _____
Parent/Guardian Date

(Signature) _____
Parent/Guardian Date

NOTE: The student is to sign the above statement. If the student lives with both parents and guardians, both are to sign the statement. If the student lives with only one parent or guardian, only one is to sign. A separate statement is to be signed for each student.

cut





Board Approved
March 28, 2017

Sumiton Christian School

2017-2018 Calendar

| | |
|-------------------------------|---|
| August 8-11 | Teacher In-Service/Workdays |
| August 14 | Elementary and Secondary Orientation K3, K5, 2nd, and 4th Grades 10:00 AM Classrooms K4, 1st, 3rd, and 5th Grades 11:00 AM Classrooms Grades 6, 7-12- Time to be announced |
| August 15 | Teacher In-Service/Workday (No School for Students) |
| August 16 | First Day of Class for Students |
| September 4 | Labor Day (School/Offices Closed) |
| October 2 | AISA Professional Development Day (No School for Students) |
| November 10 | Veteran's Day (School/Offices Closed) |
| November 20-24 | Thanksgiving Holidays (School/Offices Closed) |
| December 15, 18-19 | Semester Exams |
| December 19 | End of 1st Semester |
| December 20 - January 3 | Christmas Holidays (School/Offices Closed) |
| January 3 | Teacher Workday (No school for students) |
| January 4 | Students Return to School |
| January 15 | Martin Luther King, Jr. Day (School/Offices Closed) |
| February 19 | President's Day (School/Offices Closed) |
| March 26-30 | Spring Break (School/Offices Closed) |
| April 20 | Weather Day (School/Offices Closed) |
| May 11 | Weather Day (School/Offices Closed) |
| May 22-24 | Final Exams |
| May 24 | End of 2nd Semester |
| May 25 | Teacher Workday (No School for Students) |
| May 27 | Graduation |

PROGRESS REPORTS

September 15
November 9
February 9
April 20

END OF QUARTER

October 13
December 19
March 9
May 24

REPORT CARDS

October 20
January 12
March 16
May 29